

CANVAS TEACHER ANDROID GUIDE



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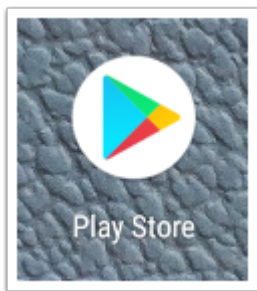
General Information

How do I download the Teacher app on my Android device?

If you are an instructor, download the Canvas Teacher app on your Android device for easier accessibility to course content.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open App Store



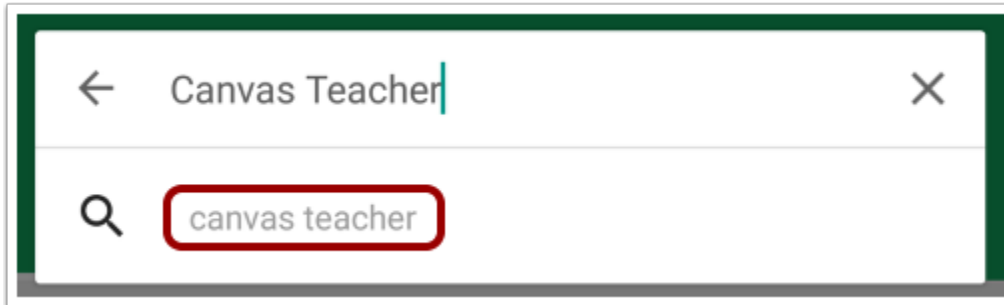
Open your Android device and tap the **Play Store** icon.

Open Search



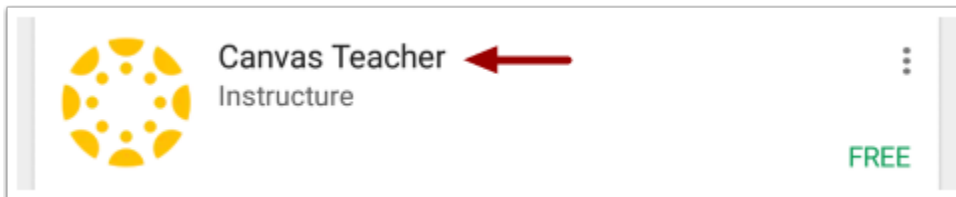
In the app menu, tap the Search icon.

Search for App



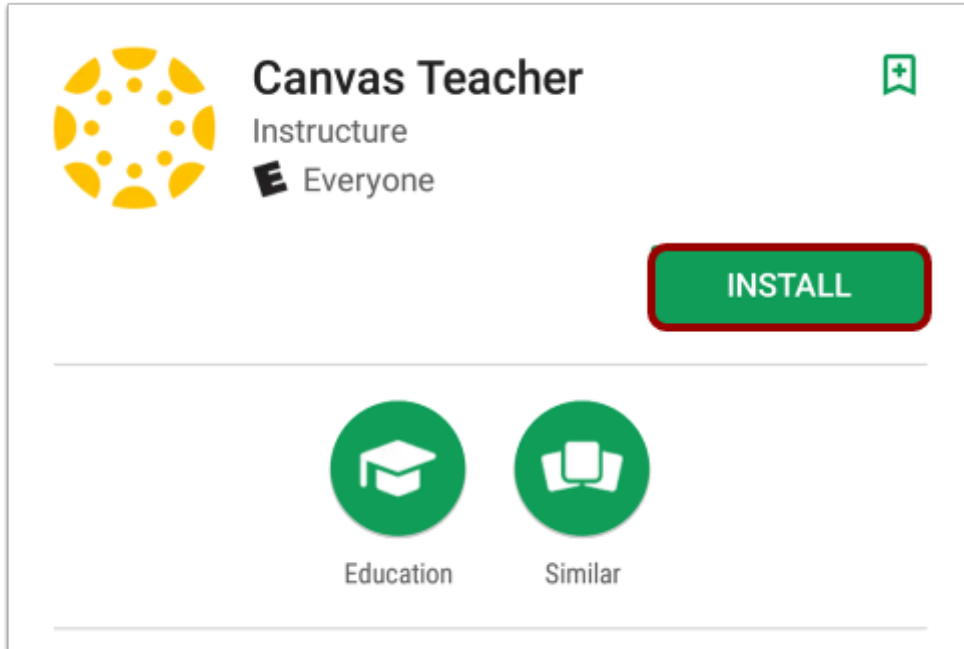
In the search field, type Canvas Teacher. Tap the full name when it appears.

Open App



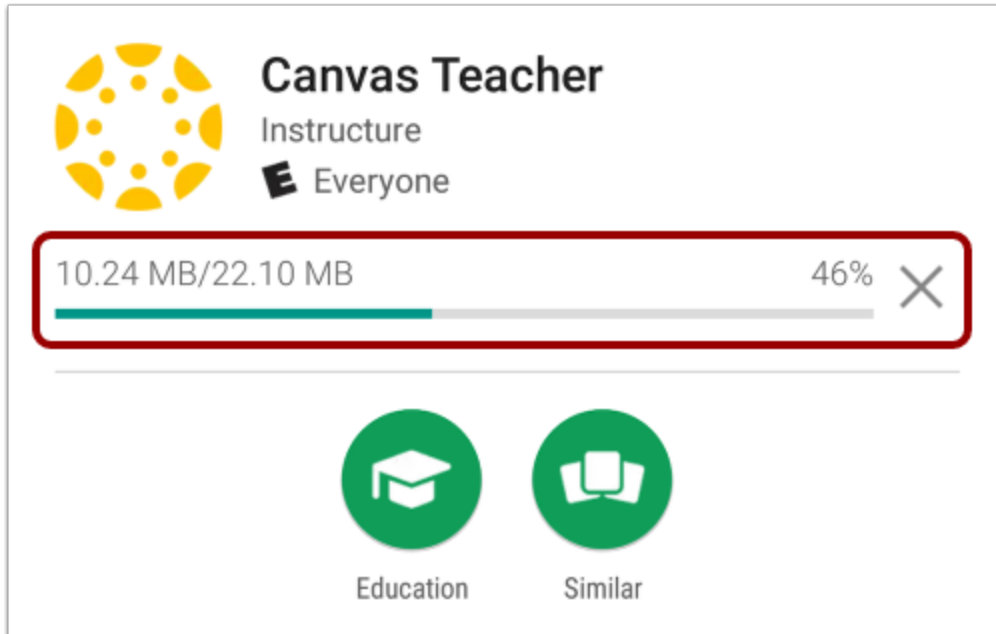
Tap the name of the app.

Install App



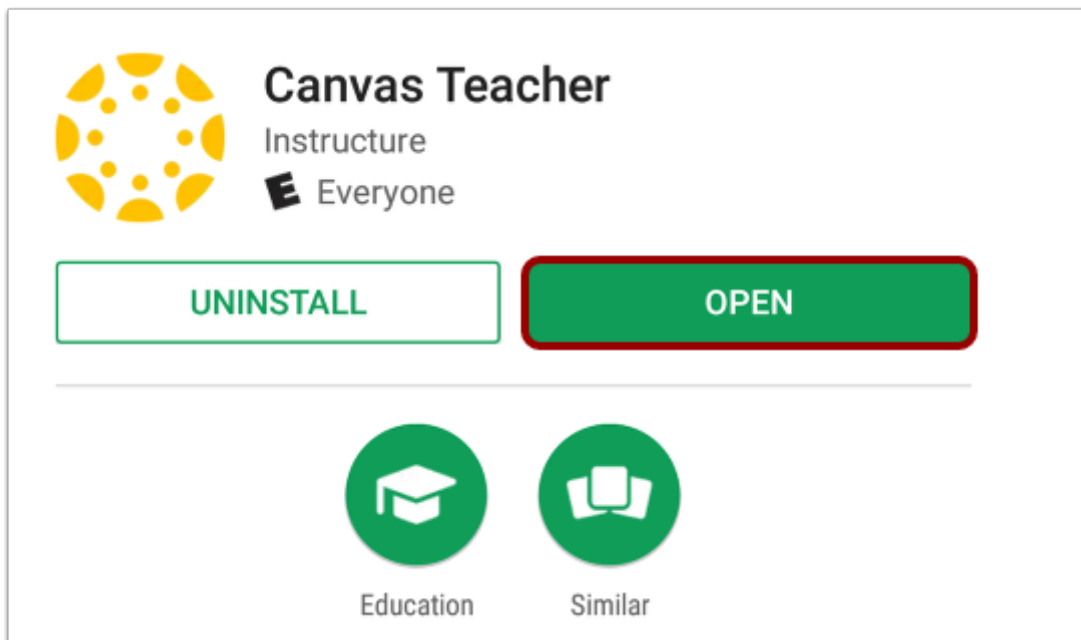
Tap the **Install** button.

Download App



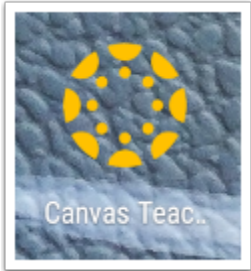
The app will download and install.

Open App



When the app has downloaded and installed onto your device, you can access the app immediately by tapping the **Open** button.

View App on Android Home Screen



You can also open the app on your Android home screen by tapping the **Canvas Teacher** icon.

How do I log in to the Teacher app on my Android device with a Canvas URL?

Once you [download the Canvas Teacher app](#) from the Play store, you can use the app to log in to your Canvas account.

You can enter your institution's name into the app to locate your account. If the app cannot find your institution by name, you can enter your institution's Canvas URL into the app. If you don't know your Canvas URL, you can [log in using a QR code](#), which does not require knowing your Canvas URL for the mobile app.

If you have multiple accounts and do not want to log in to the app every time, learn how to [switch to another user account](#).

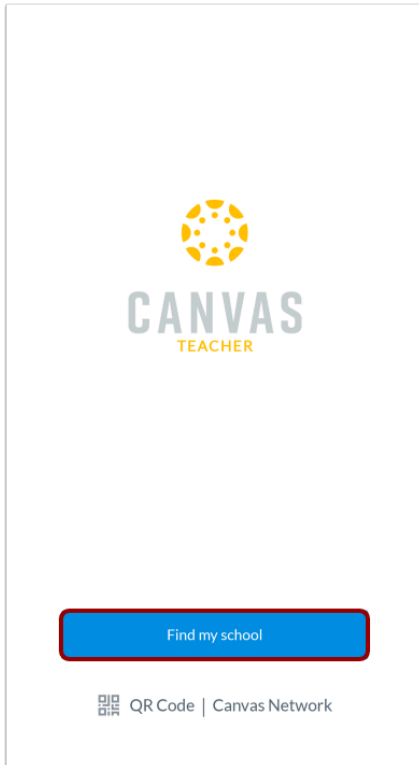
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Teacher App



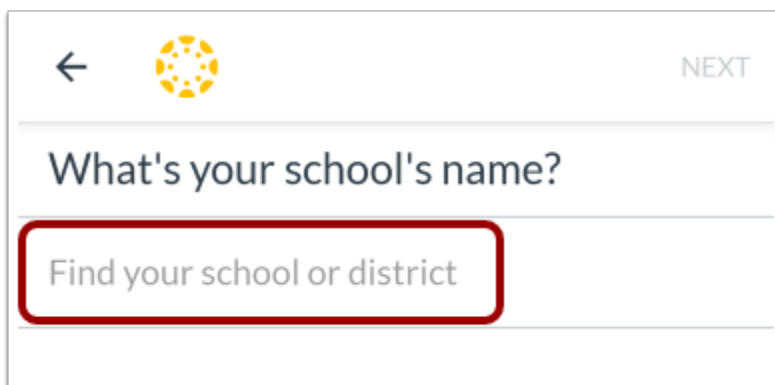
Open your device and tap the **Teacher** icon.

Find Institution



Click the **Find My School** button.

Search for Institution Name

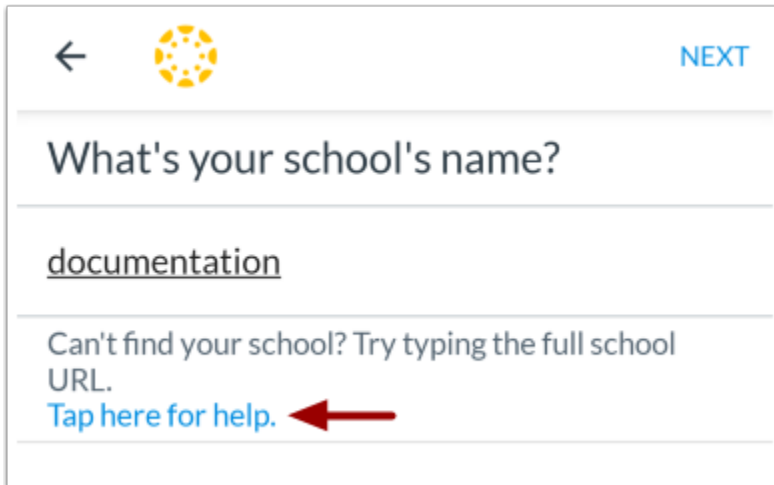


Enter the name of your institution or school district. If the full name appears in the search list, tap the name.

Notes:

- If you are an admin and your school does not appear in the search list, please contact your CSM about mobile smart search.
- To log in to a Free For Teacher account, enter *Free Canvas Accounts* or *canvas.instructure.com* in the search field.

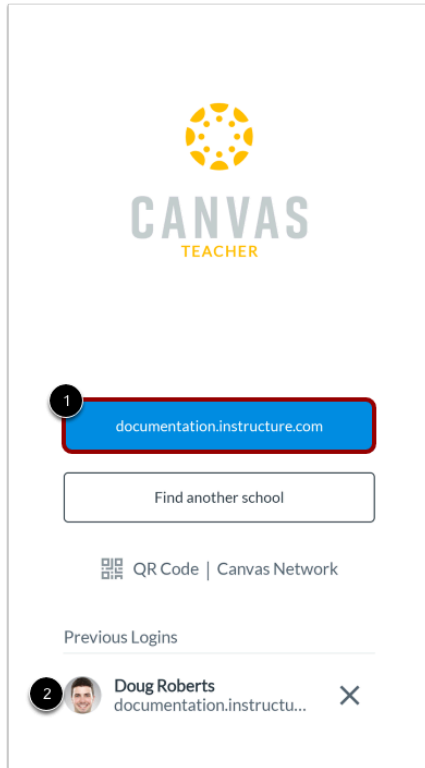
Enter Canvas URL



If the name of your institution does not appear in the search list, you may need to locate your Canvas account by entering the full Canvas URL in the *Find your school or district* text field.

If you don't know your Canvas URL, tap the **Tap Here for Help** link. Or you can [log in using a QR code](#), which does not require knowing your Canvas URL.

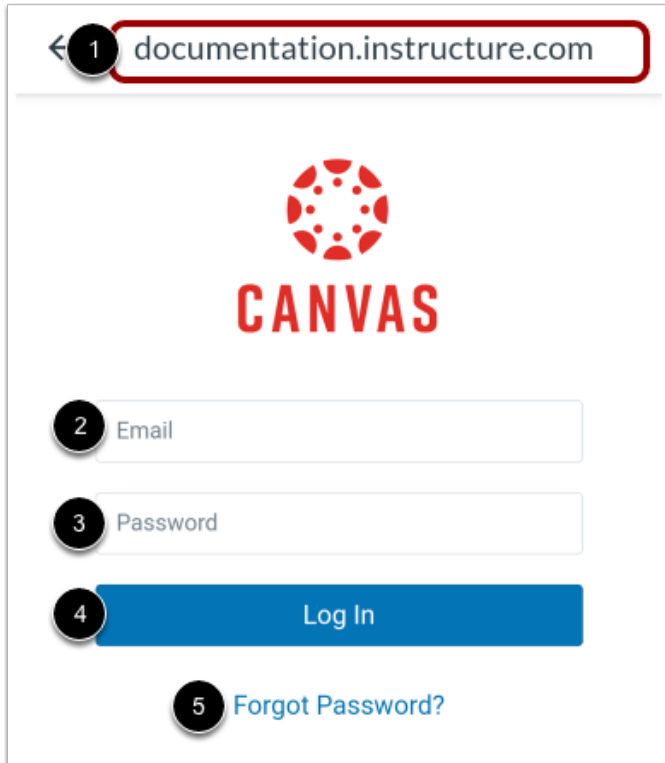
View Previous Canvas URL



If you previously logged into the app, your Canvas URL displays. To log in again, tap the Canvas URL button [1].

If you previously changed users in the app, to log in again, you can tap the user's account [2].

Enter Login Credentials



The screenshot shows the Canvas Teacher login interface. At the top, a red-bordered address bar contains a back arrow, a circle with the number 1, and the URL 'documentation.instructure.com'. Below this is the Canvas logo, consisting of a red circular icon with dots and the word 'CANVAS' in red. Under the logo are two input fields: the first is labeled with a circle containing the number 2 and the text 'Email'; the second is labeled with a circle containing the number 3 and the text 'Password'. Below the password field is a blue button labeled with a circle containing the number 4 and the text 'Log In'. At the bottom, there is a link labeled with a circle containing the number 5 and the text 'Forgot Password?'.

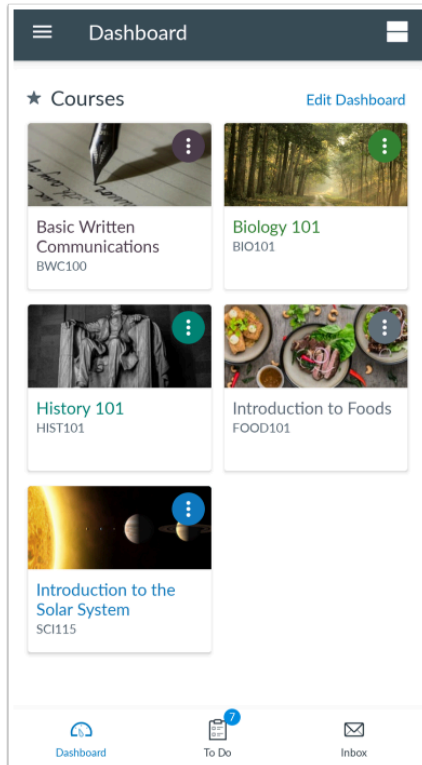
After you've located an account, you can view the Canvas URL at the top of the screen [1]. Enter your email [2] and password [3]. Tap the **Log In** button [4].

If you don't know your password, tap the **Forgot Password?** link [5].

Notes:

- The Canvas email field credential varies according to institution. Some institutions may require a username or account number.
- If your Canvas mobile login page does not show the reset password option, contact your institution if you need to reset your password.
- If your institution requires you to log in to Canvas using their authentication system, you will be redirected to your institution's login page.

View Dashboard



View the Dashboard for your user account.

[Learn how to use the Teacher app.](#)

How do I log in to the Teacher app on my Android device with a QR code?

Once you [download the Canvas Teacher app](#) from the Play store, you can use the app to log in to your Canvas account.

You can generate a unique QR code from your Canvas web browser to quickly log into the app. This method uses your credentials from the QR code to log you into the app. The QR code is located in your account profile (User Navigation Menu).

If you do not want to locate your Canvas URL every time you log in to Canvas, learn how to [switch to another user account](#).

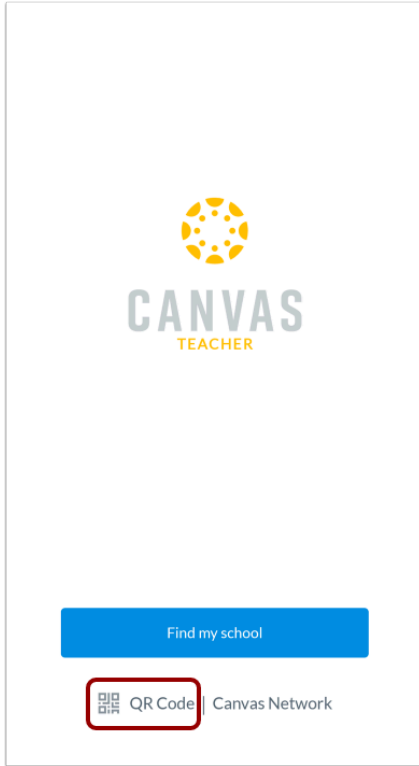
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Teacher App



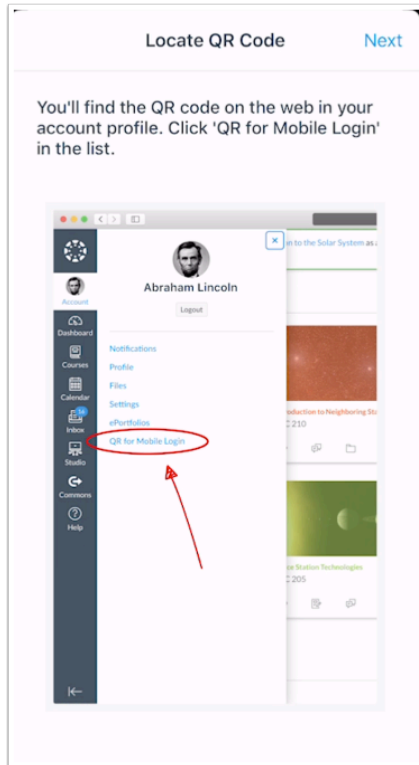
Open your device and tap the **Teacher** icon.

Open QR Code



Tap the **QR Code** link.

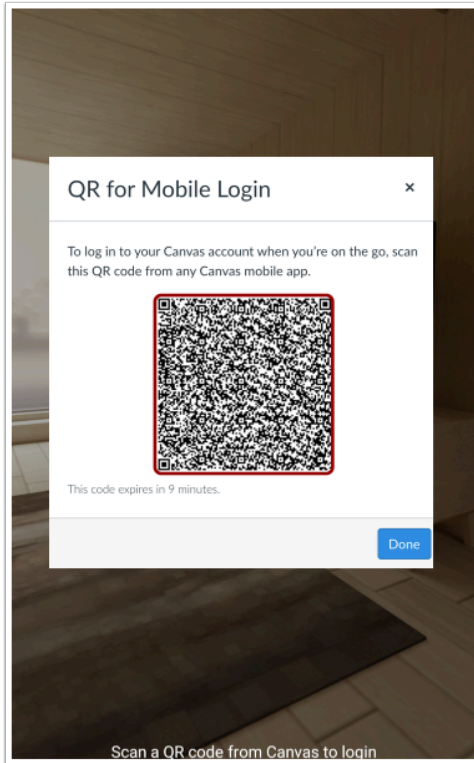
View Instructions



Review the instructions for locating the QR code in the web version of Canvas. The QR code is located in your account profile (User Navigation Menu).

When you have located the QR code, click the **Next** button.

Scan QR Code

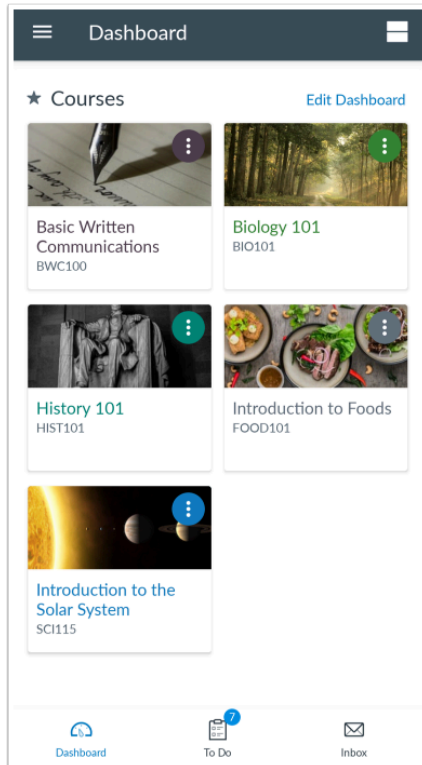


Hold your phone up to your computer screen to scan the QR code. Once the code is located, the app will update automatically.

Notes:

- You may have to grant permission for your phone to use your camera.
- The app may take a few minutes to log you in.

View Dashboard



View the Dashboard for your user account.

[Learn how to use the Teacher app.](#)

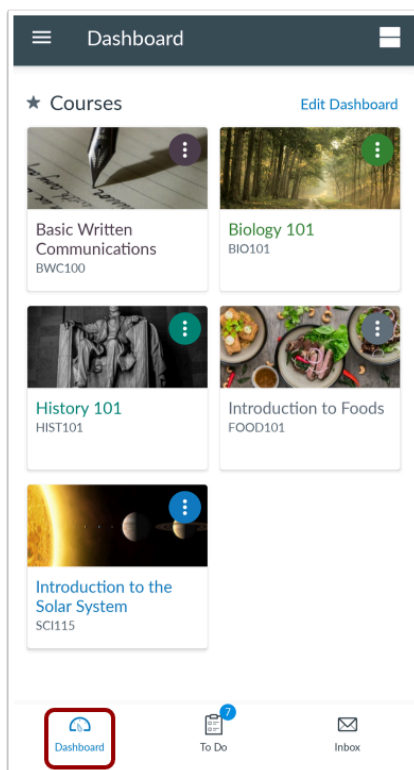
How do I use the Teacher app on my Android device?

As an instructor, you can use the Canvas Teacher app to access and manage course content while you are away from a computer browser. The app displays your profile, To Do list, Conversations Inbox, and functionality to access your courses. The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Notes:

- Not all Canvas features are supported on the app at this time.
- The Canvas Teacher app uses your device's settings to set the time zone used within the app.
- To change the language displayed in the Teacher app, select a language in Canvas from a web browser, log out of the Teacher app, and log in again.

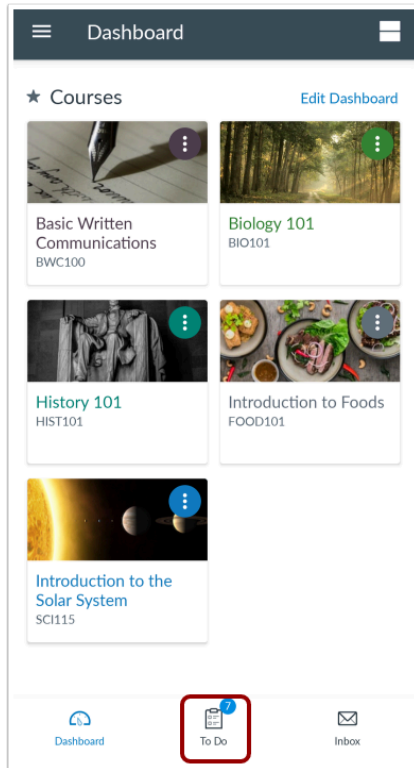
View Dashboard



When you log in to the Teacher app, the default landing page is the Courses page or Dashboard. The **Courses** icon displays all your current courses, including your favorite courses. You can customize the display of the Courses page by [managing your courses page](#).

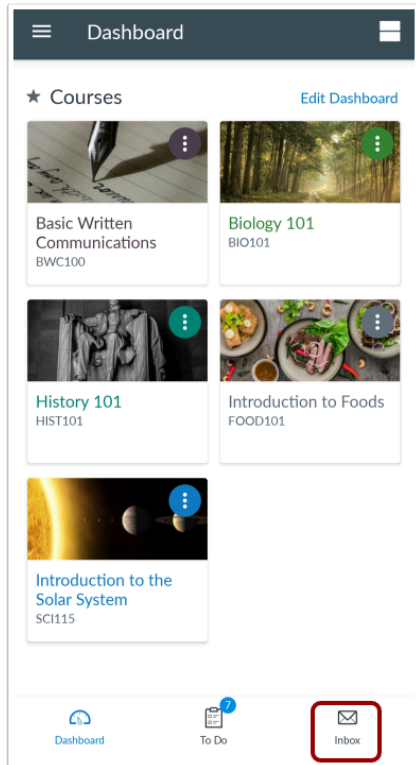
To [view a course home page](#), tap the name of a course.

View To Do List



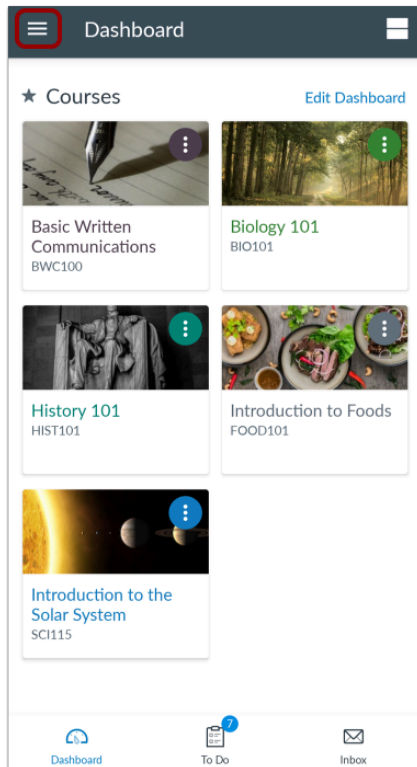
The **To Do** icon displays all ungraded submissions in your courses. Learn how to [view the To Do List](#).

View Inbox



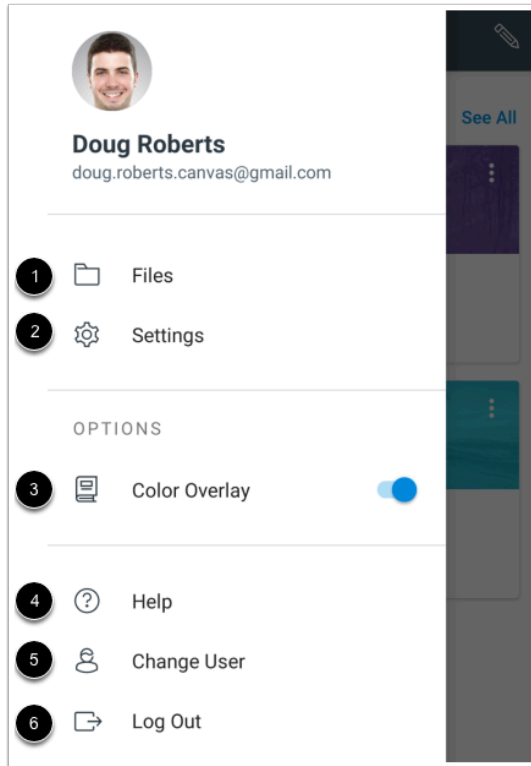
The **Inbox** icon displays all Conversations messages in the Teacher app. Learn how to view the [Inbox](#).

Open User Menu



To open the User Menu, tap the **Menu** icon.

View User Menu



From the User Menu, you can:

- [Manage your personal files](#) [1]
- [Open app settings](#), including profile pictures (if supported) [2]
- [Overlay a selected color in courses](#) over Dashboard course cards [3]
- [Get help with the Teacher app](#) [4]
- [Change user](#) [5]
- [Log out of the app](#) [6]

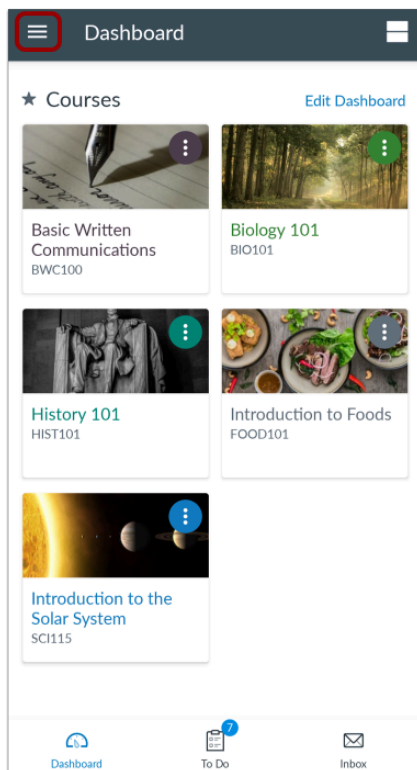
Your User Menu may display other LTI tools that you can access via a mobile browser.

How do I get help with the Teacher app on my Android device?

From the Help Menu, you can get help with Canvas directly on your mobile device. Help Menu links may vary across institutions.

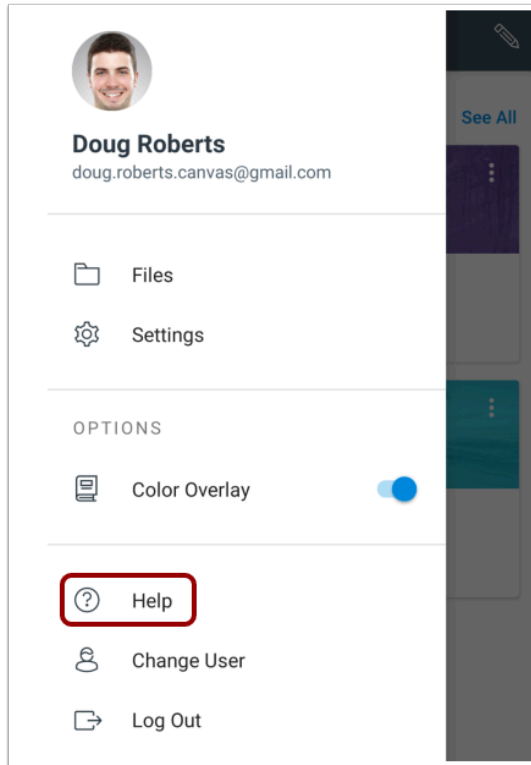
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open User Menu



In the Dashboard, tap the **User Menu** icon.

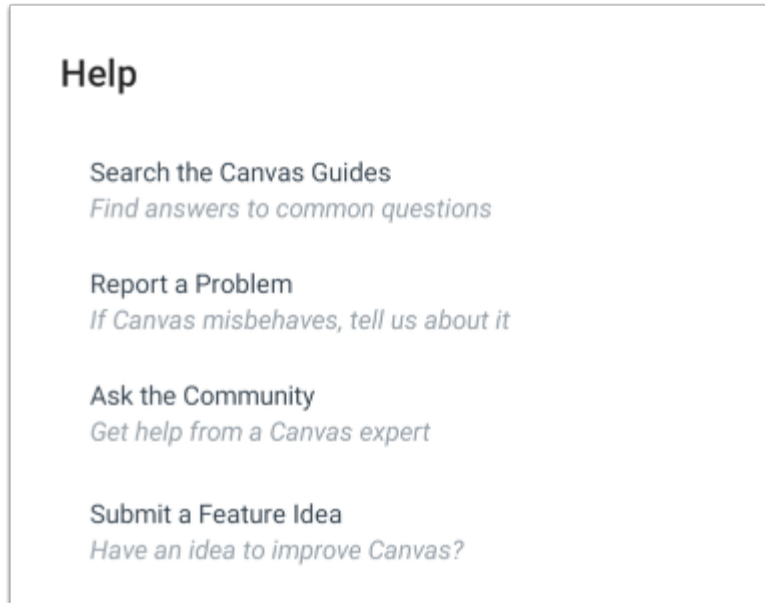
Open Help



Tap the **Help** link.

Note: Depending on your institution, the Help link name and icon may vary.

View Help Menu



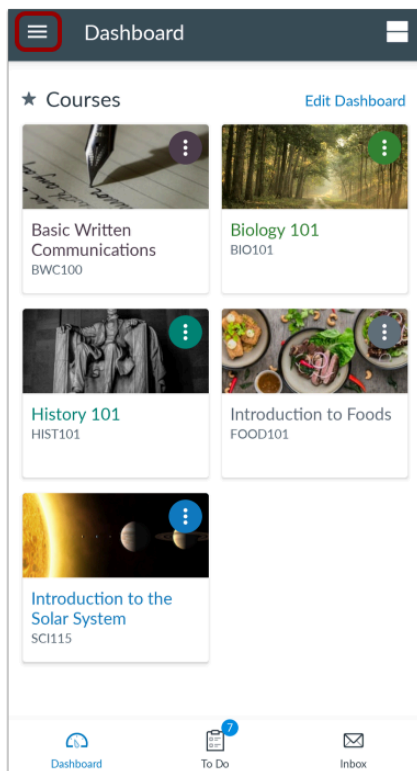
View the Help links provided to you. Available links may vary according to institution.

How do I switch to another account in the Teacher app on my Android device?

You can switch your profile to view another account on the Teacher app at any time.

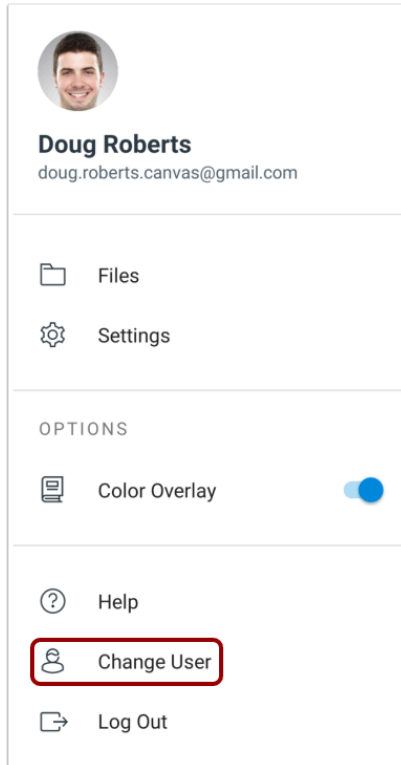
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open User Menu



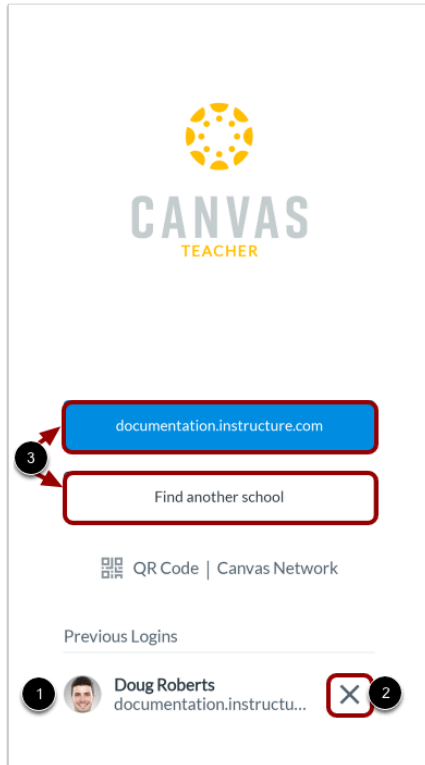
On the Dashboard, tap the **Menu** icon.

Change User



Tap the **Change User** link.

View Login Page



Previous logins appear in the user list. Tap the user profile you want to open [1]. To remove a profile, tap the **Remove** icon [2].

To add an account, [log in to Canvas](#) [3].

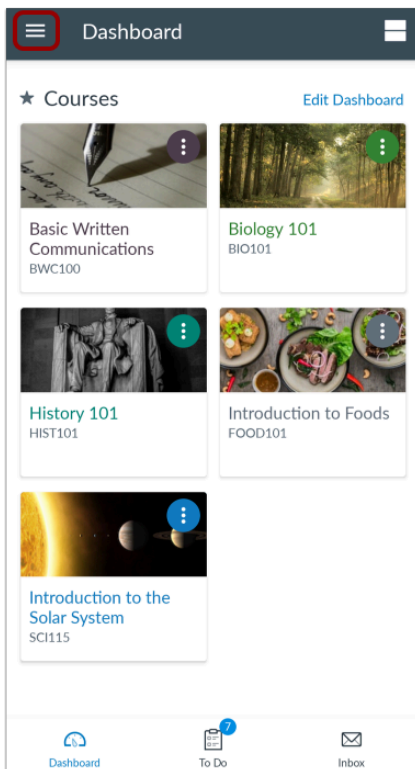
How do I log out of the Teacher app on my Android device?

You can easily log out of Canvas when you are finished using the app.

You can also [switch users](#) in the Canvas Teacher app.

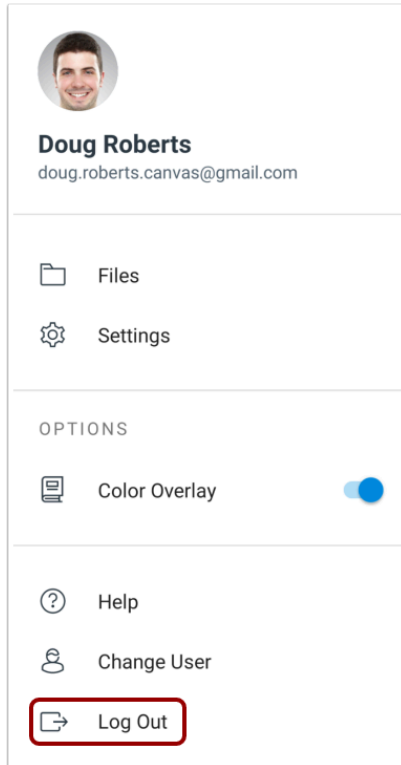
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open User Menu



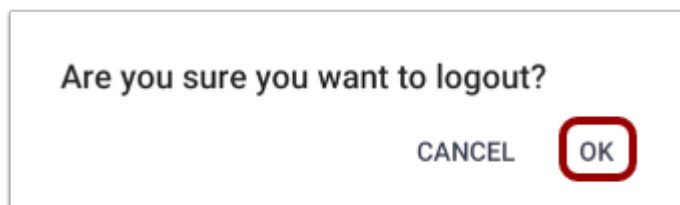
On the Dashboard, tap the **Menu** icon.

Log Out



Tap the **Log Out** link.

Confirm Log Out



To confirm, tap the **OK** link.

App Settings

How do I view my user settings in the Teacher app on my Android device?

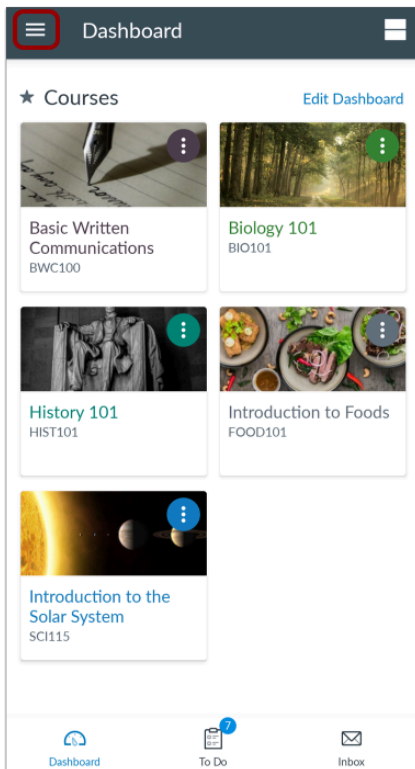
You can manage your personal settings in the Canvas Teacher app.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Language settings cannot be managed from the Canvas Student app. The app will display the language set from a user's account settings in Canvas. If that cannot be found, the app will display the device language. To change the language displayed in the Teacher app, select a language in Canvas from a web browser, log out of the Teacher app, and log in again.

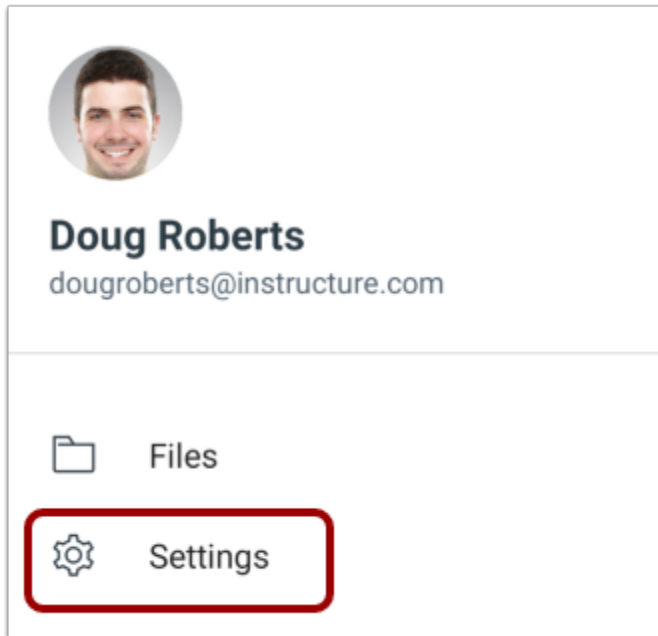
Note: General settings for the app, such as clearing the cache, can be managed in the Application manager within your Android device settings menu.

Open User Menu



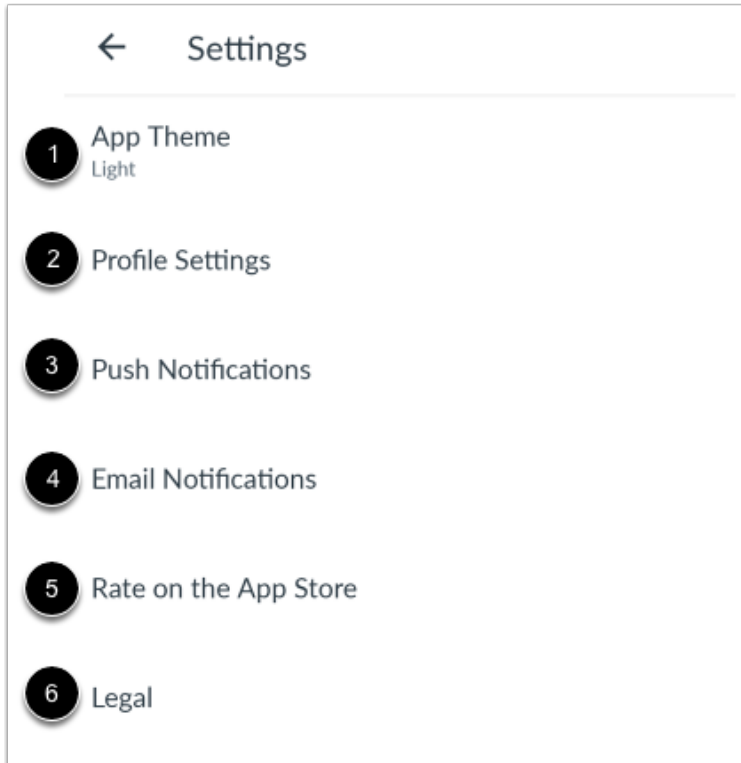
In the Dashboard, tap the **Menu** icon.

Open Settings



Tap the **Settings** link.

View App Settings



You can view the following settings in the app:

- Choose [App Theme](#) [1]
- Edit profile settings [2] ([user name](#), [profile picture](#))
- [Update push notifications](#) [3]
- [Update email notifications](#) [4]
- Rate the app in the App Store [5]
- View legal information about the app [6]

How do I set a profile picture in the Teacher app on my Android device?

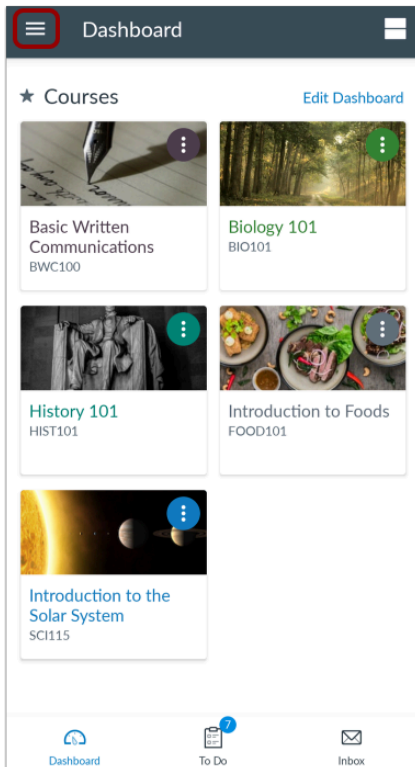
If your institution allows profile pictures, you can add a profile picture in the Teacher app.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Notes:

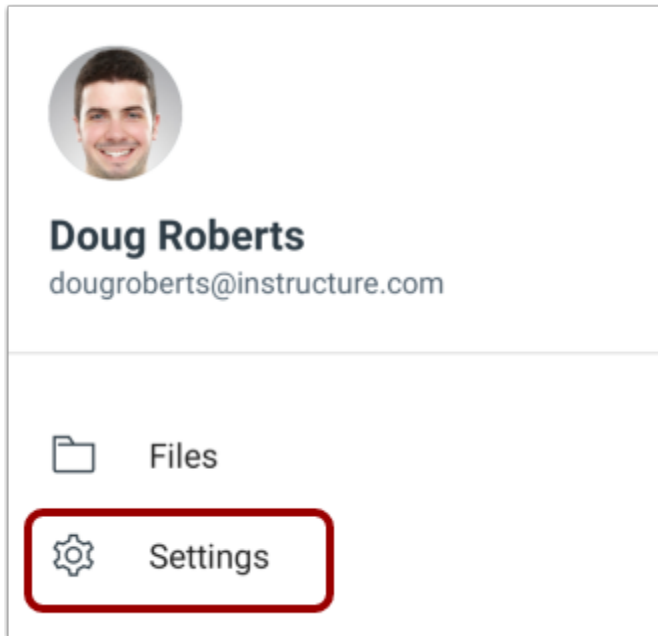
- Changing your profile picture in the app will also change the profile picture in your browser version of Canvas.
- If you cannot add a profile picture, your institution has restricted this feature.

Open User Menu



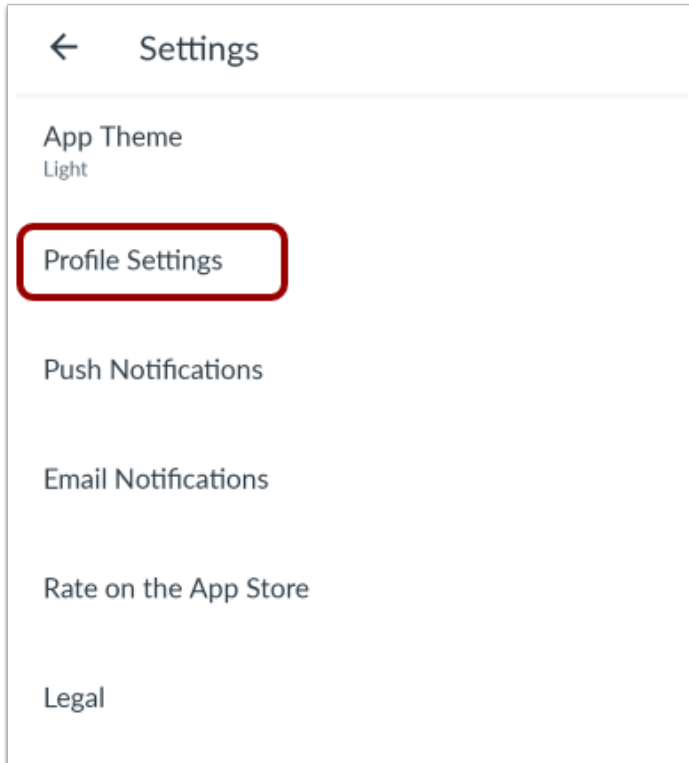
In the Dashboard, tap the **Menu** icon.

Open Settings



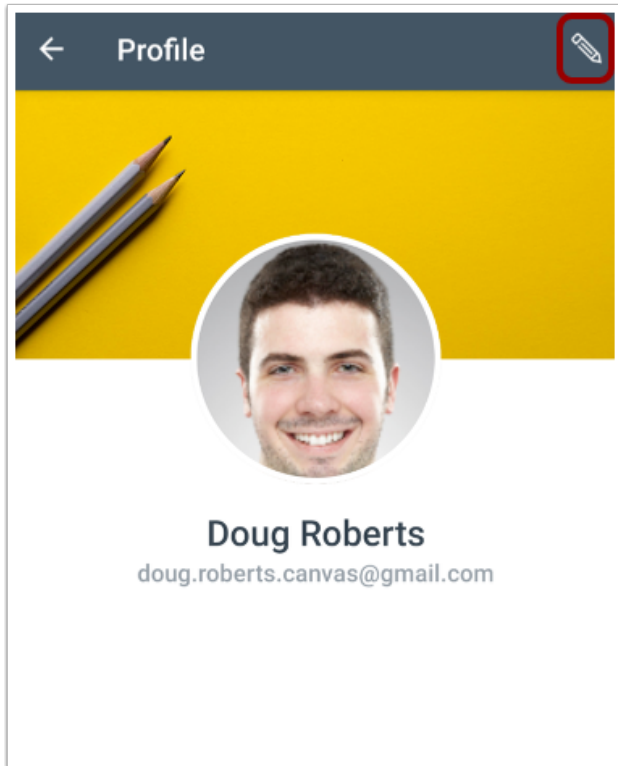
Tap the **Settings** link.

Open Profile Settings



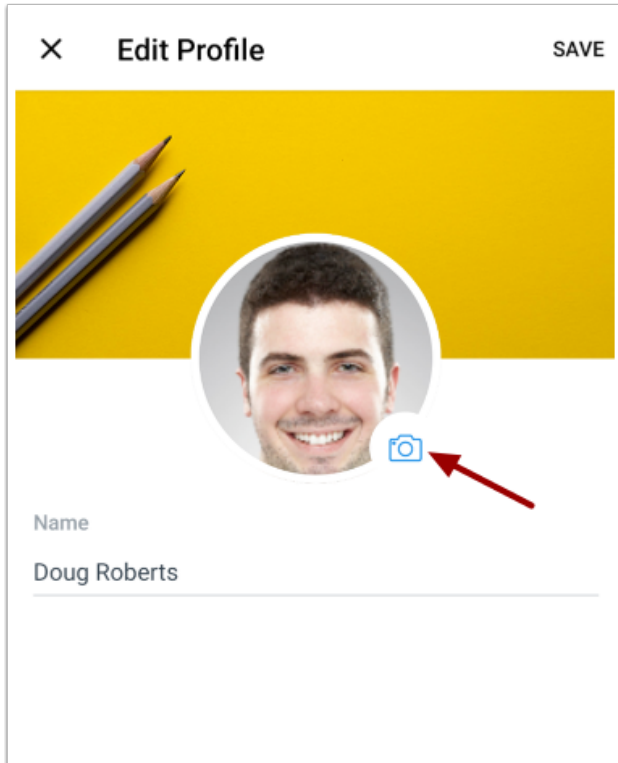
Tap the **Profile Settings** link.

Edit Profile



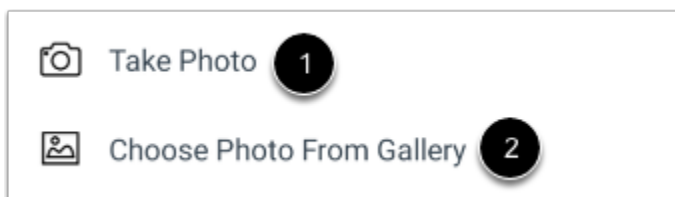
Tap the **Edit** icon.

Edit Photo



Tap the **Photo** icon.

Select Photo Option



To take a new photo, tap the **Take photo** option [1]. To select a photo from your gallery, tap the **Choose photo from Gallery** option [2].

Note: You may need to allow the app to take pictures, record video, and access photos, media, and files on your device.

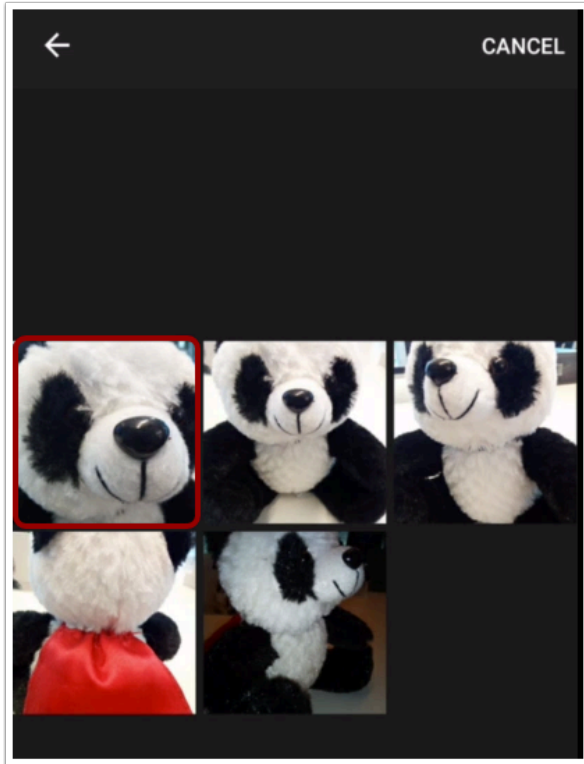
Take Photo



To take a new photo, tap the **Camera** button.

Note: Depending on your device, Camera displays may vary.

Select Photo



To select a photo from your gallery, tap the image you want to use.

Adjust and Crop Photo



Pinch and drag to adjust the part of your image that will display in your profile picture [1]. To save your profile picture, tap the the **Checkmark** icon [2].

How do I edit my user name in the Teacher app on my Android device?

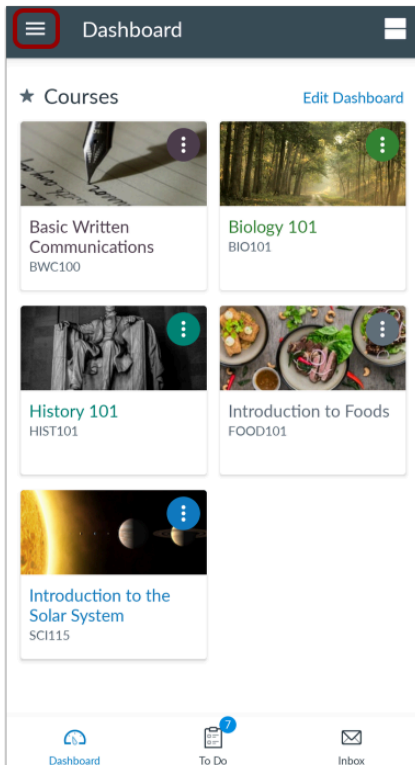
If your institution allows you to edit your user name, you can edit it in the app. This is the name that users see in the app.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Notes:

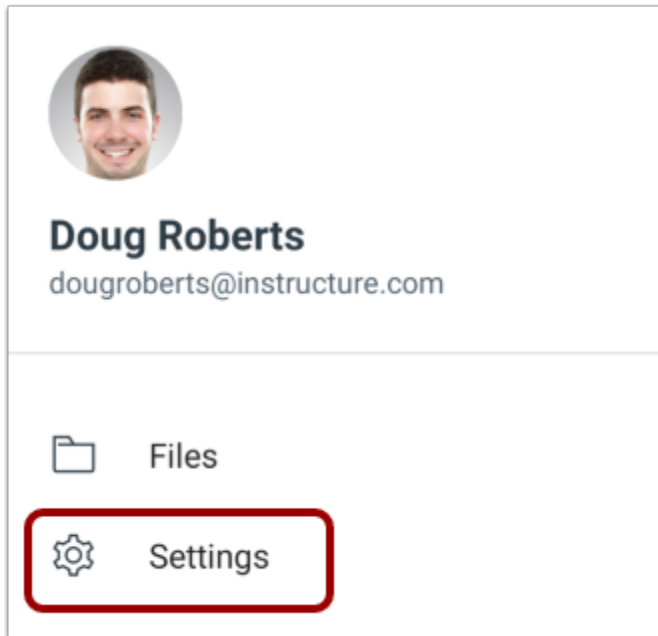
- Changing your user name in the app will also change your user name in your browser version of Canvas.
- If you cannot change your user name, your institution has restricted this feature.

Open User Menu



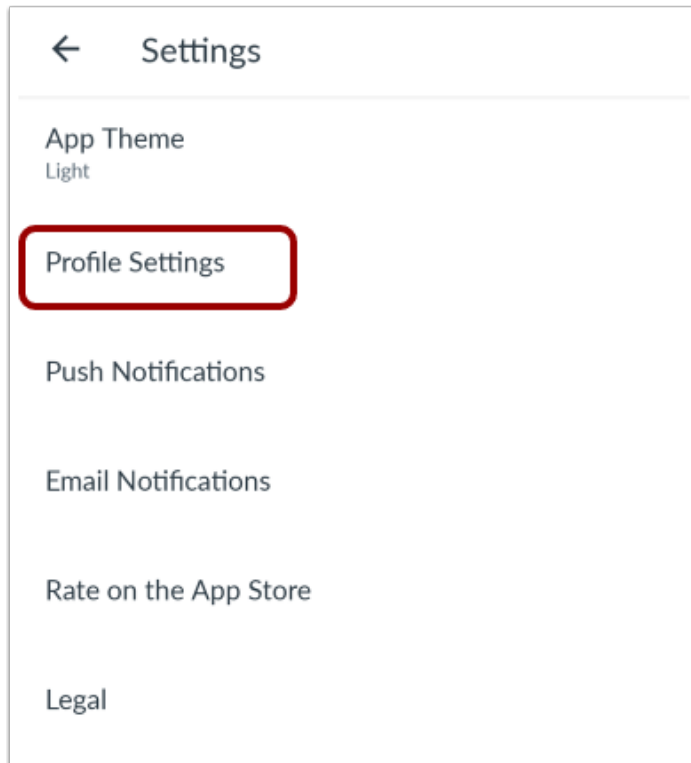
In the Dashboard, tap the **Menu** icon.

Open Settings



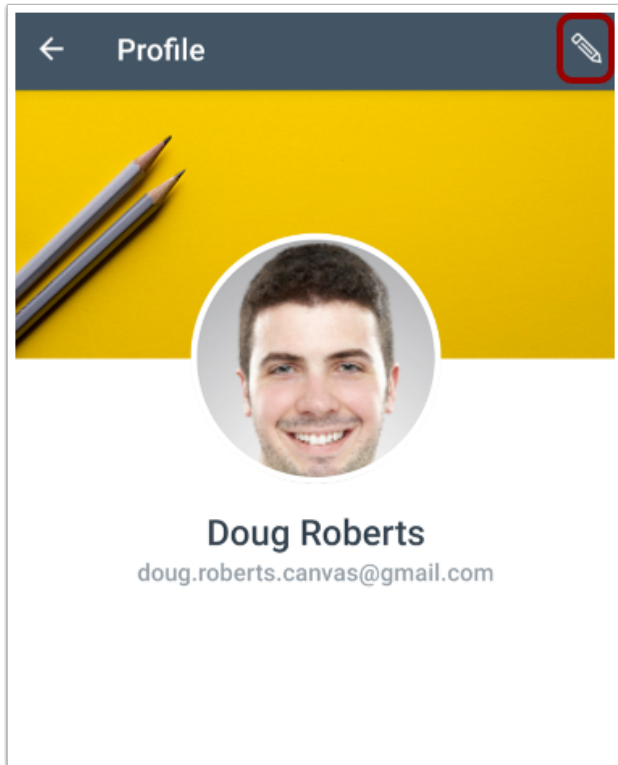
Tap the **Settings** link.

Open Profile Settings

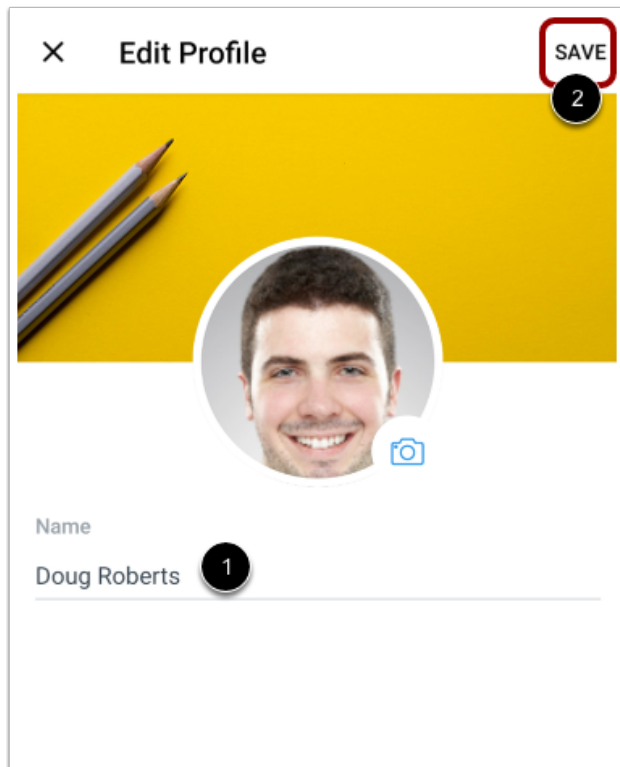


Tap the **Profile Settings** link.

Edit Profile



Tap the **Edit** icon.



Type your user name in the **Name** field [1]. Then tap the **Save** link [2].

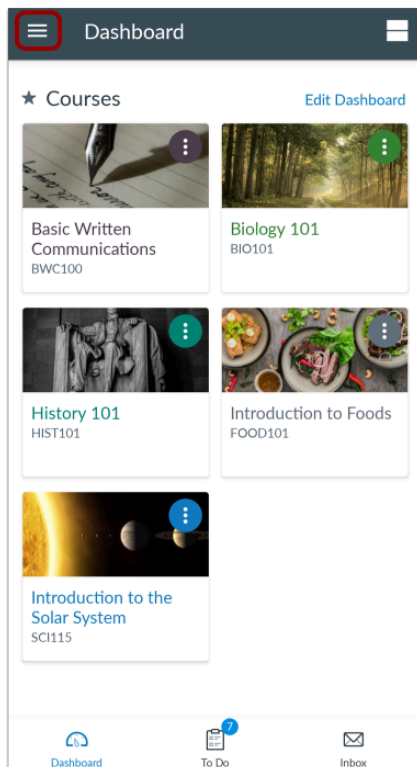
How do I set Notification Preferences in the Teacher app on my Android device?

You can set notification preferences in the Canvas Teacher app to receive updates about your Canvas courses. Once notifications are selected, notifications are sent to you even if you have not opened the Canvas Teacher app.

Communication channels in the Canvas Teacher app match the same notification options within your Notification Preferences in the browser version of Canvas. Any preferences updated in the app will be reflected in the browser version.

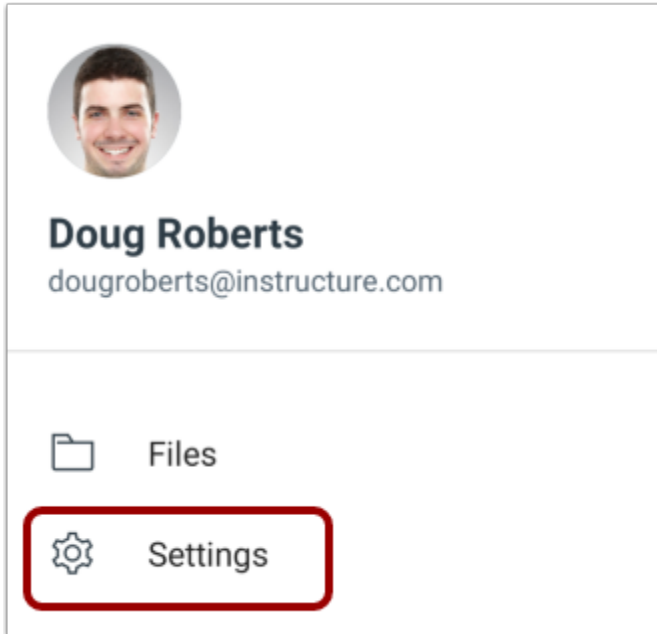
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open User Menu



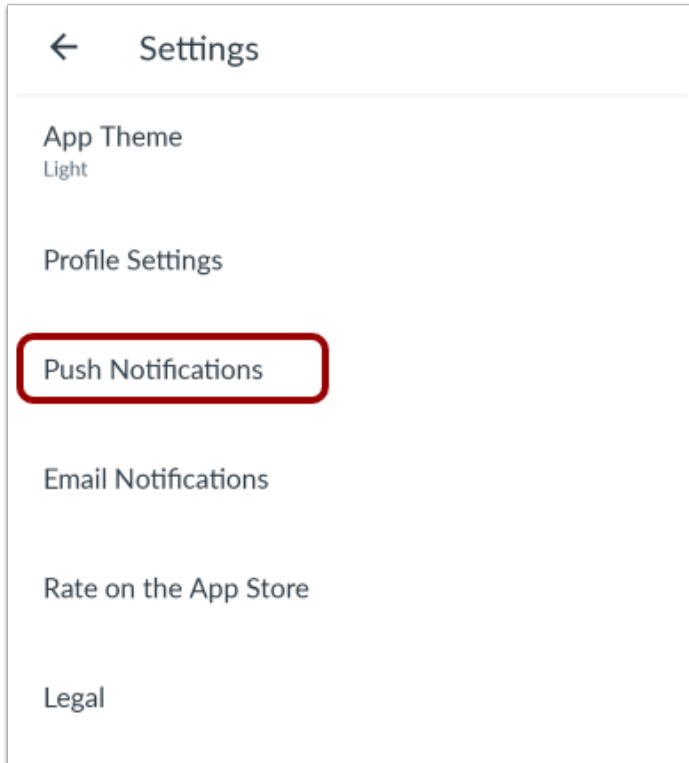
In the Dashboard, tap the **User Menu** icon.

Open Settings



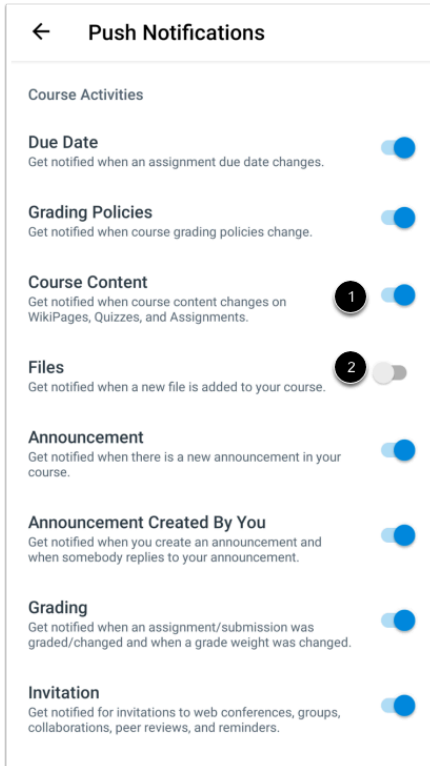
Tap the **Settings** link.

Open Push Notifications



Tap the **Push Notifications** link.

Set Push Notification Preferences

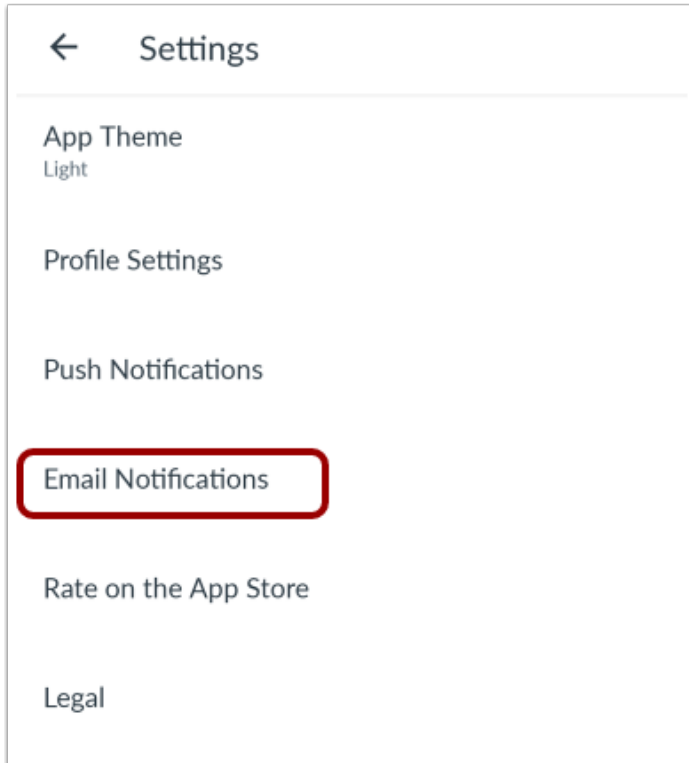


By default, communication notifications can either be on or off.

Enabled notifications show the toggle to the right and are sent as soon as possible [1].

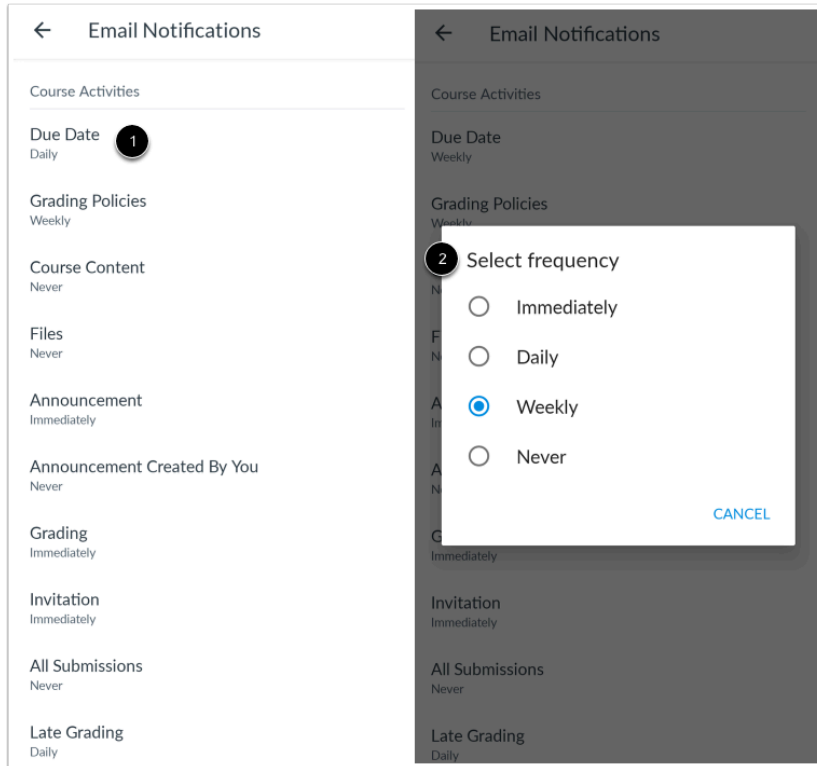
To disable a notification, tap the toggle button [2]. Disabled notifications are never sent.

Open Email Notifications



Tap the **Email Notifications** link.

Set Email Notification Preferences



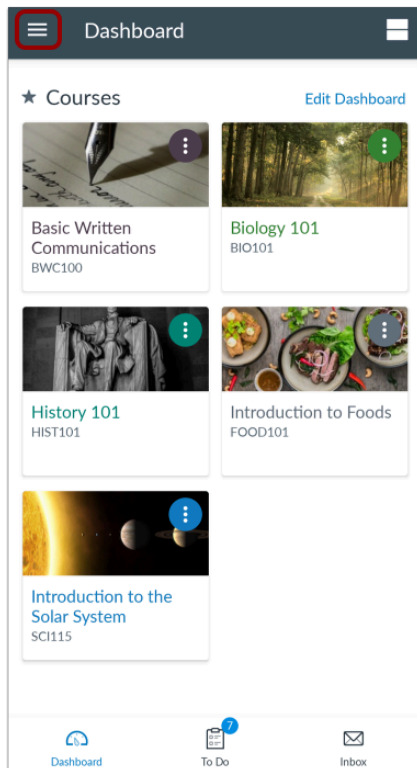
Email notifications match the notification types set in the browser version of Canvas. Options include Immediately, Daily, Weekly, or Never.

To change a notification email frequency, tap the notification name [1]. A list displays with the frequency options. Tap the name of the desired frequency [2].

How do I set my theme in the Teacher App on my Android device?

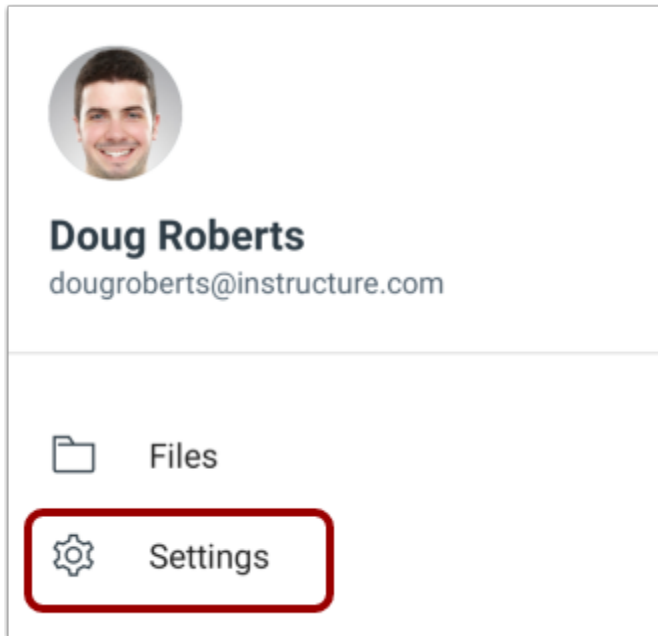
In Settings, you can choose between three app theme options, Light, Dark, and Same as Device.

Open User Menu



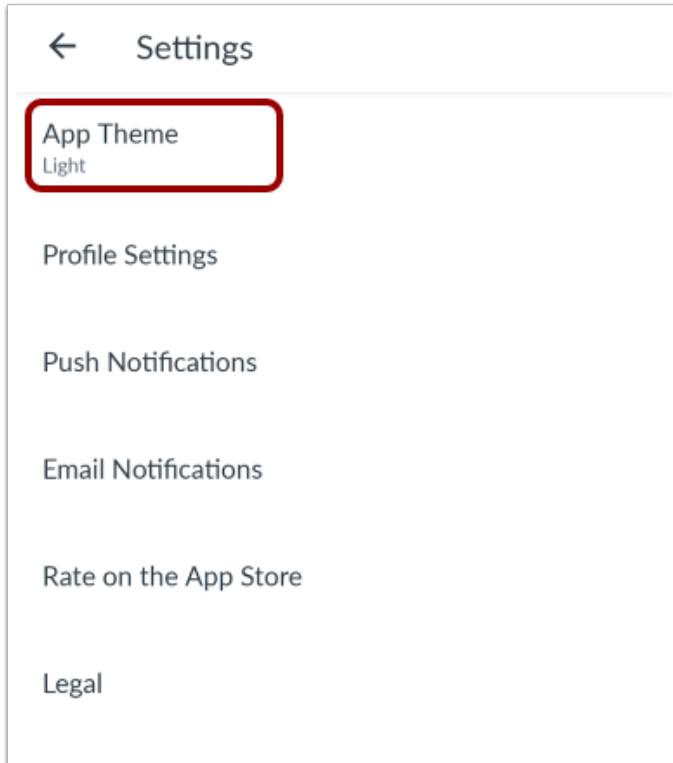
In the Dashboard, tap the **User Menu** icon.

Open Settings



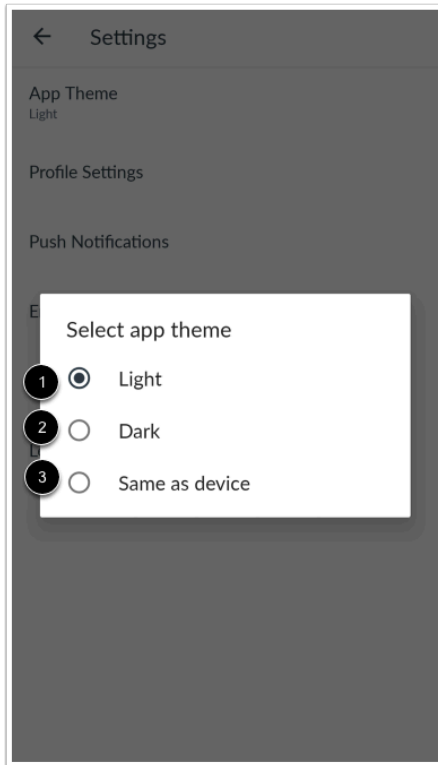
Tap the **Settings** link.

Open App Theme



Tap the **App Theme** link.

Select Theme



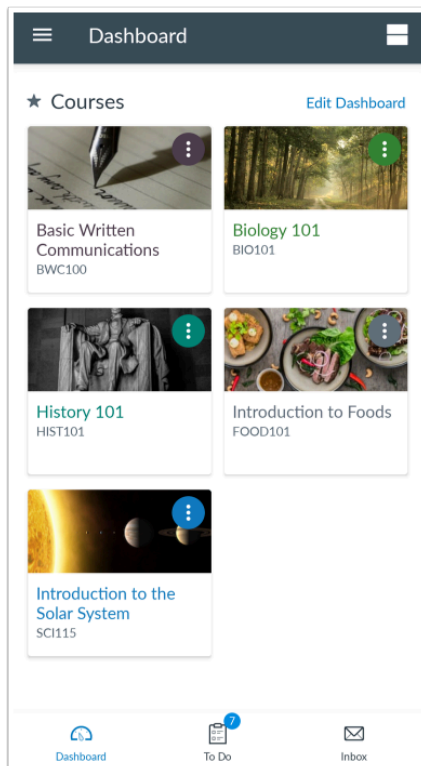
To select preferred theme tap **Light** for dark text on light background [1], **Dark** for light text on a dark background [2], and **Same as device** reflects the current devices theme [3].

App Features

How do I use the Dashboard in the Teacher app on my Android device?

The Canvas Teacher app Dashboard displays your active courses. It can also display course invitations and announcements from your institution.

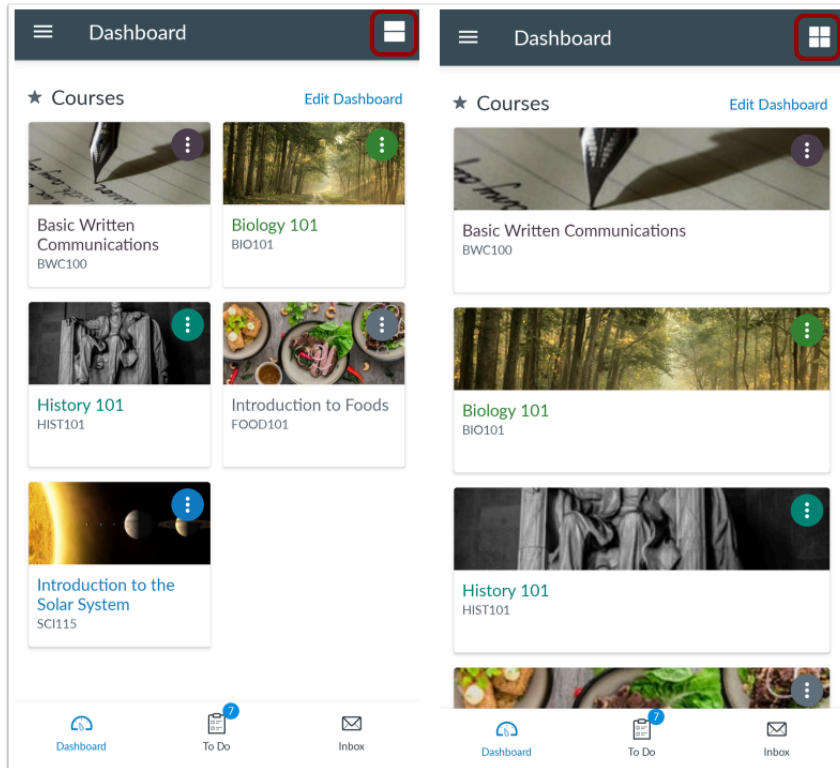
View Dashboard



The Dashboard displays all your current courses and groups.

When viewing courses, you can manage how they display in the Dashboard, including background colors and favorite courses. Learn how to [manage courses](#).

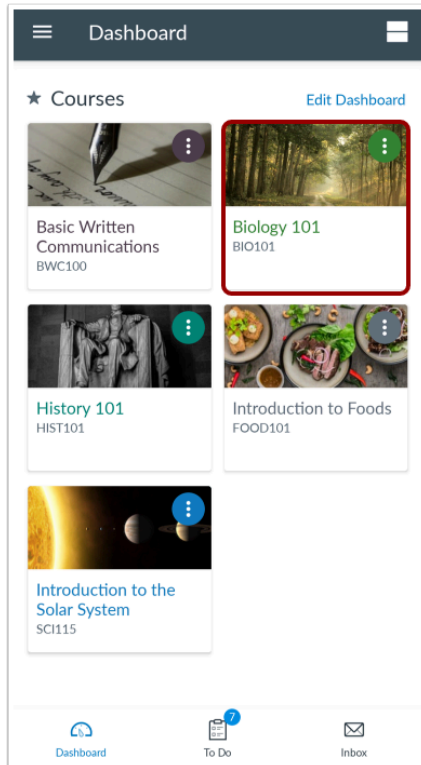
Select Dashboard Layout



You can select between a grid layout and a one-column layout on the Dashboard.

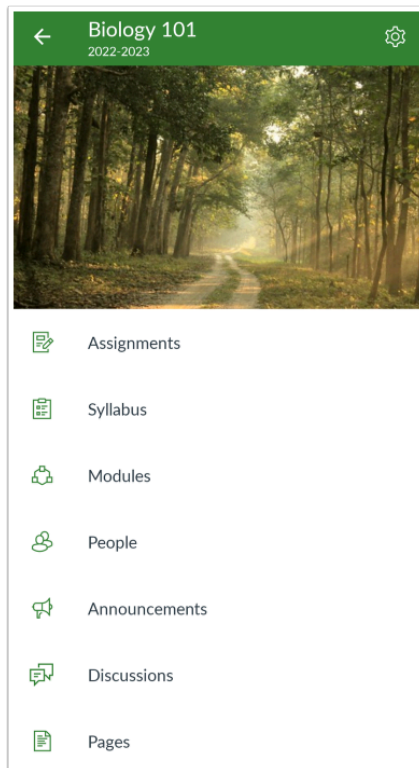
To change the layout, you can tap the **Layout Selection** icon.

Open Course



To open a course, tap the course name.

View Navigation Menu



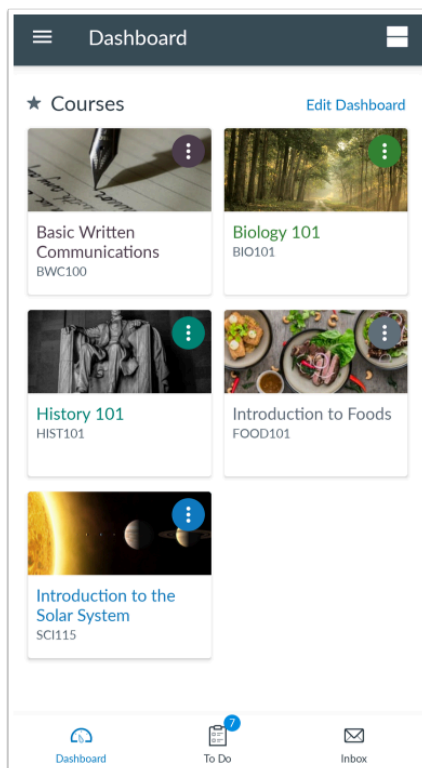
Within each course, you can view the navigation links that are available in the browser version of Canvas.

How do I manage courses in the Teacher app on my Android device?

You can view all your active courses in the Canvas Teacher app. You can also change your course favorites and change the colors for your Dashboard course cards.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

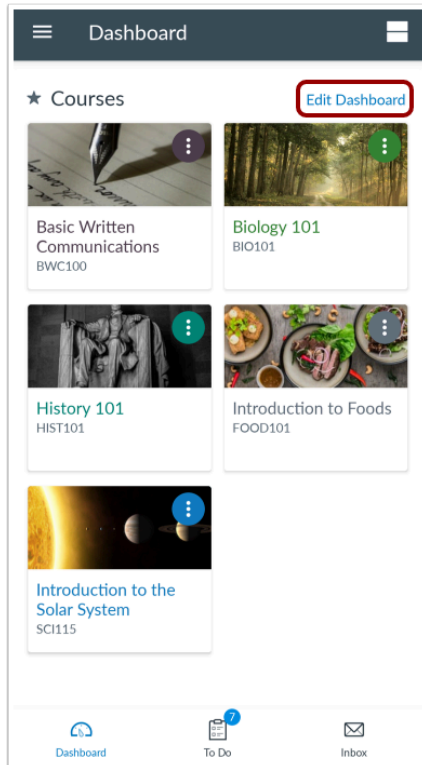
View Dashboard



The app defaults to your favorite courses. Favorite courses mirror the courses customized drop-down menu in the web version of Canvas.

To [view the home page for a course](#), tap the name of the course.

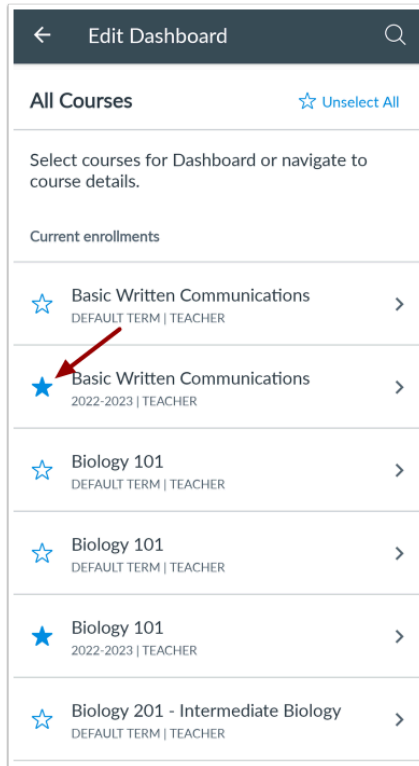
Edit Dashboard



Changes to your favorite courses will apply to the browser version of Canvas.

To view all your courses, tap the **Edit Dashboard** link.

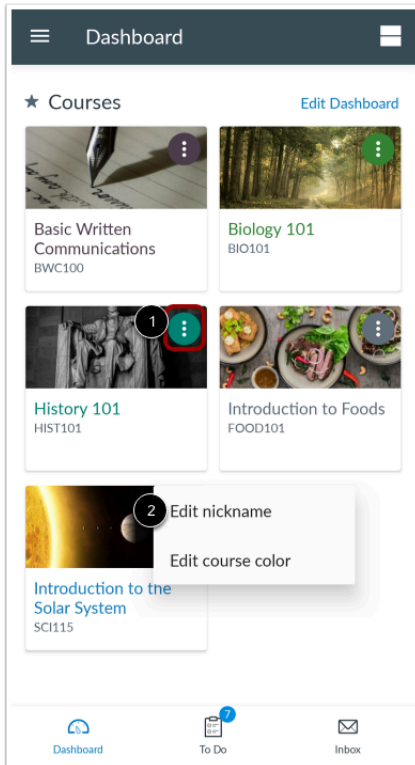
Edit Courses



Tap the star icon next to the course you want to favorite. To remove a favorite, tap the Star icon again. Changes to the favorites page are applied automatically.

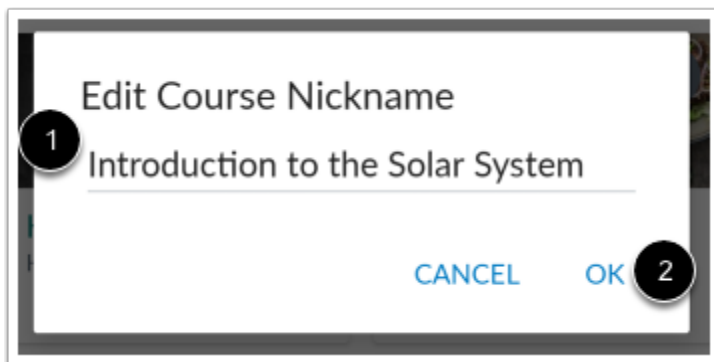
Note: The Courses list includes active and concluded courses.

Edit Nickname



Course names can be customized with nicknames to help distinguish them throughout other areas of the Canvas Student app. To customize a course, tap the **Options** icon [1], then tap the **Edit nickname** option [2].

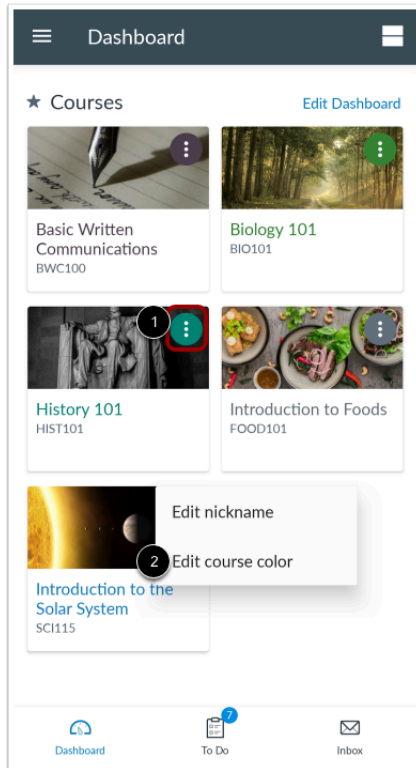
Create Nickname



Tap the **Course Nickname** field [1] and enter the nickname.

Tap the **OK** link [2].

Edit Course Color



To edit the course color, tap the **Options** icon [1], then tap the **Edit course color** option [2].

Select Color



Tap the new color for your course. The color will automatically apply to your course.

Note: To view the selected color across your entire course card, you can enable the [Color Overlay option](#) in the User Menu.

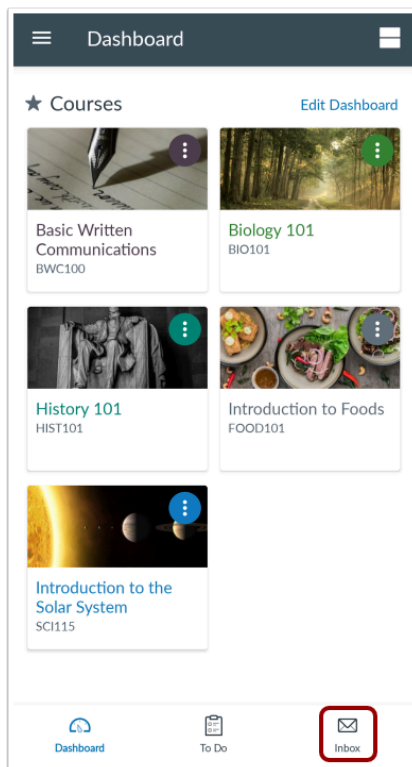
How do I view the Inbox in the Teacher app on my Android device?

Canvas lets you access your inbox on your mobile device so you can keep in touch with people in your course at any time.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

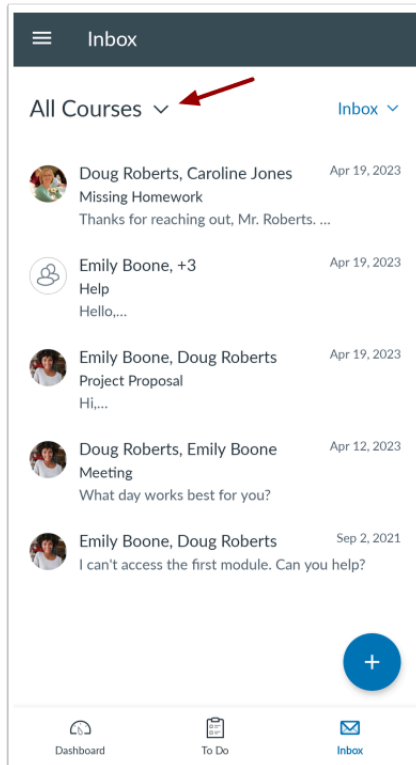
Note: Unlike the web version of Canvas, you cannot view assignment comments in the Inbox. However, you can [view comments in the assignment](#).

Open Inbox



In the Dashboard, tap the **Inbox** icon.

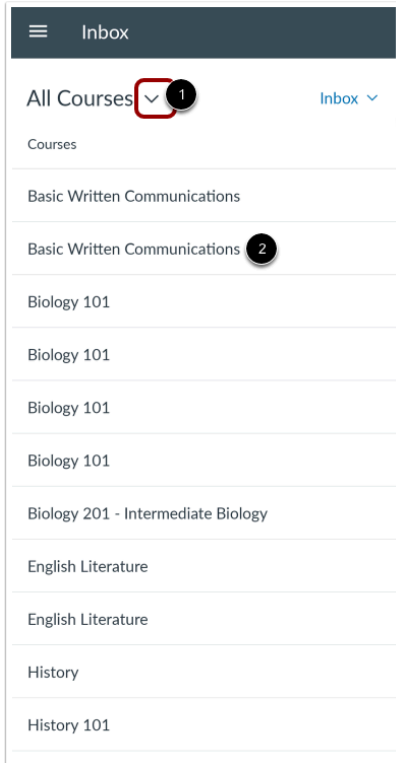
View Inbox



The Inbox defaults to All Courses and displays all your messages. The layout is the same way as the browser version of the Inbox. Messages are arranged in chronological order—newer messages appear at the top, and older messages appear near the bottom. New messages are indicated with a dot that aligns with the course color.

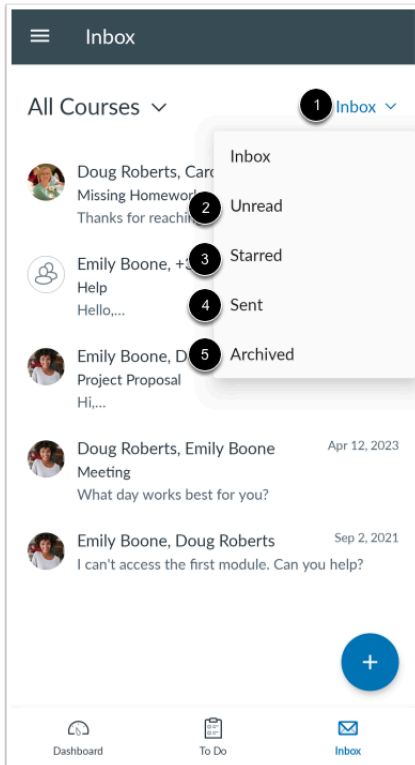
Swipe the app from top to bottom to quickly refresh your messages.

View Course or Group Inbox



You can filter your Inbox by course. Tap the **All Courses** link [1], then select the course name whose messages you want to view [2].

View Inbox Filters



You can view different types of messages in the Inbox menu [1]:

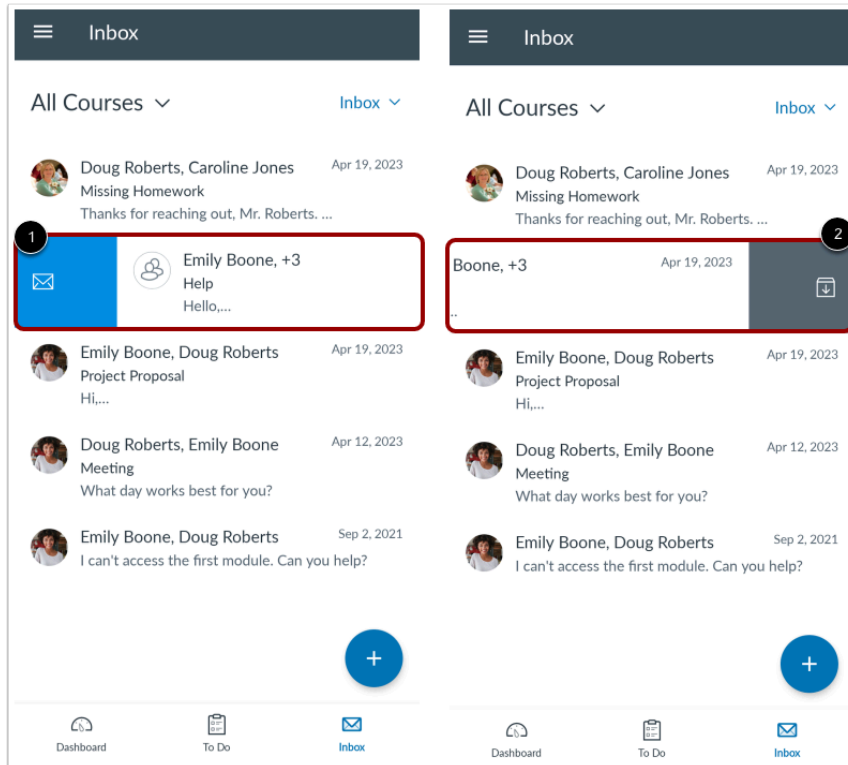
Unread [2]: Messages that are unread in the Inbox

Starred [3]: Messages that you've starred in the Inbox

Sent [4]: Messages that you've sent (you cannot view messages sent to others in any other tab until you receive a reply)

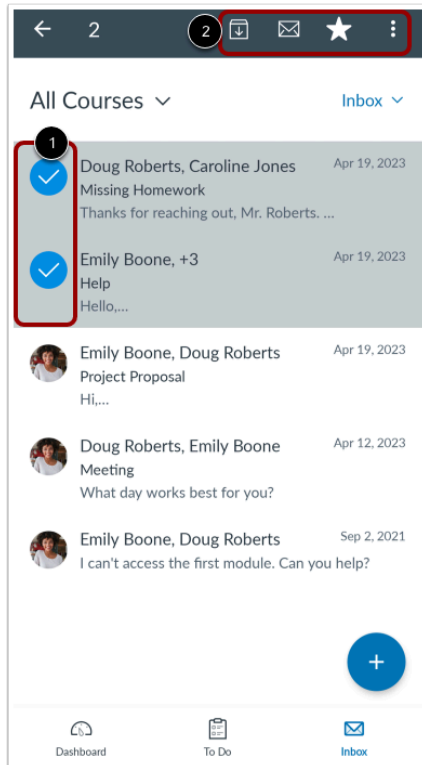
Archived [5]: Messages that have been archived

View Swipe Actions



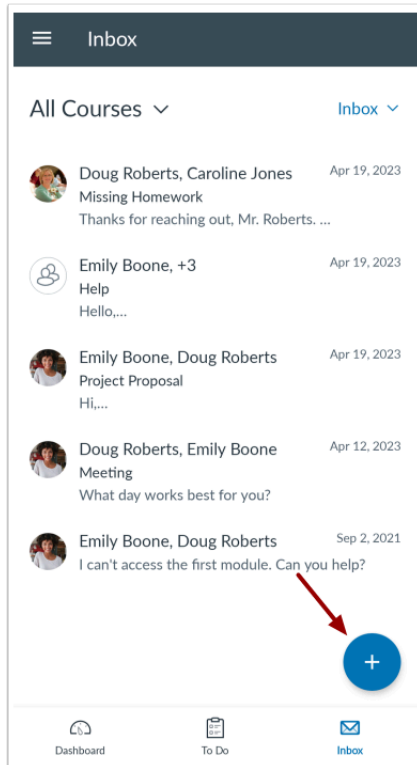
Swipe right to mark a message as read or unread [1]. Swipe left to archive a message [2]

View Bulk Actions



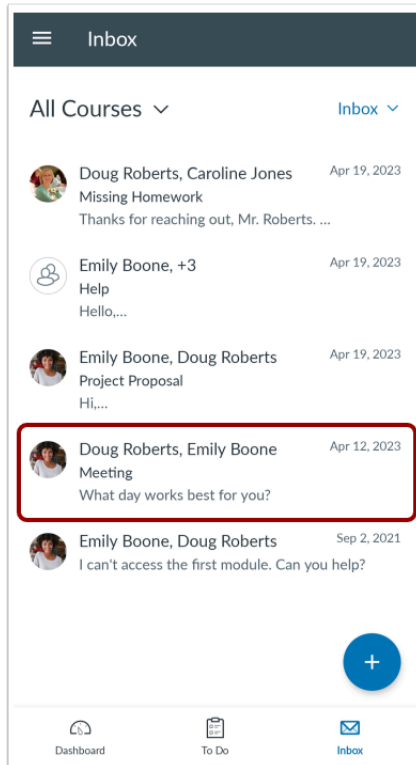
Tap and hold the user's profile icon to select multiple messages [1]. You can archive, mark as read or unread, star, or delete multiple messages [2].

Send Message

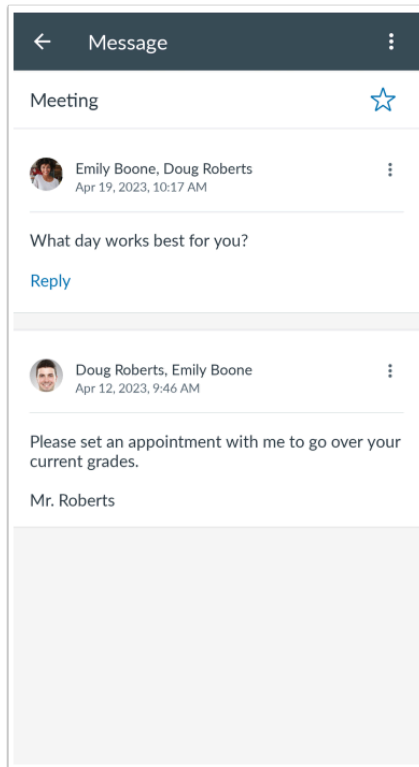


To [send a new message](#), tap the **Add** icon.

Open Message

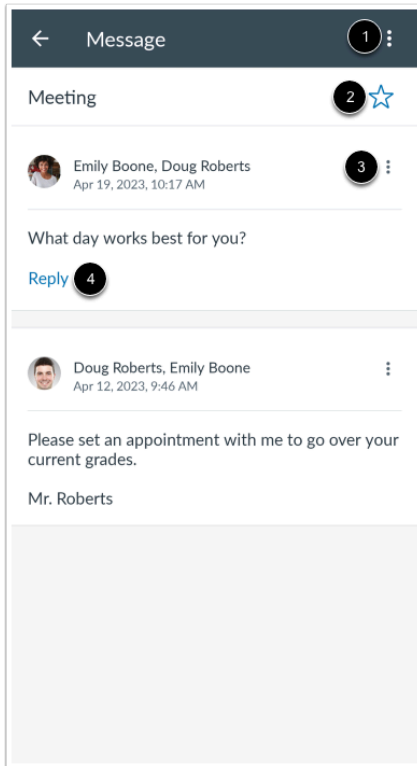


To view a message, tap the message you want to open.



View the selected message thread.

Manage Message



To reply, reply all, mark as unread, forward, or archive the entire message thread, tap the message **Options** icon [1].

To star the message, tap the **Star** icon [2].

To reply, forward, or delete an individual message in the thread, locate the message and tap the **Options** icon [3].

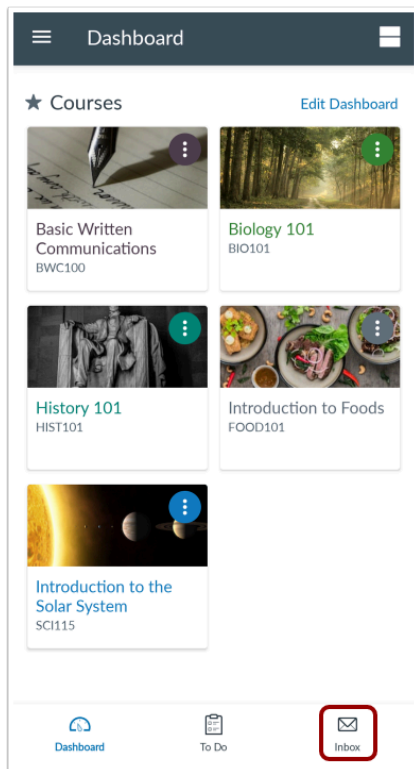
To [reply to the message](#), tap the **Reply** link [4].

How do I send a message from the Inbox in the Teacher app on my Android device?

You can send conversation messages to students or other users in your courses in the app.

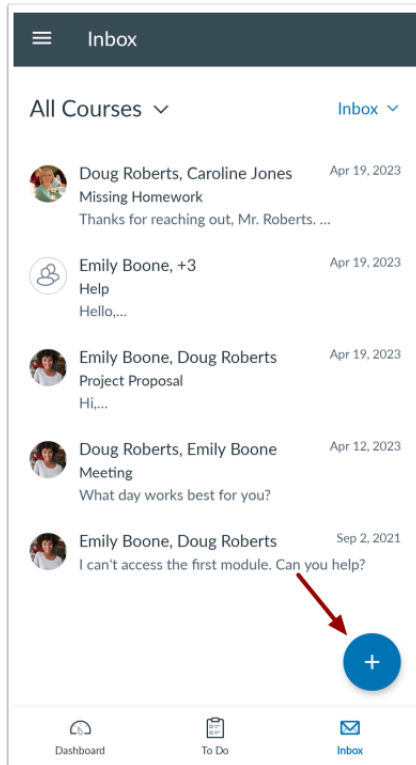
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Inbox



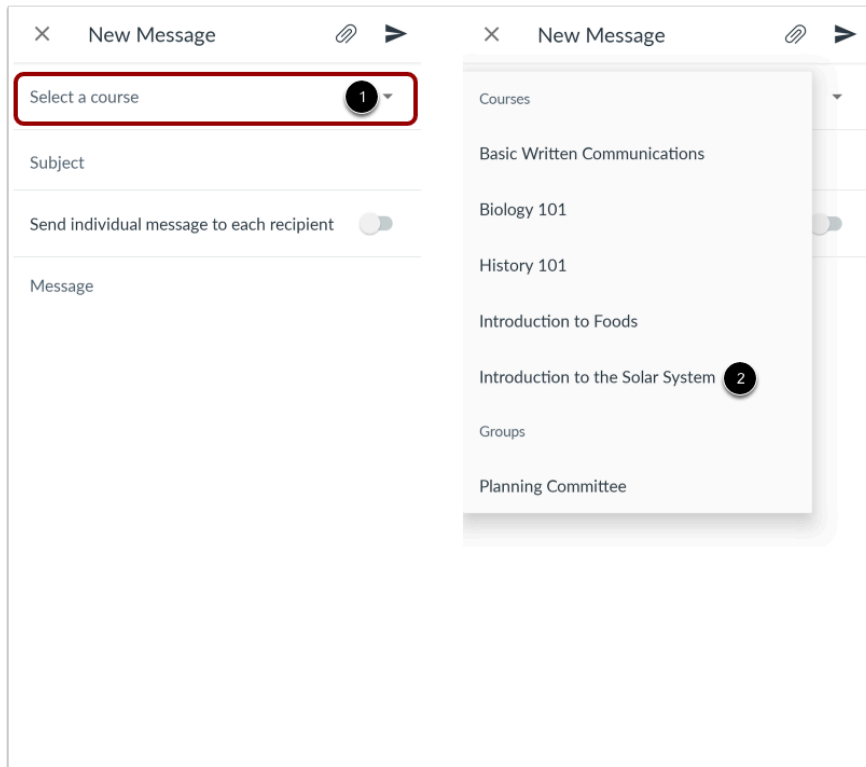
In the Dashboard, tap the **Inbox** icon.

Add Message



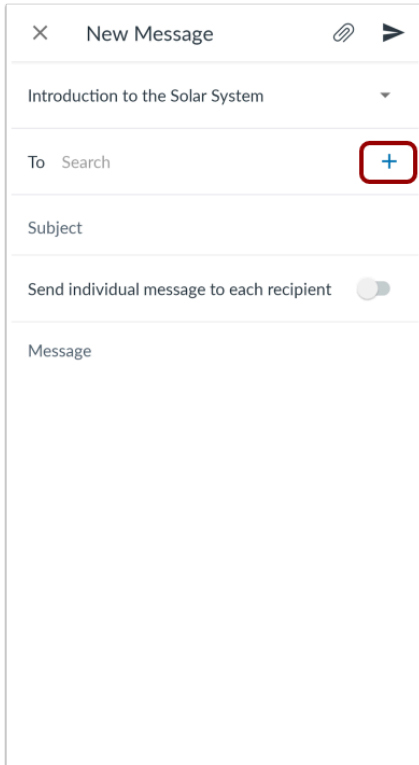
Tap the **Add** icon.



Select Course




Tap the **Select a course** link [1] and select the course where you want to send the message [2].

Add Recipient



✕ New Message  

Introduction to the Solar System ▼

To Search 

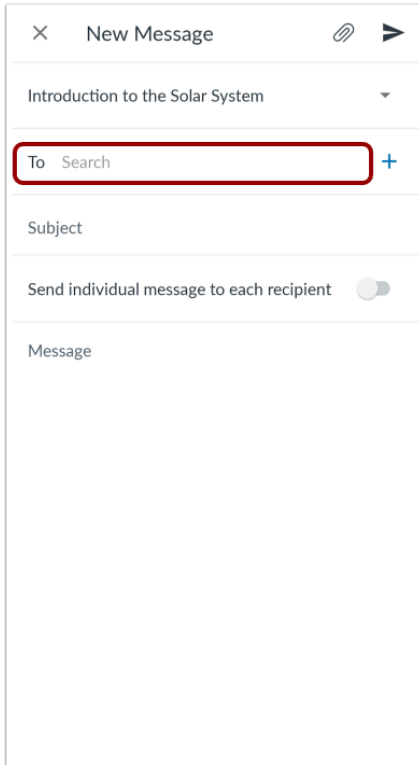
Subject



Send individual message to each recipient ☐

Message

In the **To** field, tap the **Add** icon.

Search by Name



✕ New Message  

Introduction to the Solar System ▼

To Search +

Subject

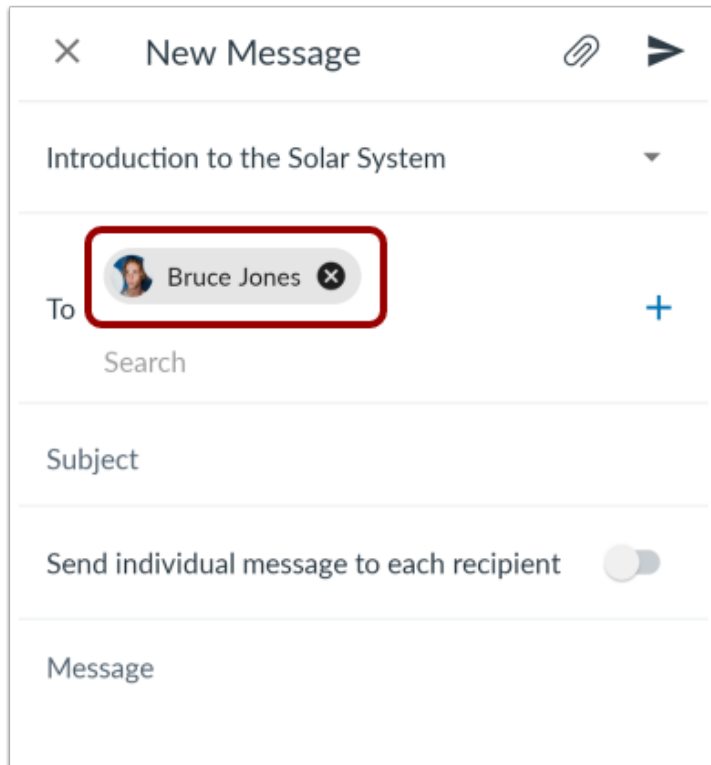
Send individual message to each recipient ☐



Message

To search by name, type the name of your recipient in the text field.



Note: If you cannot remember a recipient's name, you can search by course filter to select your recipient.

Select Recipient



✕ New Message  

Introduction to the Solar System ▼

To  Bruce Jones ✕ 

Search

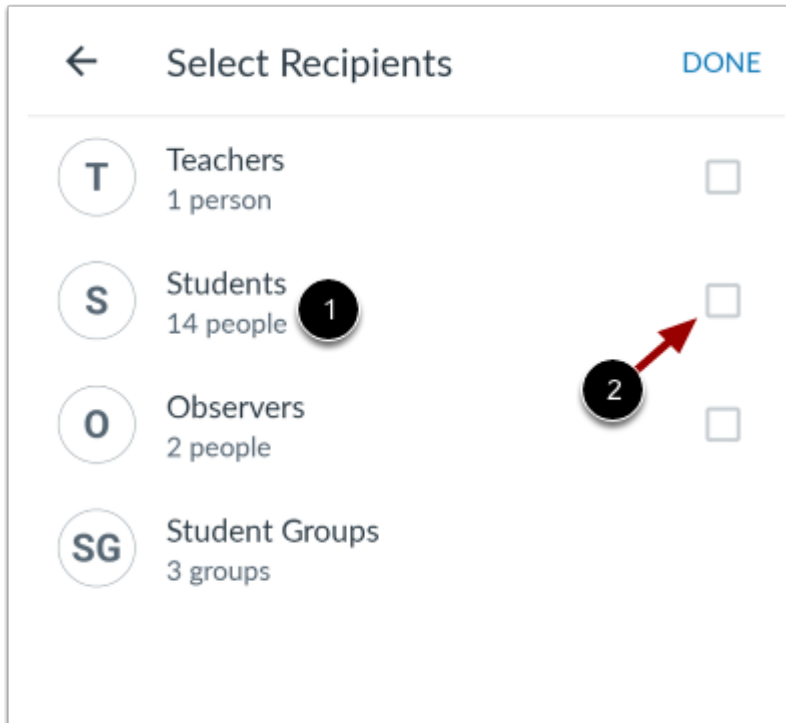
Subject

Send individual message to each recipient ☐

Message

When the full name of the recipient appears, tap the name.

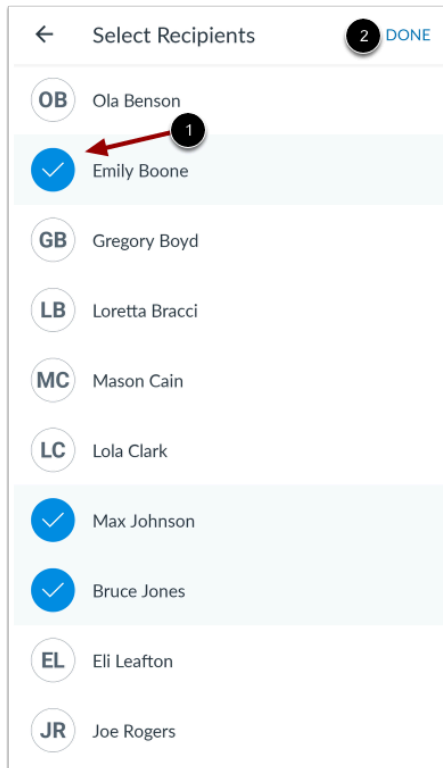
Search by Course Filter



To search by course filter, select users by group.

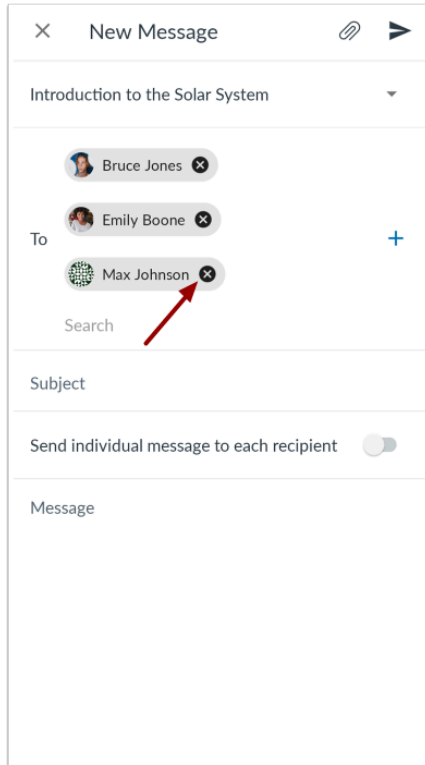
To select a user group, tap the recipient's user group [1]. You can select all members in a specific user group by tapping the checkbox next to the group [2].

Select Recipients



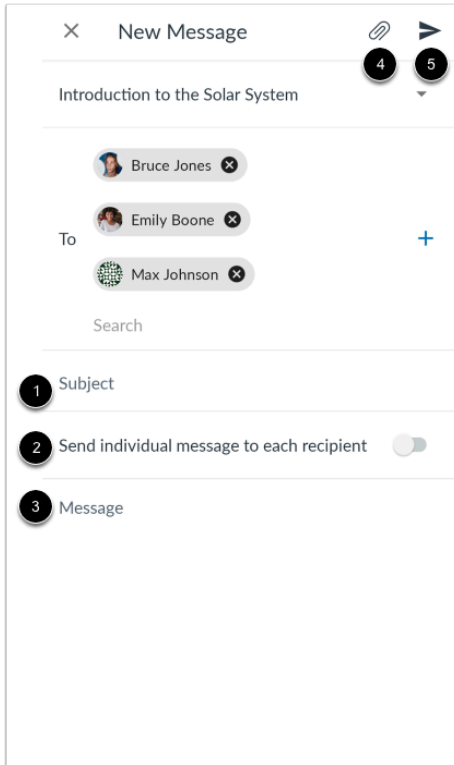
Tap the name(s) of the recipients. Then tap the **Done** link [2].

Modify Recipients



If you need to remove a recipient, tap the remove icon.

Send Message



✕ New Message

Introduction to the Solar System

To

Bruce Jones ✕

Emily Boone ✕

Max Johnson ✕

Search

1 Subject

2 Send individual message to each recipient

3 Message

4

5

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

If you want to send individual messages to each recipient, tap the message toggle [2].

In the message field [3], type your message.

If you want to add an attachment to your message, tap the attachment icon [4].

When you are ready to send your message, tap the **Send** icon [5].

Notes:

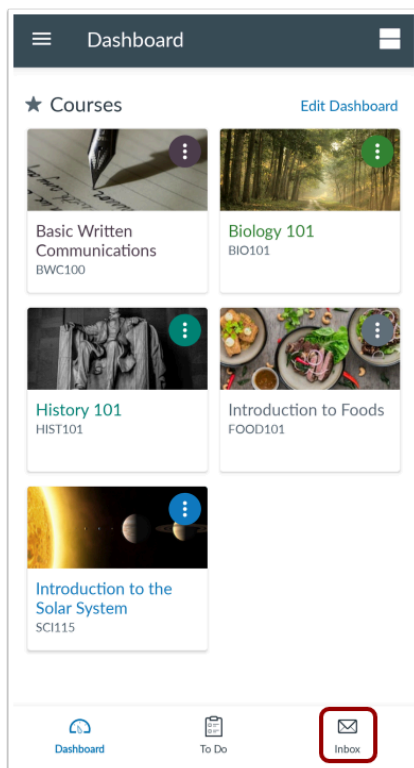
- New messages will not appear in the Inbox on the Canvas app until there is a reply to the message. However, if you have an existing Inbox message with a recipient, the message will appear as part of that message thread.
- To learn more about media attachments, view the [Canvas Media Comparison PDF](#).

How do I reply to a message in the Inbox in the Teacher app on my Android device?

You can reply to Conversations messages in your Inbox on your device so you can keep in touch with your course at any time.

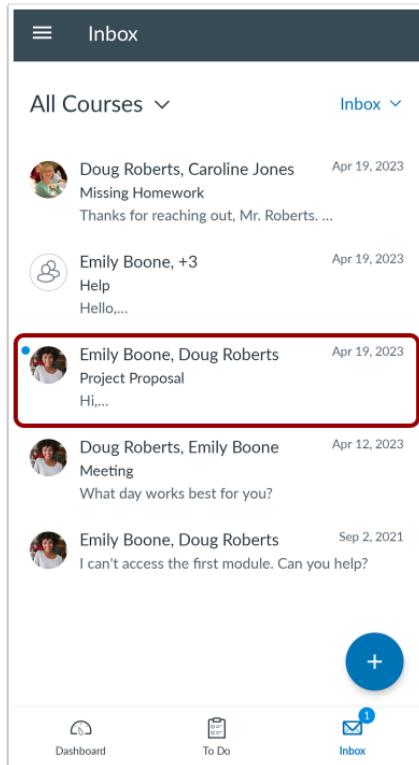
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Inbox



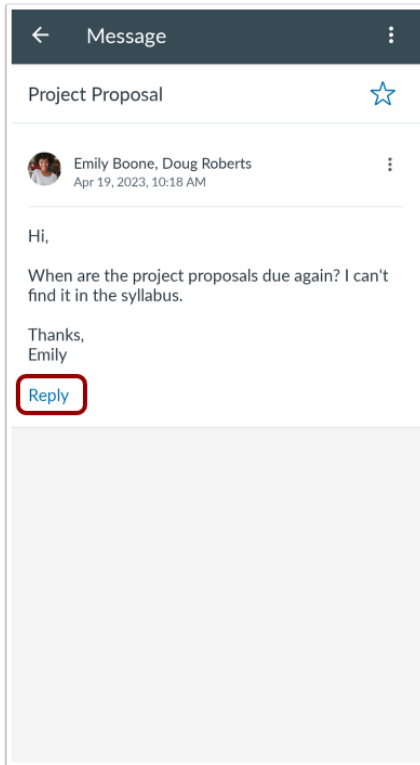
In the Dashboard, tap the **Inbox** icon.

Open Message

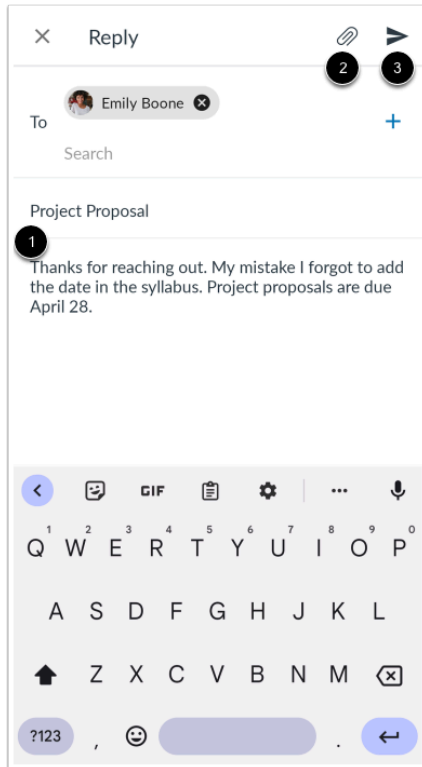


To view a message, tap the message you want to open.

Reply to Message



Tap the **Reply** link.

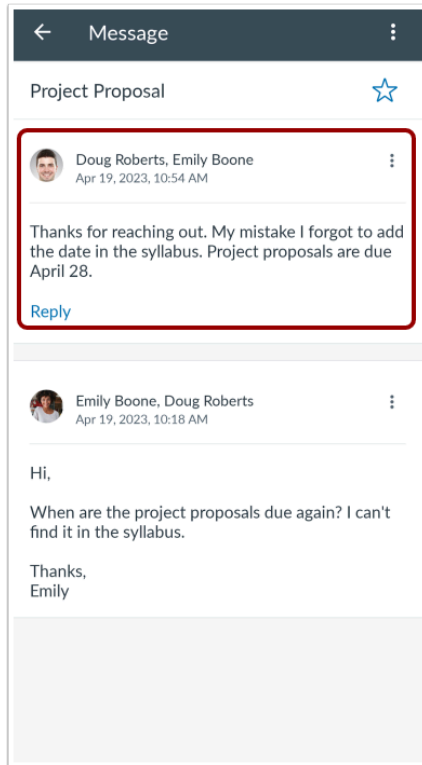


In the text field [1], type your message reply.

If you want to add an attachment to your message, tap the attachment icon [2].

When you are ready to send your message, tap the **Send** icon [3].

View Reply



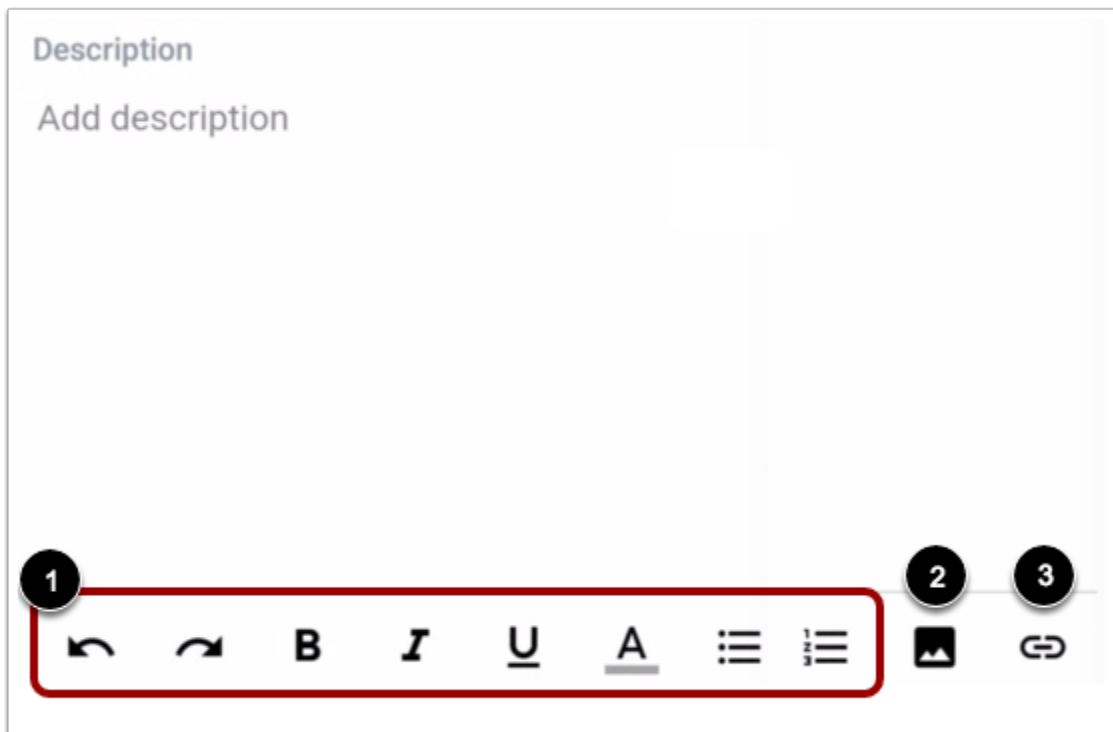
View your message reply in the message thread.

To reply to the message again, click the **Reply** link.

How do I use the Rich Content Editor in the Teacher app on my Android device?

You can use the Rich Content Editor to edit and format text in the Teacher app. The Rich Content Editor is available in Announcements, Assignments, Discussions, Pages, and Quizzes.

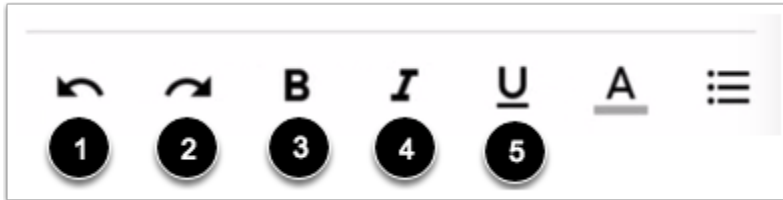
View Rich Content Editor



You can use the Rich Content Editor when adding or editing content in Assignments, Announcements, Discussions, Pages, and Quizzes.

The Rich Content Editor allows you to format text [1], attach images [2], or add links [3]. You may have to swipe your screen to the left or right to view all Rich Content Editor icons.

Format Text

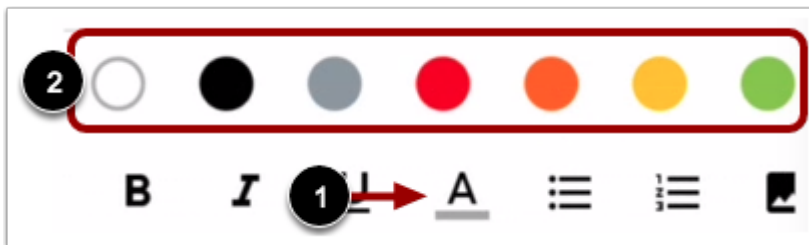


To undo your last action, tap the **Undo** icon [1]. To redo what was previously undone, tap the **Redo** icon [2].

To bold text, tap the **Bold** icon [3]. To italicize text, tap the **Italics** icon [4]. To underline text, tap the **Underline** icon [5].

To stop using bold, italics, or underline formatting, tap the Bold, Italics, or Underline icon again.

Change Text Color



To change the text color, tap the **Color** icon [1]. Then tap the color you want to use [2].

Create List



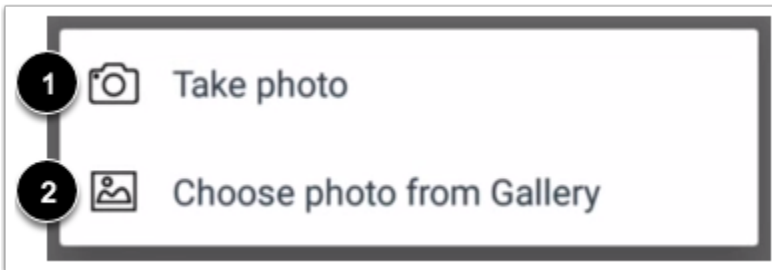
To format text as a bulleted list, tap the **Bulleted List** icon [1]. To format text as a numbered list, tap the **Numbered List** icon [2].

Insert Image



To insert an image, tap the **Image** icon.

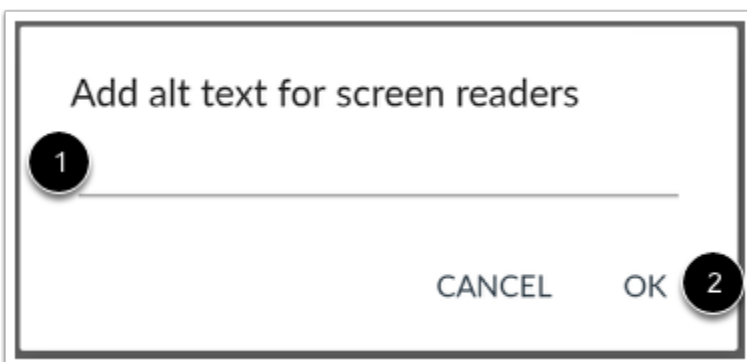
Select Image Option



To take a photo from your camera, tap the **Take photo** link [1].

To select an image from your device, tap the **Choose photo from Gallery** link [2].

Add Alt Text



When uploaded, you can add alt text for your image.

Type image alt text in the **Add alt text for screen readers** field [1].

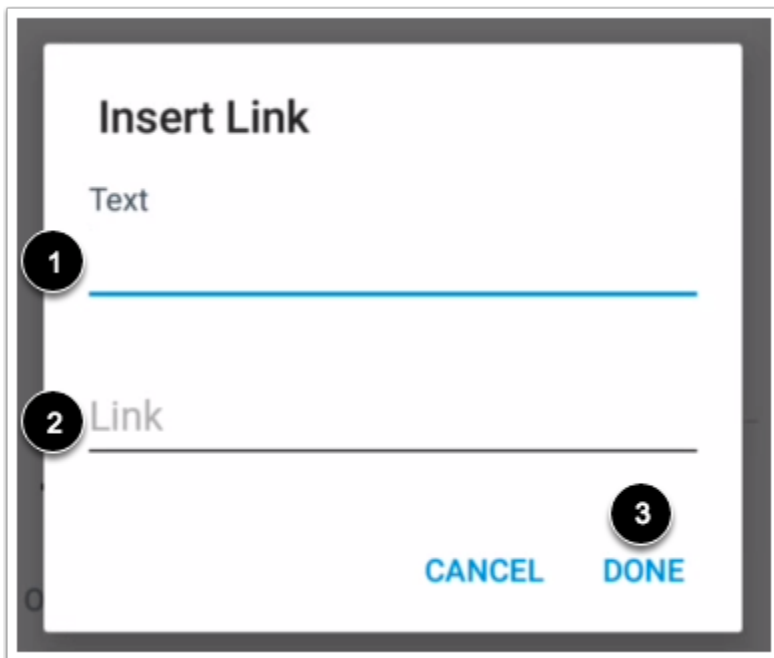
To save your alt text, click **OK** [2].

Add Link



To add a link, tap the **Link** icon.

Link to Website URL



Enter the link title in the **Text** field [1] and the link URL in the **Link** field [2]. Then tap the **Done** link [3].

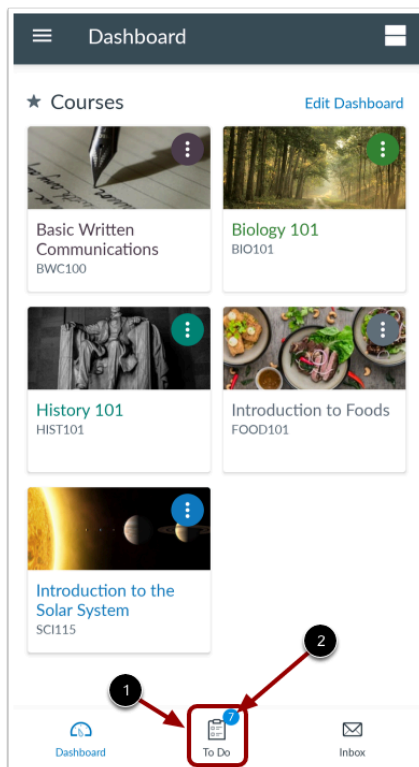
How do I view the To Do list in the Teacher app on my Android device?

In the Teacher app, you can use the To Do list to view and grade ungraded submissions in all your courses. To Do list items include assignments, discussions, and quizzes.

Once you have graded all submissions in a To Do list item, that item will be removed from the list.

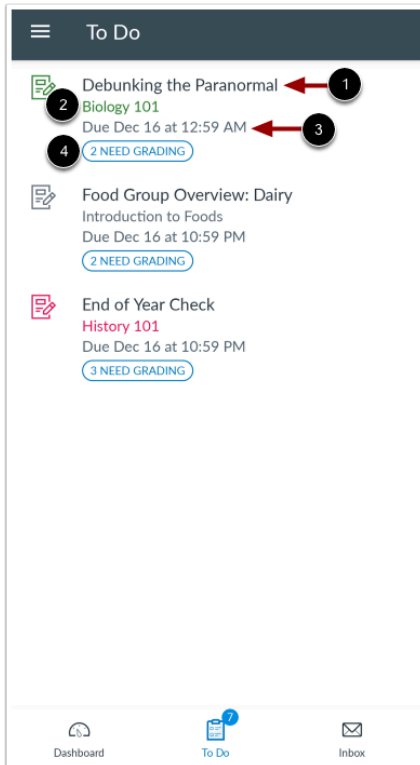
Note: The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open To Do List



In the Dashboard, tap the **To Do** icon [1]. If the icon includes a numbered badge [2], the badge displays the number of items that need grading for all assignments.

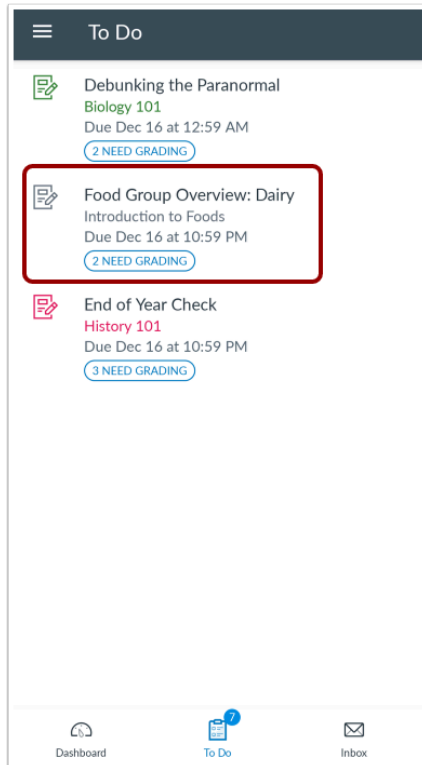
View To Do List



The To Do list shows the items that require grading in all of your courses. Each item displays the assignment title [1], course name [2], due date [3], and the number of items that require grading [4].

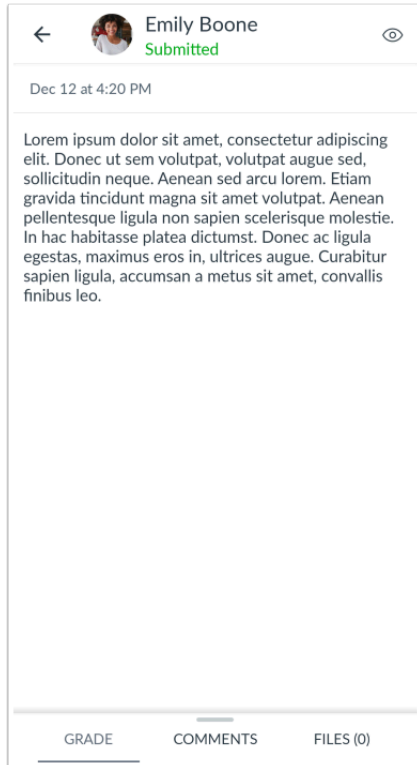
Assignments that are past the availability date will display as Closed.

Open To Do Item



To begin grading submissions, tap the name of a To Do item.

Grade To Do Item



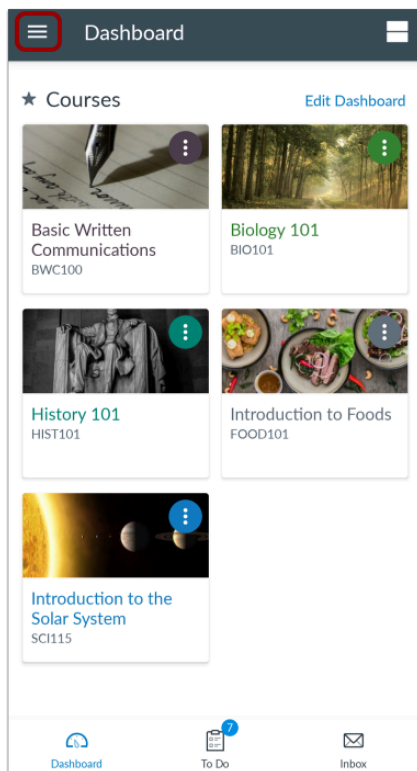
Use SpeedGrader to [grade the submissions](#).

How do I view my User Files in the Teacher app on my Android device?

You can view personal files that you've added to your account on the Canvas Teacher app.

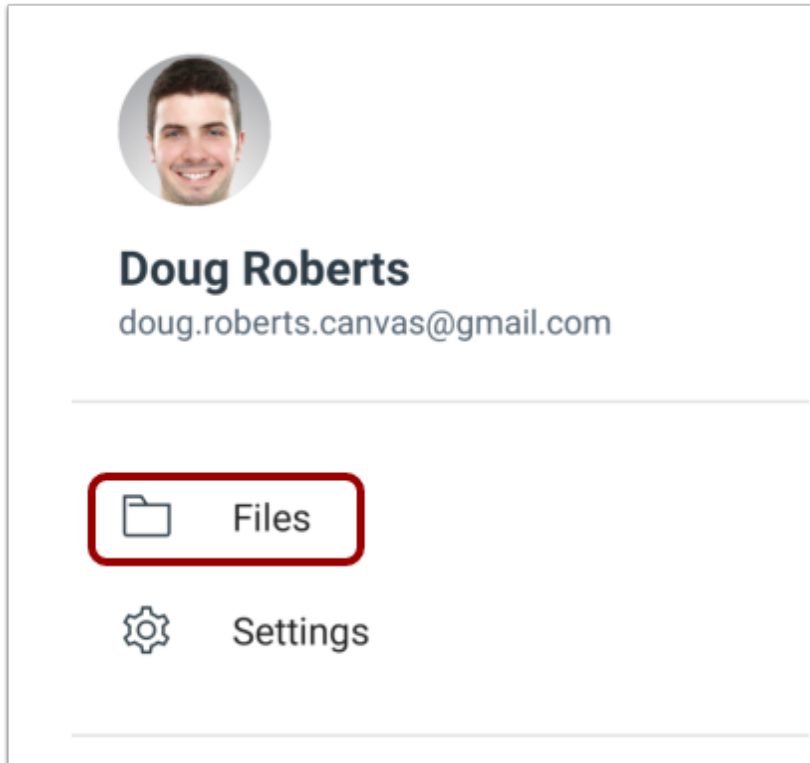
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open User Menu



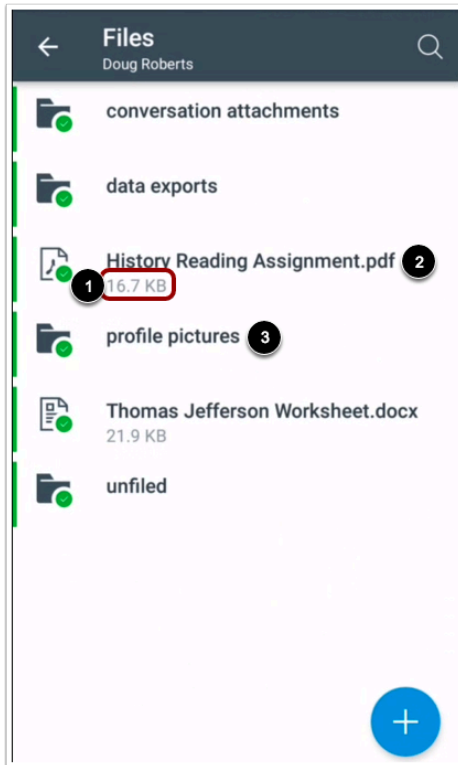
In the Dashboard, tap the **Menu** icon.

Open User Files



Tap the **Files** link.

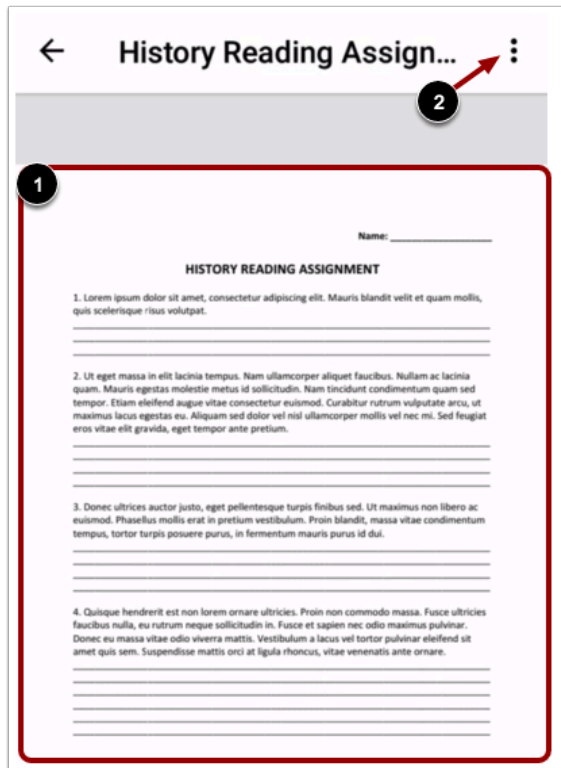
View My Files



Files display the file size of each file [1]. To view a specific file, tap the name of the file [2].

To view items within a file folder, tap the name of the folder [3].

View File



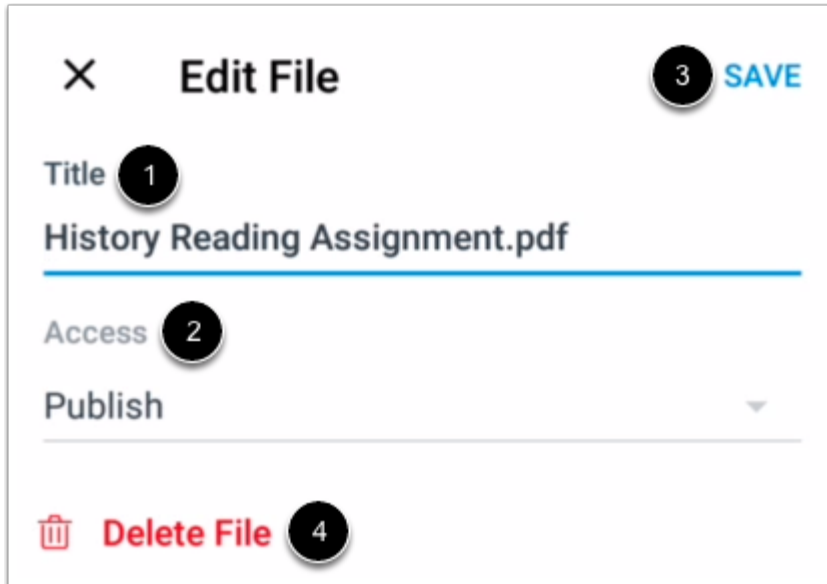
View your file [1]. To view your file options, tap the **Options** icon [2].

View File Options



To edit the file, tap the **Edit** link [1]. To copy a link to the file, tap the **Copy Link** link [2].

Edit File



×

Edit File

3 **SAVE**

Title 1

History Reading Assignment.pdf

Access 2

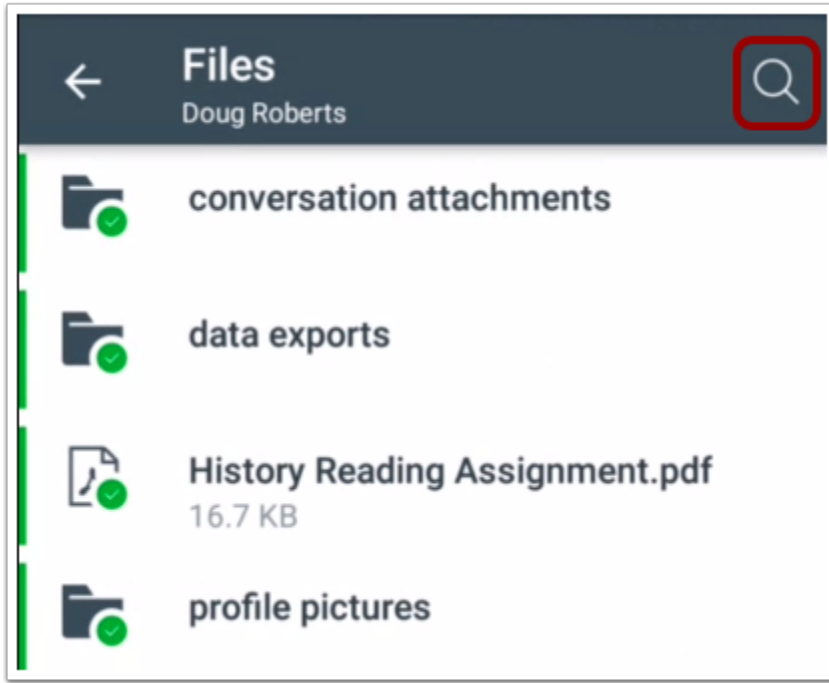
Publish

4 **Delete File**

You can edit the title [1] and access settings [2] for your files. To save your changes, tap the **Save** link [3].

To delete the file, tap the **Delete File** link [4].

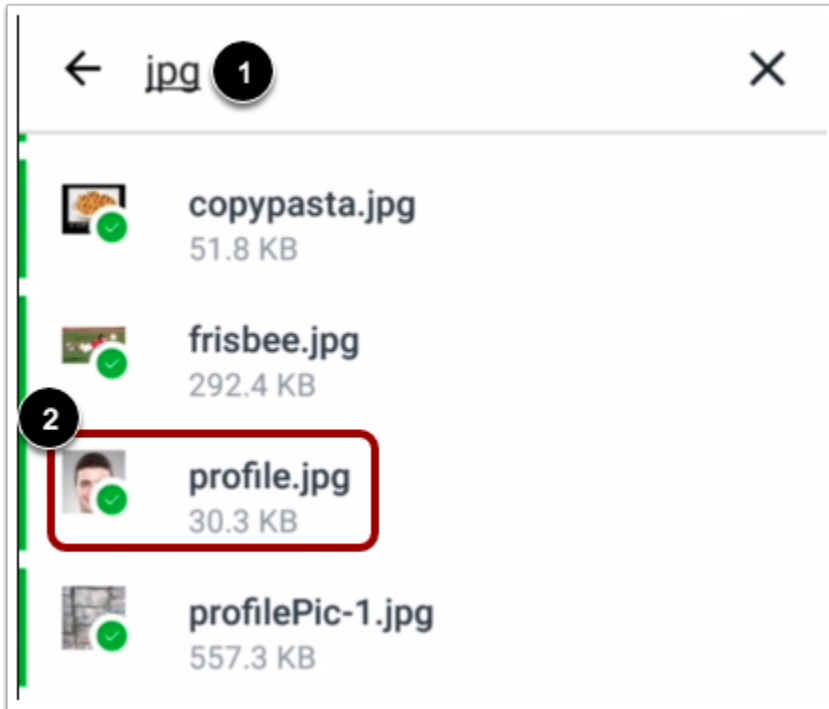
Search Files



You can search for any file in your User Files.

To open the search field, tap the **Search** icon.

Open File

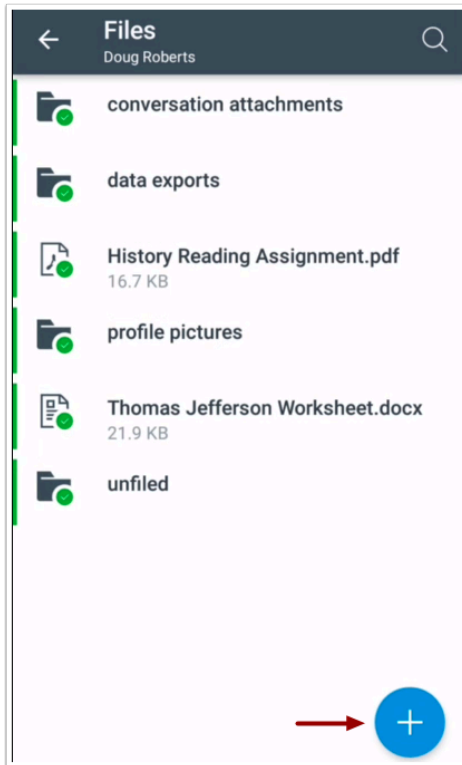


To search for a file, type the file name in the search field [1]. To open the file, tap the name of the file [2].

Notes:

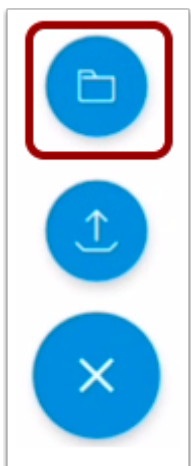
- You must type three or more characters for search results to display.
- Search results will not include file folders.

Add File or Folder



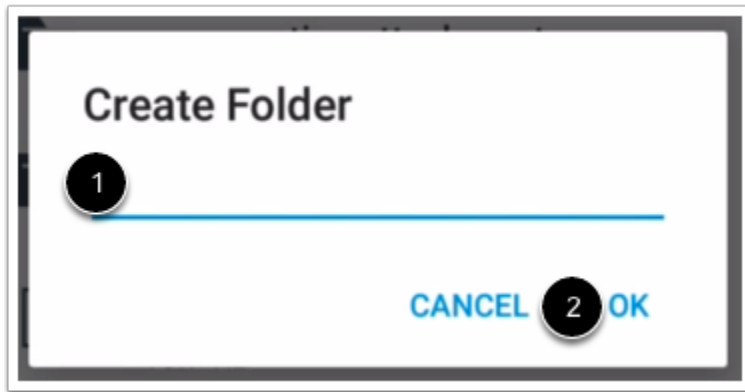
To add a new file or folder, tap the **Add** button.

Create Folder



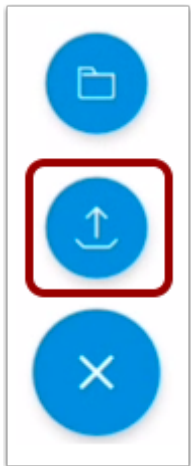
To create a new folder, tap the **Create Folder** button.

Name Folder



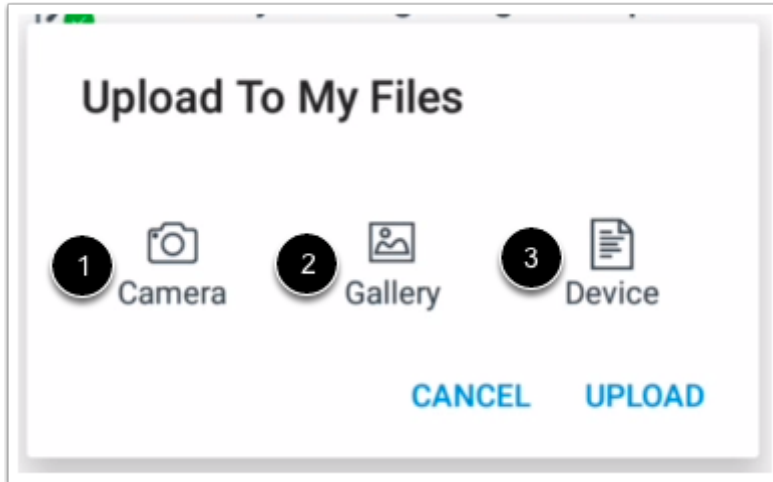
Enter the name of your folder [1]. Then tap the **OK** link [2].

Add File



To add a file, tap the **Add File** button.

Select File Location



Select the location of your file. You can take a new photo from your camera [1], select an image from your device gallery [2], or find a file on your device [3].

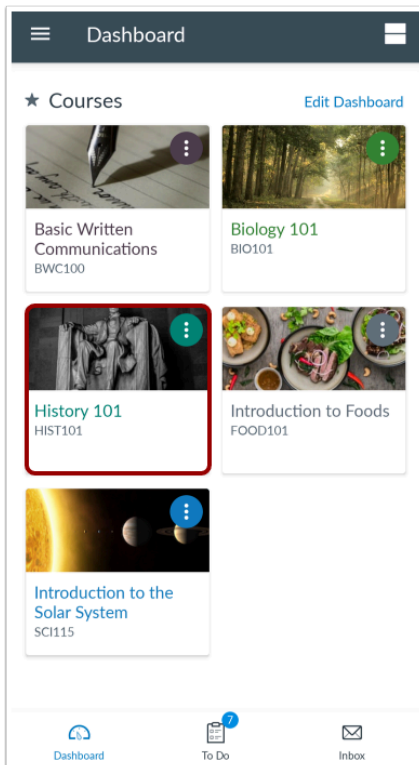
Note: To learn more about media uploads, view the [Canvas Media Comparison resource document](#).

How do I use Student View in the Canvas Teacher app on my Android device?

As an instructor, you can use Student View in the Canvas Teacher app on your Android device. Accessing Student View opens the Canvas Student app and displays the You are acting as Test Student message at the top of the window. The mobile app student view matches the same restrictions for the Test Student in Canvas web. However, the Test Student cannot be reset in the app.

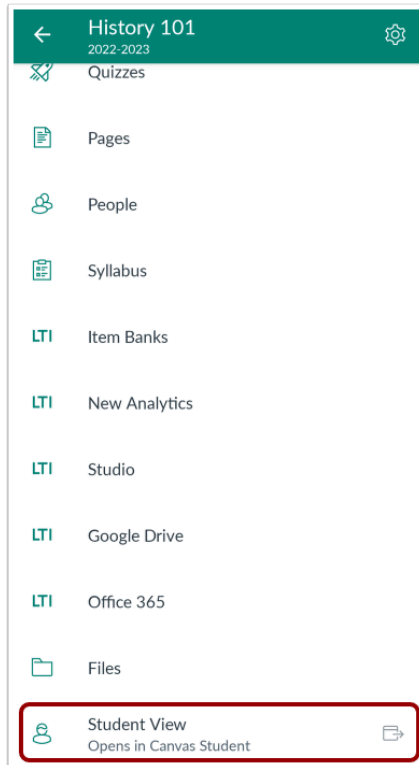
Note: When accessing Student View, if you do not have the Student app installed on your device, you are first directed to the Play Store to download the Canvas Student app.

Open Course



In the Dashboard, tap the name of the course.

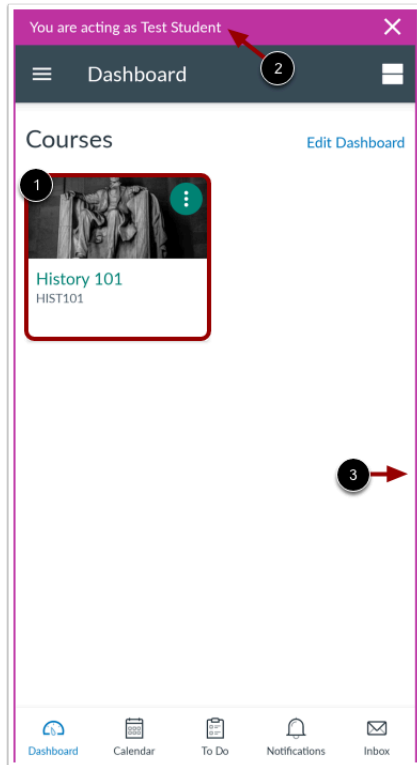
Open Student View



Tap the **Student View** link.

Note: Student view opens in the Canvas Student app. If this app is not installed on your device, you will be directed to the Play Store where you can download the Canvas Student app.

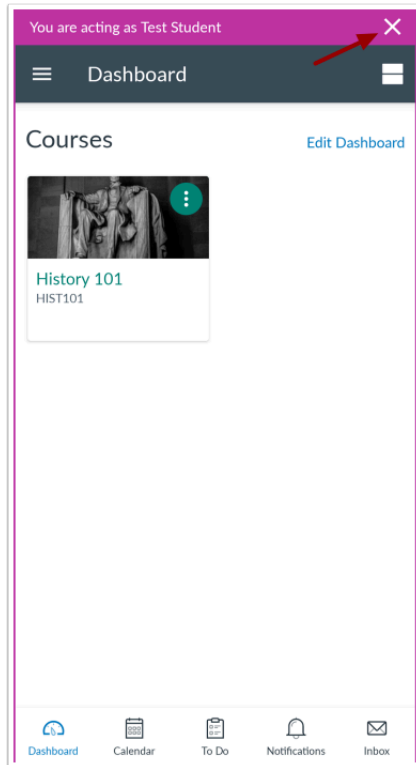
View Course



You can now view the course as a student user would see it. To open the course, tap the course name [1].

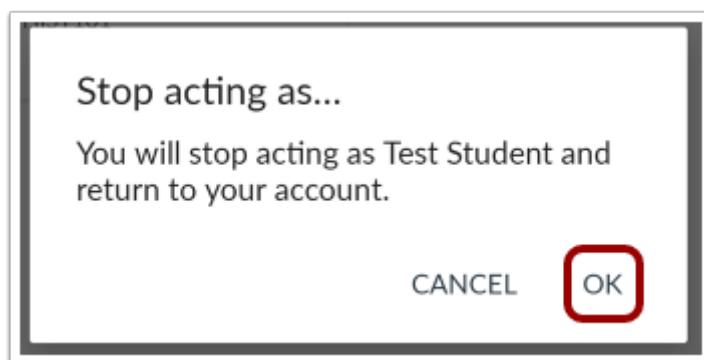
When you are logged in to student view, each page displays the **You are acting as Test Student** message [2], and a persistent box displays around each page in the app [3].

Leave Student View



To log out of the Canvas Student app as the Test Student, tap the **Close** icon.

Confirm Logout



Tap the **OK** button.

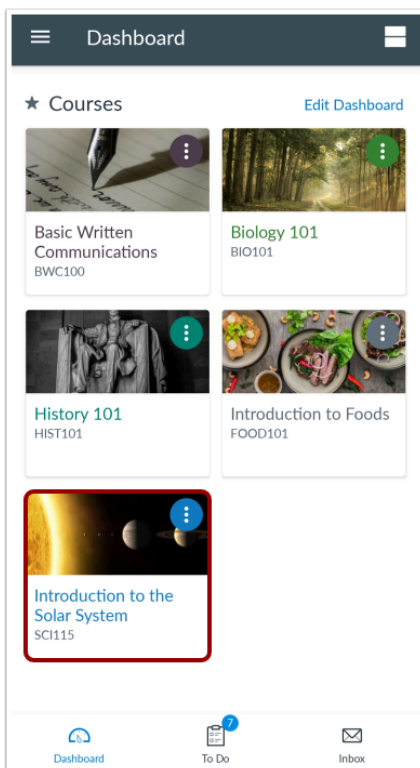
Course Features

How do I view the course navigation links for a course in the Teacher app on my Android device?

You can view the course navigation links of a course from the Teacher app. Each course may have different options available.

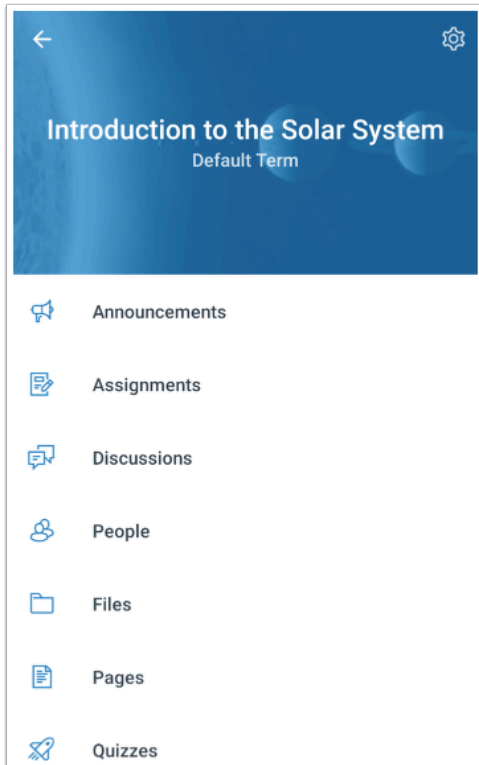
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course



In the Dashboard, tap the name of a course.

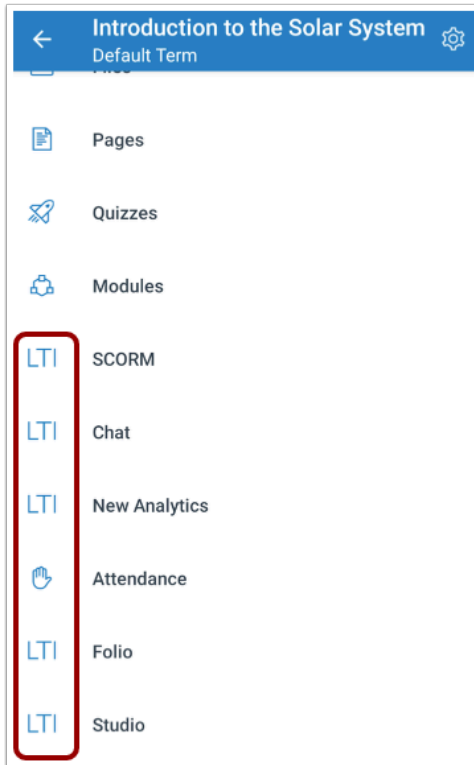
View Course Navigation



The course navigation links display all areas of the course available to you. To open a course area, tap the name of the link.

Note: To view the course home page, use [Student View](#) within the app.

View External Tools



The course navigation links may include links to external tools.

The Attendance tool allows teachers to use their mobile device to [take roll call for a course](#) and has been developed specifically for the Teacher app. All other external tools will display the same functionality as seen when used in a web browser.

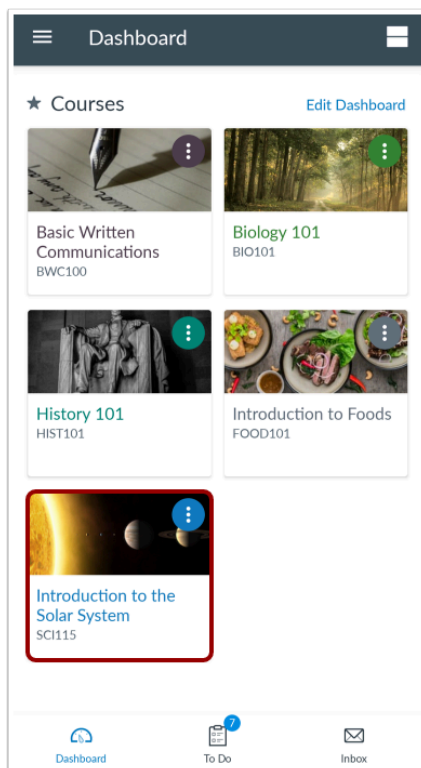
Note: The external apps displayed in the Teacher app will vary based on the external apps enabled for your institution or course. For assistance with external apps, contact your Canvas administrator.

How do I edit course settings in the Teacher app on my Android device?

You can manage the course name and the Course Home Page in the Teacher app.

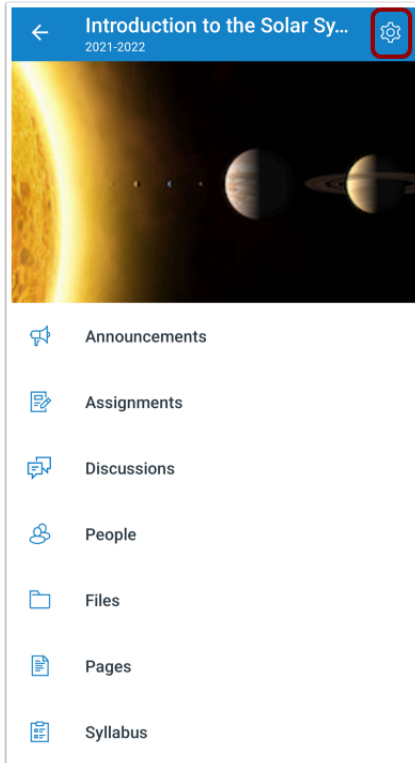
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course



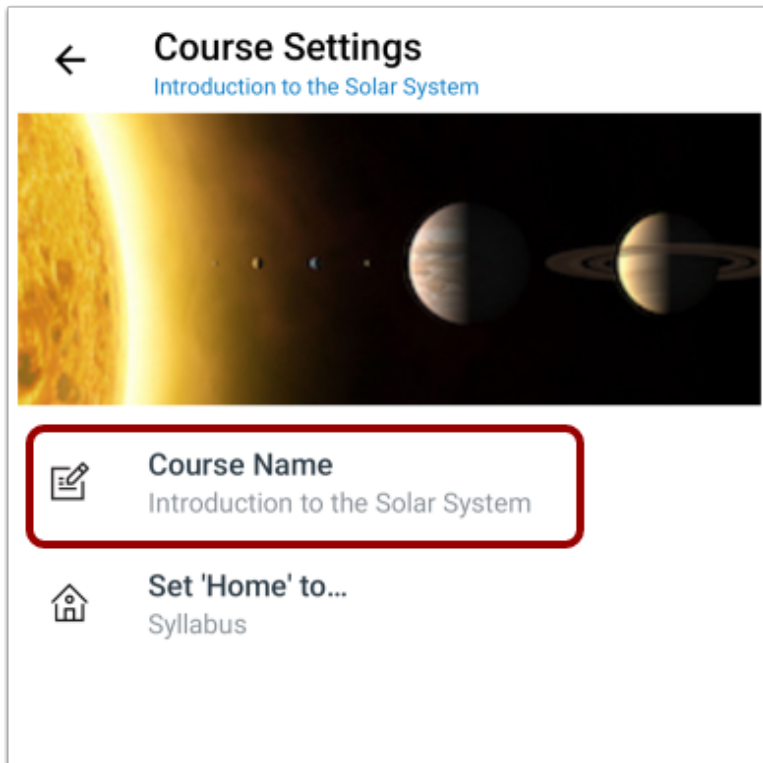
In the Dashboard, tap the course name.

Open Settings

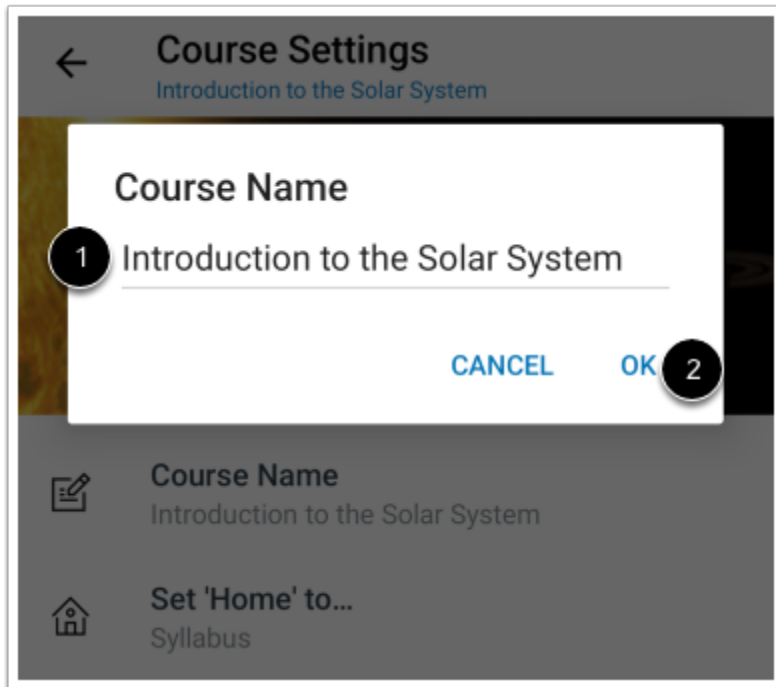


Tap the **Settings** icon.

Change Course Name

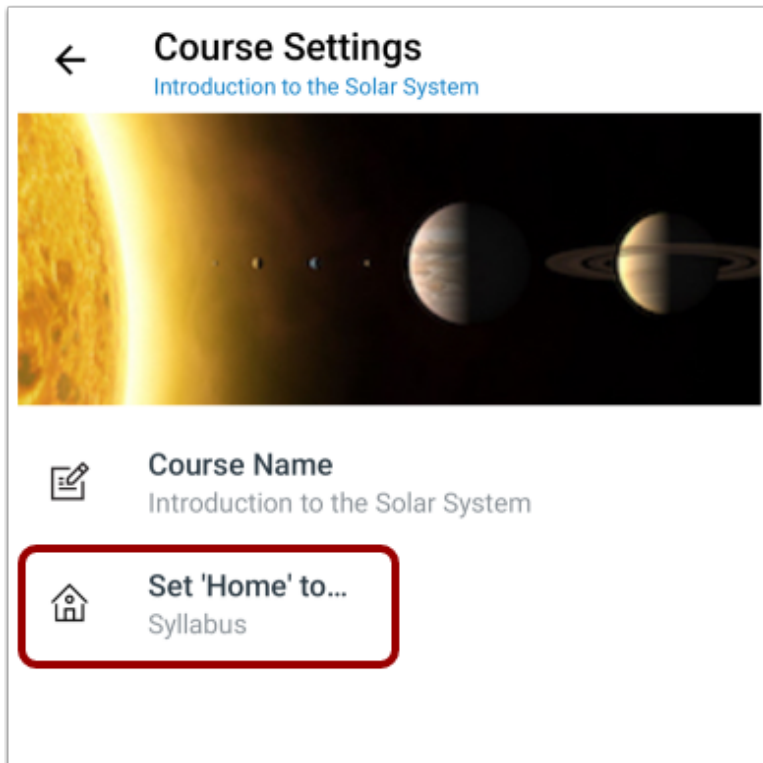


To change the course name, tap the **Course Name** option.

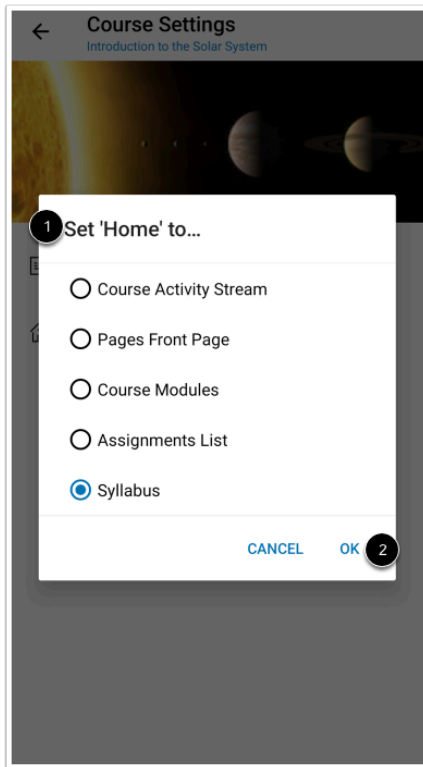


In the text field [1], edit the course name. Tap the **OK** link [2].

Set Course Home Page



To change the course home page, tap the **Set 'Home' to** option.



In the Home Page list [1], select the new home page for the course. Changing the course home page affects the web version of Canvas and the Canvas mobile apps.

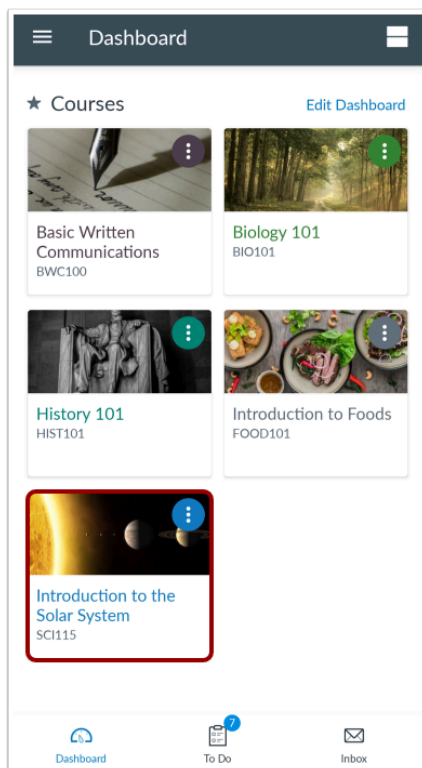
Tap the **OK** link [2].

How do I view Announcements in the Teacher app on my Android device?

Canvas Teacher helps you view and manage Announcements in your Canvas courses.

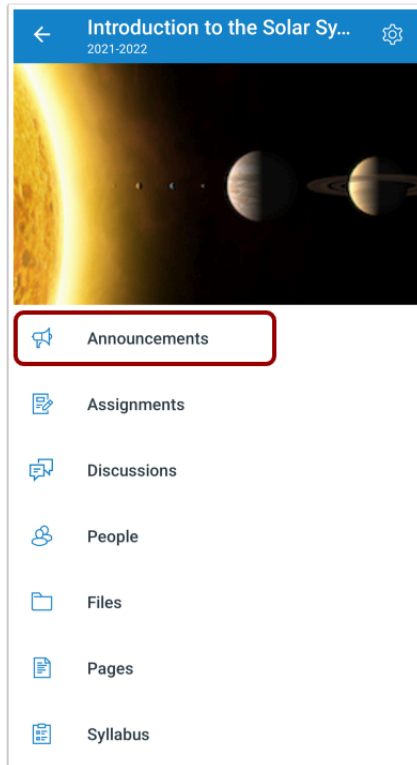
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course



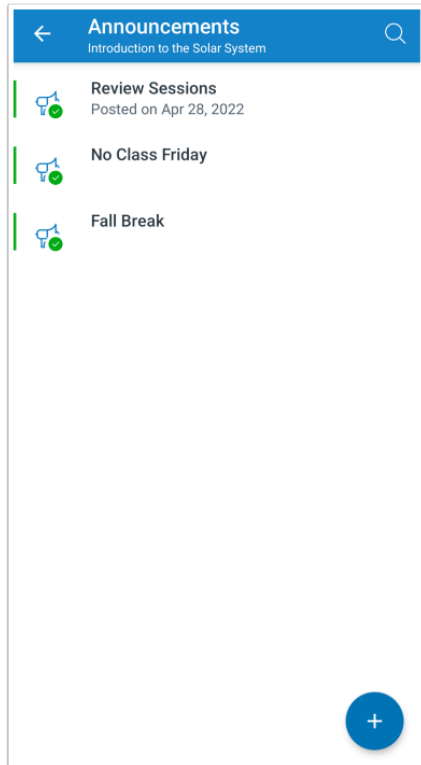
In the Dashboard, tap the name of a course.

Open Announcements



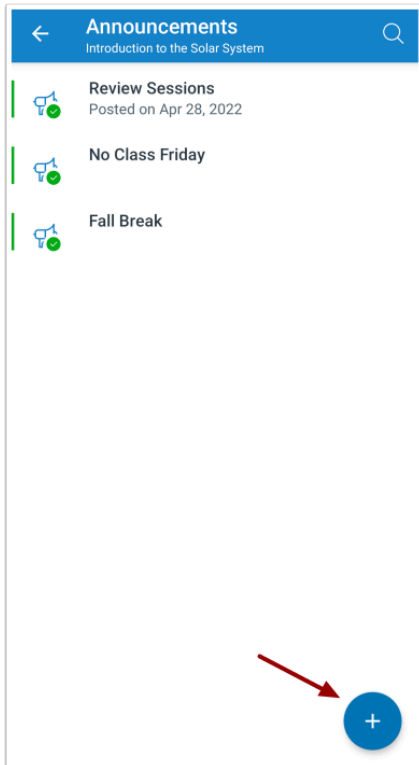
Tap the **Announcements** link.

View Announcements



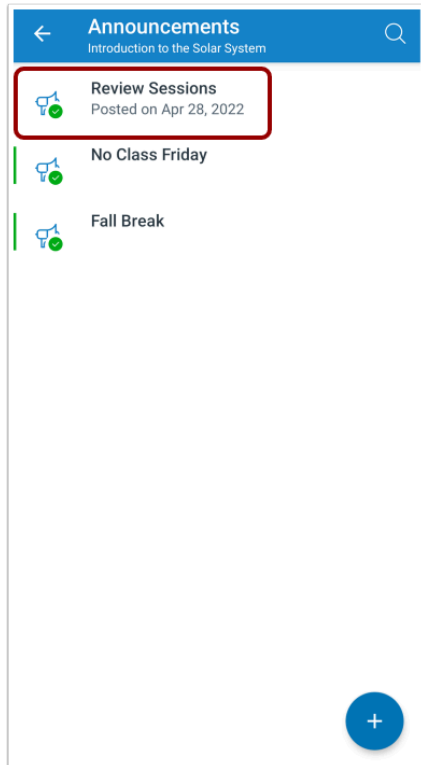
Announcements displays all the announcements in your course. Announcements are ordered by creation date with the most recent at the top.

Add Announcement



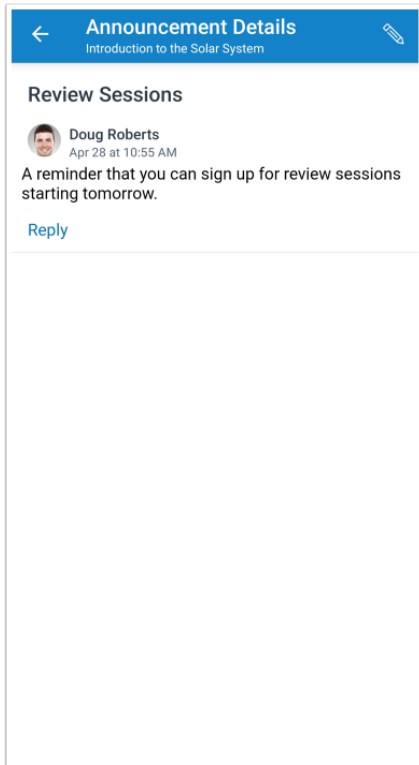
To [add an announcement](#), tap the **Add** icon.

Open Announcement



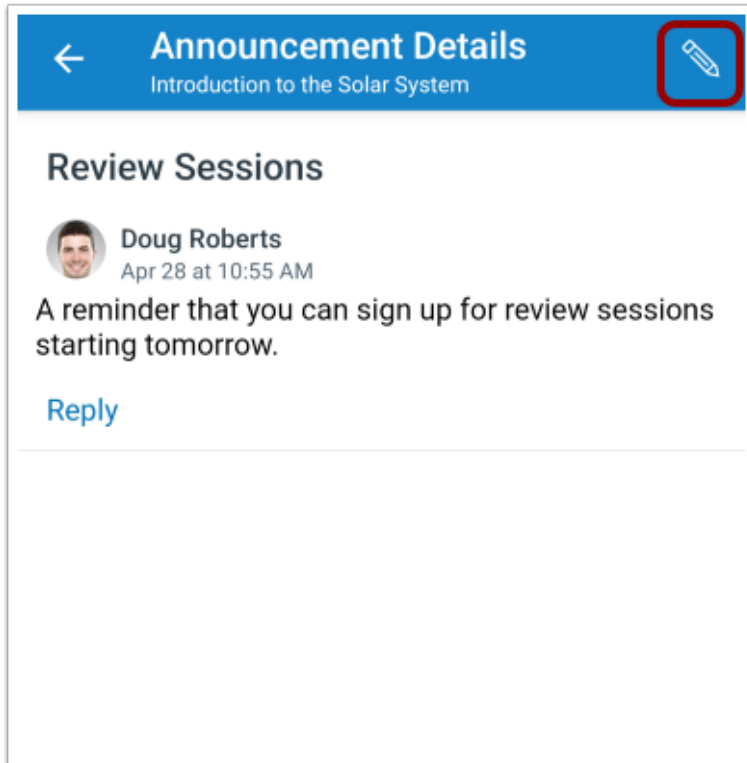
To open an announcement, tap the announcement name.

View Announcement



View the announcement.

Manage Announcement



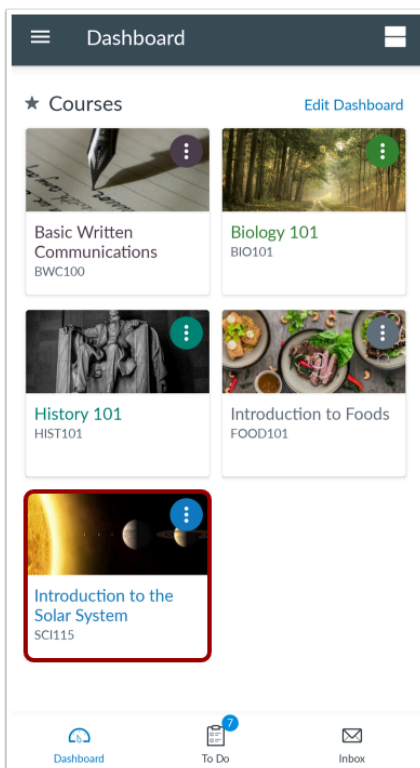
To manage the announcement, tap the **Edit** icon. You can edit the announcement and delete the announcement.

How do I add an announcement in the Teacher app on my Android device?

You can create announcements in the Teacher app to notify students about events without having to be logged into the browser version of Canvas.

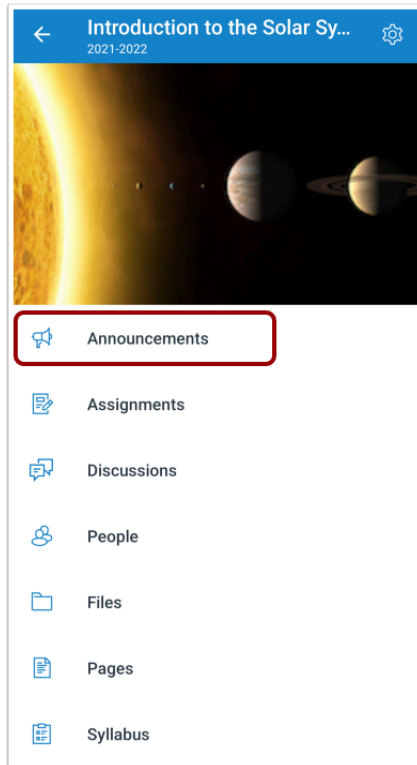
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course



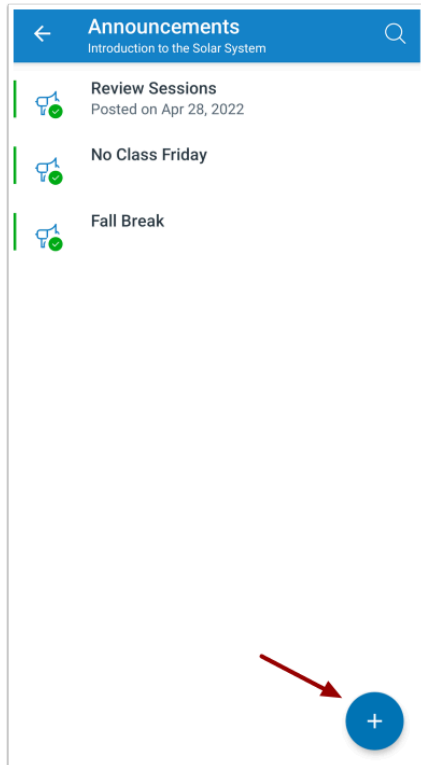
In the Dashboard, tap the name of the course you'd like to view.

Open Announcements

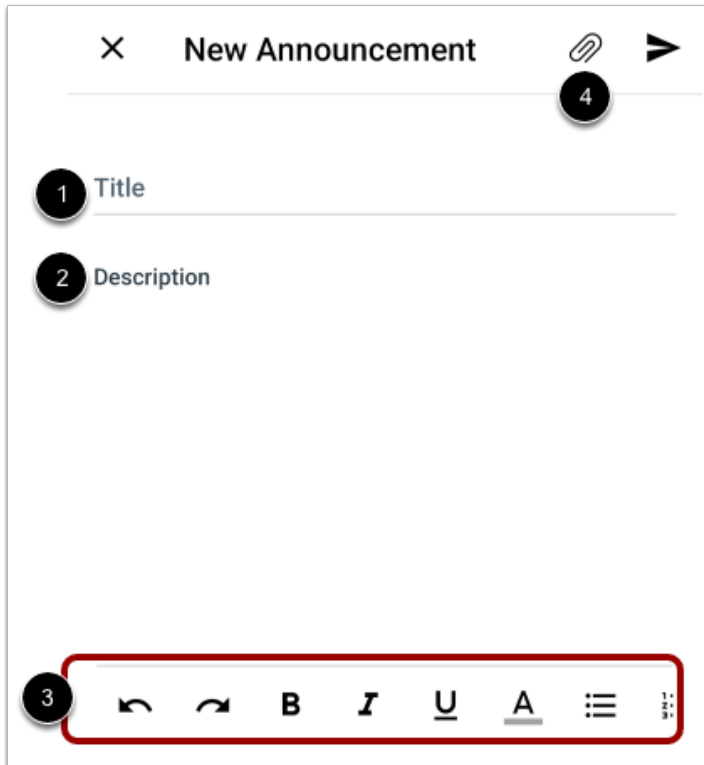


Tap the **Announcements** link.

Add Announcement



Tap the **Add** icon.



The screenshot shows the 'New Announcement' screen. At the top, there is a title bar with a close button (X), the text 'New Announcement', an attachment icon (4), and a right arrow. Below the title bar, there are two main input areas: a 'Title' field (1) and a 'Description' field (2). At the bottom of the description field, there is a rich content editor (3) with a formatting menu that includes icons for undo, redo, bold, italic, underline, text color, and list creation. The attachment icon (4) is located in the top right corner of the form.

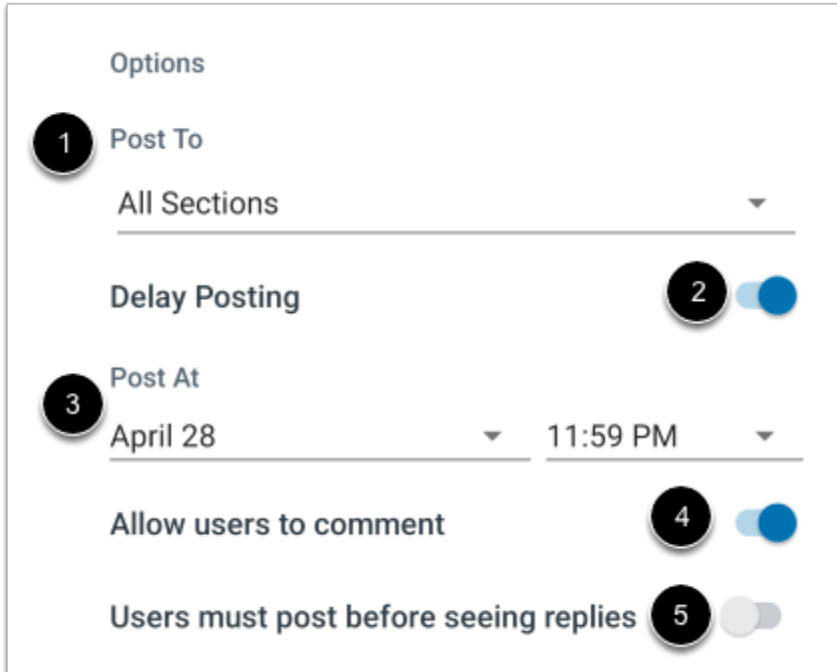
In the **Title** field [1], add a title for your announcement.

In the **Description** field [2], add a description for the announcement. To format your description, use the Rich Content Editor [3]. If necessary, you can view all formatting options by swiping the formatting menu left and right. The Rich Content Editor supports undo, redo, bold, italics, underline, text color, bullet lists, numbered lists, hyperlinks, and images.

To add an image attachment to your announcement, tap the **Attachment** icon [4].

Note: To learn more about media attachments, view the [Canvas Media Comparison PDF](#).

Set Options






To send an announcement to specific sections, tap the **Post To** field [1]. You can select to send the announcement to all sections, one section, or multiple sections.

If you want to delay your post until a later time, tap the **Delay Posting** toggle button [2]. When enabled, you can select the date and time for your post using the **Post At** fields [3].

To allow users to comment on the announcement, tap the **Allow users to comment** toggle button [4].

If the Allow users to comment option is enabled, you can require users to post to the announcement before seeing replies from others by tapping the **Users must post before seeing replies** toggle button [5].

Save Announcement

 **New Announcement**  

Title
Projects Due Soon

Description
Remember your projects are due soon. Please reach out if you have any questions.

Tap the **Save** link.

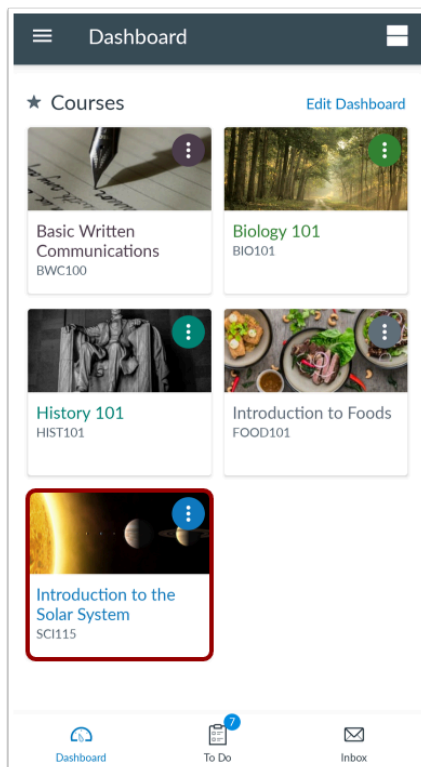
How do I view Assignments in the Teacher app on my Android device?

The Teacher app helps you view and edit existing course assignments.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

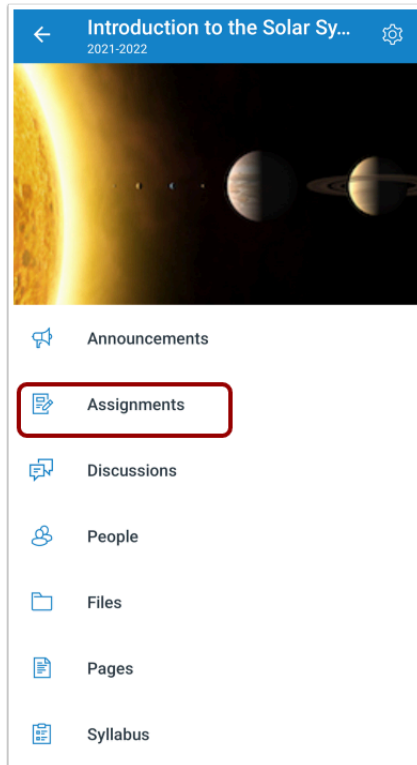
Note: If the assignment you are accessing displays differently, Assignment Enhancements may be enabled in your course. Currently, Assignment Enhancements is only partially supported by the app.

Open Course



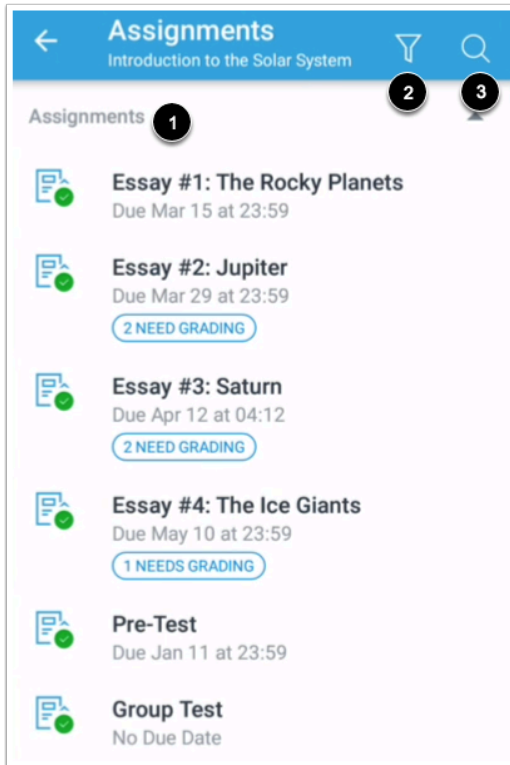
In the Dashboard, tap the name of the course you'd like to view.

Open Assignments



Tap the **Assignments** link.

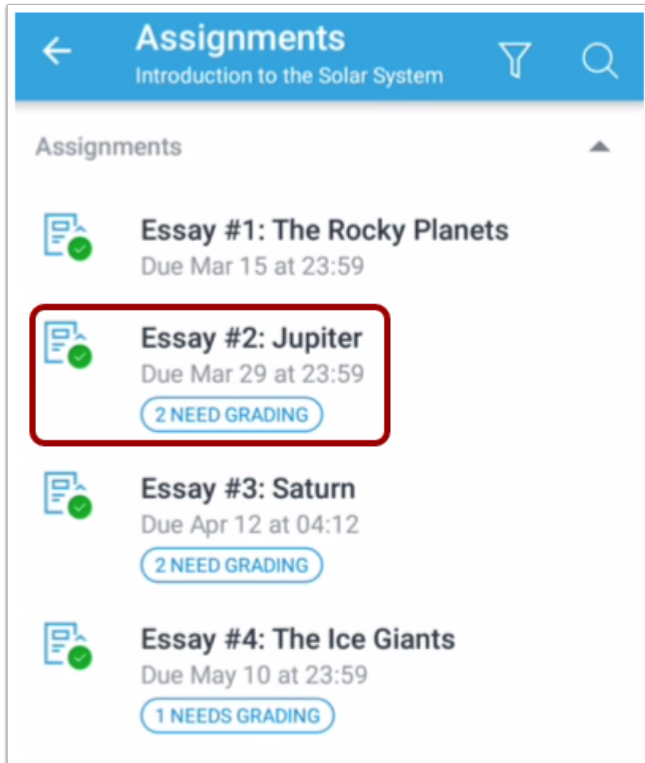
View Assignments



Assignments are organized by assignment group and due date [1].

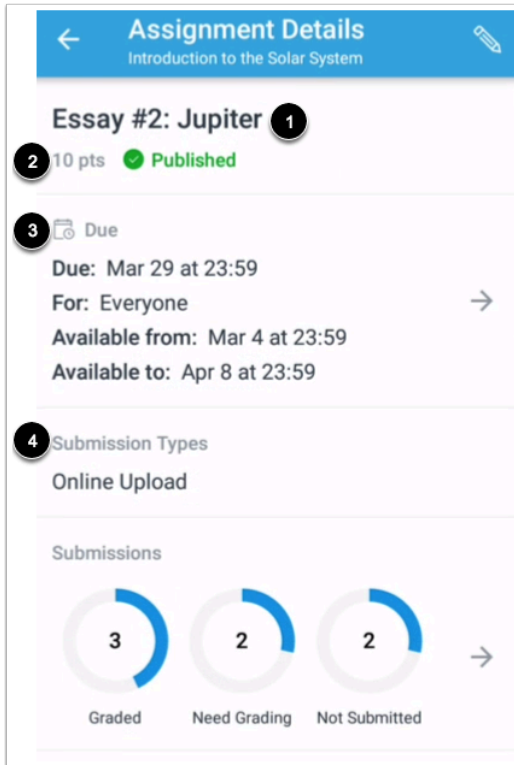
If your course includes grading periods, you can also filter by grading period by tapping the **Filter** icon [2]. To search for an assignment, tap the **Search** icon [3].

Open Assignment



To view an assignment, tap the name of the assignment.

View Assignment

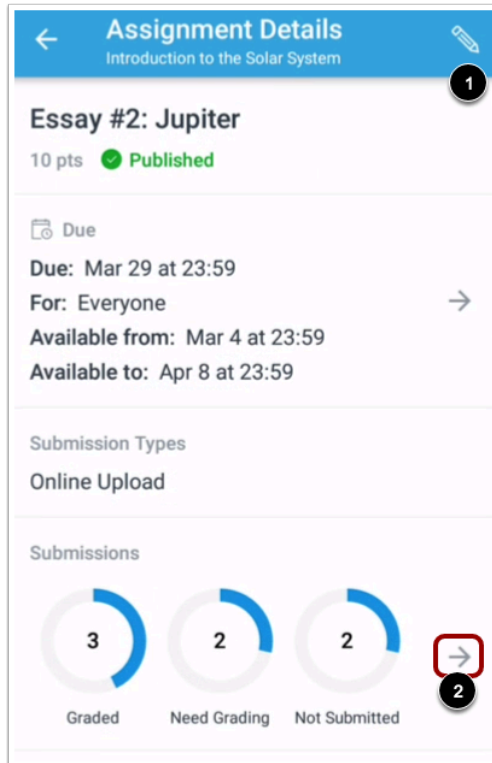


The screenshot shows the 'Assignment Details' screen for 'Introduction to the Solar System'. The assignment is 'Essay #2: Jupiter' (1), worth 10 points (2), and is 'Published' (green checkmark). The due date is 'Mar 29 at 23:59' (3), for 'Everyone'. It is available from 'Mar 4 at 23:59' to 'Apr 8 at 23:59'. The submission type is 'Online Upload' (4). The 'Submissions' section shows 3 graded, 2 need grading, and 2 not submitted.

Section	Details
1	Assignment Title: Essay #2: Jupiter
2	Points: 10 pts, Status: Published
3	Due Date: Mar 29 at 23:59, For: Everyone, Available from: Mar 4 at 23:59, Available to: Apr 8 at 23:59
4	Submission Types: Online Upload
Submissions	Graded: 3, Need Grading: 2, Not Submitted: 2

For each assignment, you can view all the details for the assignment including the title [1], points [2], due date [3], and submission type [4].

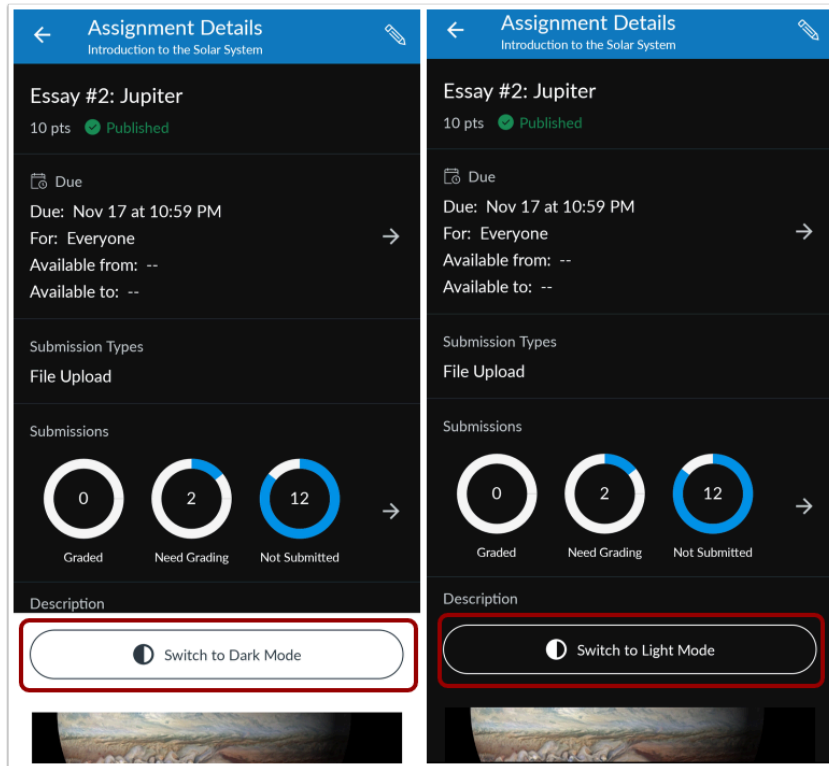
Manage Assignment



To edit the assignment, tap the **Edit** icon [1].

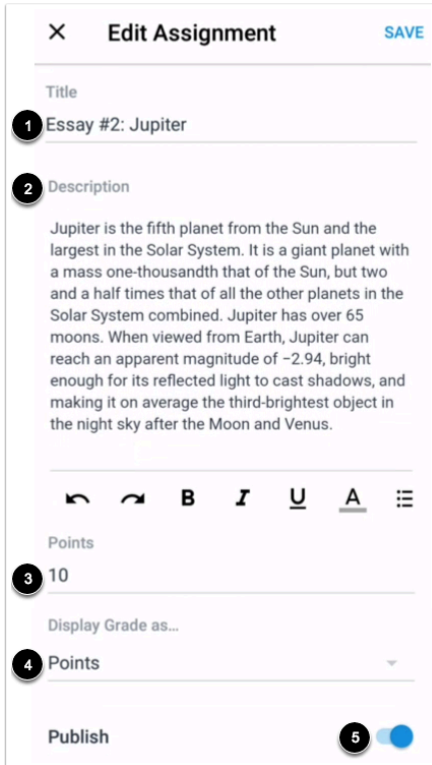
To [view submissions](#) for the assignment, tap the **Submissions** link [2].

Switch to Dark and Light Mode



When the app theme is set to Dark Mode, you can switch between the different modes in the assignment details by tapping the **Switch to Dark Mode or Light Mode** button.

Edit Assignment Details



Edit Assignment SAVE

Title

1 Essay #2: Jupiter

2 Description

Jupiter is the fifth planet from the Sun and the largest in the Solar System. It is a giant planet with a mass one-thousandth that of the Sun, but two and a half times that of all the other planets in the Solar System combined. Jupiter has over 65 moons. When viewed from Earth, Jupiter can reach an apparent magnitude of -2.94 , bright enough for its reflected light to cast shadows, and making it on average the third-brightest object in the night sky after the Moon and Venus.

Points

3 10

Display Grade as...

4 Points

Publish 5 ☒

To edit the assignment title, tap the **Title** field [1]. To edit the assignment description, tap the **Description** field [2]. You can use the [Rich Content Editor to format description text](#).

To edit the point total, tap the **Points** field [3]. To edit how the grade is displayed to students, tap the **Display Grade as** field [4]. Display Grade options include Percentage, Complete/Incomplete, Points, Letter Grade, GPA Scale, and Not Graded.

If the assignment does not have any submissions, you can publish or unpublish the assignment by tapping the **Publish** button [5].

Edit Assignees

Display Grade as...

Percentage

Assign To

Everyone

Due Date

March 29

23:59

Available From

March 18

23:59

Available To

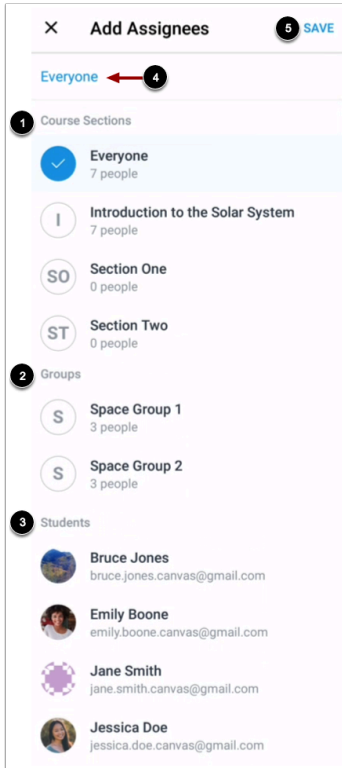
April 12

23:59

+ Add Due Date

To edit who the assignment is assigned to, tap the **Assign To** field.

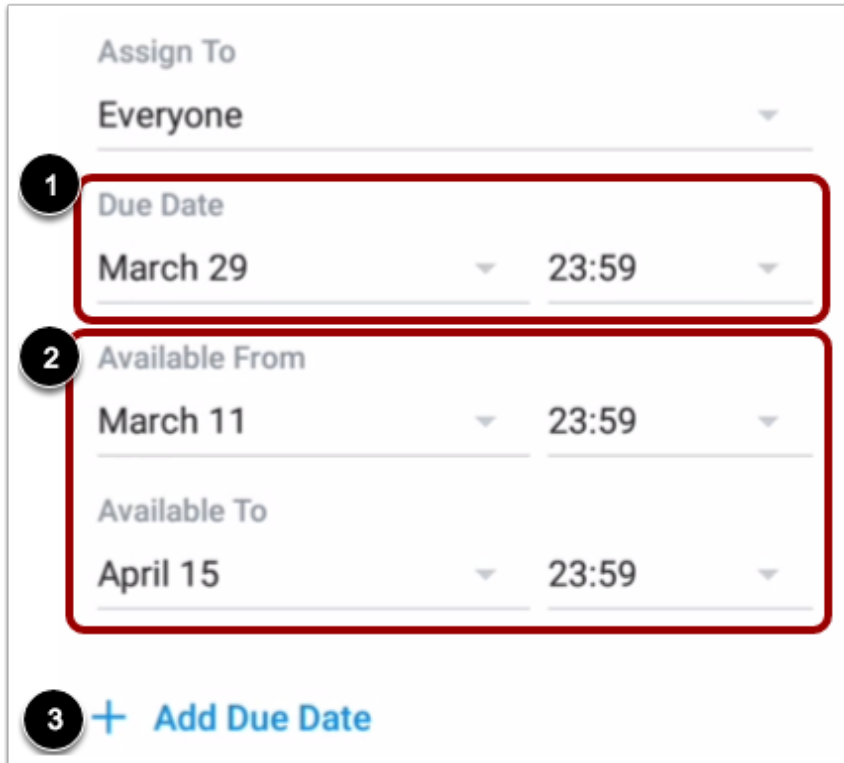
Add Assignees



Tap the sections [1], groups [2], or student [3] that you would like the receive the assignment. Selected assignees will display on the screen [4].

To save your assignees, tap the **Save** icon [5].

Edit Availability and Due Dates



Assign To
Everyone

1 Due Date
March 29 23:59

2 Available From
March 11 23:59
Available To
April 15 23:59

3 + Add Due Date

To edit the assignment due date and time, tap the **Due Date** fields [1]. To edit the availability date and times, tap the **Available From** or **Available To** fields [2].

To add additional due dates or availability dates, tap the **Add Due Date** link [3].

How do I view assignment submissions in the Teacher app on my Android device?

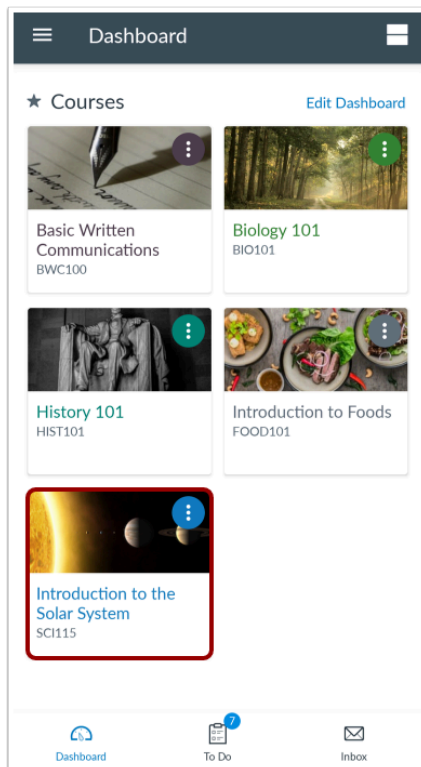
When you open a course, you can see the list of assignments in your course. For each assignment, you can view the status and whether or not submissions need grading. You can also view each student's submission, comments, and files.

This lesson shows how to view assignments from the Assignments page. However, submissions can also be viewed in the page for their respective assignment type.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

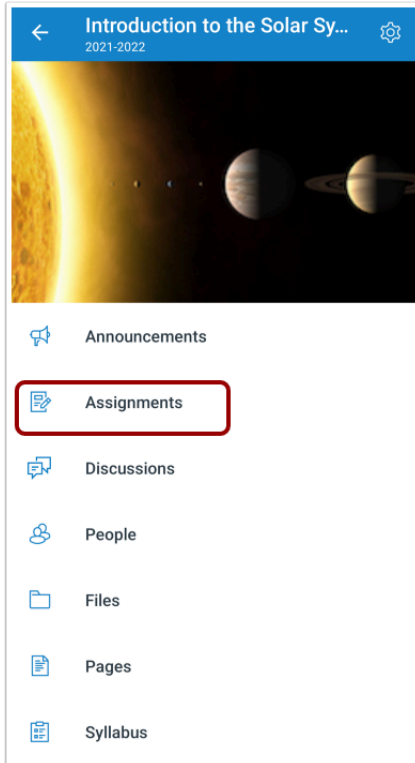
Note: If the assignment you are accessing displays differently, Assignment Enhancements may be enabled in your course. Currently, Assignment Enhancements is only partially supported by the app.

Open Course



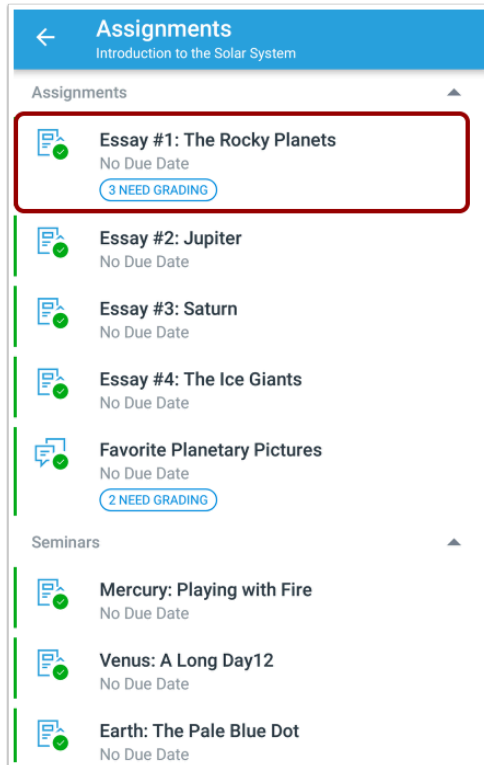
In the Dashboard, tap the name of the course you'd like to view.

Open Assignments



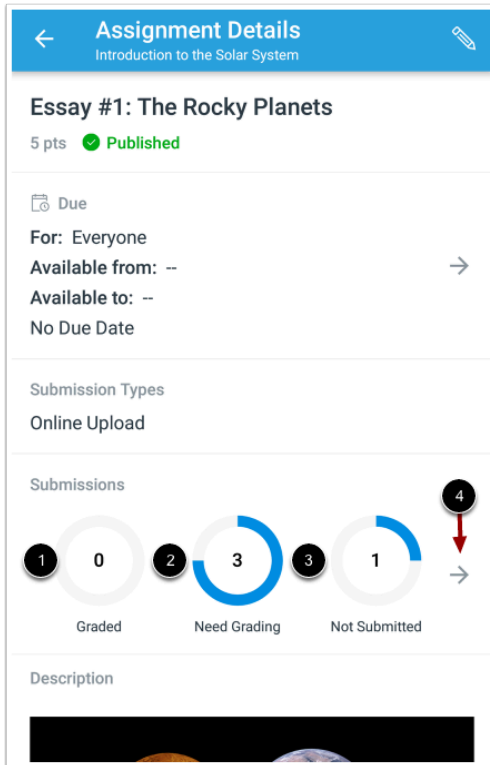
Tap the **Assignments** link.

Open Assignment



To view an assignment, tap the name of the assignment.

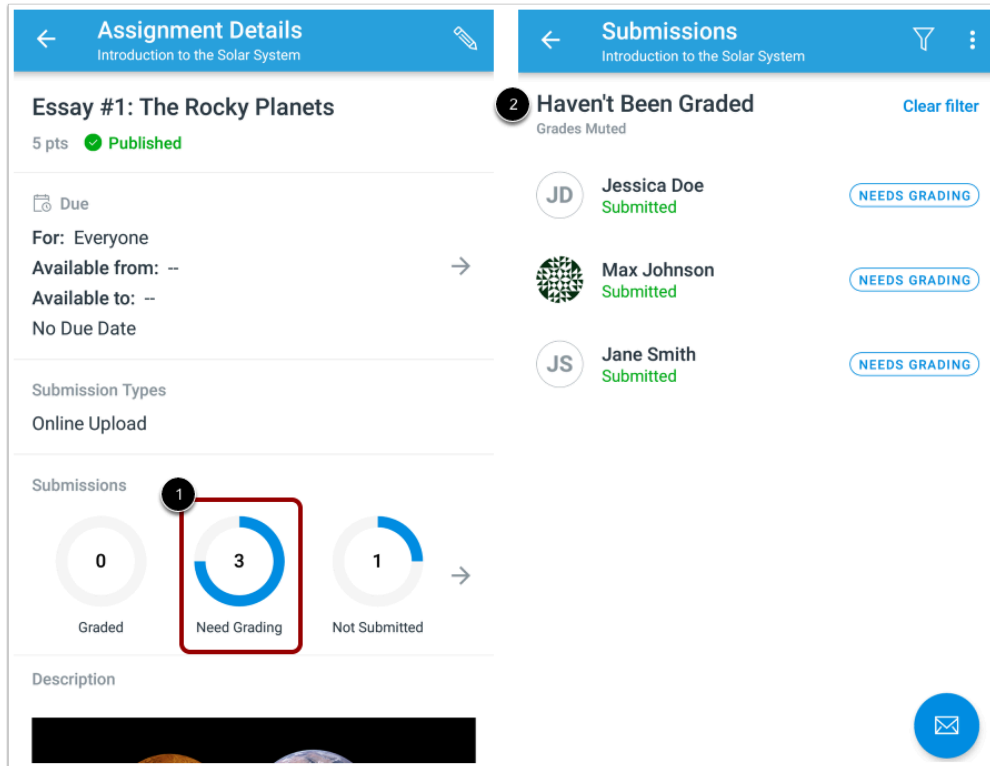
View Submissions



In the Submissions section, you can view the status of the assignment and how many assignments have been graded [1], how many need grading [2], and how many have not been submitted [3].

To view the submissions page for all submissions, tap the Submissions icon [4].

Open Submissions by Status



Assignment Details
Introduction to the Solar System

Essay #1: The Rocky Planets
5 pts Published

Due
For: Everyone
Available from: --
Available to: --
No Due Date

Submission Types
Online Upload

Submissions

0 Graded
3 Need Grading
1 Not Submitted

Submissions
Introduction to the Solar System

Haven't Been Graded
Grades Muted [Clear filter](#)

JD Jessica Doe Submitted [NEEDS GRADING](#)

Max Johnson Submitted [NEEDS GRADING](#)

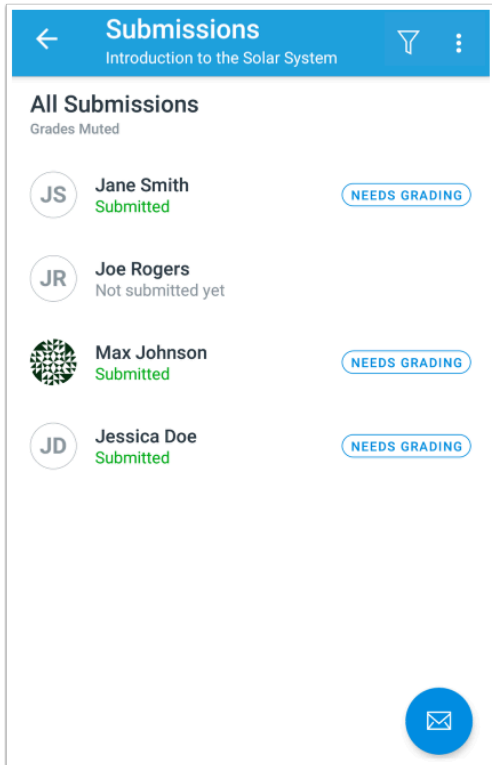
JS Jane Smith Submitted [NEEDS GRADING](#)

[Description](#)

To filter immediately by one of the three submission statuses in this page, tap the status type [1].

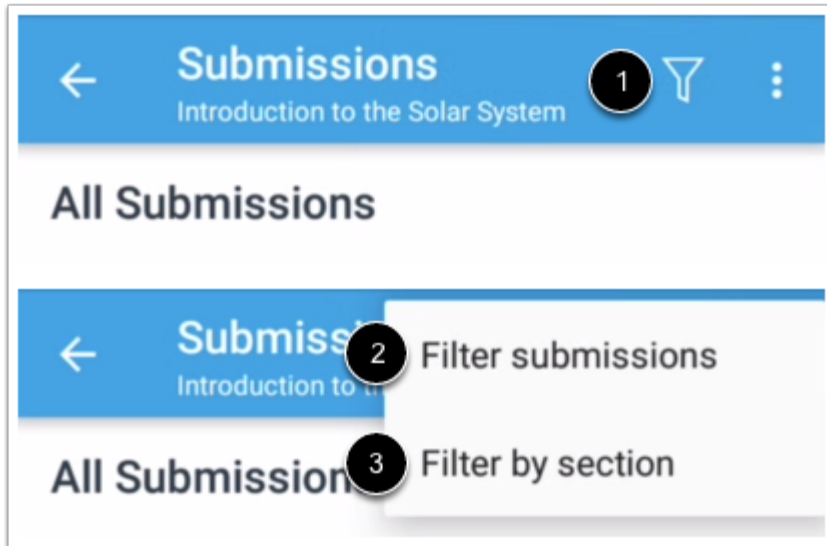
The submissions page displays all submissions filtered by the selected status [2].

View Submissions Page



Unless a specific filter was already selected from the assignment page, the Submissions page defaults to the All Submissions page. You can view all students assigned to the assignment and his or her submission status.

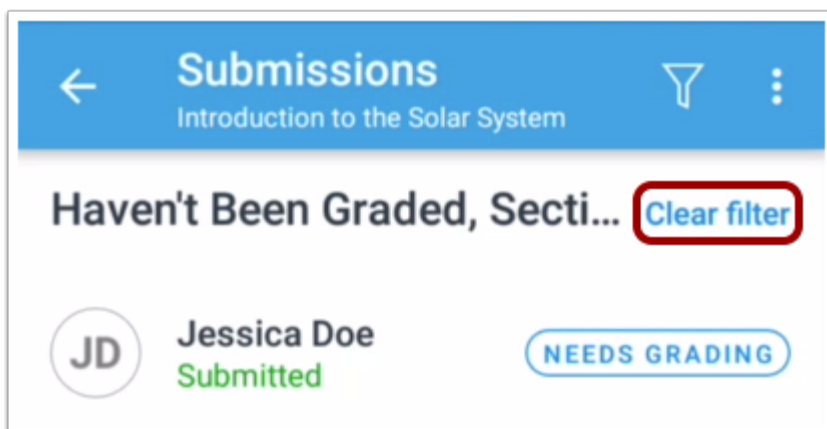
Filter Submissions



To apply additional filters, tap the **Filter** icon [1]. Then select if you want to filter by submission status [2] or filter by section [3].

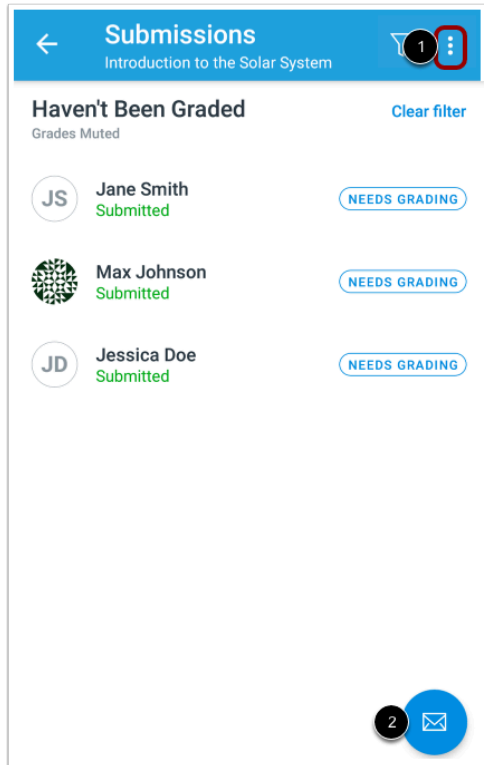
When filtering by submission status, you can filter by all submissions, late submissions, students who have not submitted, submissions that have not been graded, submissions with a score less than a specific value, and submissions with a score greater than a specific value.

Note: Status filters and section filters can both be applied at the same time.



To clear a filter at any time, tap the **Clear Filter** link.

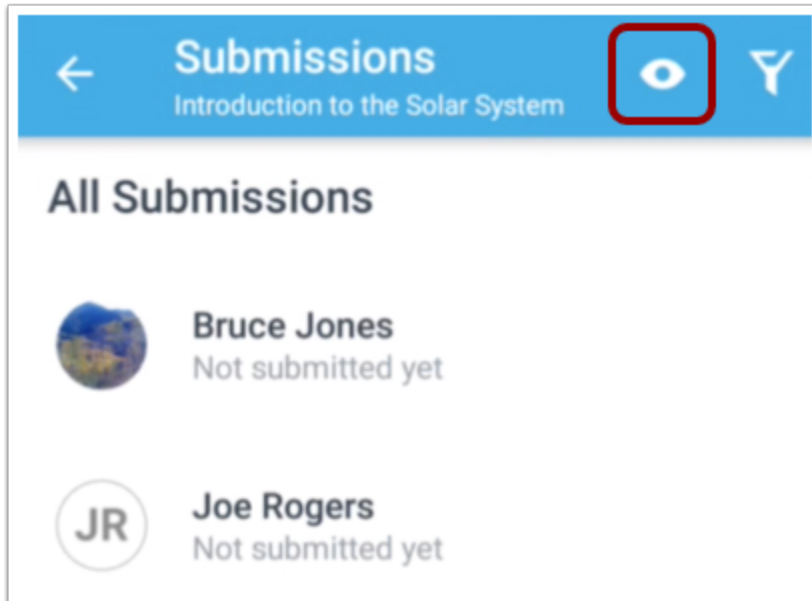
Manage Submissions



To mute grades or enable anonymous grading, tap the **Settings** icon [1].

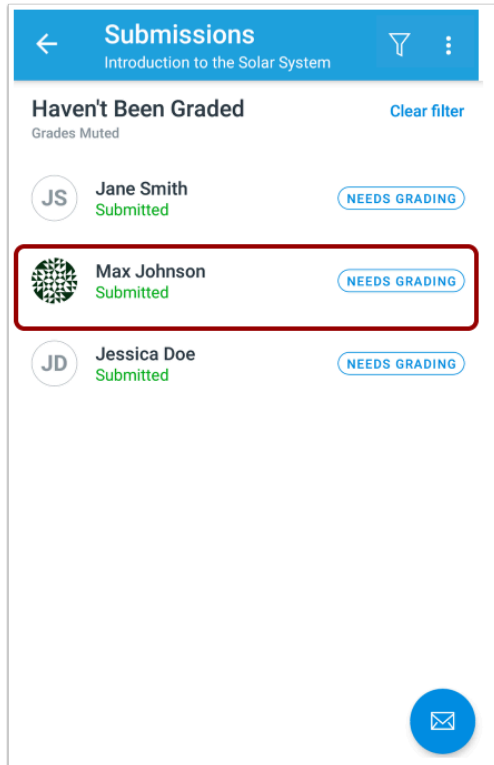
To [message students](#), tap the **Message** icon [2].

Post or Hide Grades



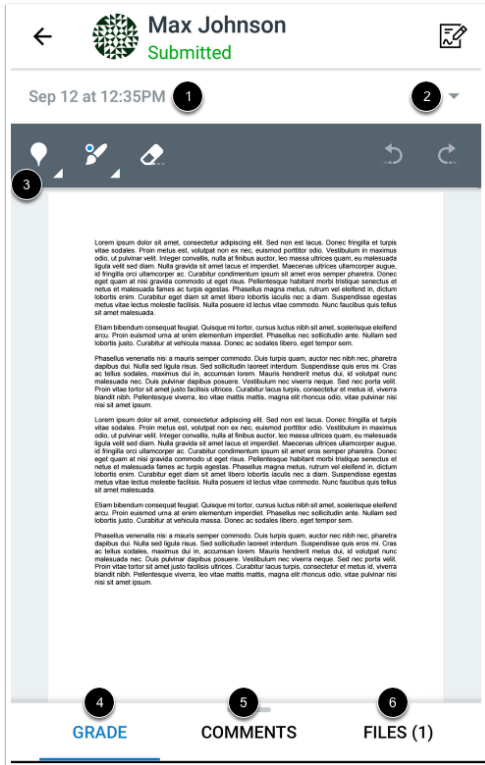
You can post grades or hide grades for an assignment by tapping the **Visibility** icon.

Open Submission



To view and grade a student's submission, tap the name of the student.

View Submission



View the student's submission. You can view the date and time of the submission [1].

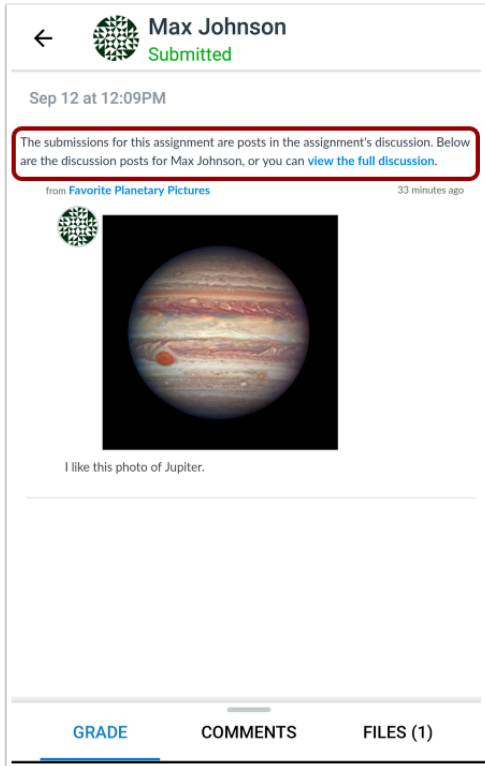
If the student resubmitted the assignment, tap the time stamp arrow to view dates and times from previous submissions [2].

If the assignment type supports annotations, you can use [Canvas DocViewer](#) to add annotated comments to the submission [3].

You can also [grade the submission](#) [4], view and add [comments](#) [5], and view specific files within the submission [6].

To view another student, swipe left or right on your device.

View Discussion Submissions



When viewing discussion submissions, you can only view the individual response(s) from the student. To view the entire discussion, tap the link to the full discussion. The app will display the full discussion in a web view within the app.

Note: You may need to swipe to the left to view full content with discussion replies and the full discussions page.

How do I grade an assignment submission in the Teacher app on my Android device?

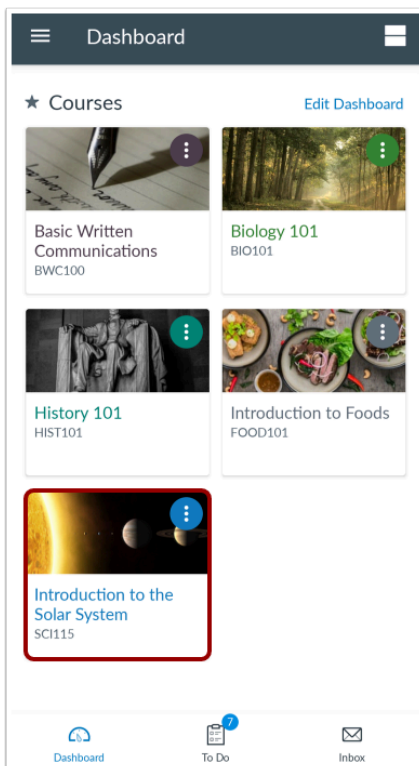
You can grade assignment submissions using SpeedGrader in the Teacher app. You can enter an assignment score or use a rubric to grade a submission.

When you are finished grading an assignment for a student, swipe left or right to view other student submissions.

Notes:

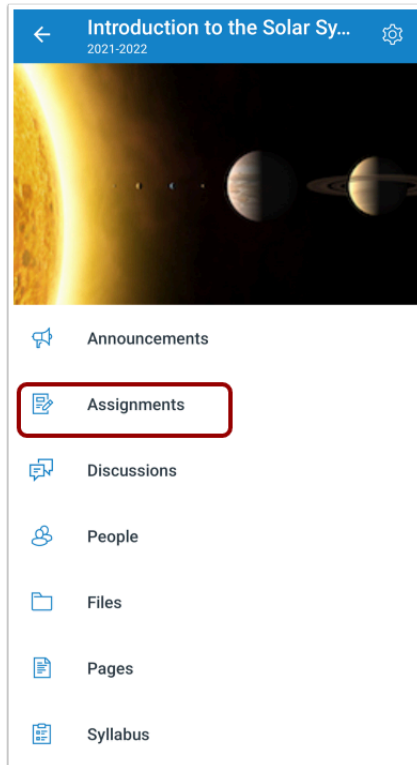
- The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.
- Multiple users should not grade assignments at the same time since each grader cannot view the most recent information for a submission.
- You cannot upload files to assignment submissions when grading in the Teacher app.

Open Course



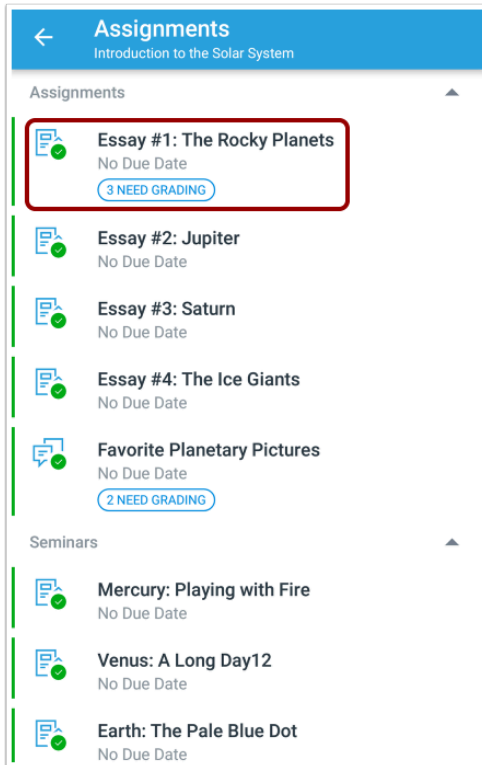
In the Dashboard, tap the name of the course you'd like to view.

Open Assignments



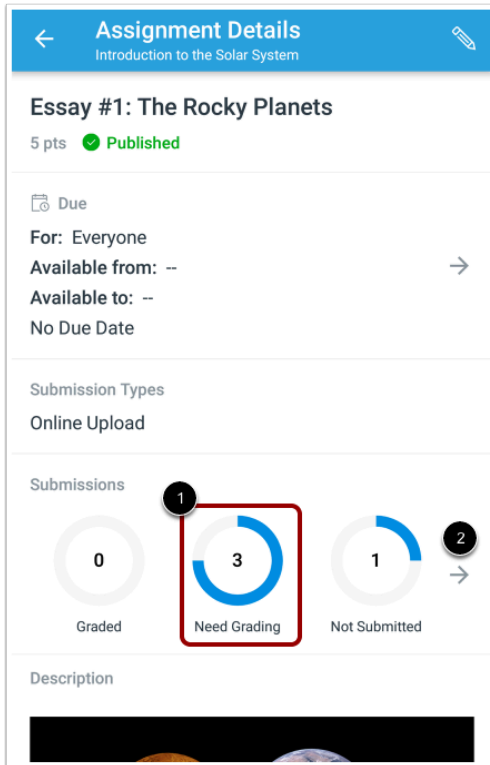
Tap the **Assignments** link.

Open Assignment



Tap the name of the assignment.

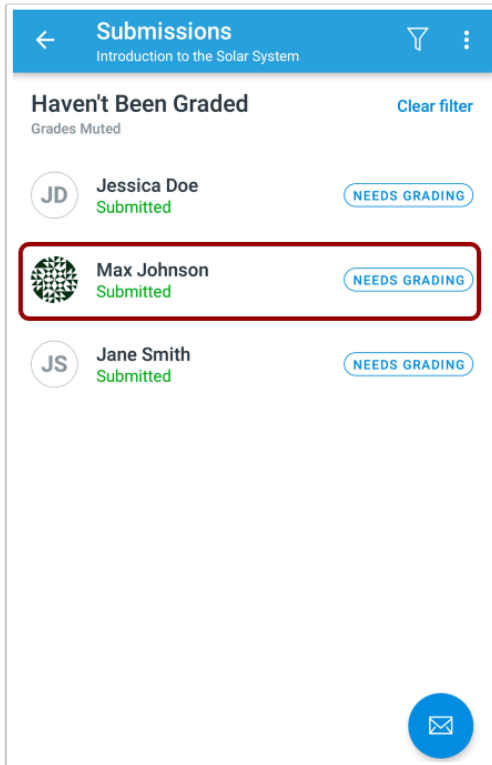
Open Submissions



Tap the **Need Grading** status link [1].

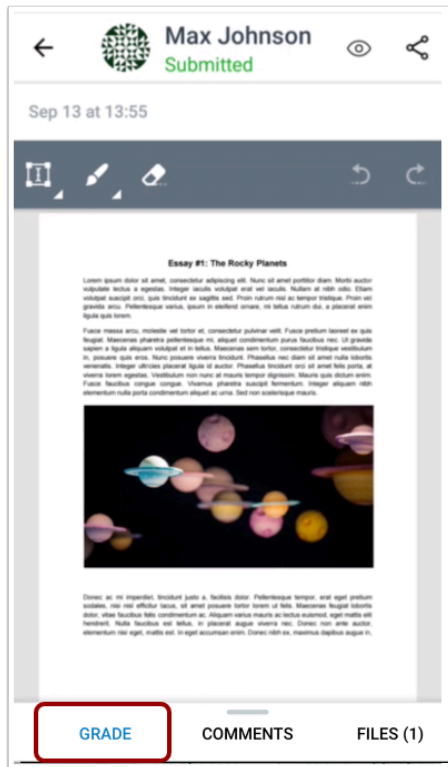
Note: If you want to filter submissions by a different status, tap the **Arrow** icon [2] and apply the filter in the Submissions page.

Open Submission



Locate the student's submission and tap the name of the student.

Open Grade Tab

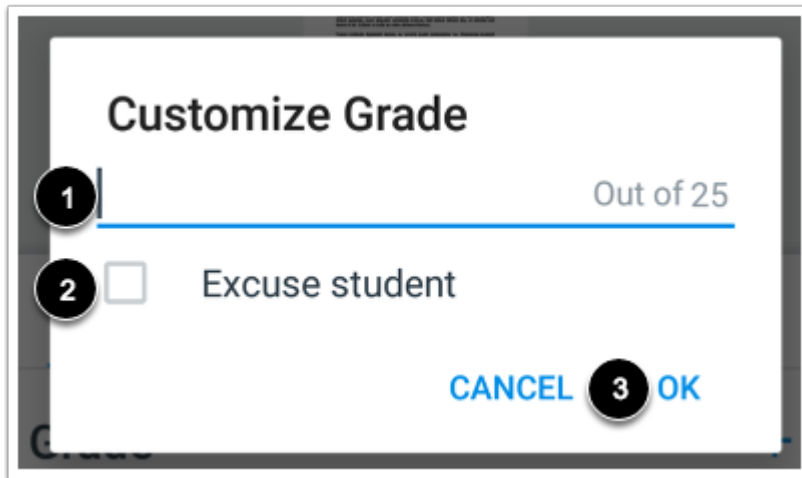


Tap the **Grade** tab.

Add Grade



In the Grade tab, tap the **Add** icon.



In the grade field [1], enter the grade for the submission according to your grading standard (i.e. points).

If you want to excuse the student from the assignment instead, tap the **Excuse Student** checkbox [2]. Grades in excused assignments are not calculated in the student's total grade.

To save the grade, tap the **OK** link [3] or tap the Enter key on your mobile keyboard.

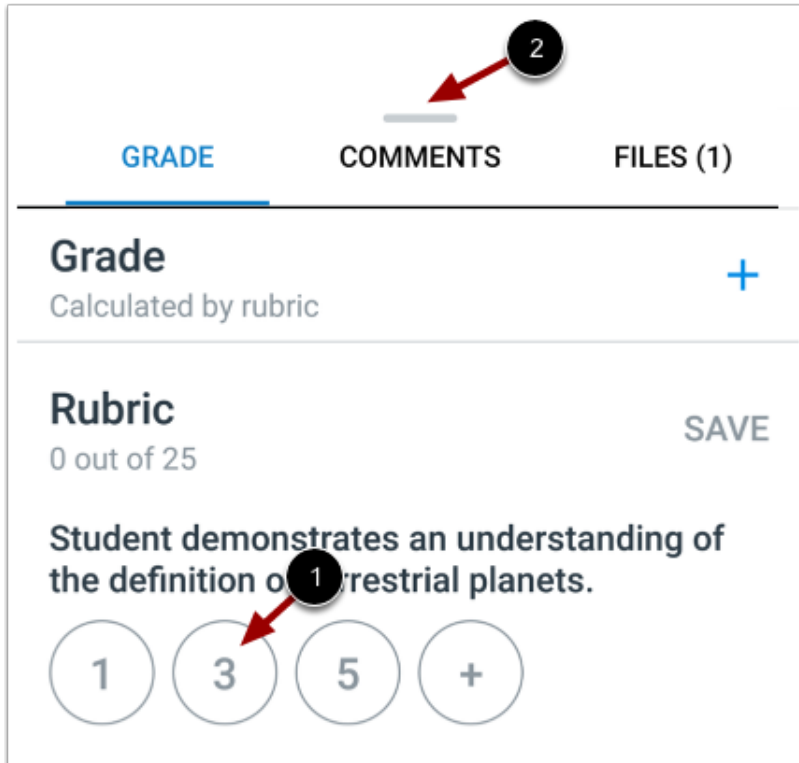
Use Grade Slider



You can also enter a grade using the grade slider. Tap and hold the slider handle [1] and drag it to the position that represents the desired grade. Grades will display below the handle [2].

To remove the grade, drag and hold the icon at the left end of the scale.

Use Rubric



If you added a rubric with your assignment, you can use the rubric to help you score the student's submission. The Grade tab displays whether or not the grade is calculated by the rubric.

To view the rubric short rating summary, tap and hold the rating number [1].

To view multiple criteria in the rubric, you can adjust the height of the grades window by tapping and holding the menu bar [2].

GRADE
 COMMENTS
 FILES (1)

Grade
+

Calculated by rubric

Rubric
SAVE

3 out of 25

Student demonstrates an understanding of the definition of terrestrial planets

1

3

5

+

If you selected the rubric to be used for grading, you can automatically apply points to the submission grade.

To select rubric points, tap the rubric score [1]. Selected criteria will be highlighted.

To add a custom score not included in the criteria options, tap the **Add** icon [2]. You can add a manual grade for the criteria.

Notes:

- Once you have entered a score for a rubric, the rubric score cannot be removed.
- If your rubric is not set to be applied for grading, you can still tap the points for each rubric criterion, but you'll have to add the points manually and enter them in the grade field.

View Grade

GRADE
 COMMENTS
 FILES (1)

Grade
→ 5/5

View the grade for the assignment submission.

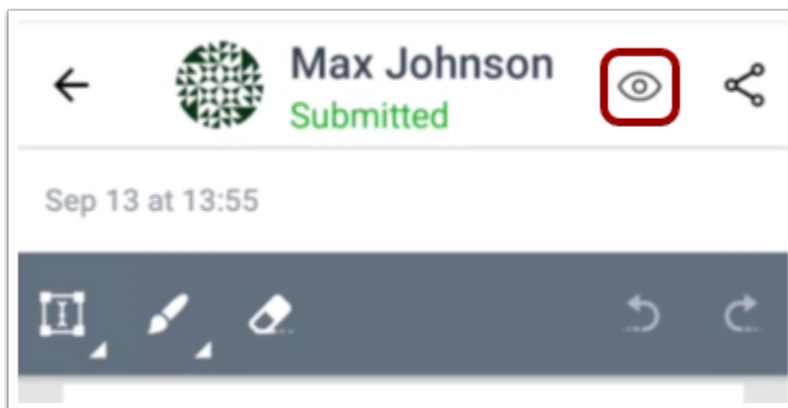
View Late Penalty

GRADE	COMMENTS	FILES (1)
Grade		1 8/10
Late penalty		2 -0.9 pts
Final Grade		
		3 7.1/10

You can view detailed scores for assignments that incur late penalties. Grades with late penalties will include the graded score [1], the late penalty [2], and the final grade, which is the graded score minus the late penalty [3].

Note: Late penalties can only be set in the Gradebook in the browser version of Canvas.

Post or Hide Grade



To [post grades](#) or [hide grades](#) for the assignment, tap the **Visibility** icon.

How do I post grades for an assignment in the Teacher app on my Android device?

You can post grades in the Teacher app for assignments where student grades have been hidden. Grades can be hidden using a manual posting policy or by [manually hiding grades](#). This lesson displays how to post grades from the Submissions page. You can also post grades when [grading student submissions](#).

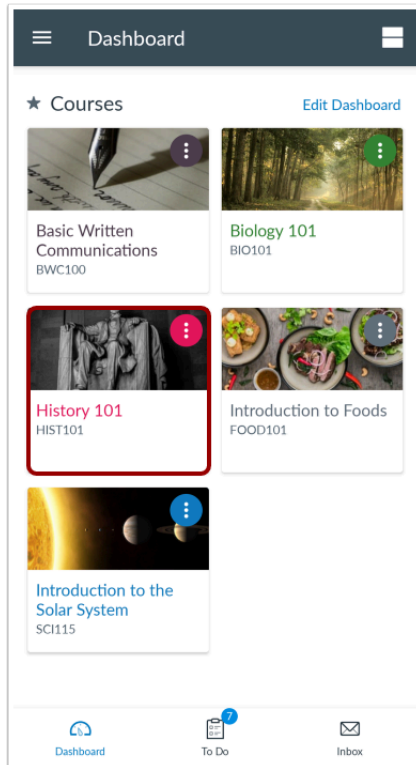
Grades can be posted to everyone or only to students with graded submissions. When grades are posted to everyone, students with ungraded submissions will see that their submission does not have a grade on their grades page. When grades are only posted to students with graded submissions, students with ungraded submissions will view an icon on their grades page that indicates grades are still being worked on.

If a manual posting policy is set for an assignment and grades are posted to everyone, the manual posting policy will become inactive and future grades will be posted automatically.

Notes:

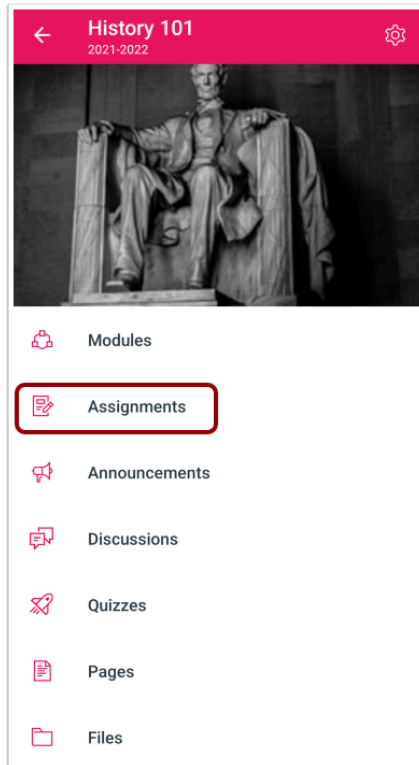
- You cannot manage grade posting policies from the Teacher app.
- If you make changes to an assignment with hidden grades, the total score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page. Once you post the assignment grades, the total grade in the student's view will update accordingly.
- Grades for anonymous and moderated assignments are hidden by default. Moderated assignments grades cannot be unhidden until final grades have been posted.
- Posting grades for an anonymous assignment will remove anonymity from the assignment.
- Students can see peer review comments when assignment grades are hidden. However, students cannot see instructor comments until after the assignment grades are posted.
- If you post grades for an assignment with varied due dates, all students will receive score results at the same time.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
- Students will not be able to see their quiz responses while quiz grades are hidden.

Open Course



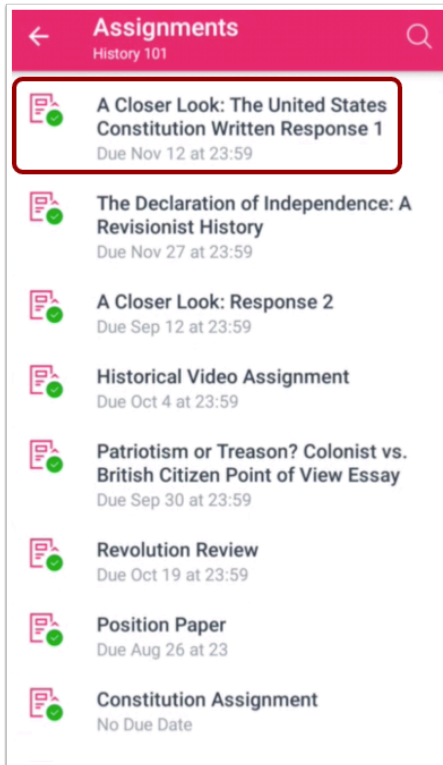
In the Dashboard, tap the name of the course you would like to view.

Open Assignments



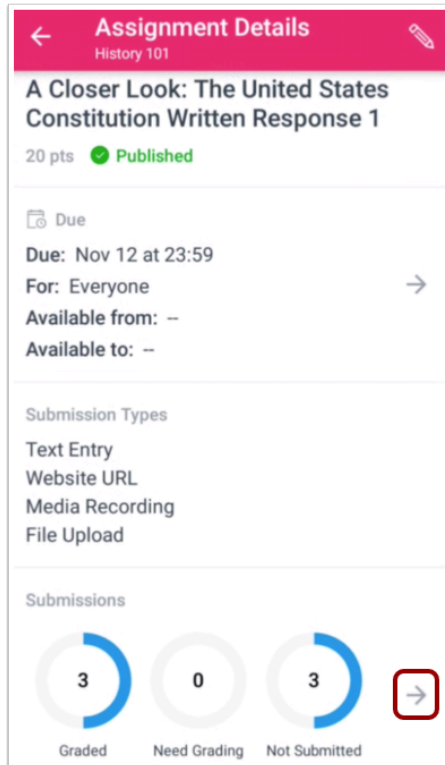
Tap the **Assignments** link.

Open Assignment



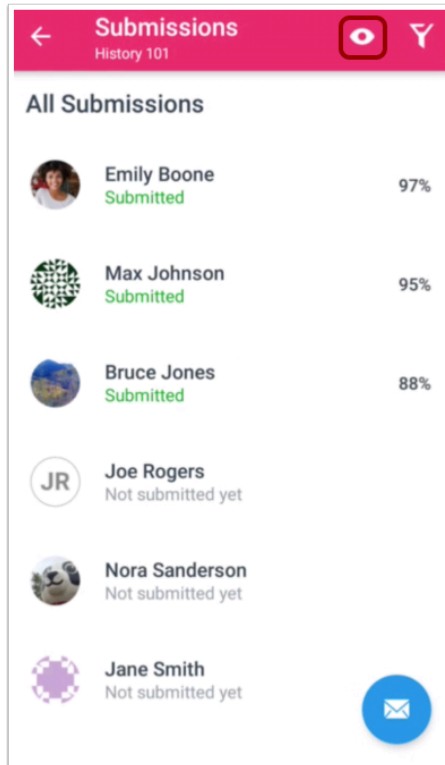
Tap the name of the assignment.

Open Submissions



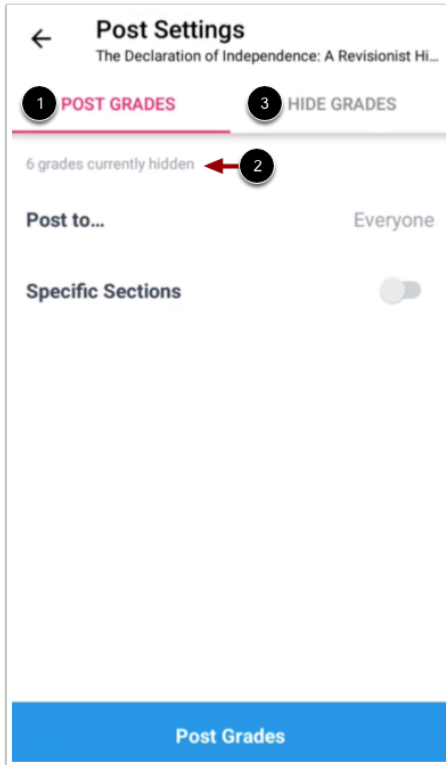
To view all student submissions, tap the **Arrow** icon.

Open Post Settings



To view grade posting settings, tap the **Visibility** icon.

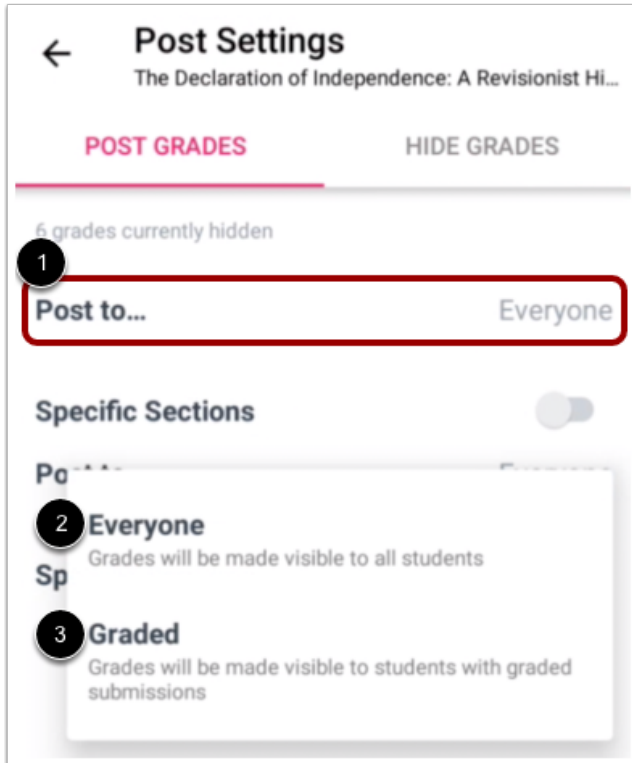
View Post Grades Tab



Post settings opens to the **Post Grades** tab [1]. The Post Grades tab displays how many assignment grades are currently hidden from students [2].

You can also hide grades by tapping the **Hide Grades** tab [3].

Select Posting Option



To select a posting option, tap the **Post to** option [1].

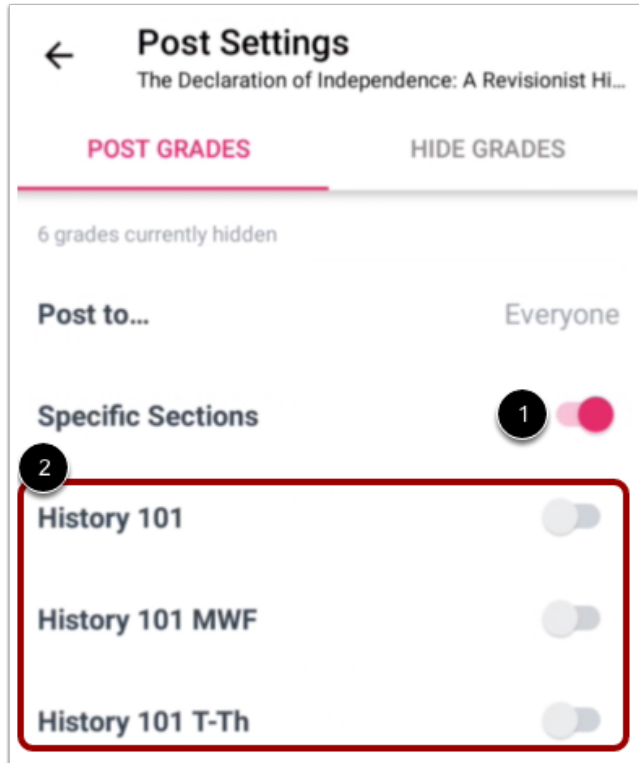
To make grades visible to all students, tap the **Everyone** option [2]. When the Everyone option is selected, the grades page for all students will no longer display an icon indicating that grades are hidden, including grades pages for students with ungraded submissions. Assignment notifications will also be sent to all students.

To post grades to students with graded submissions, tap the **Graded** option [3]. When the Graded option is selected, only students with graded submissions will display a grade. Assignment notifications will only be sent to students with graded submissions.

Notes:

- Grades can only be posted to everyone in anonymous assignments.
- If grades are posted to everyone in an assignment with a manual posting policy, the manual posting policy will become inactive and future grades will be posted automatically.

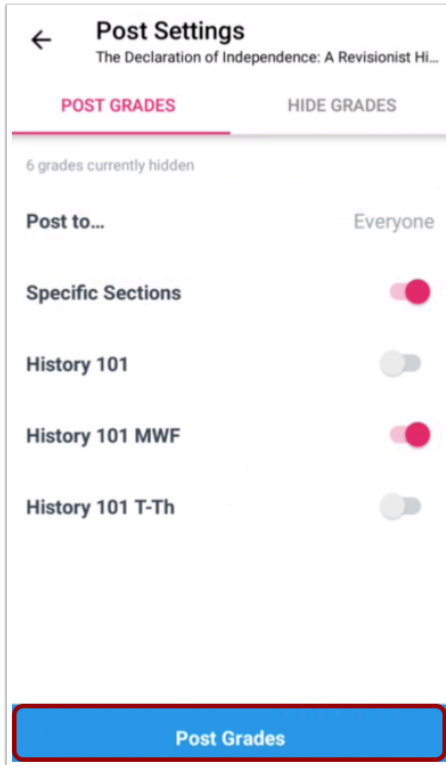
Select Sections



To post grades for specific sections, tap the **Specific Section** option [1]. Then tap the sections where you want to post grades [2].

Note: You cannot post grades for specific sections in anonymous assignments.

Post Grades



To post grades, tap the **Post Grades** button.

How do I hide grades for an assignment in the Teacher app on my Android device?

You can manually hide grades in the Teacher app for an assignment. When an assignment is hidden, students can still view and submit the assignment, but the grade will be hidden. Grades will stay hidden until [assignment grades are posted](#). This lesson displays how to hide grades from the Submissions page. You can also hide grades when [grading student submissions](#).

This lesson describes how to hide grades for an assignment that has already been graded and is currently displaying grades to students. To automatically hide grades, you must [enable a grade posting policy](#) from the Gradebook in a web browser.

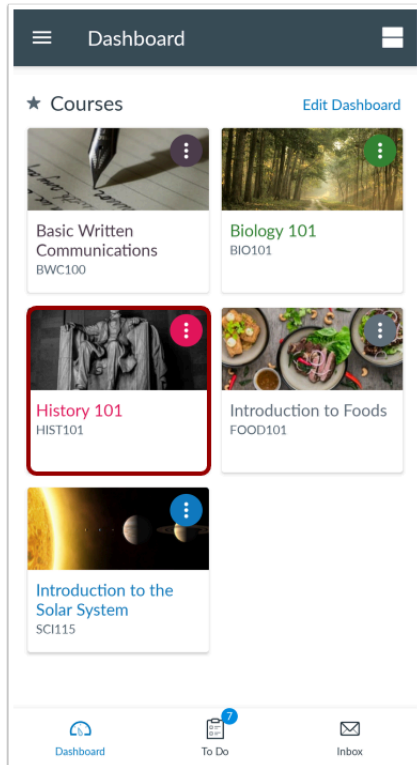
Students will not receive grade change or instructor comment notifications for an assignment with hidden grades. The student grades page displays a visibility icon so students know the assignment grade is hidden. Students will be unable to view their grades, including grade and score changes, instructor submission comments, Canvas DocViewer comments, and curved grades for the assignment until the assignment grades are posted. In Gradebook exports and reports, hidden grades are part of unposted grades.

Hiding grades should only be used to temporarily hide grades from student view while grading is in progress. It should not be used to conceal grades for longer than reasonably necessary.

Notes:

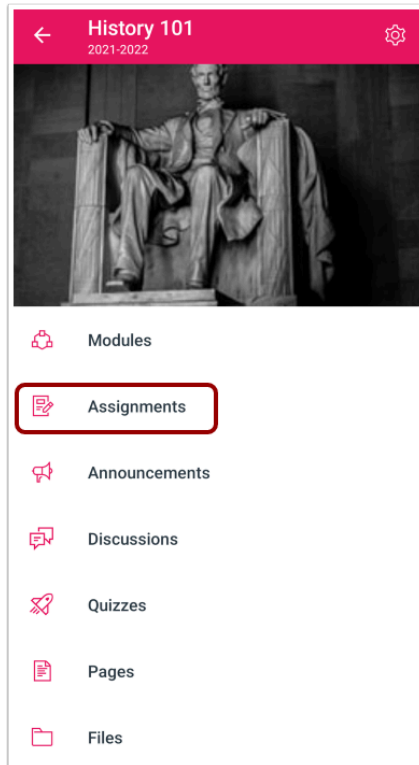
- You cannot manage grade posting policies from the Teacher app.
- If you make changes to an assignment with hidden grades, the total score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page. Once you post the assignment grades, the total grade in the student's view will update accordingly.
- Anonymous and moderated assignments are muted by default. Moderated assignments cannot be unhidden until final grades have been posted.
- Students can see peer review comments when assignment grades are hidden. However, students cannot see instructor comments until after the assignment grades are posted.
- If you post grades for an assignment with varied due dates, all students will receive score results at the same time.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
- Students will not be able to see their quiz responses while quiz grades are hidden.

Open Course



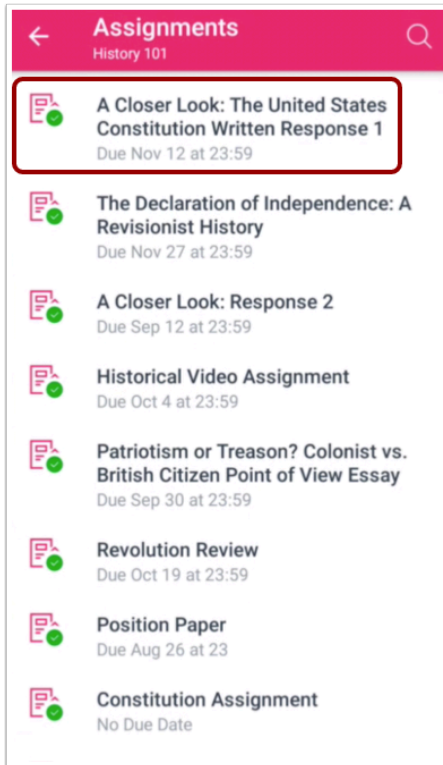
In the Dashboard, tap the name of the course you would like to view.

Open Assignments



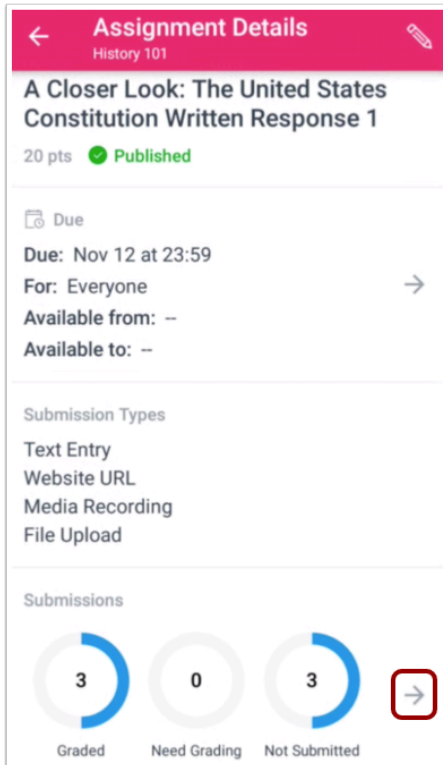
Tap the **Assignments** link.

Open Assignment



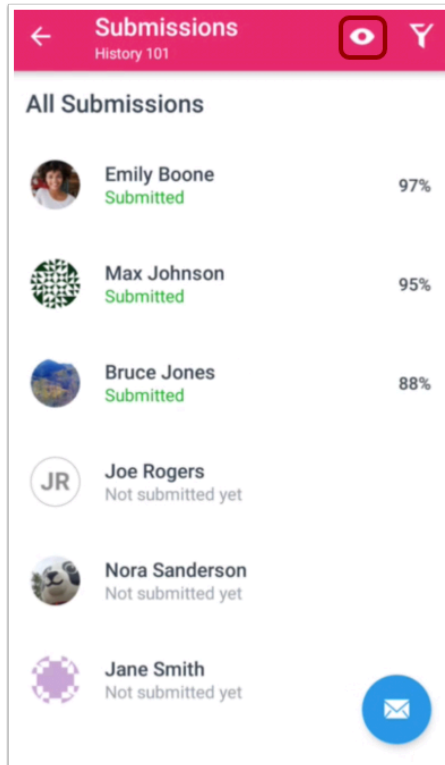
Tap the name of the assignment.

Open Submissions



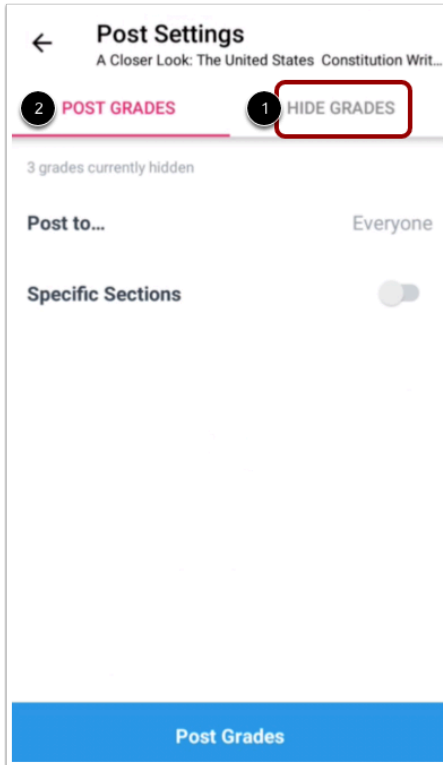
To view all student submissions, tap the **Arrow** icon.

Open Post Settings



To view grade posting settings, tap the **Visibility** icon.

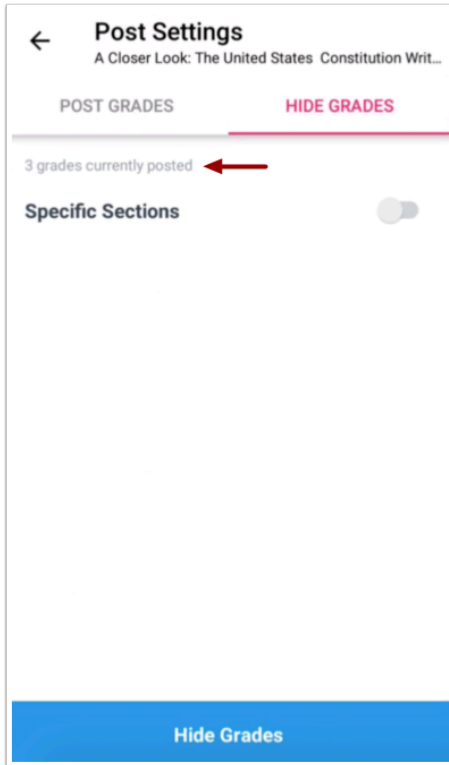
Open Hide Grades Tab



Tap the **Hide Grades** tab [1].

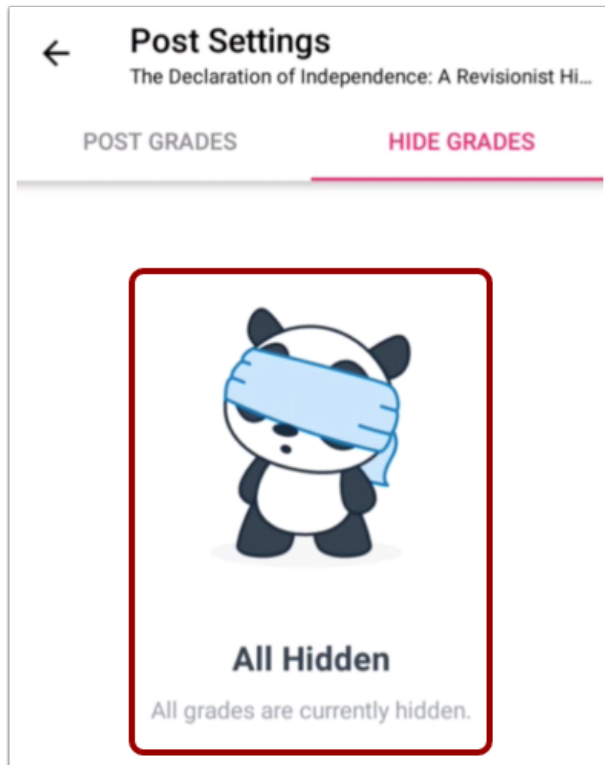
You can also post grades by tapping the **Post Grades** tab [2].

View Hide Grades Tab



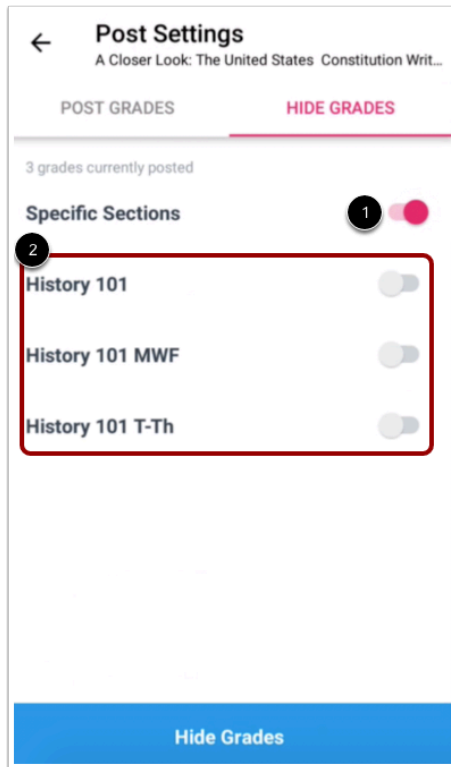
View the Hide Grades tab. This tab displays how many grades are currently posted for the assignment.

View All Grades Posted



If all grades are currently hidden for the assignment, settings will not be visible in the Hide Grades tab.

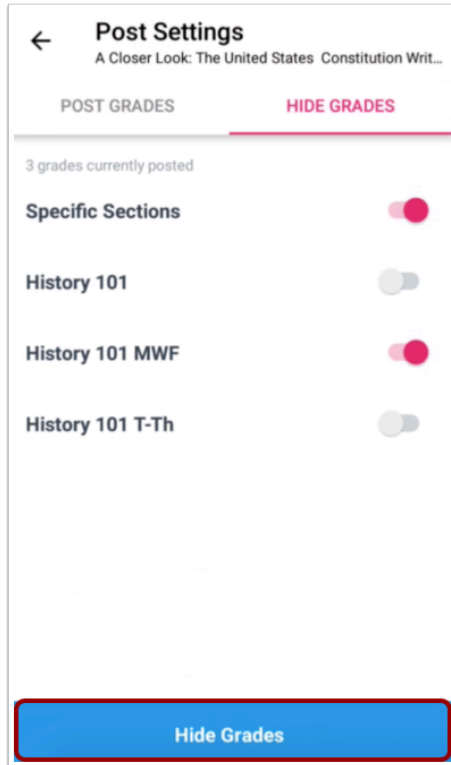
Select Sections



To hide grades for specific sections, tap the **Specific Sections** option [1]. Then tap the sections where you want to hide grades [2].

Note: You cannot hide grades for specific sections in anonymous assignments.

Hide Grades



To hide grades, tap the **Hide Grades** button.

How do I add DocViewer annotations in the Teacher app on my Android device?

When [viewing assignment submissions](#), you may be able to add annotated comments in the submission. Canvas DocViewer is a tool that allows annotations in online assignment submissions. Annotations made in Canvas Teacher sync with SpeedGrader in the web version of Canvas.

If a student submits a file that is not compatible with DocViewer, the document previewer will still display the file, but DocViewer markup and commenting will not be available.

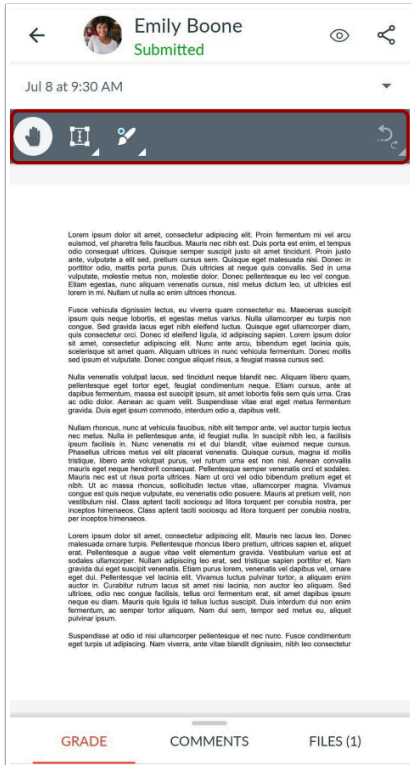
When you open a submission, DocViewer will automatically save any annotations made to the submission file for one hour. You can restart a DocViewer session at any time by refreshing the submission page. Annotation colors are retained across submissions. When a color is selected for an annotation, the color is retained until another color is selected.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Notes:

- Files over 100 MB and password-protected files will not be converted by DocViewer.
- SpeedGrader may take up to ten minutes after an assignment is submitted to display a document that supports DocViewer.

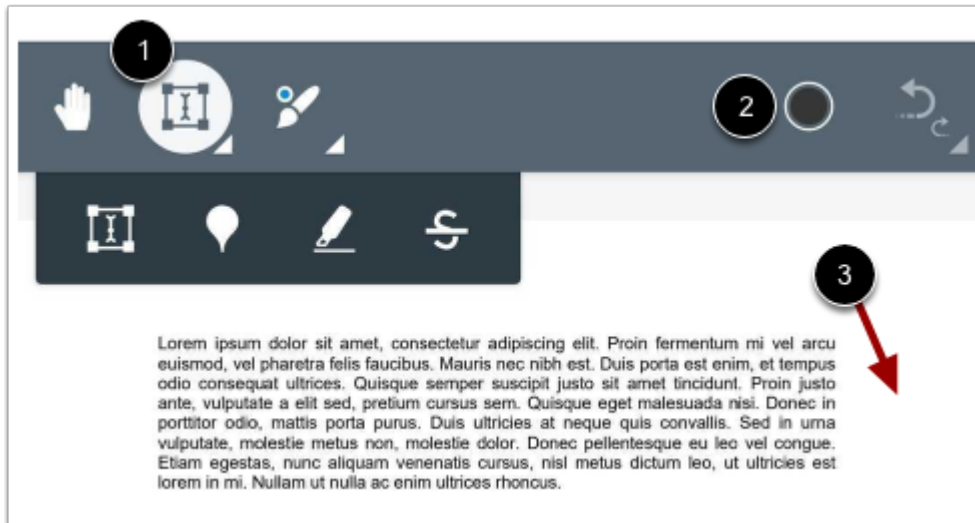
View Submission



Files that are compatible with DocViewer display the DocViewer Toolbar at the top of the document and includes six different annotation types. Select an annotation tool by tapping the annotation icon. To stop using an annotation tool, tap the annotation icon again.

If a submission includes more than one page, view the additional pages by swiping up your screen.

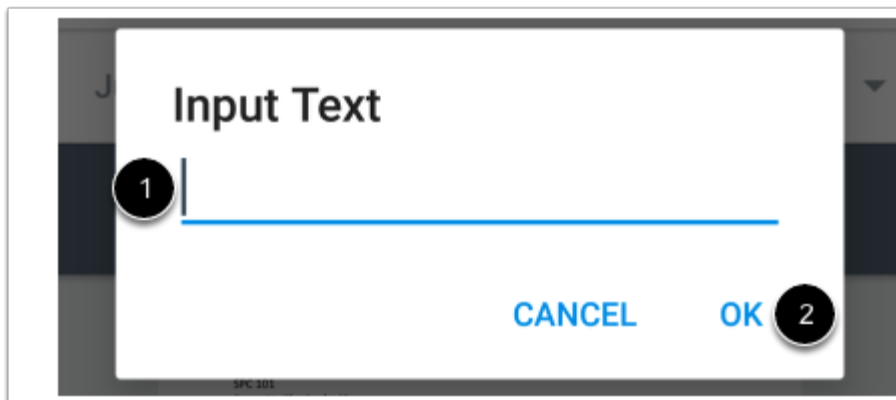
Add Text Annotation



To add text directly in the submission, tap the **Text** icon [1].

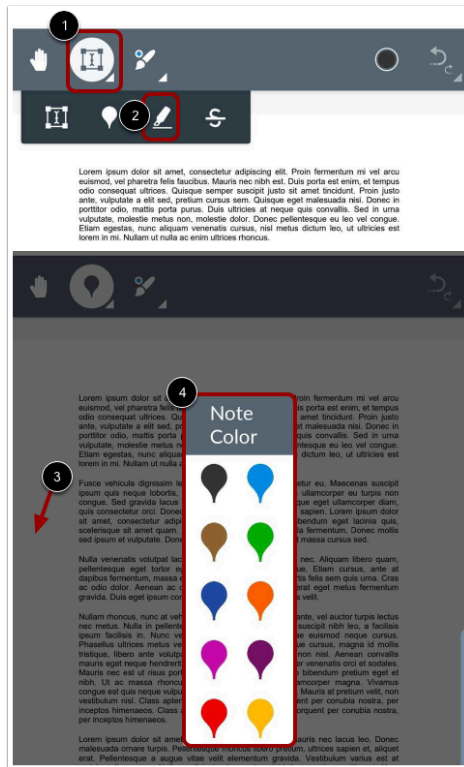
To change the highlight color, tap the **Color** icon [2].

Tap the area where you want to add the annotation [3].



In the text field [1], enter the text you want to add for the annotation. Tap the **OK** link [2].

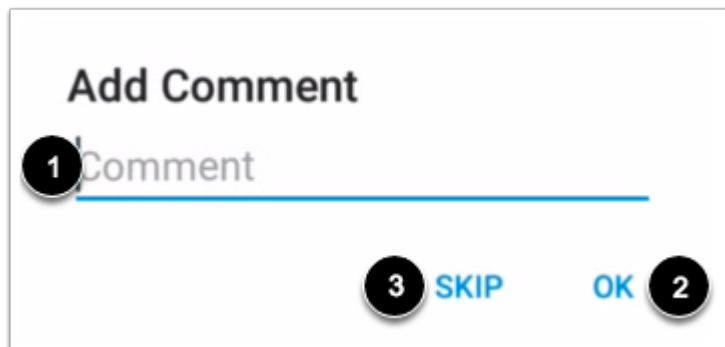
Add Point Annotation



To leave a point annotation, tap and hold the **Text** icon [1]. Then tap the **Point** icon [2].

Tap the area where you want to add the annotation [3]. Then tap the color for the point annotation in the color panel [4].

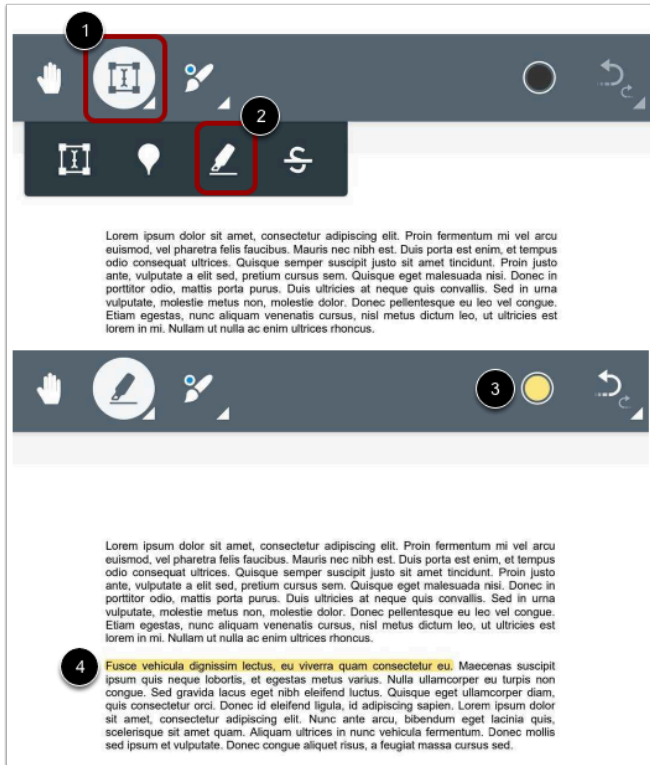
Add Comment



In the **Comment** field [1], type the comment for the point annotation. To submit the comment, tap the **OK** link [2].

To return to the submission, tap the **Skip** link [3].

Add Highlight Annotation



To highlight text within the document, tap and hold the **Text** icon [1]. Then tap the **Highlight** icon [2].

To change the highlight color, tap the **Color** icon [3].

Tap and drag to highlight text within the submission [4].

Add Strikeout Annotation

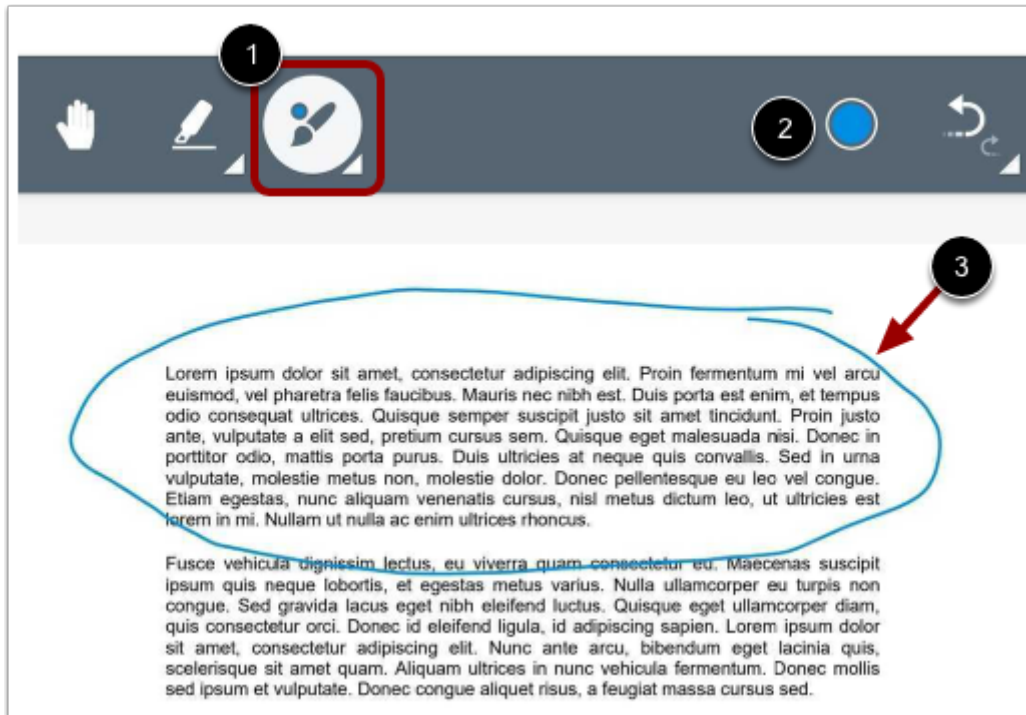


To indicate that text should be deleted, tap and hold the **Text** icon [1]. Then tap the **Strikeout** icon [2].

To change the strikeout color, tap the **Color** icon [3].

Tap and drag to strikeout text within the submission. A line will appear indicating the text has been struck out [4].

Add Drawing Annotation

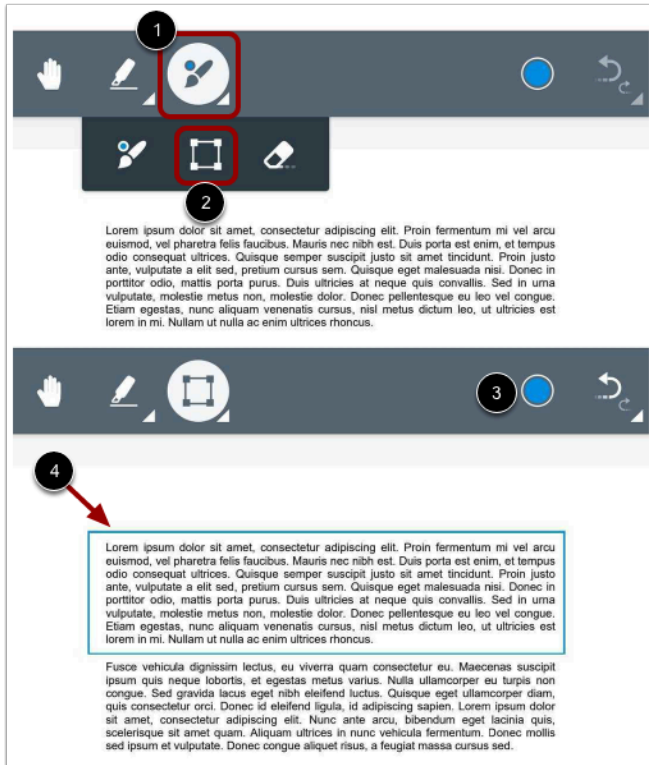


To make freehand drawings and annotations, tap the **Drawing** icon [1].

To change the highlight color, tap the **Color** icon [2].

Tap and drag to start a drawing. Free-form lines will appear indicating the drawing area [3]. You can add multiple strokes to a drawn annotation.

Add Area Annotation

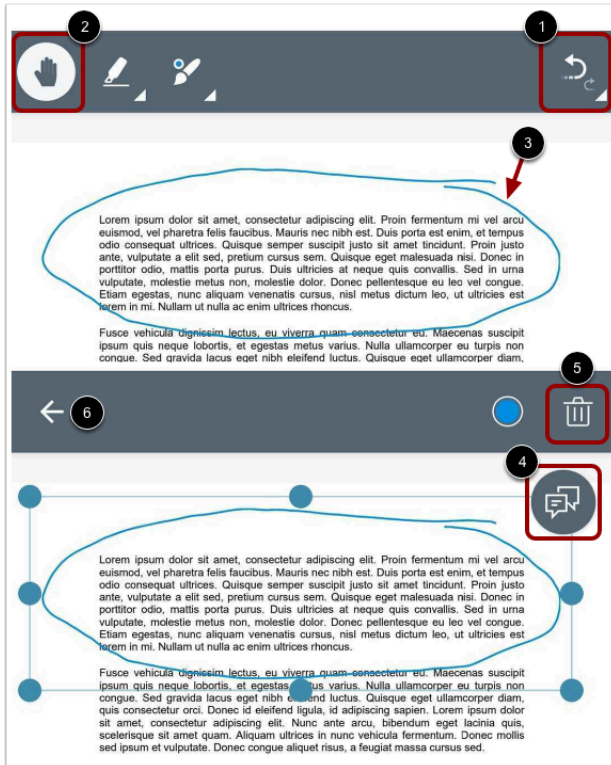


To create an area annotation, tap and hold the **Drawing** icon [1] and select the **Area** icon [2].

To change the annotation color, tap the **Color** icon [3].

Tap and drag the rectangle around an area of the submission [4]. A box will display indicating the area for the annotation.

Modify Annotation



To undo an annotation, tap the **Undo** icon [1]. To redo an annotation, tap and hold the **Undo** icon.

To modify the annotation, tap the **Grab** icon [2]. Then tap the annotation in the document [3].

To view or edit a comment, tap the **Comment** icon [4]. You can also use this icon to view and reply to any student comments made in DocViewer.

To delete an annotation, tap the **Delete** icon [5].

To return to the submission, tap the **Back** icon [6].

Note: The Comment icon will not display when modifying text annotations.

How do I add a comment to an assignment submission in the Teacher app on my Android device?

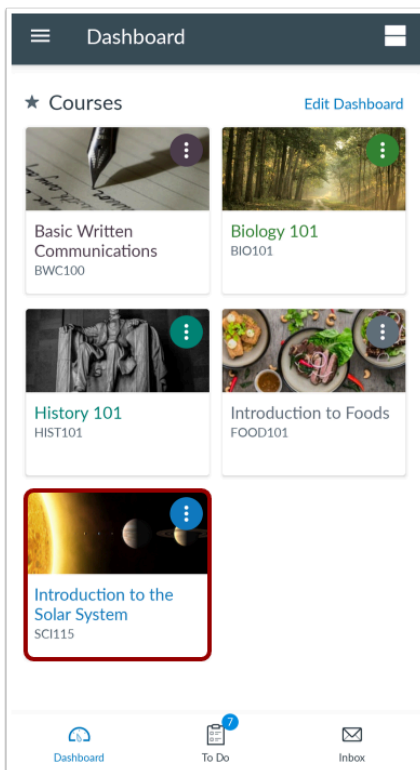
You can leave comments on student assignments. Comments can be added before or after grading a submission.

You can also [add comments using the comment library](#), [add comments through Canvas DocViewer annotations](#), [add a video comment](#), or [add an audio comment](#).

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

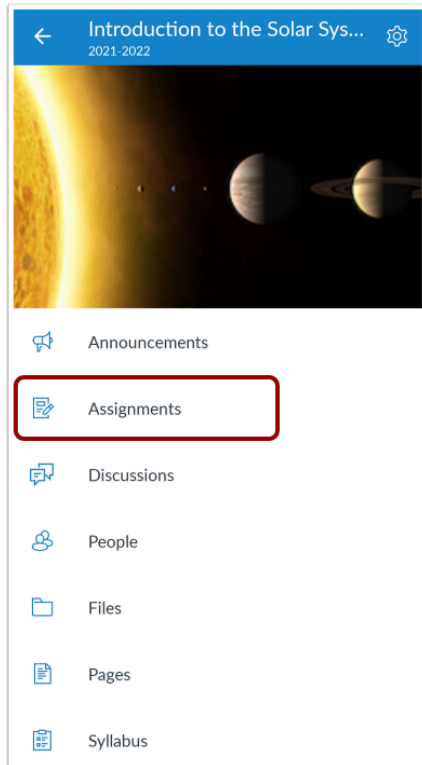
Note: If the assignment you are accessing displays differently, Assignment Enhancements may be enabled in your course. Currently, Assignment Enhancements is only partially supported by the app.

Open Course



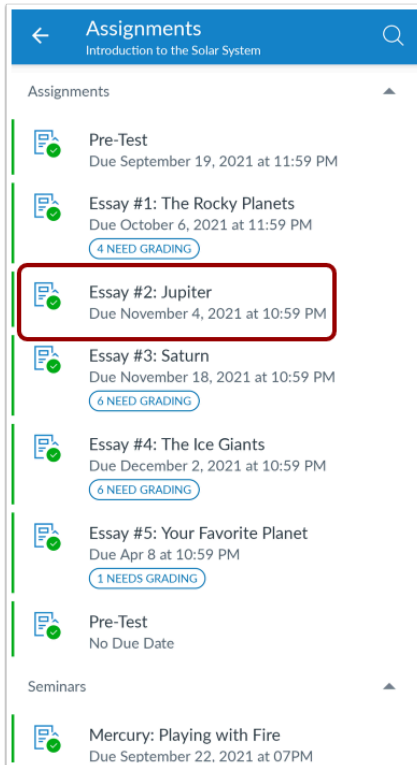
In the Dashboard, tap the name of the course you'd like to view.

Open Assignments



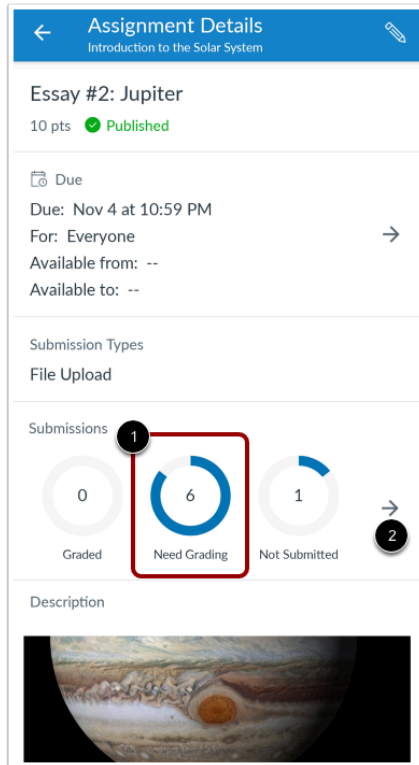
Tap the **Assignments** link.

Open Assignment



To view an assignment, tap the name of the assignment.

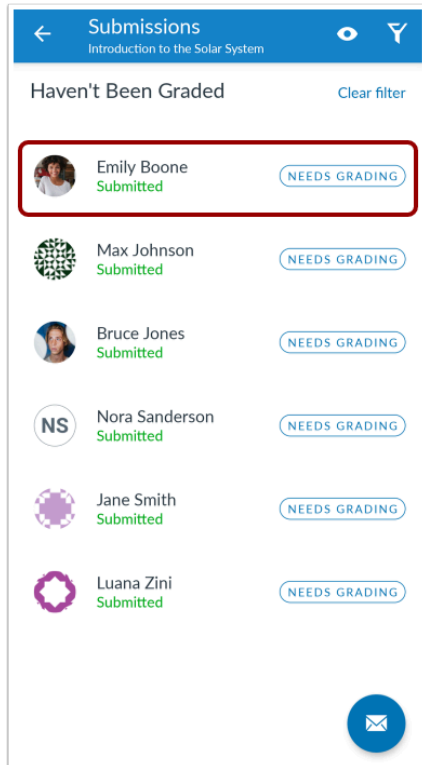
Open Submissions



Tap the **Need Grading** status link [1].

Note: If you want to filter submissions by a different status, tap the Submissions link [2] and apply the filter in the Submissions page.

Open Submission



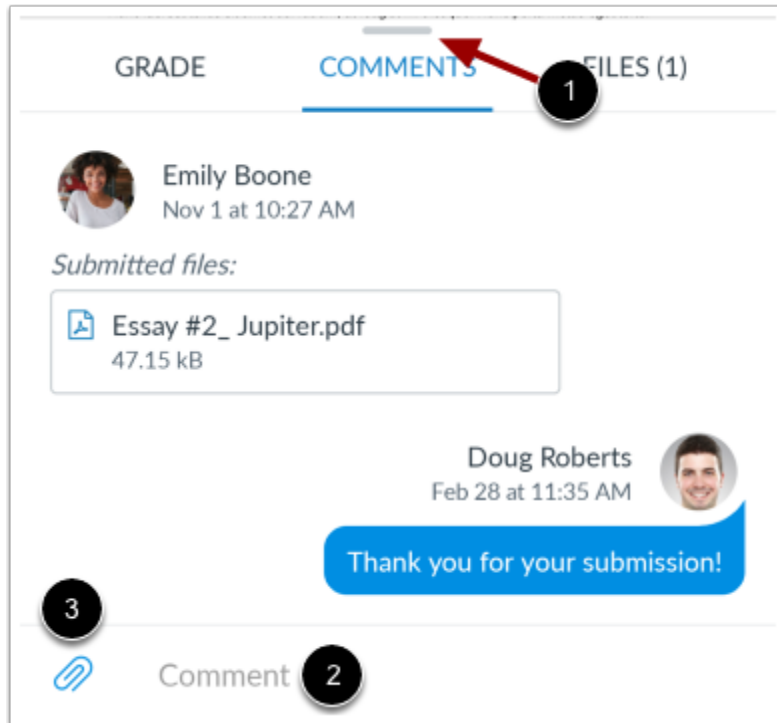
Locate the student's submission and tap the name of the student.

Open Comments



Tap the **Comments** tab.

Add Comment



The student's submission is shown in the Comments tab and may contain comments from the student. If the submission was submitted multiple times, each file displays as a comment.

To view multiple comments, you can adjust the height of the comment window by tapping and holding the menu bar [1].

To add a comment, tap the **Comment** field [2].

To add an [audio comment](#) or [video comment](#), tap the **Attach** icon [3].

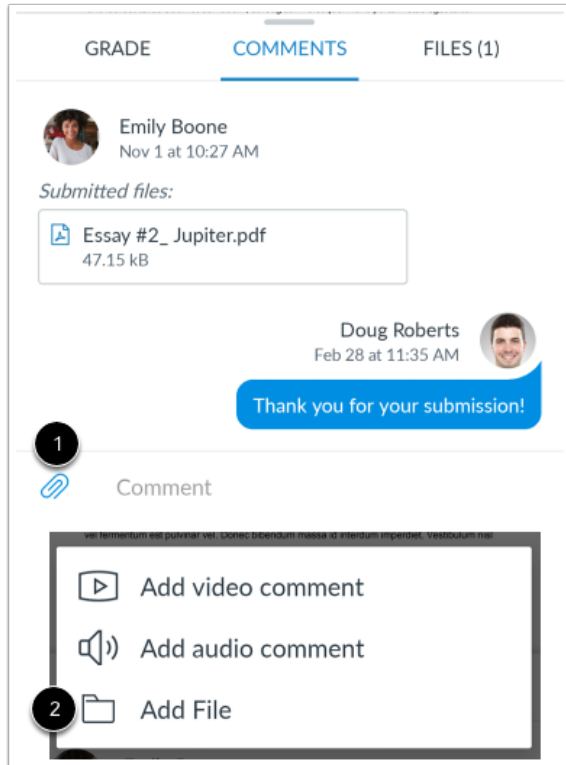
Note: If you have populated comments in a comment library, you can [add comments using the comment library](#).



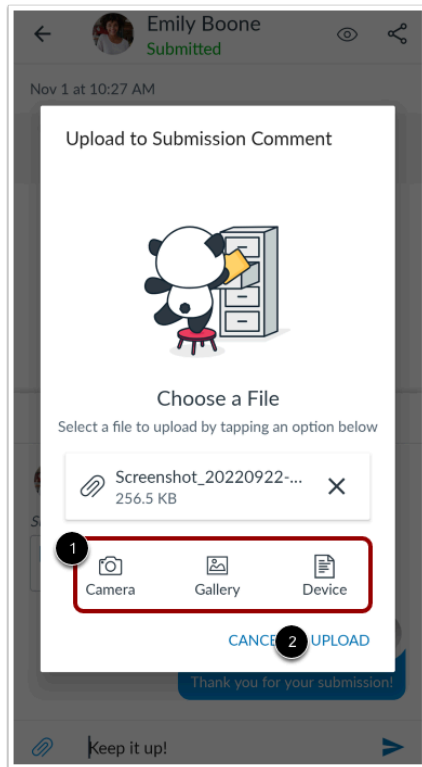
Enter your comment to the student [1]. Then tap the **Send** icon [2].

Note: The Comment field displays text only and does not include the Rich Content Editor for formatting.

Attach File to Comment

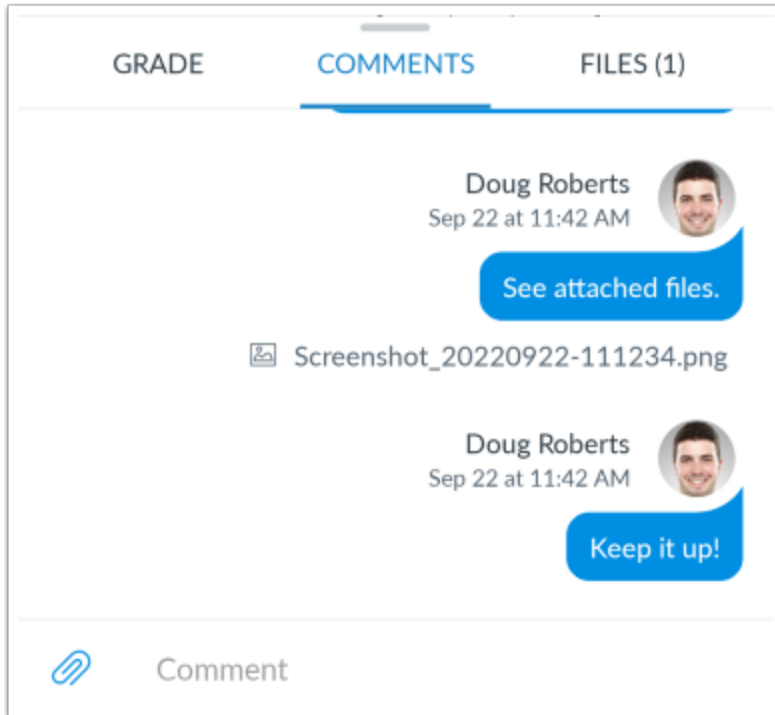


Tap the **Attach** icon [1]. Tap the **Add File** link [2].



Select the location of your file from the options [1]. Tap the **Upload** link [2].

View Comment



View your comment to the student.

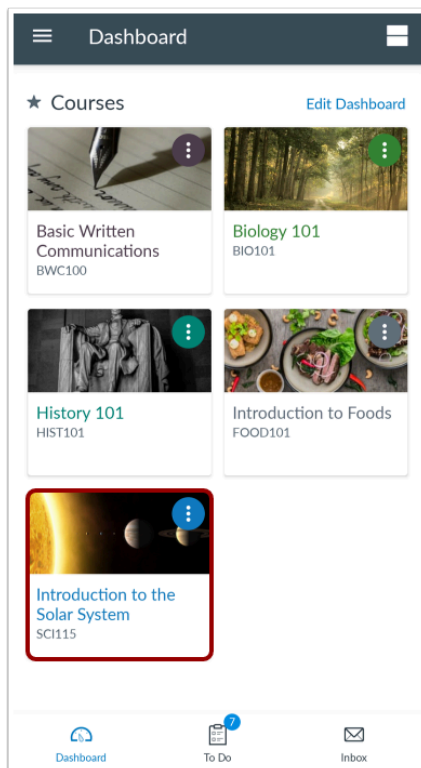
How do I add a comment to an assignment submission using the comment library in the Teacher app on my Android device?

If you have added comments to the comment library, you can leave comments using the comment library on student assignments. Comments can be added before or after grading a submission.

You can also [add text comments](#), [add comments through Canvas DocViewer annotations](#), [add a video comment](#), or [add an audio comment](#).

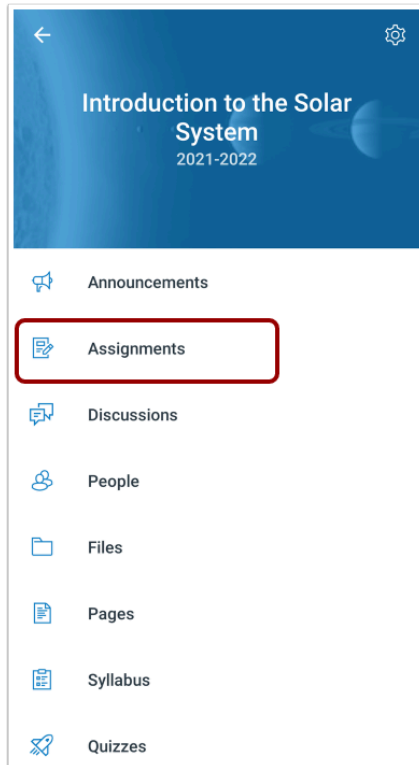
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course



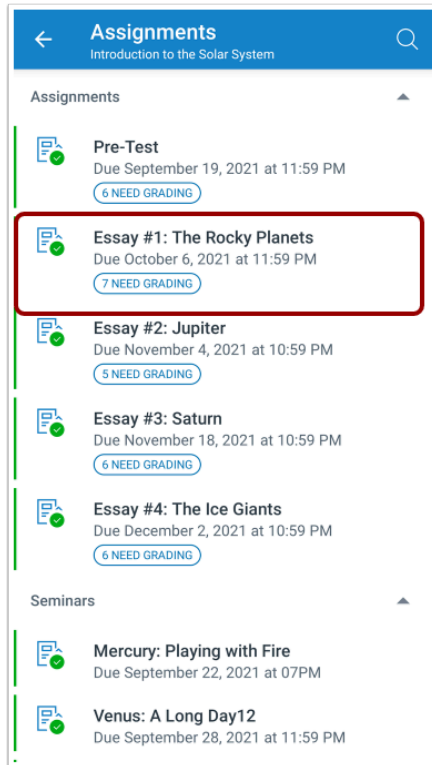
In the Dashboard, tap the name of the course you'd like to view.

Open Assignments



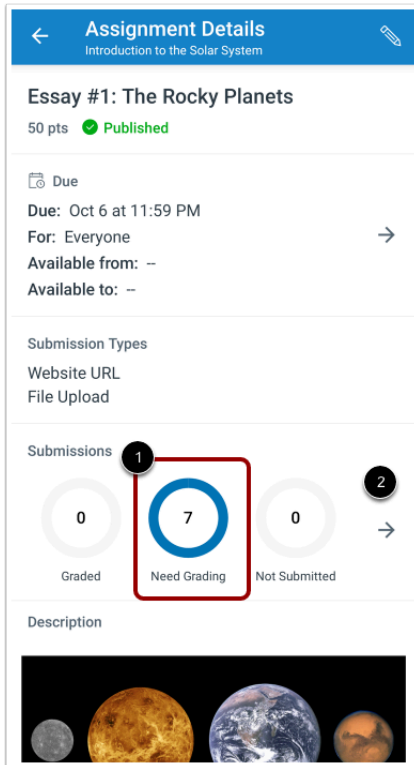
Tap the **Assignments** link.

Open Assignment



To view an assignment, tap the name of the assignment.

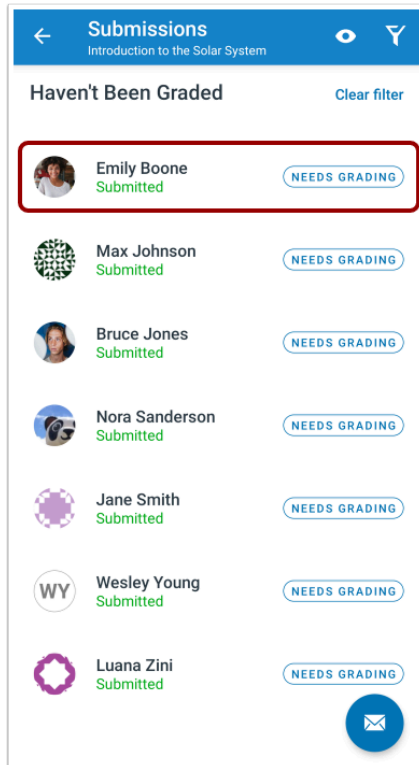
Open Submissions



Tap the **Need Grading** status link [1].

Note: If you want to filter submissions by a different status, tap the Submissions link [2] and apply the filter in the Submissions page.

Open Submission



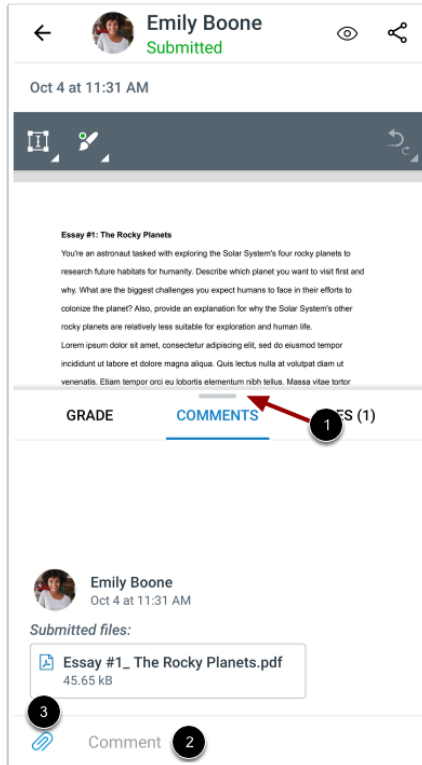
Locate the student's submission and tap the name of the student.

Open Comments



Tap the **Comments** tab.

Add Comment



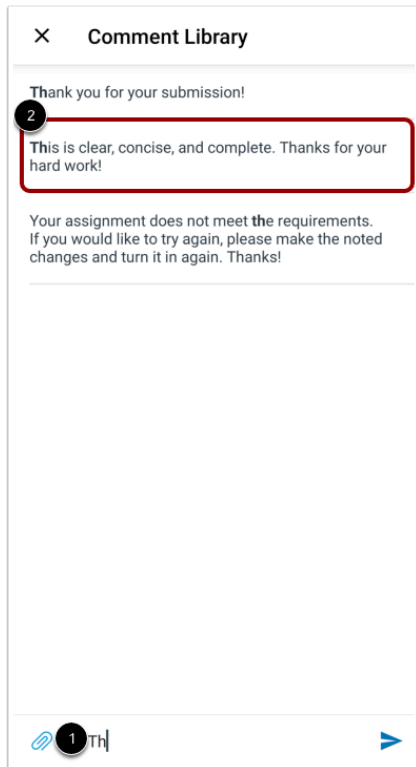
The student's submission is shown in the Comments tab and may contain comments from the student. If the submission was submitted multiple times, each file displays as a comment.

To view multiple comments, you can adjust the height of the comment window by tapping and holding the menu bar [1].

To add a comment, tap the **Comment** field [2].

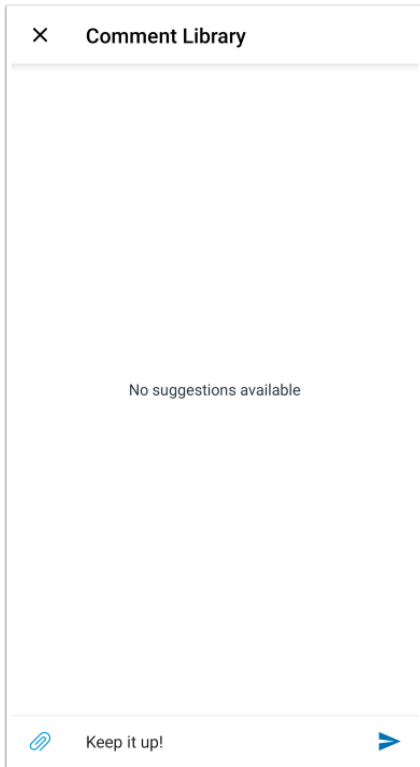
To add an [audio comment](#) or [video comment](#), tap the **Attach** icon [3].

View Comment Library



Once you begin typing [1], if there are text matches, the comments display in the comment library. Tap the comment you want to add to the student's submission [2].

Note: The Comment field displays text only and does not include the Rich Content Editor for formatting.




If there are no text matches, no suggestions are available in the comment library.

Send Comment

GRADE


COMMENTS


FILES (1)




Emily Boone
Oct 4 at 11:31 AM

Submitted files:

 **Essay #1_ The Rocky Planets.pdf**
45.65 kB


 **1** This is clear, concise, and complete. Thanks for your hard work!

2 


View your comment to the student [1]. Then tap the **Send** icon [2].


View Comment

GRADE **COMMENTS** **FILES (1)**


 **Emily Boone**
Oct 4 at 11:31 AM

Submitted files:

 **Essay #1_ The Rocky Planets.pdf**
45.65 kB

Doug Roberts
Feb 7 at 3:01 PM 

This is clear, concise, and complete. Thanks for your hard work!

 **Comment**

View your comment to the student.

How do I add an audio comment to an assignment submission in the Teacher app on my Android device?

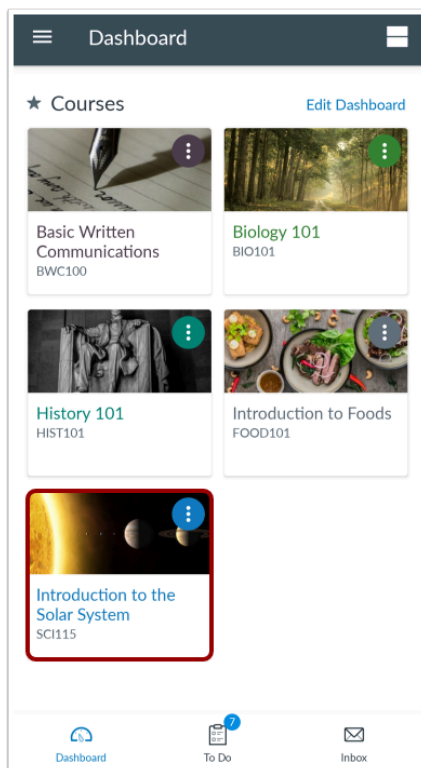
You can leave audio comments on student assignment submissions. Comments can be added before or after grading a submission.

You can also add [text comments](#) or [video comments](#).

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

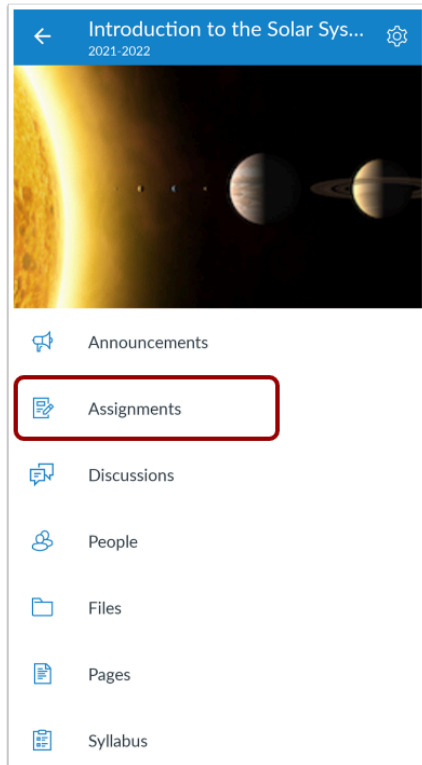
Note: To learn more about audio comments, view the [Canvas Media Comparison PDF](#).

Open Course



In the Dashboard, tap the name of the course you'd like to view.

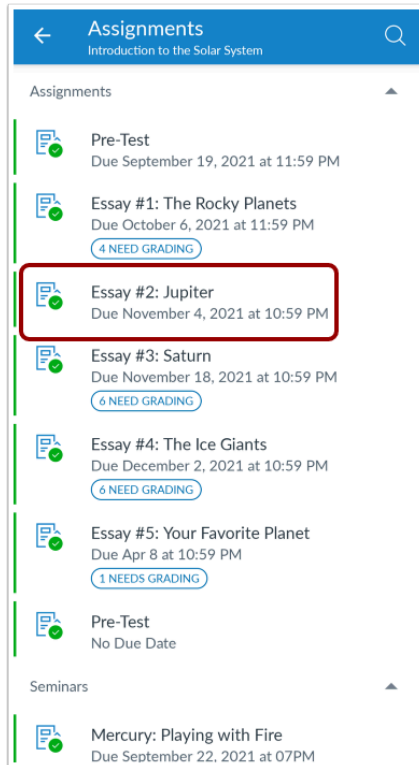
Open Assignments



Tap the **Assignments** link.

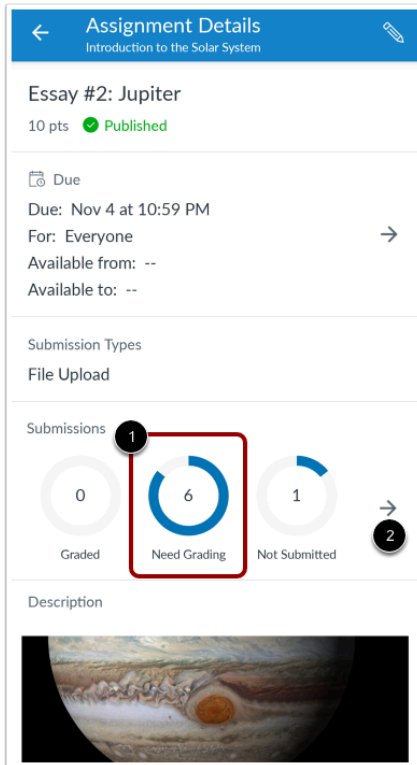
Note: All assignment types can be viewed in the Assignments page, but submissions can also be viewed in the page for their respective assignment type.

Open Assignment



Tap the name of the assignment.

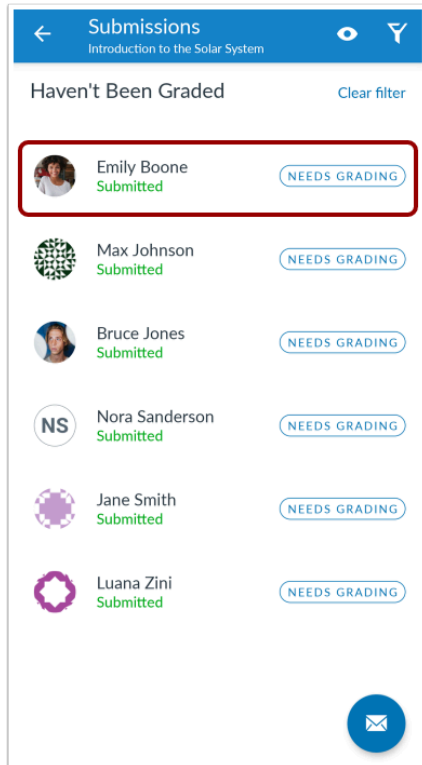
Open Submissions



Tap the **Need Grading** status link [1].

Note: If you want to filter submissions by a different status, tap the Submissions link [2] and apply the filter in the Submissions page.

Open Submission



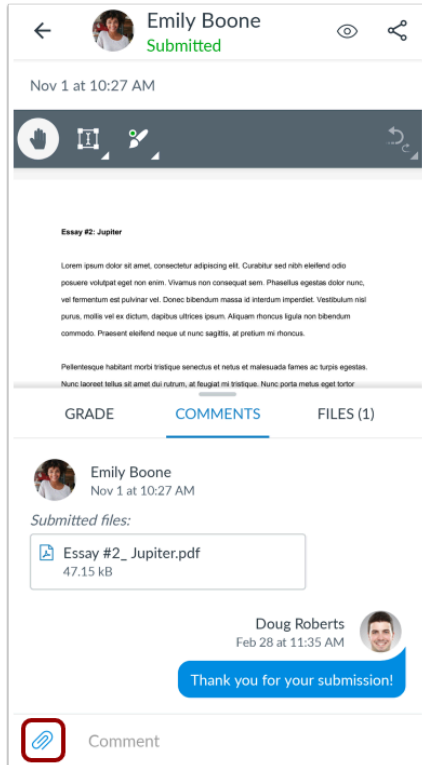
Locate the student's submission and tap the name of the student.

Open Comments



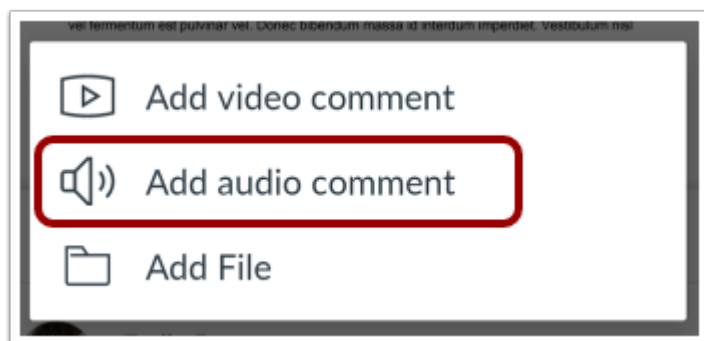
Tap the **Comments** tab.

Add Comment



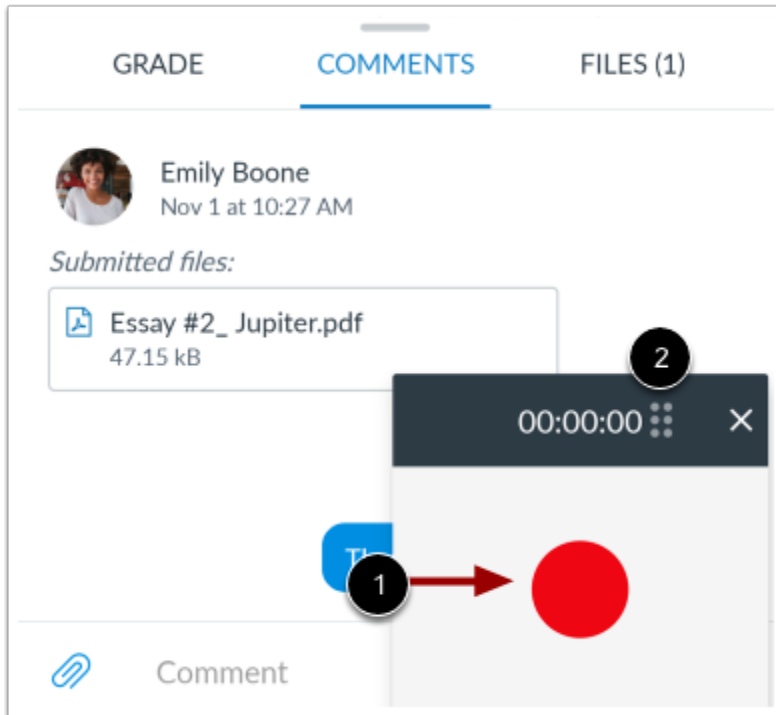
Tap the **Attach** icon.

Record Audio Comment



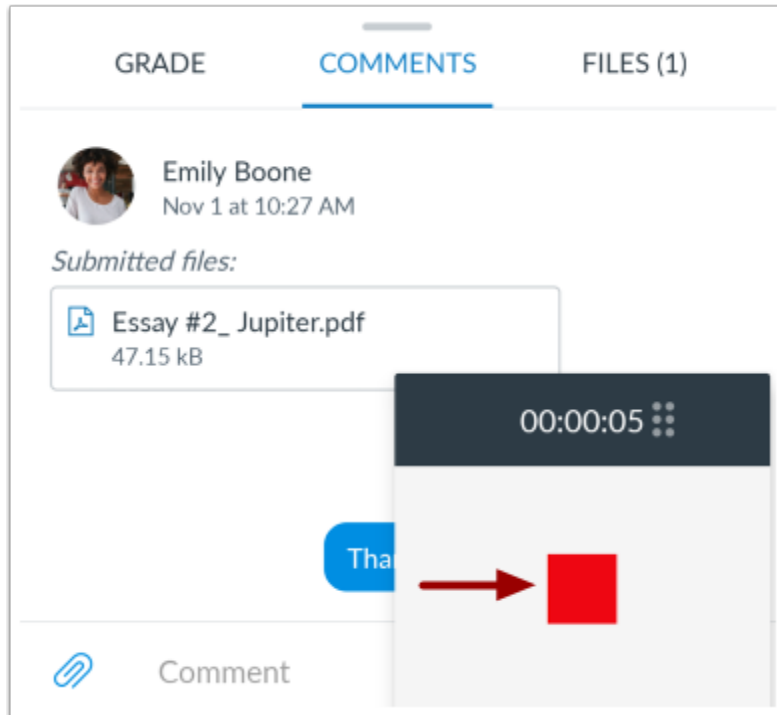
Tap the **Add audio comment** link.

Start Audio Recording



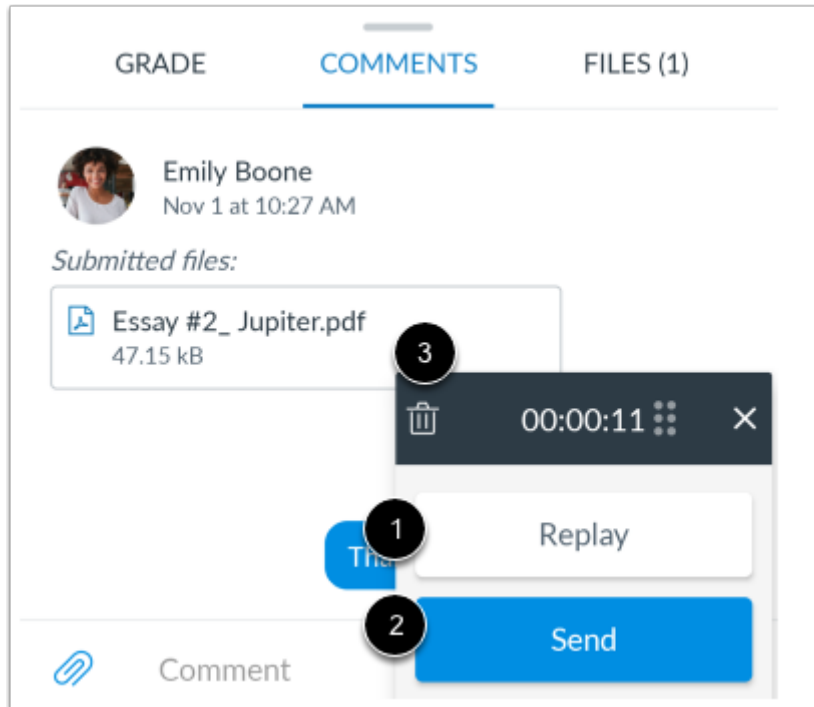
To start recording, tap the **Record** button [1]. To move the audio window, tap the **Move** icon [2] and drag the window to its new location.

Stop Audio Recording



To stop recording, tap the **Stop** button.

Send Audio Comment



To replay your audio comment, tap the **Replay** button [1]. To send your recording audio as a comment, tap the **Send** button [2].

To delete the recording, tap the **Delete** icon [3].

How do I add a video comment to an assignment submission in the Teacher app on my Android device?

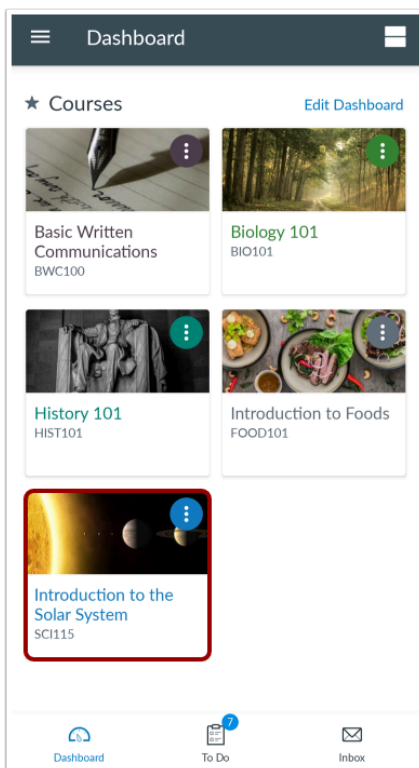
You can leave video comments on student assignment submissions. Comments can be added before or after grading a submission.

You can also add [text comments](#) or [audio comments](#).

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

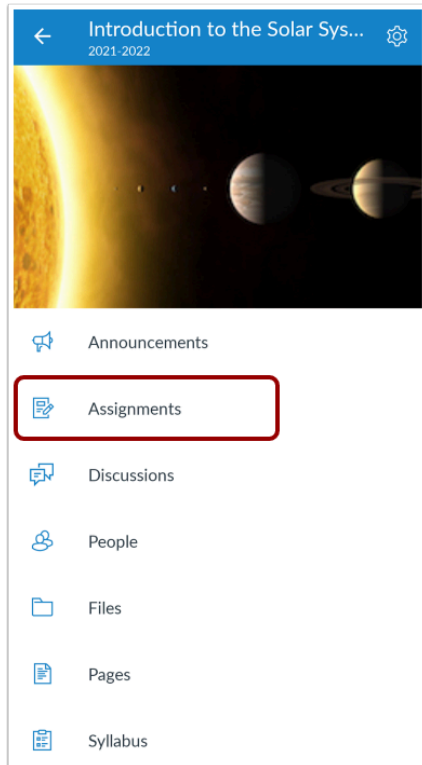
Note: To learn more about video comments, view the [Canvas Media Comparison PDF](#).

Open Course



In the Dashboard, tap the name of the course you'd like to view.

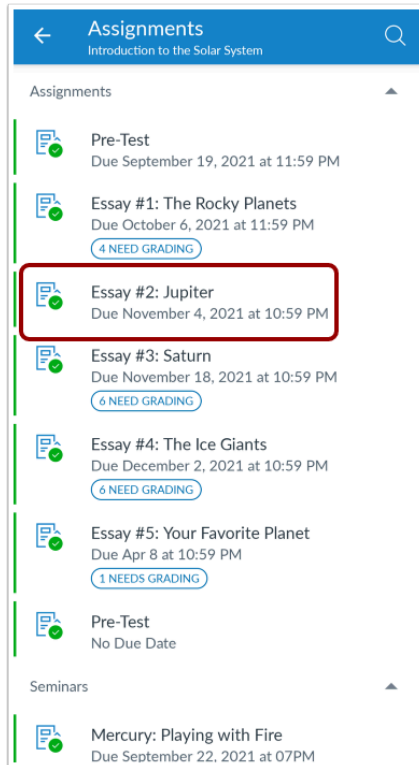
Open Assignments



Tap the **Assignments** link.

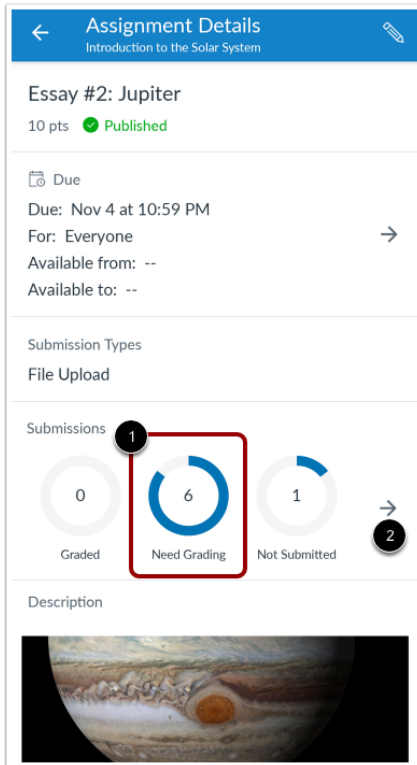
Note: All assignment types can be viewed in the Assignments page, but submissions can also be viewed in the page for their respective assignment type.

Open Assignment



Tap the name of the assignment.

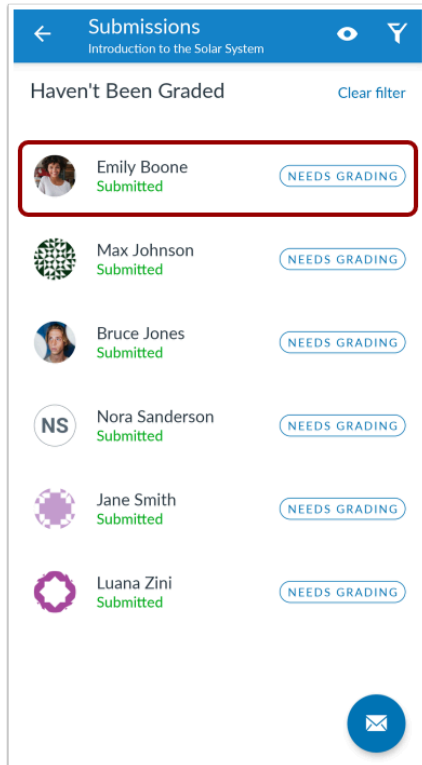
Open Submissions



Tap the **Need Grading** status link [1].

Note: If you want to filter submissions by a different status, tap the Submissions link [2] and apply the filter in the Submissions page.

Open Submission



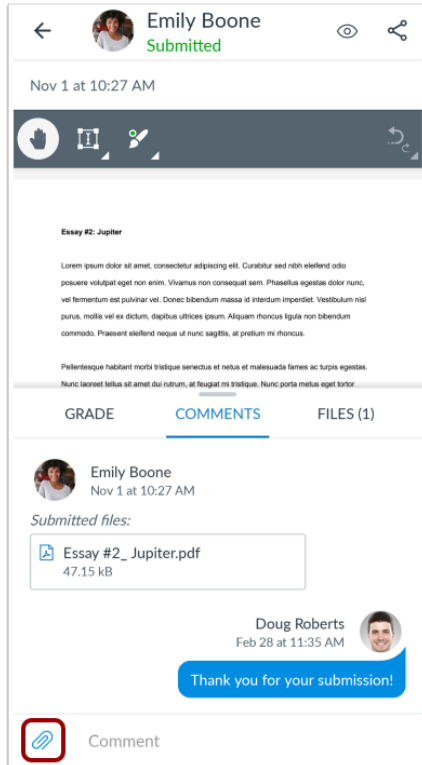
Locate the student's submission and tap the name of the student.

Open Comments



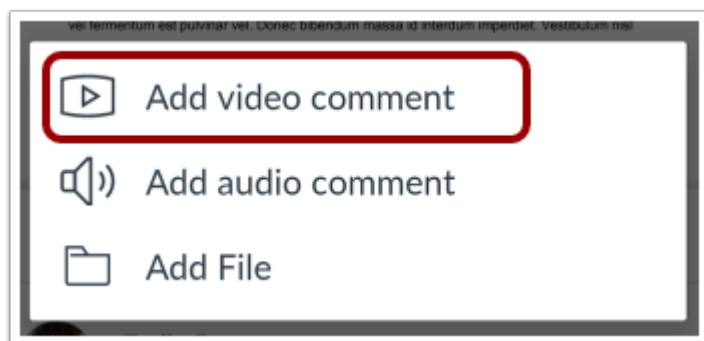
Tap the **Comments** tab.

Add Comment



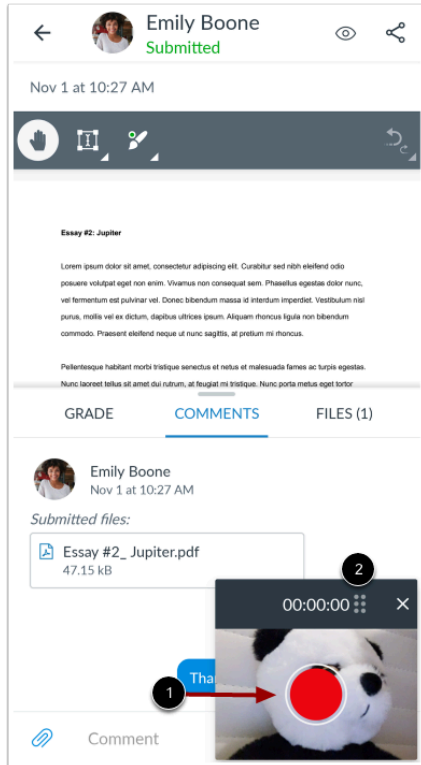
Tap the **Attach** icon.

Record Video Comment



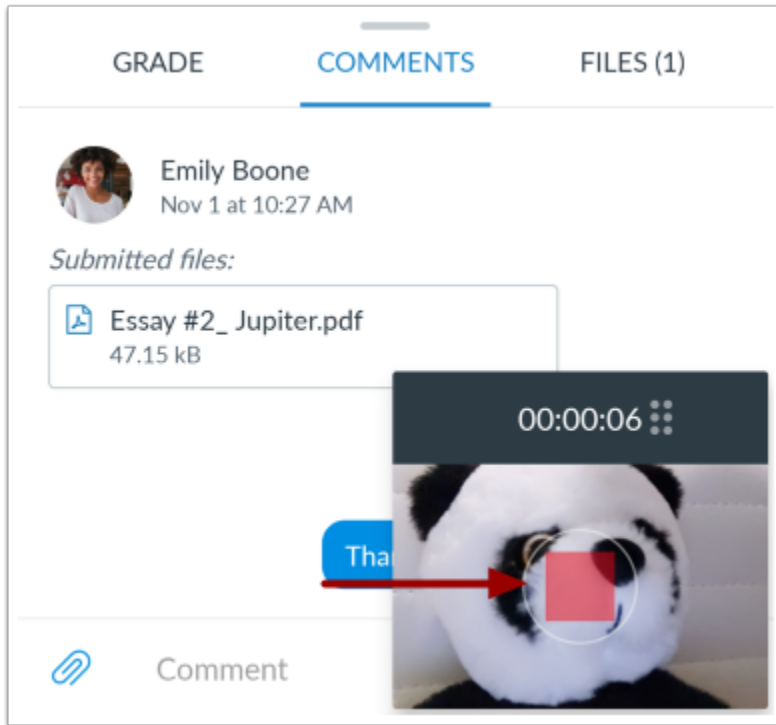
Tap the **Add video comment** link.

Start Video Recording



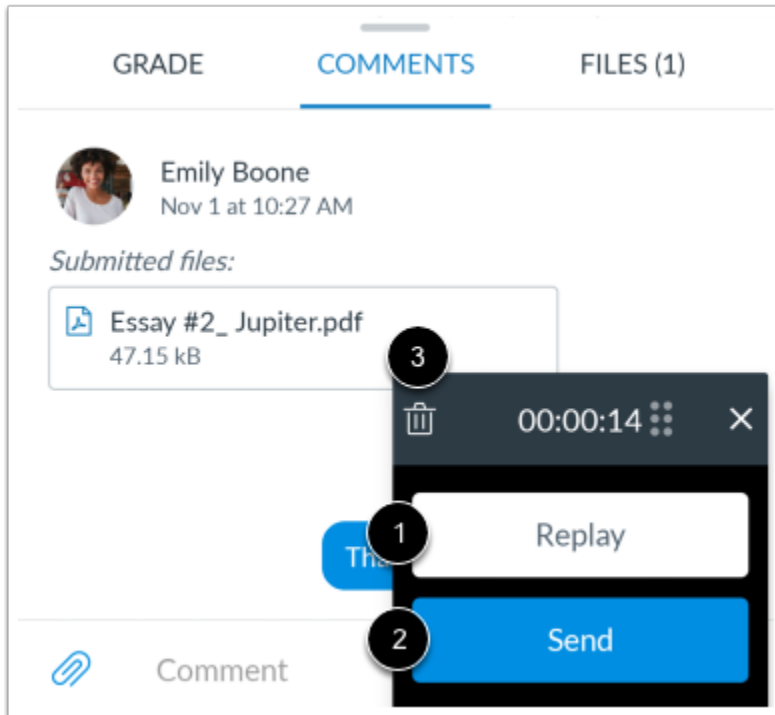
To start recording, tap the **Record** button [1]. To move the video window, tap the **Move** icon [2] and drag the window to its new location.

Stop Video Recording



To stop recording, tap the **Stop** button.

View Video Recording



To view your video recording, tap the **Replay** button [1].

To send your recording as a comment, tap the **Send** button [2]. To delete the recording, tap the **Delete** icon [3].

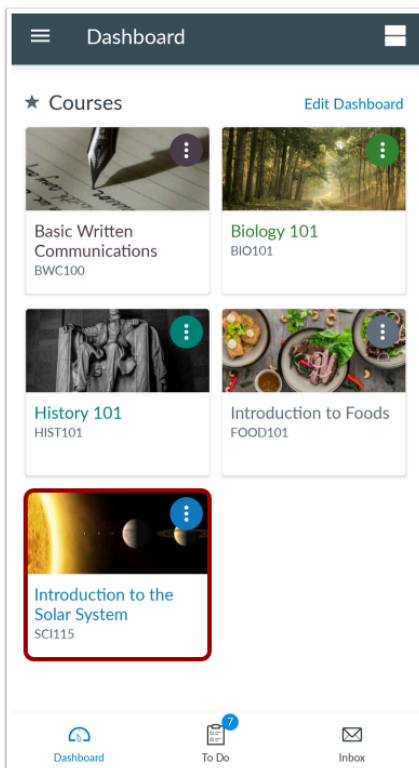
How do I message students about assignment submissions in the Teacher app on my Android device?

In the Teacher app, you can message students about their submissions based on the filter set for the assignment. You can send messages to all students, students with late submissions, students who have not submitted a submission, students whose submissions have not been graded, students whose submissions have been graded, students who received a score less than a specific value, and students who received a score greater than a specific value.

Messages are sent to students individually and display in the Conversations Inbox.

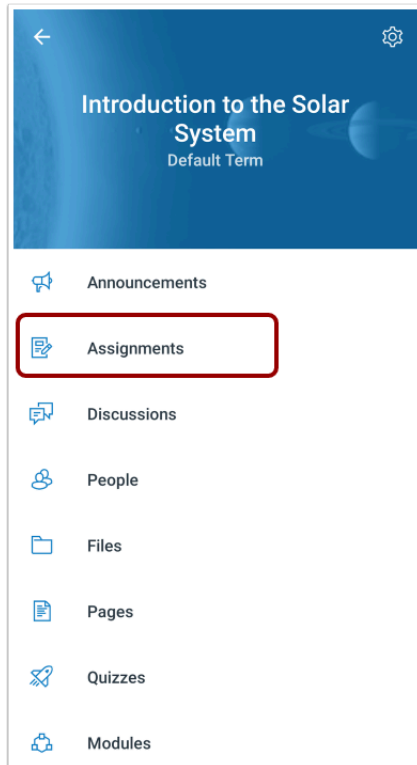
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course



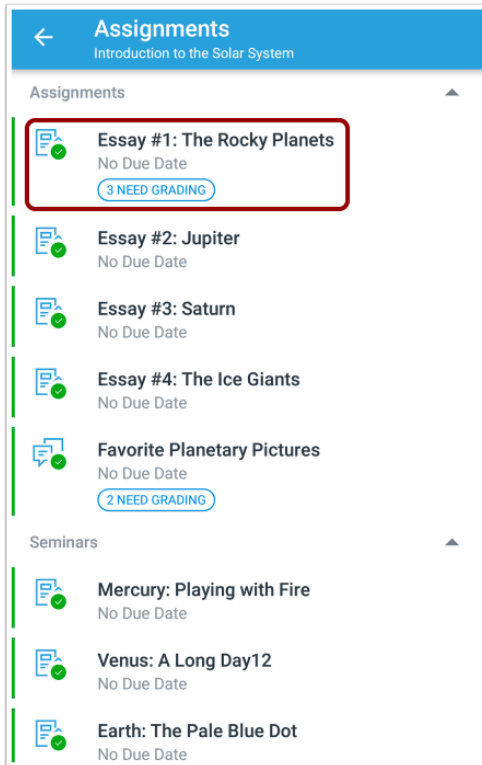
In the Dashboard, tap the name of the course you'd like to view.

Open Assignments



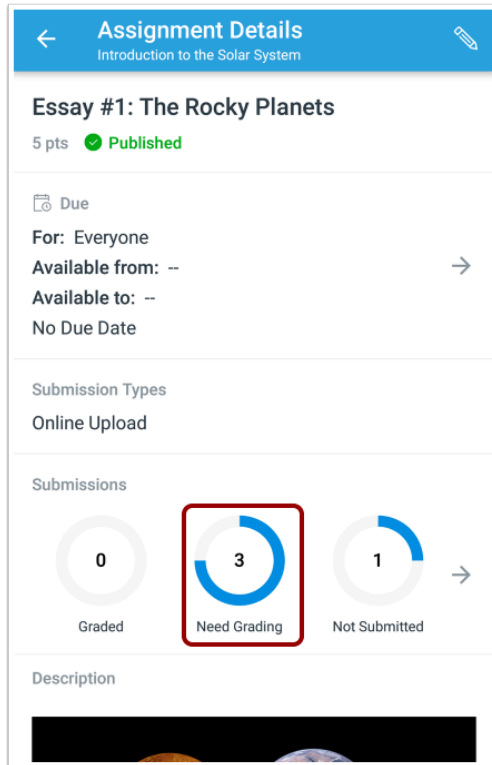
Tap the **Assignments** link.

Open Assignment



To view an assignment, tap the name of the assignment.

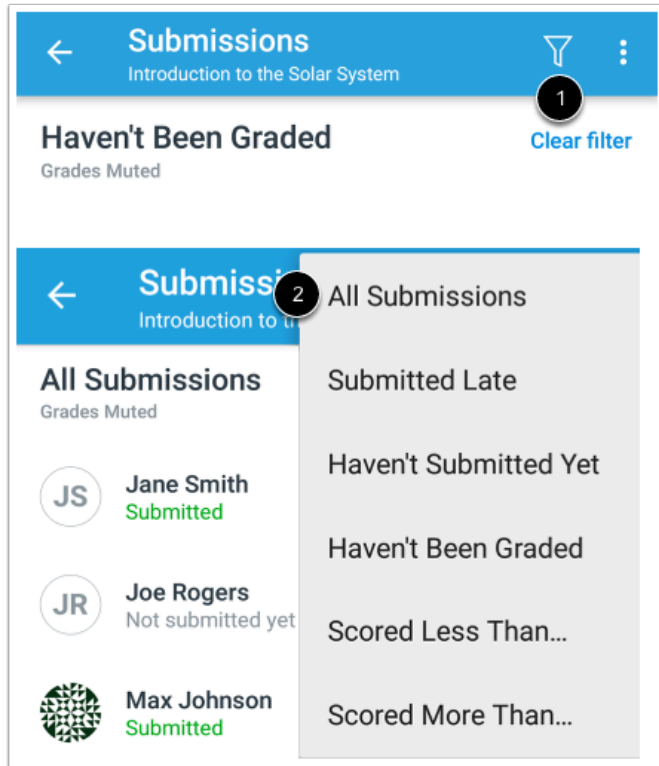
Open Submissions



The app will send a message to the filter selected in the app.

If you want to filter submissions by one of the three submission types in the submissions page, tap the submission status [1]. If you want to message a student by specific status, tap the Submissions link [2].

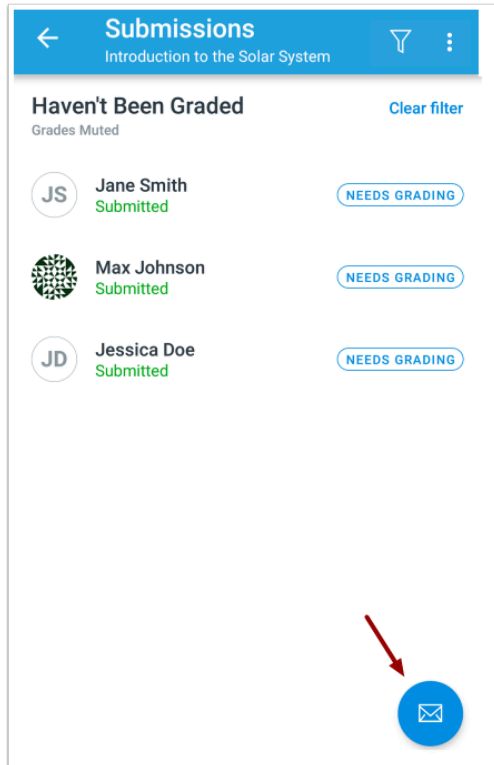
Filter Submissions



To apply a specific filter, tap the **Filter** link [1].

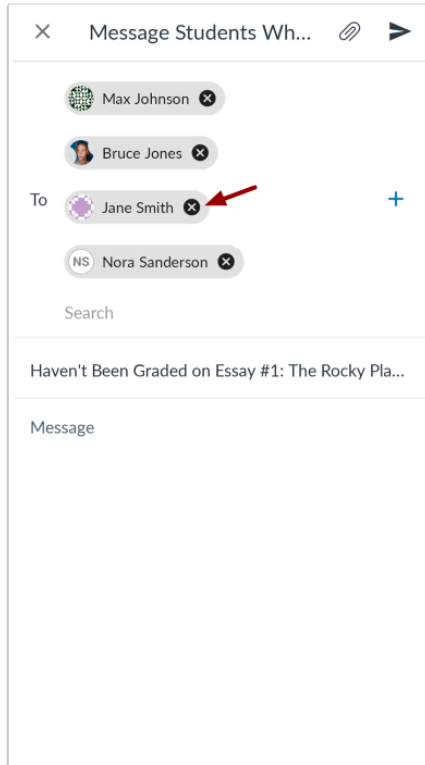
Tap the type of filter you want to apply [2]. You can filter submissions by all submissions, late submissions, students who have not submitted, submissions that have not been graded, submissions with a score less than a specific value, and submissions with a score greater than a specific value.

Message Students



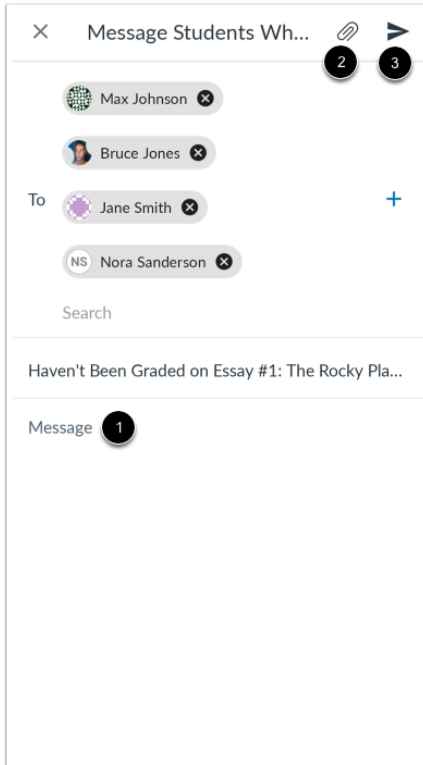
Tap the **Message** icon.

View Recipients



You can view the list of recipients for the message. If you want to manually remove any recipients tap the **Remove** icon.

Send Message



In the message field [1], type your message.

If you want to add an attachment, tap the **Attachment** icon [2].

When you are finished, tap the **Send** link [3].

Note: Messages are sent to students individually.

How do I take attendance in the Teacher app on my Android device?

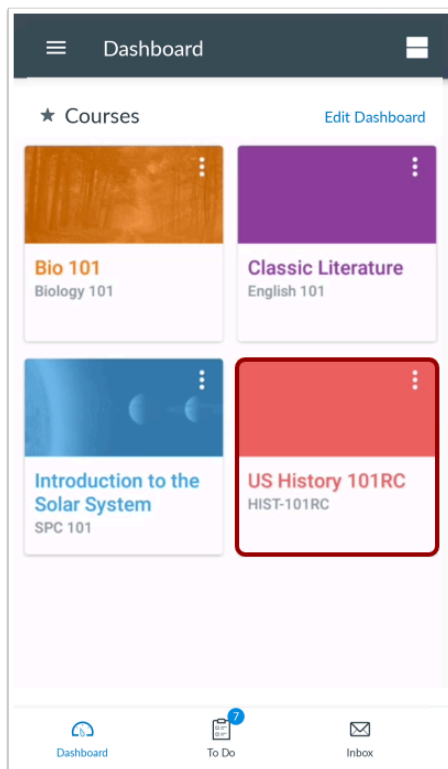
You can take attendance in your course using the Canvas Teacher app on your Android device.

The Attendance tool is configured by default to allow taking roll seven days a week. This setting is useful for courses where there may be a need to take attendance for an event that takes place outside of a regular school week. However, the Attendance tool will only calculate grades in the gradebook out of the total number of days roll has been taken.

Students cannot access the Attendance tool; only instructors have the ability to take attendance. However, students can see the Attendance assignment in the Assignments page and view their attendance report as part of the Roll Call Attendance submission details page. If you are using attendance for grading, students can also view their attendance grade in the Grades page.

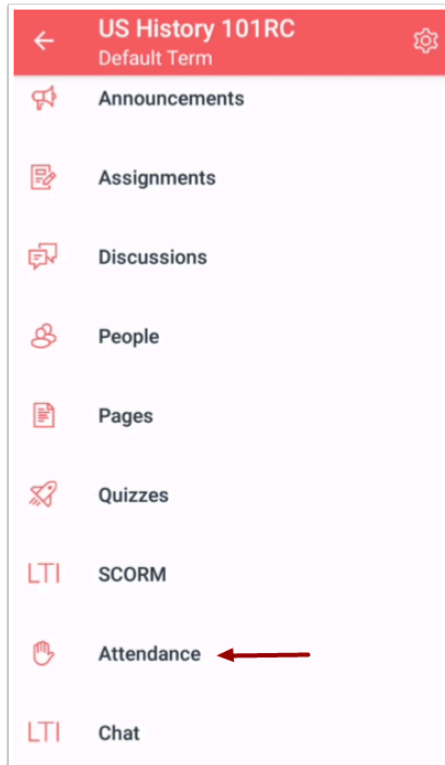
Note: The Attendance tool must be enabled by your Canvas admin before it can be used in your course. If you cannot see the Attendance link in the Canvas Teacher app, please contact your administrator.

Open Course



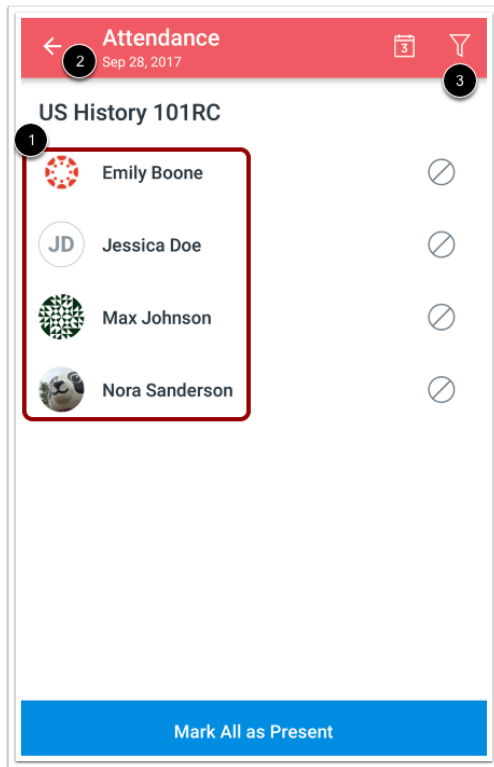
In the Dashboard, tap the name of the course you'd like to view.

Open Attendance



Tap the **Attendance** link.

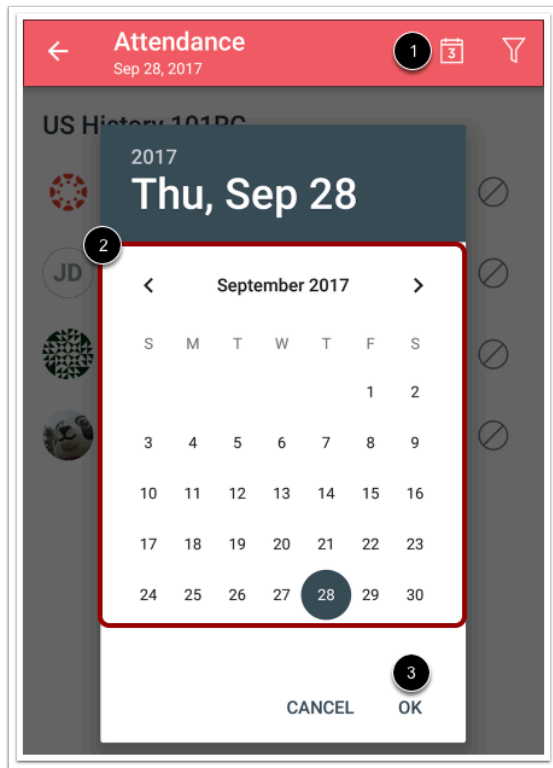
View Attendance



By default, the Attendance tool displays all students in the course [1] and the attendance status for the current date [2].

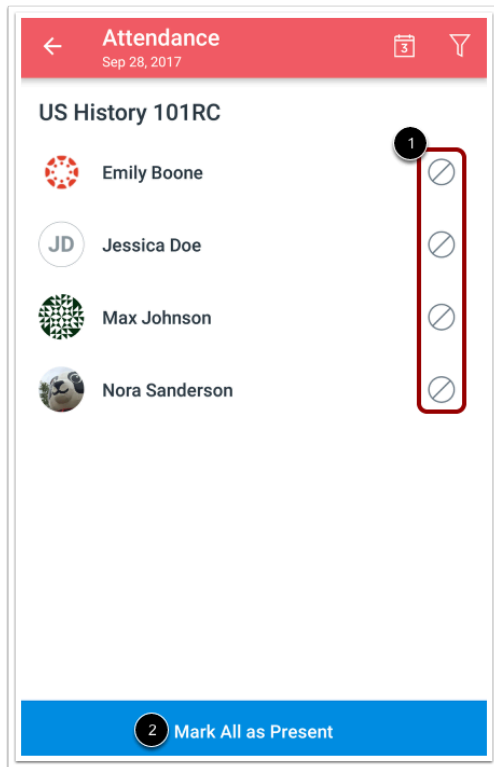
To filter the students displayed in the tool by section, tap the **Filter** icon [3].

Select Date



To select a new date for attendance, tap the **Calendar** icon [1]. Then select the date from the calendar [2] and tap the **OK** link [3].

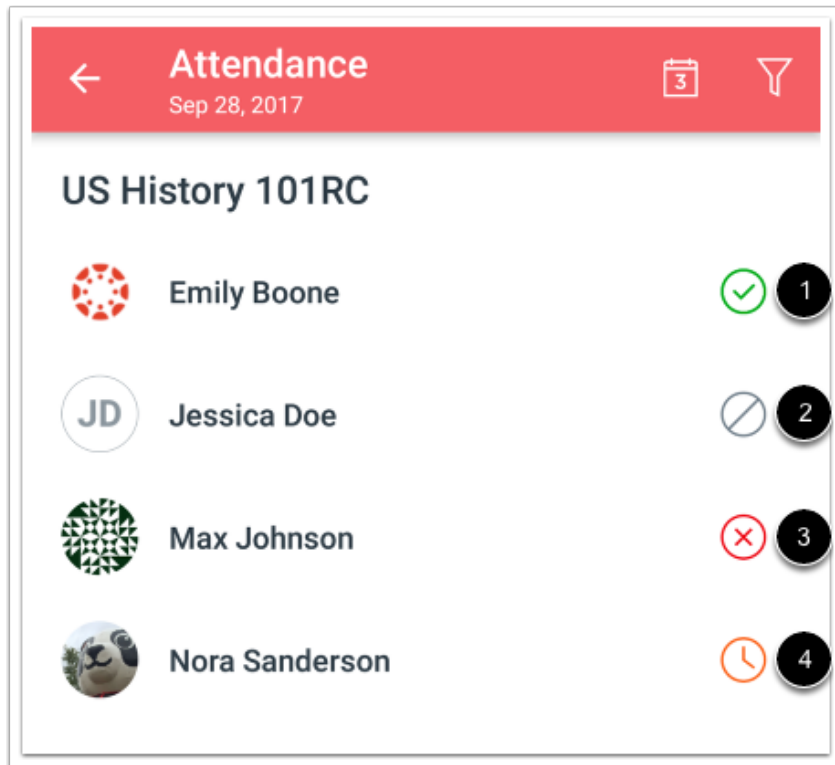
Take Attendance



To change a student's attendance status, tap the **Attendance** icon next to the student [1]. To mark all students as present, tap the **Mark All as Present** button [2].

Note: Once you have marked attendance for one student, the Mark All as Present button will become the Mark Remaining as Present button. After tapping this button, only unmarked students will be marked as present.

View Attendance Options



There are four attendance options in the Attendance tool:

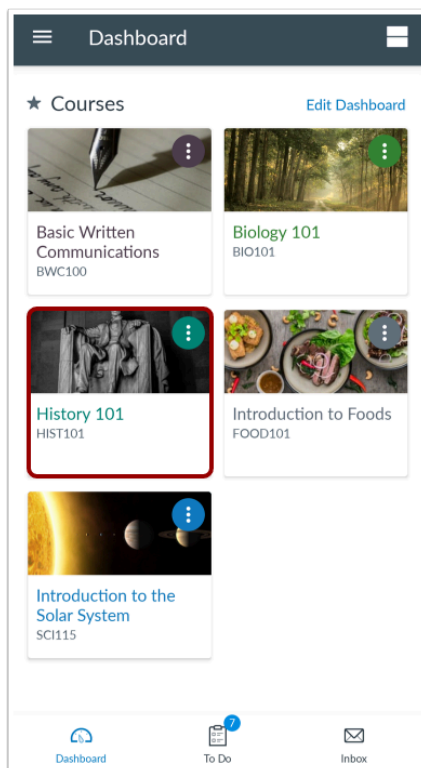
- The green **Check Mark** icon indicates the student is present and on time [1].
- The gray **No Symbol** icon indicates attendance is unmarked [2].
- The red **X** icon indicates the student is not present [3].
- The orange **Clock** icon indicates the student is late [4].

How do I view Discussions in the Teacher app on my Android device?

In Canvas Teacher, you keep track of all course discussions.

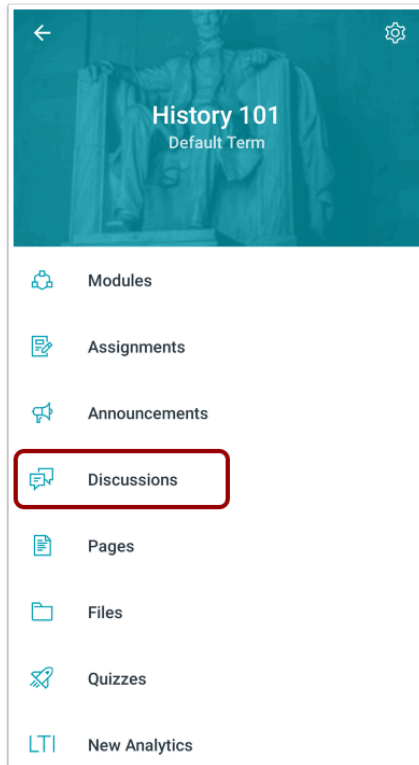
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course



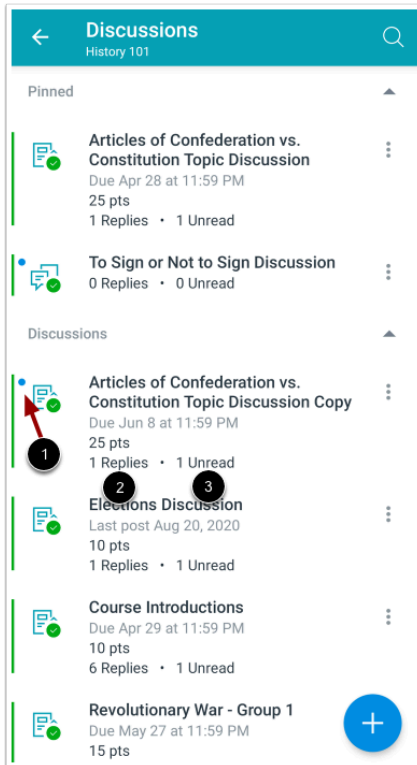
In the Dashboard, tap the name of the course you'd like to view.

Open Discussions



Tap the **Discussions** link.

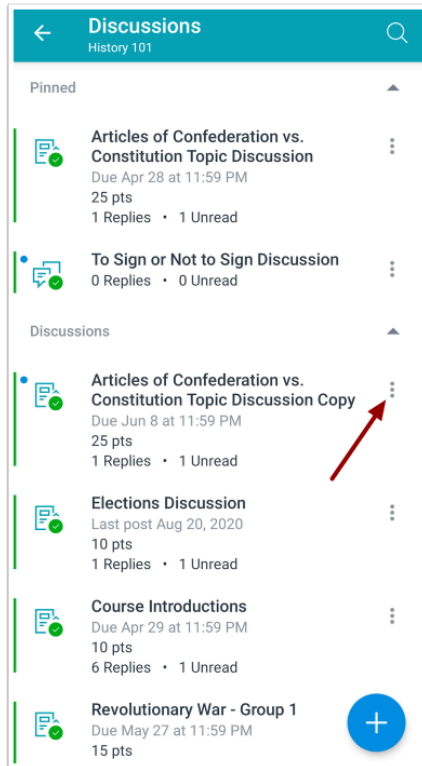
View Discussions



The most recent discussion will always appear at the top. However, replies to the discussions stay housed within the discussion itself. Unread replies are indicated by a dot next to the discussion [1]. You can view the number of total replies [2] and the number of replies you have not read within each discussion [3].

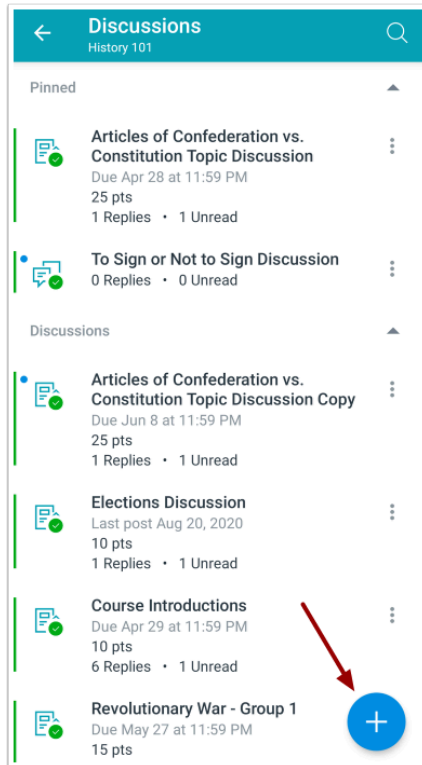
Swipe your device from top to bottom to quickly refresh Discussions.

Manage Discussions



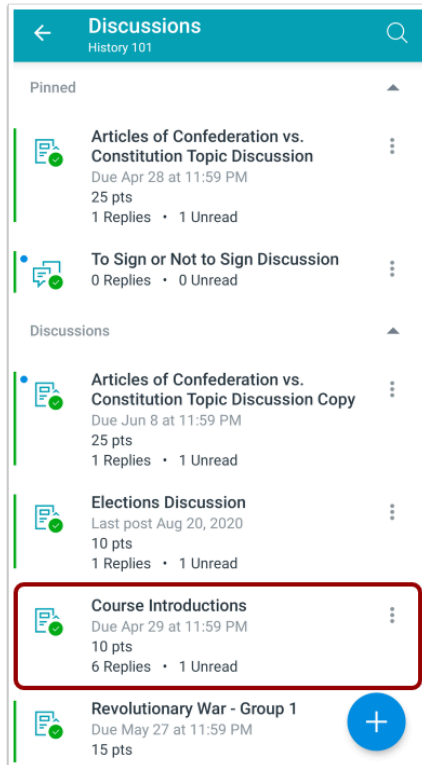
To pin or unpin, close a discussion to comments, or delete a discussion thread, tap the **More Options** icon.

Add Discussion




To [add a discussion](#), tap the **Add** icon.

Open Discussion



To view a discussion thread, tap the name of the thread.

View Discussion

←
 Discussion Details
 

History 101


Course Introductions
 10 pts Published


Due


Due: Apr 29 at 11:59 PM
 For: Everyone
 Available from: --
 Available to: --

→

Submissions


 4
 Graded


 0
 Need Grading


 2
 Not Submitted

→

?

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

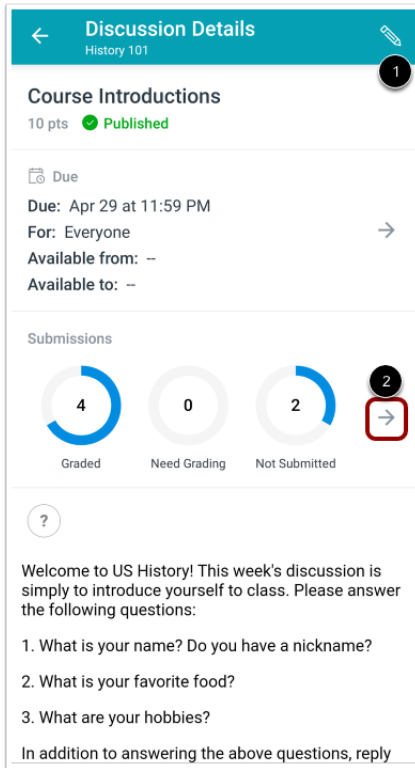
1. What is your name? Do you have a nickname?
2. What is your favorite food?
3. What are your hobbies?

In addition to answering the above questions, reply

The discussion shows the details for the discussion and whether or not it is graded.

Note: When opening an anonymous discussion, you are prompted to open the anonymous discussion in a web browser.

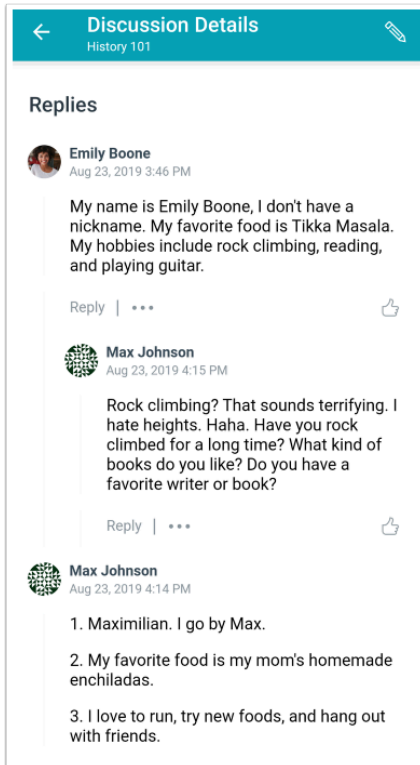
Manage Discussion



To edit the assignment, tap the **More Options** icon [1].

To [view submissions](#) for graded discussions, tap the **Submissions** link [2].

View Replies

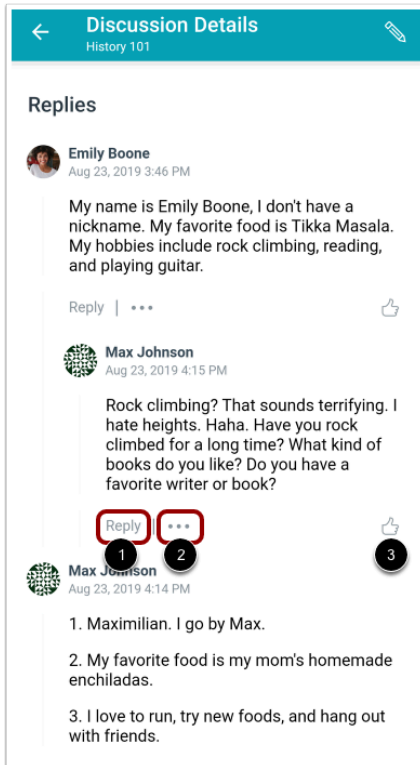


Replies can be viewed below the discussion topic. Swipe down on your device to view all replies.

If any users have replied to each other, you can view the replies within replies.

Note: Group discussion replies do not appear in the Replies section of the Discussion Details page. Graded group discussion replies can be viewed as submissions.

Manage Replies



To reply to a discussion, tap the **Reply** link [1].

To mark as read or unread, edit, or delete a user's reply, click the **More Options** icon [2]

If you have enabled the option for users to like replies, you can like a reply in the app by tapping the **Like** icon [3].

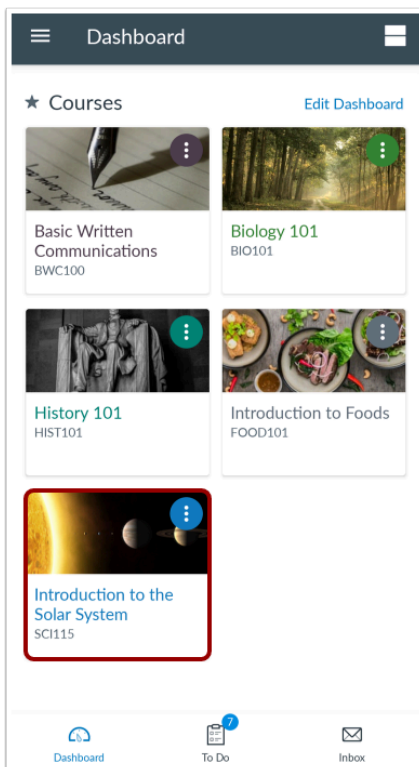
How do I add a discussion in the Teacher app on my Android device?

You can add an ungraded discussion in your course using the Teacher app.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

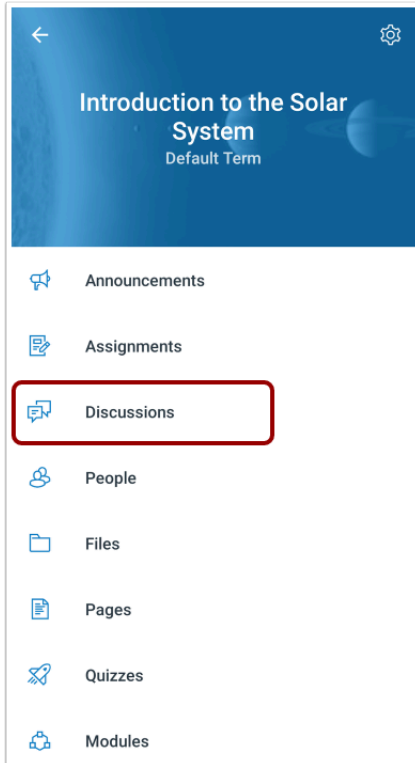
Note: Graded discussions cannot be added using the app.

Open Course



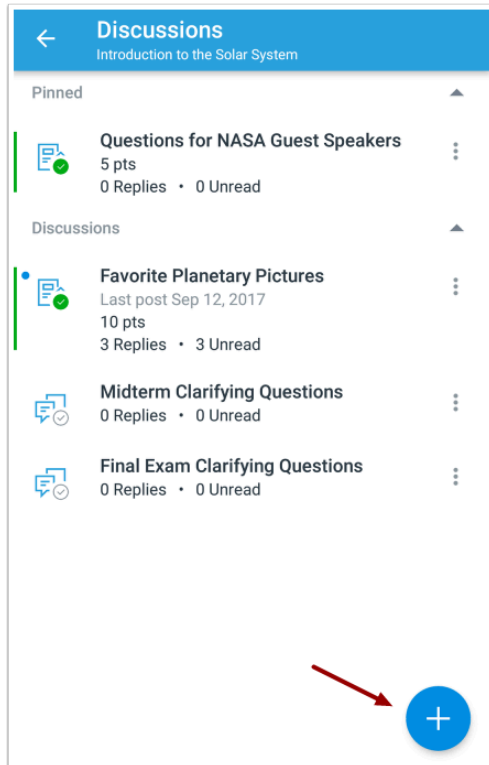
In the Dashboard, tap the name of the course you'd like to view.

Open Discussions

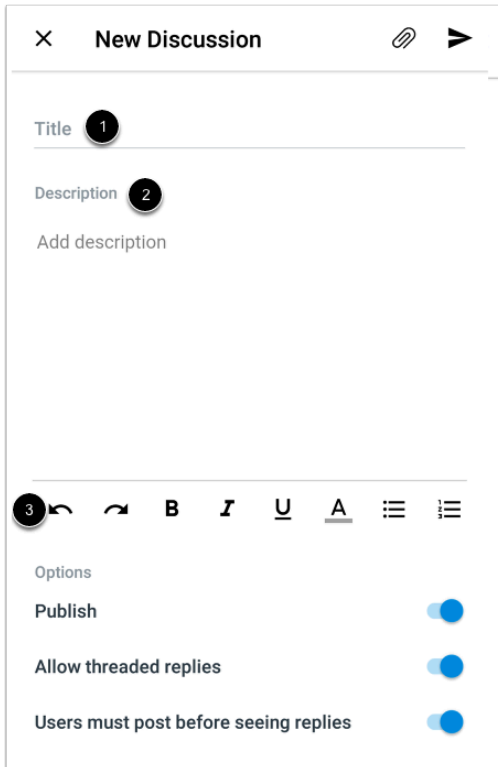


Tap the **Discussions** link.

Add Discussion



Tap the **Add** icon.

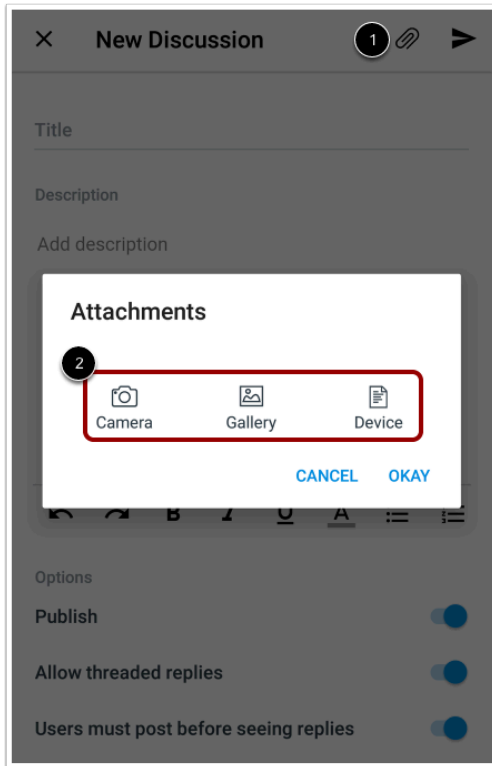


In the Title field [1], add a title for the discussion.

In the Description field [2], add a description for the discussion. You can use the Rich Content Editor menu to format your description [3]. If necessary, you can view all formatting options by swiping the formatting menu left and right. The Rich Content Editor supports undo, redo, bold, italics, underline, text color, bullet list, numbered list, hyperlink, and images.

Note: Images can only be added by referencing the URL to the image; the Teacher app does not currently host any media uploaded from your mobile device.

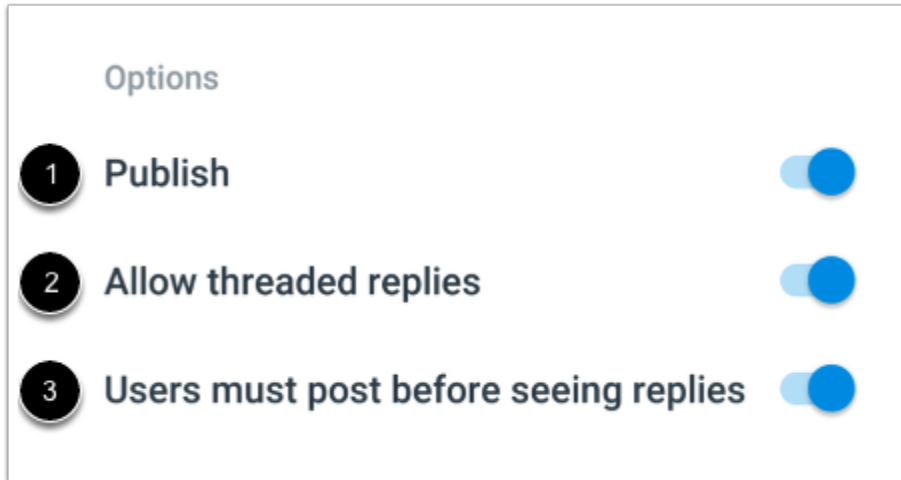
Attach File



To attach a file to your message, tap the **Attach** icon [1]. Then select the type of file you want to upload [2]. You can attach a new image from your camera, an image from your gallery, or a file from your device.

Note: To learn more about media attachments, view the [Canvas Media Comparison PDF](#).

Set Options



Options

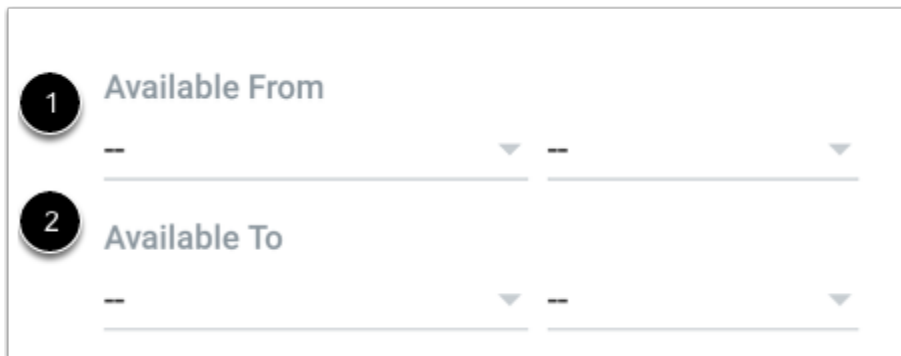
- 1 **Publish** ☒
- 2 **Allow threaded replies** ☒
- 3 **Users must post before seeing replies** ☒

To publish your discussion, tap the **Publish** button [1].

To allow threaded replies, tap the **Allow threaded replies** button [2].

If you want to require users to have to post to the discussion before seeing replies from others, tap the **Users must post before seeing replies** button [3].

Set Availability



1 **Available From**

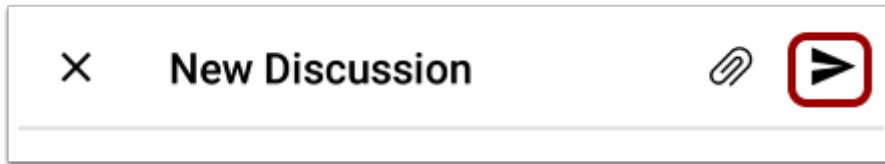
— —

2 **Available To**

— —

To set availability dates for the discussion, tap the Available From option [1] and/or Available Until option [2]. For each option you can set a date and time.

Send Discussion



Tap the **Send** icon.

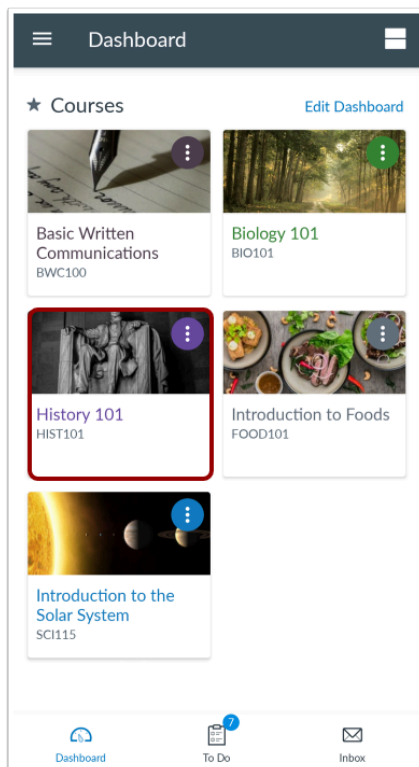
How do I view Course Files in the Teacher app on my Android device?

In the Canvas Teacher app, you can view, manage, and edit your course files. You can also [add new files and folders](#) in the Teacher app.

When editing a file, you can manage published status and restrict access to students. This lesson shows the steps to edit and restrict access for individual files. The steps to manage published status and access for folders are the same.

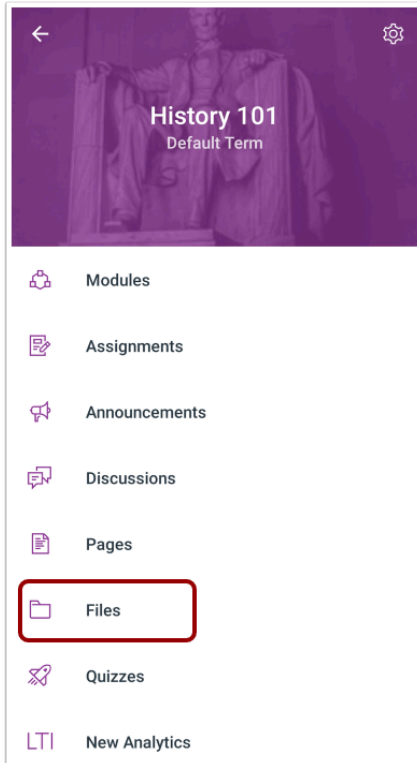
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course



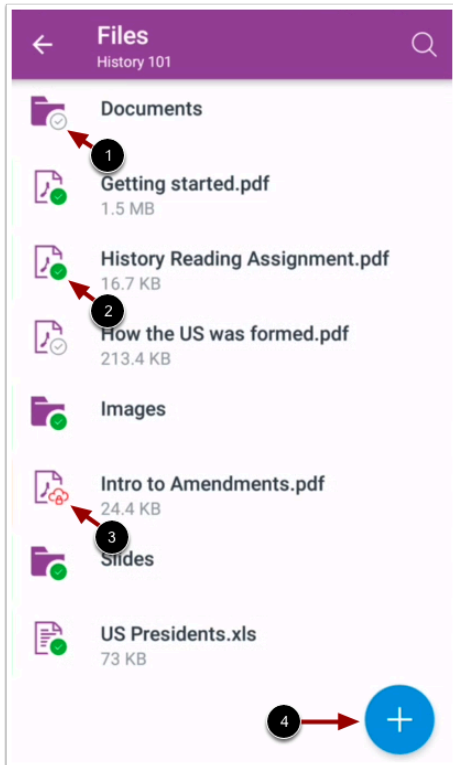
In the Dashboard, tap the name of the course you'd like to view.

Open Files



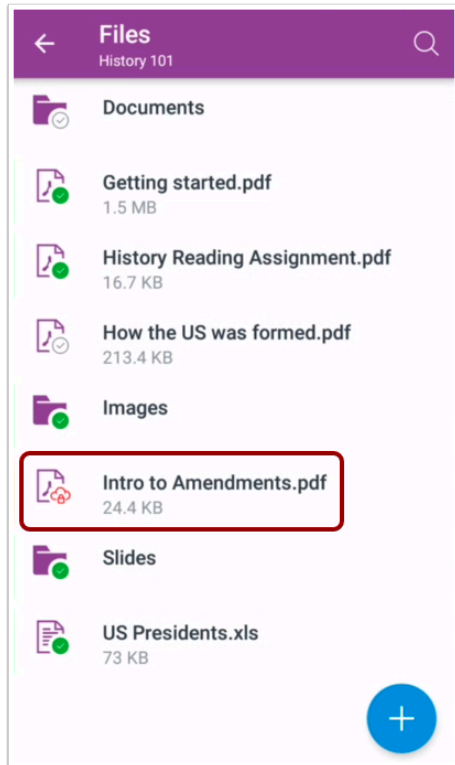
Tap the **Files** link.

View Files



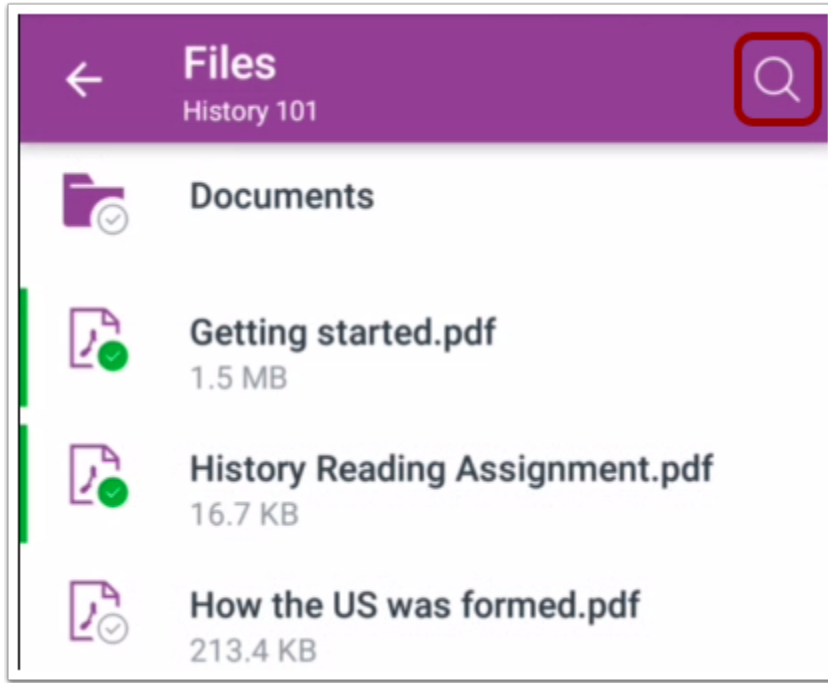
Files will display all your course files and file folders. Unpublished files or folders display an empty **Checkmark** icon [1]. Published files or folders display a solid **Checkmark** icon [2]. Files or folders with restricted access display a **Cloud** icon [3]. To [add a new file or folder](#) to your course files, tap the **Add** button [4].

Open File



To open a file, tap the name of the file.

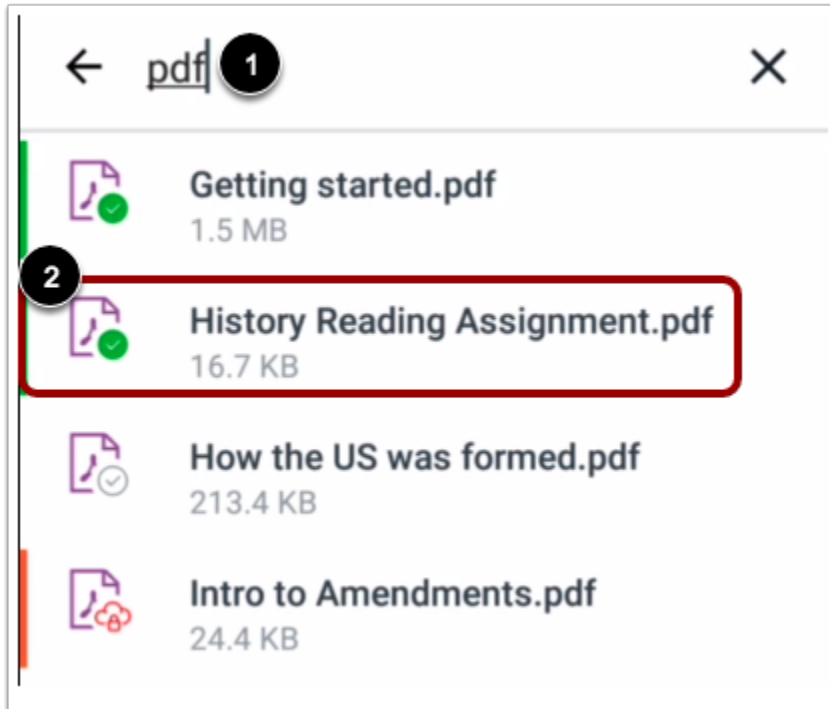
Search Files



You can search for any file in your course.

To open the search field, tap the **Search** icon.

Open File

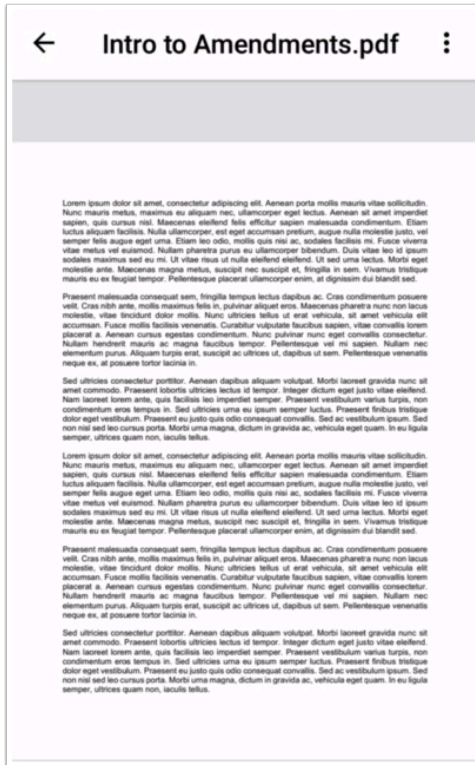


To search for a file, type the file name in the search field [1]. To open the file, tap the name of the file [2].

Notes:

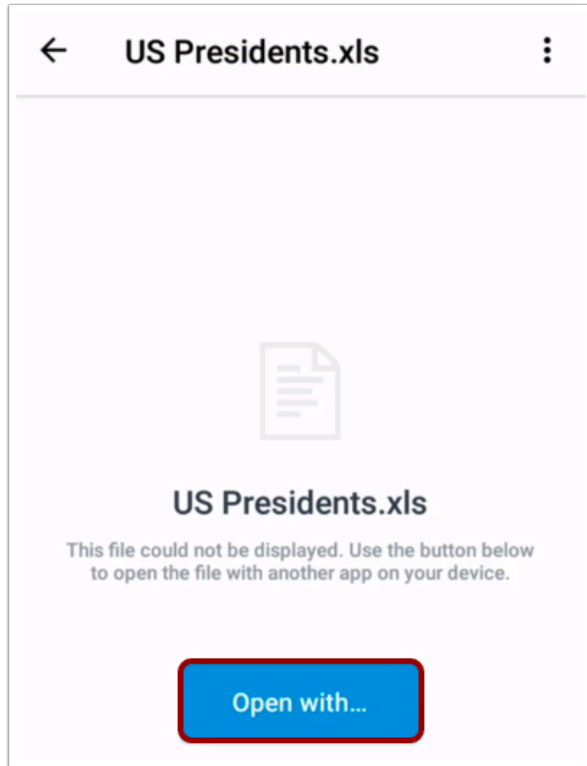
- You must type three or more characters for search results to display.
- Search results will not include file folders.

View File



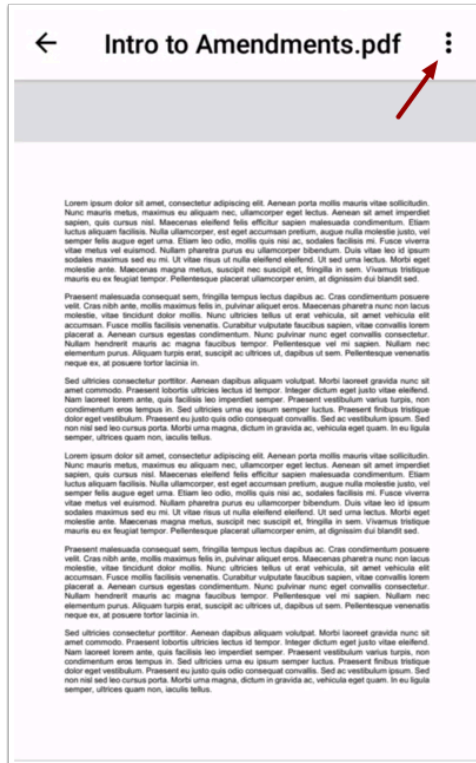
View your file.

Open in Another Application



If you attempt to open a file that cannot be displayed in the Teacher app, the file must be opened using another application. To select an application to open the file, tap the **Open with...** button.

View File Options



To view file options, tap the **Options** icon.

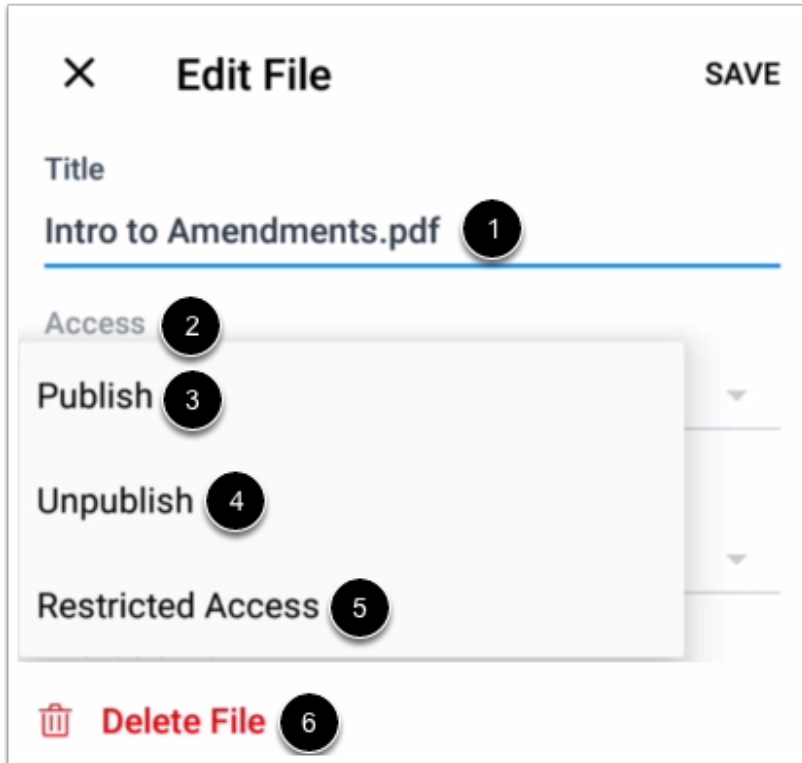
Open File Options



To edit the file, tap the **Edit** link [1].

To copy a link for the file, tap the **Copy Link** link [2].

Edit File

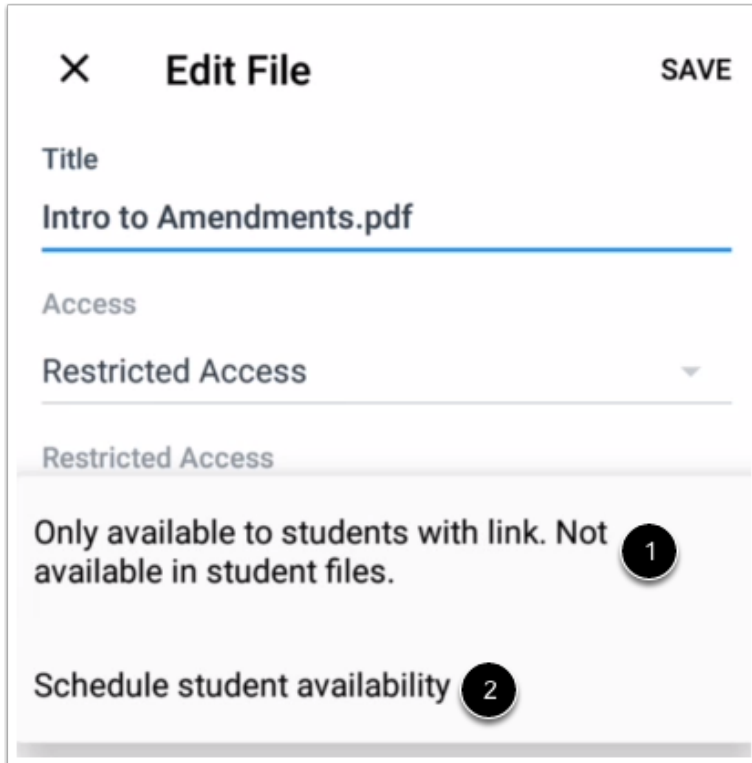


To edit the title of the file, tap the **Title** field [1] and enter the new title.

To edit the access settings for a file, tap the **Access** menu [2]. Your file access settings can be set to Publish [3], Unpublish [4], or Restricted Access [5].

To delete the file, tap the **Delete File** link [6].

Restrict Access



Edit File SAVE

Title
Intro to Amendments.pdf

Access
Restricted Access

Restricted Access

Only available to students with link. Not available in student files. **1**

Schedule student availability **2**

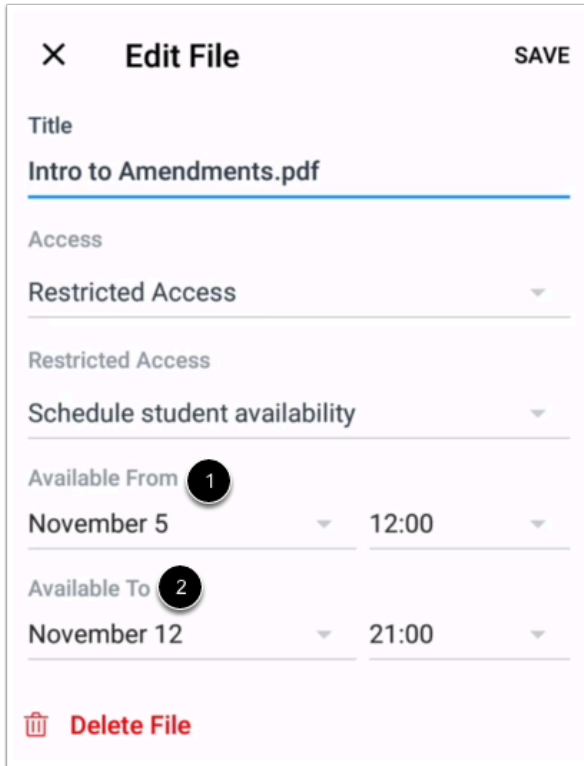
If you select Restricted Access in the Access menu, you can select how to provide access to the file.

The **Only available to students with link** option [1] makes the file available to students who are given a link to the file. The file will be hidden to students in Course Files.

The **Schedule student availability** option [2] gives students a window of time to view the file. If you select this option, the file can be viewed by students in Course Files as well as anywhere in Canvas (such as when the file is added to Modules or Assignments), but the file will be locked and they cannot view the actual file until the specified date.

Note: The Only available to students with link option only applies to Course Files; if you add this file to another area of Canvas, such as Assignments or Modules, all students can view the file.

Set Availability Dates



The screenshot shows the 'Edit File' interface in the Canvas Teacher app. At the top, there is a close button (X) and a 'SAVE' button. The 'Title' field contains 'Intro to Amendments.pdf'. Below this, the 'Access' section shows 'Restricted Access' selected from a dropdown menu. Under 'Restricted Access', the option 'Schedule student availability' is selected. This leads to two rows of date and time pickers. The first row, labeled 'Available From' with a circled '1', shows 'November 5' and '12:00'. The second row, labeled 'Available To' with a circled '2', shows 'November 12' and '21:00'. At the bottom left, there is a trash icon and a 'Delete File' button.

If you select the Schedule student availability option, you must select availability dates for the file. To set student availability dates, enter the starting date and time for the file to be available in the **Available From** fields [1]. If applicable, enter the date and time when students can no longer view the file in the **Available Until** fields [2]. The time fields are set using a 24-hour clock.

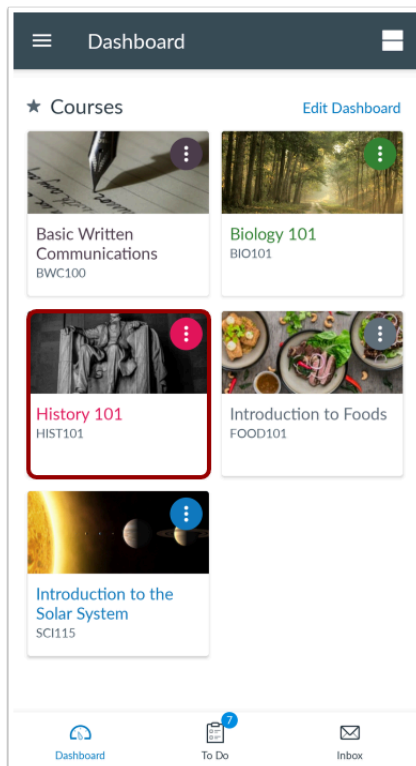
Note: The time fields are optional and will default to 12am if not selected.

How do I add a new file or folder to a course in the Teacher app on my Android device?

In Canvas Teacher, you can add a new file or folder to your Course Files.

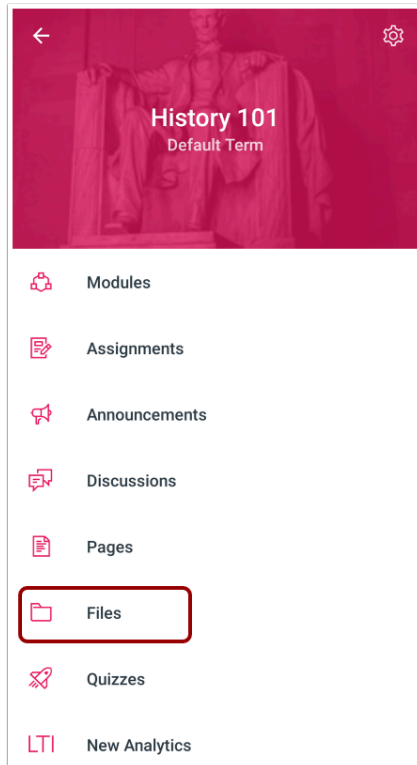
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course



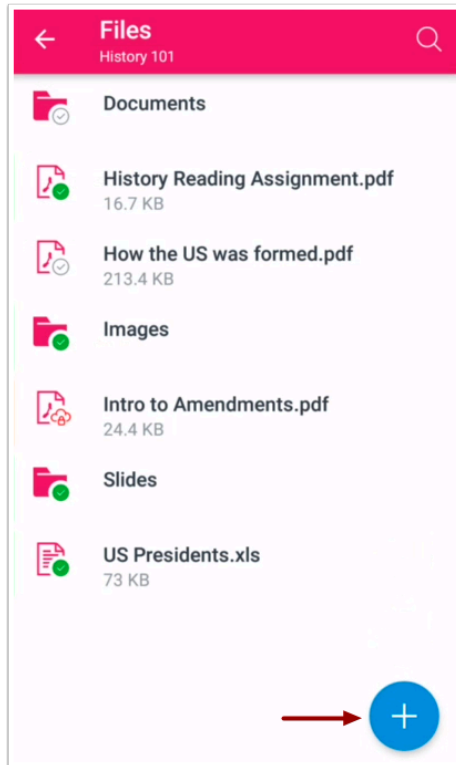
In the Dashboard, tap the name of the course you'd like to view.

Open Files



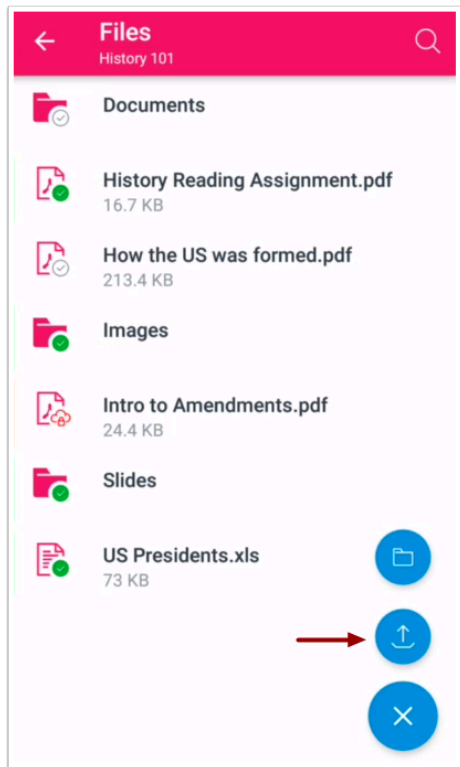
Tap the **Files** link.

View Files



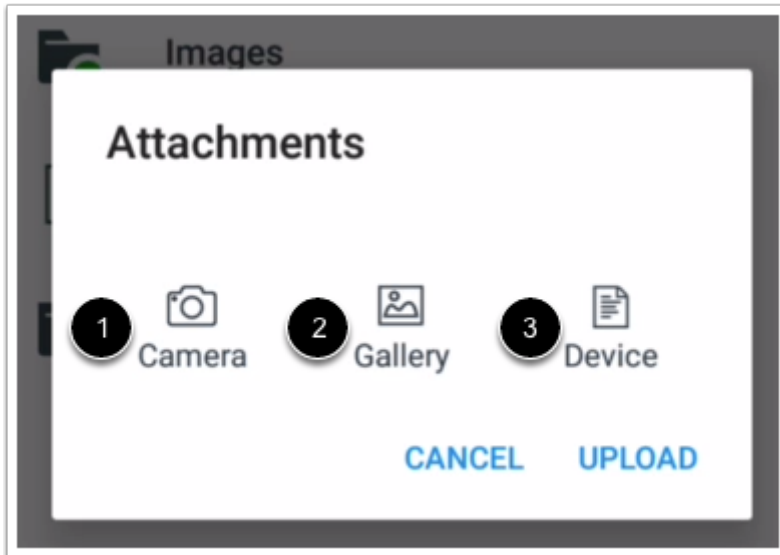
[View your course files.](#) To add a file or folder, tap the **Add** button.

Add File



To add a new file, tap the **Upload** button.

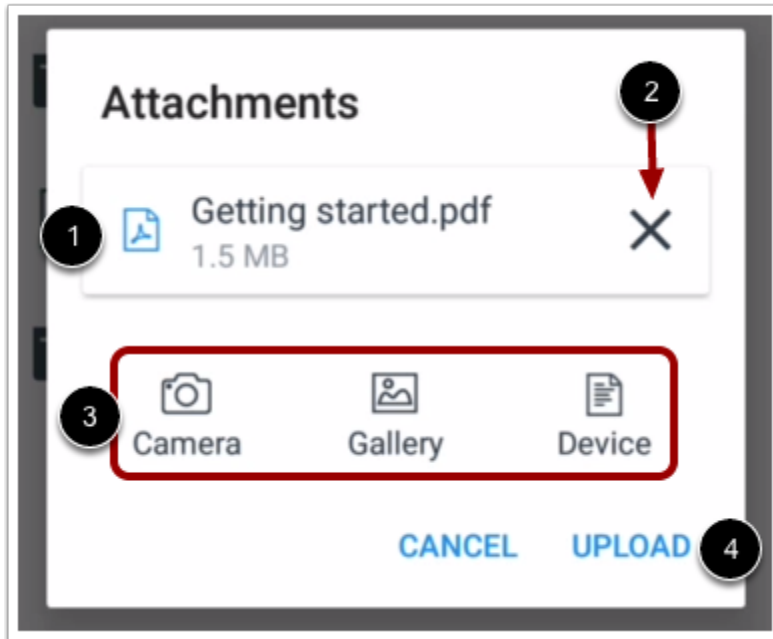
Select File Location



Select the location of your file. You can take a new photo from your camera [1], find a file in your photo gallery [2], or search your device for a file [3].

Note: To learn more about media uploads, view the [Canvas Media Comparison PDF](#).

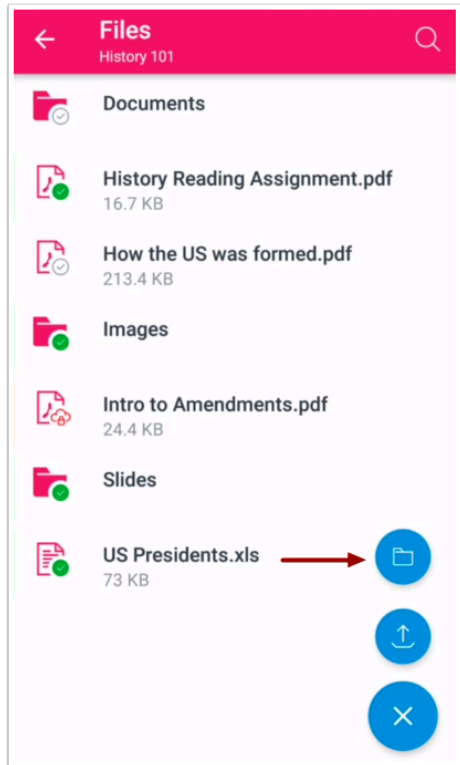
Upload File



Once your file has been selected, it will display in the Attachments window [1]. To remove the file, tap the **Remove** icon [2]. To add another file, tap the destination for the file [3].

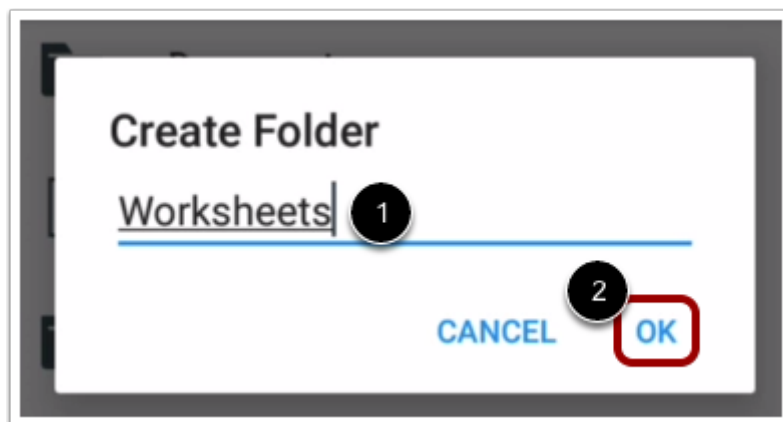
To upload your file, tap the **Upload** button [4].

Add Folder



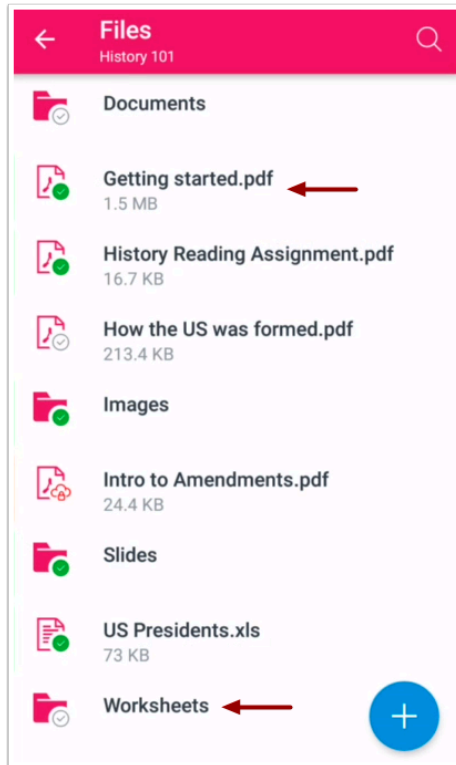
To add a new folder, tap the **Folder** button.

Name Folder



Enter the name of your folder [1], then tap the **OK** button [2].

View Items



View the items you added to your Course Files.

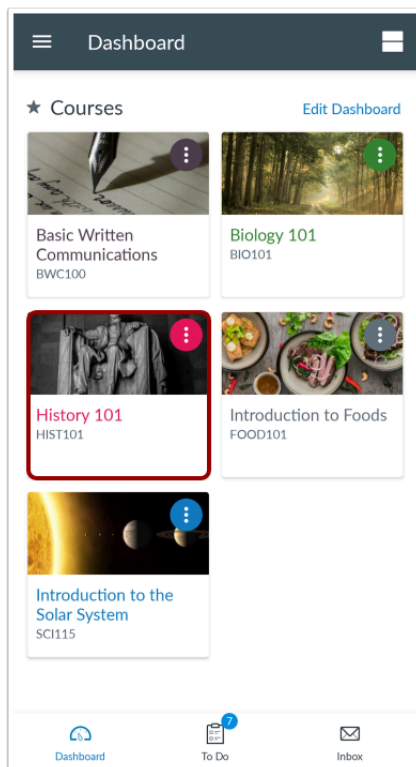
How do I view Modules in the Teacher app on my Android device?

In the Canvas Teacher app, you can view your course modules.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

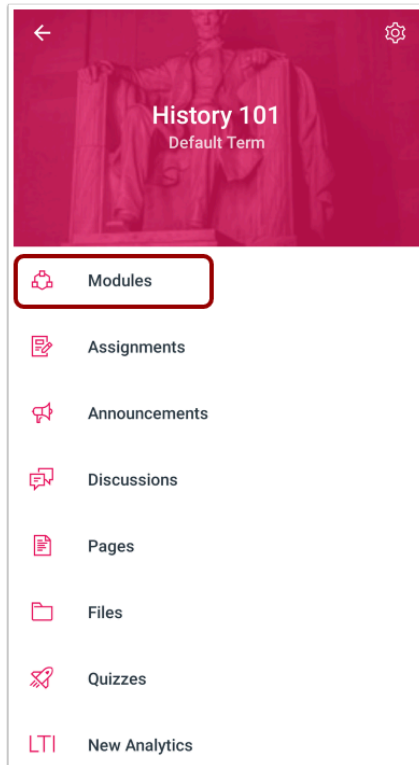
Note: You cannot add modules, edit modules, or manage module settings from the Teacher app.

Open Course



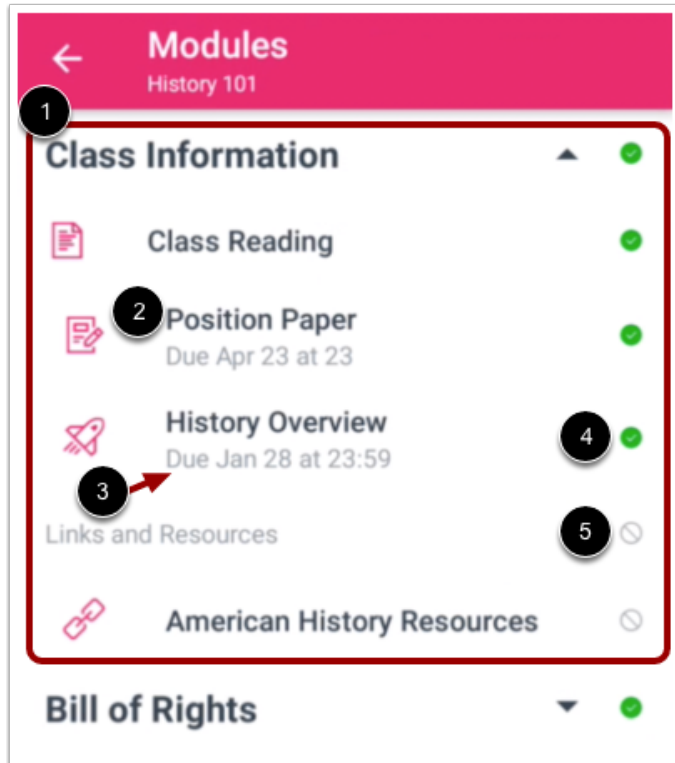
In the Dashboard, tap the name of the course you'd like to view.

Open Modules



Tap the **Modules** link.

View Modules



View your course modules [1]. Modules contain the module items within each module.

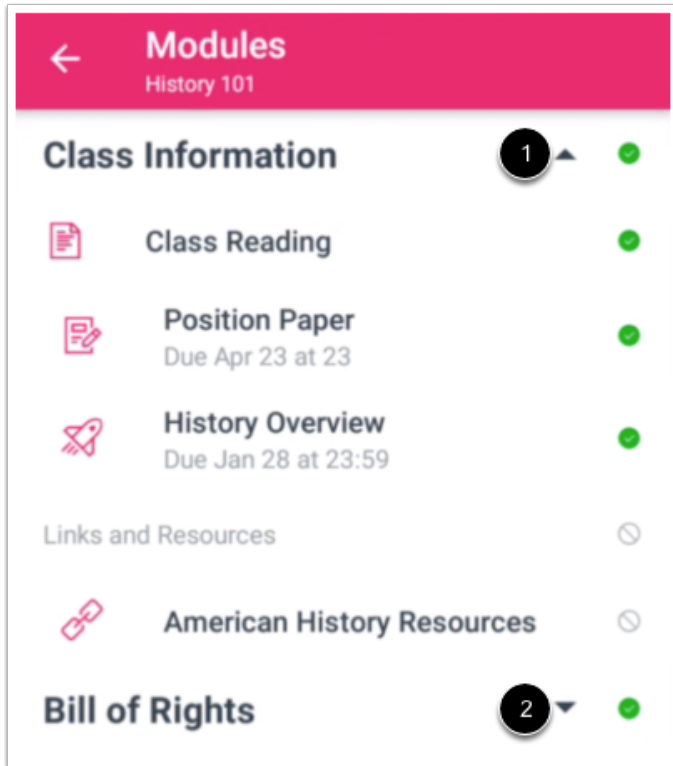
Module items display the item title [2] and, if applicable, due date [3].

All modules and module items display a draft state status. Published modules and module items display the **Published** icon [4].

Unpublished modules and module items display the **Unpublished** icon [5].

Note: You cannot edit modules or manage module settings from the Teacher app.

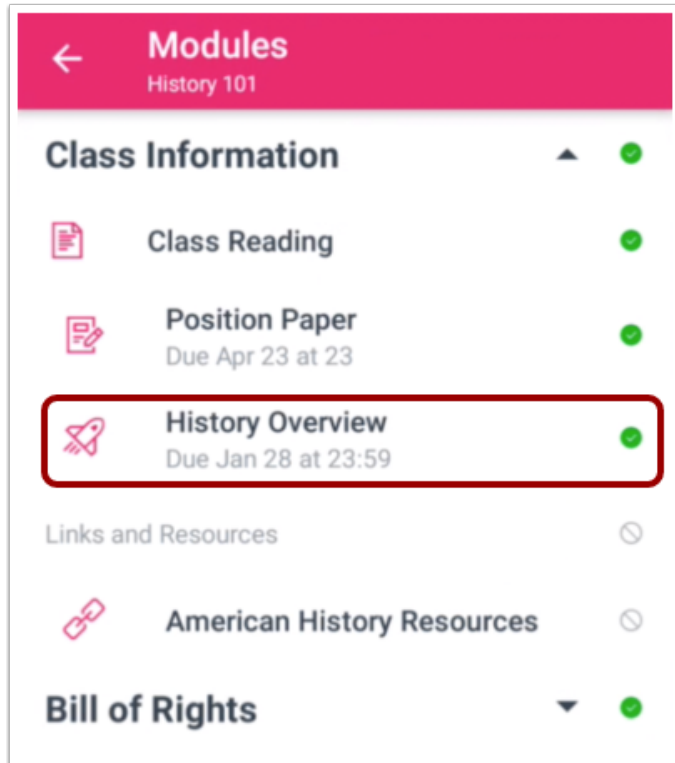
Collapse or Expand Modules



By default, modules are expanded and show all items in the module. To collapse a module, tap the **Collapse** icon [1].

To expand a collapsed module, tap the **Expand** icon [2].

Open Module Item



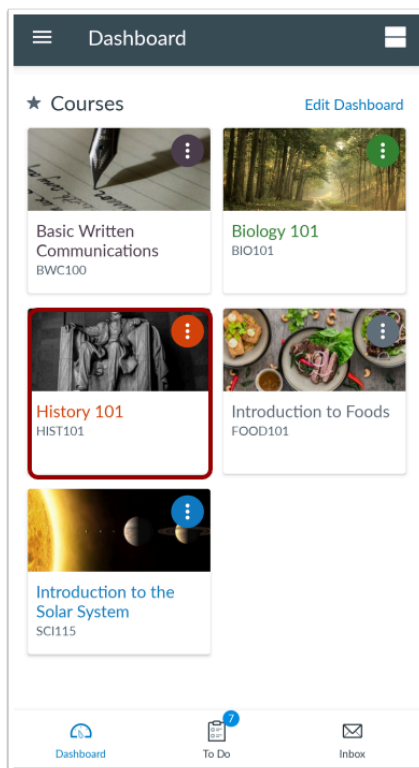
To open an module item, tap the name of the item.

How do I view Pages in the Teacher app in my Android device?

In the Canvas Teacher app, you can view and manage your course pages.

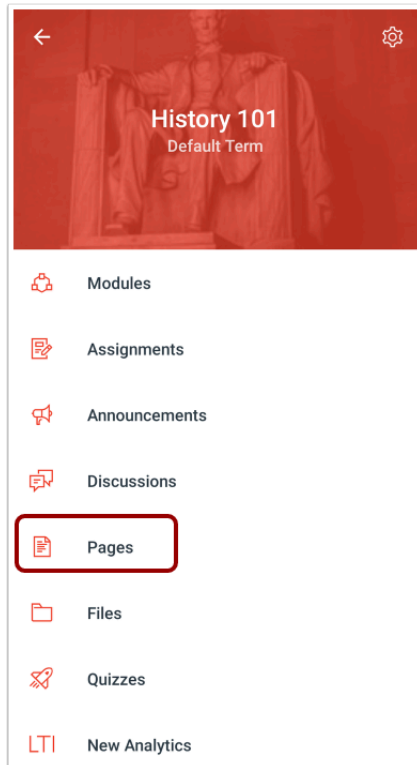
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course



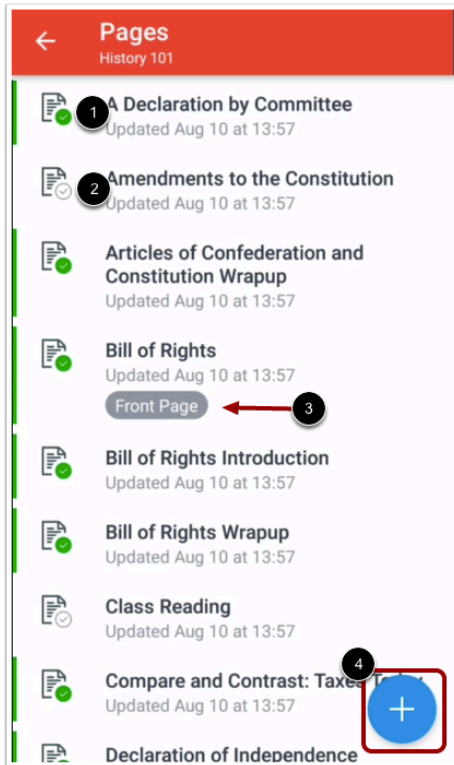
In the Dashboard, tap the name of the course you'd like to view.

Open Files



Tap the **Pages** link.

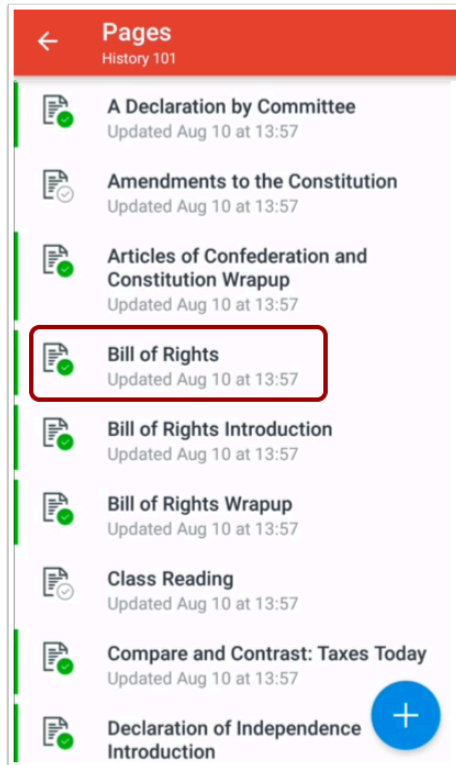
View Pages



Pages will display all your course pages. Published pages display a green Checkmark icon [1]. Unpublished pages display a gray Checkmark icon [2]. The front page of the course is indicated by the **Front Page** label [3].

To create a new page, tap the **Add** button [4].

Open Page



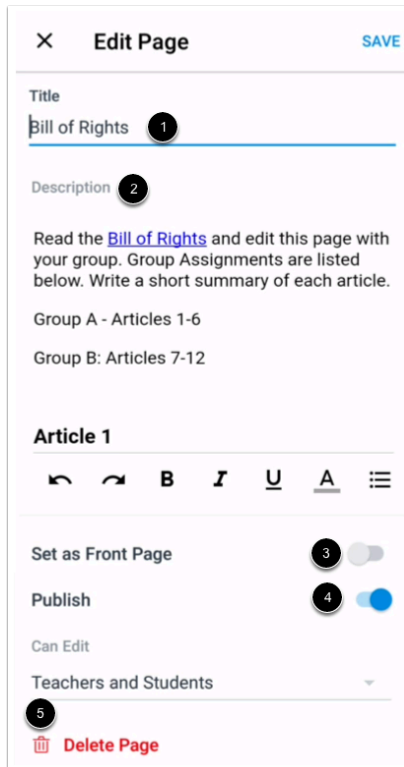
To open a page, tap the name of the page.

View Page



View your page. To edit the page, tap the **Edit** icon.

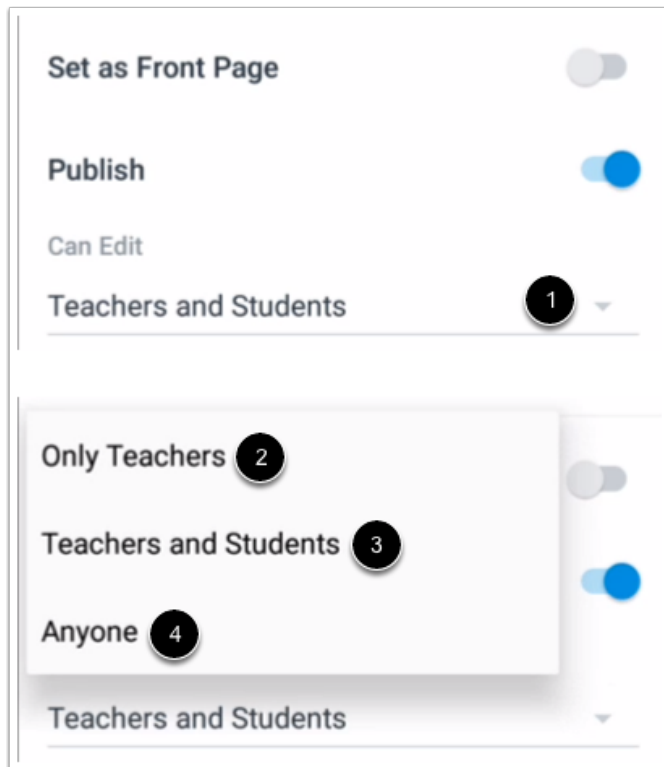
Edit Page



To edit the title of the page, enter the page name in the **Title** field [1]. To edit the description, enter your changes in the **Description** field [2].

To set the page as the front page, tap the **Set as Front Page** toggle button [3]. To publish or unpublish the page, tap the **Publish** toggle button [4].

To delete the page, tap the **Delete Page** icon [5].



To manage who can edit the page, tap the **Can Edit** menu [1]. Then select who can edit the page from the following options: only teachers [2], teachers and students [3], or anyone [4].

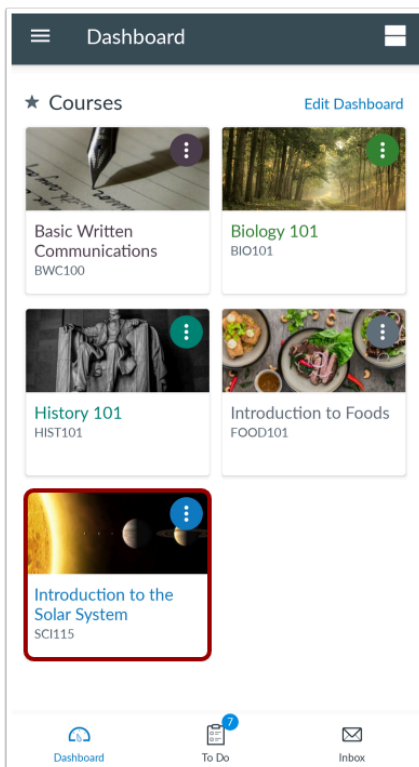
How do I view People in the Teacher app on my Android device?

In Canvas Teacher, you can view all users that belong to a course. You can also search for users or filter the view by role.

To find for more information on a user, [view the user's context card](#).

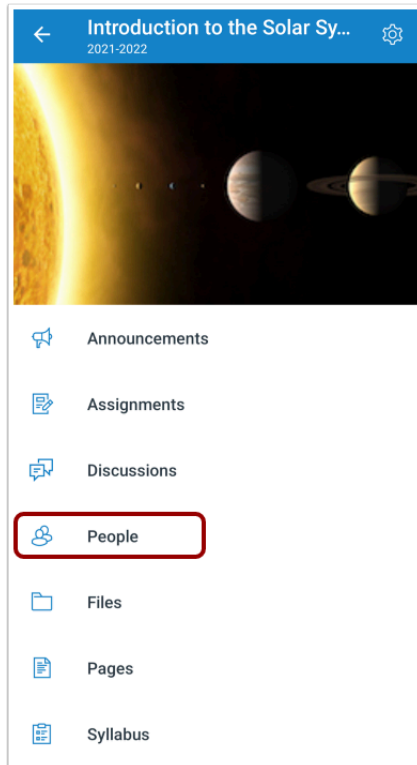
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course



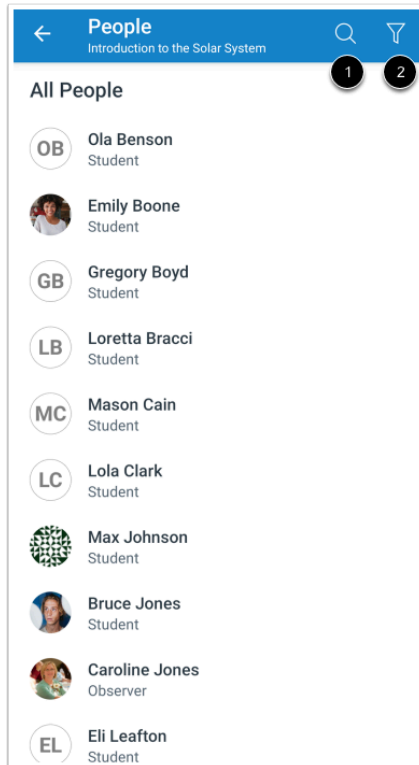
In the Dashboard, tap the name of the course you'd like to view.

Open People



Tap the **People** link.

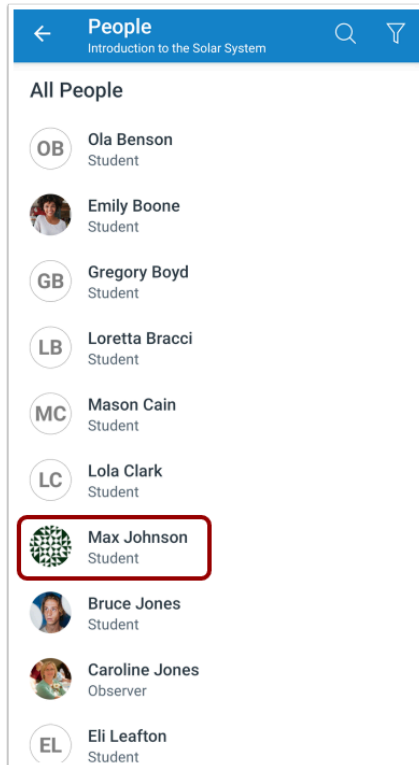
View People



People displays all the users that belong to the course.


To search for a user, click the **Search** icon [1]. To filter the people displayed on the page by section, tap the **Filter** icon [2].

Open Context Card




To view the context card for a user, tap the name of the user.

View Context Card



Max Johnson
 Introduction to the Solar System



Max Johnson
 maxjohnson@instructure.com
 Latest activity on Dec 14, 2021 at 11:41 AM.

Introduction to the Solar System
 Introduction to the Solar System

Grades


A
 Current grade

Submissions

--
Submitted


--
Late

--
Missing




Questions for NASA Guest Speakers
 Submitted

5/5



Chapter Twelve Discussion
 Submitted



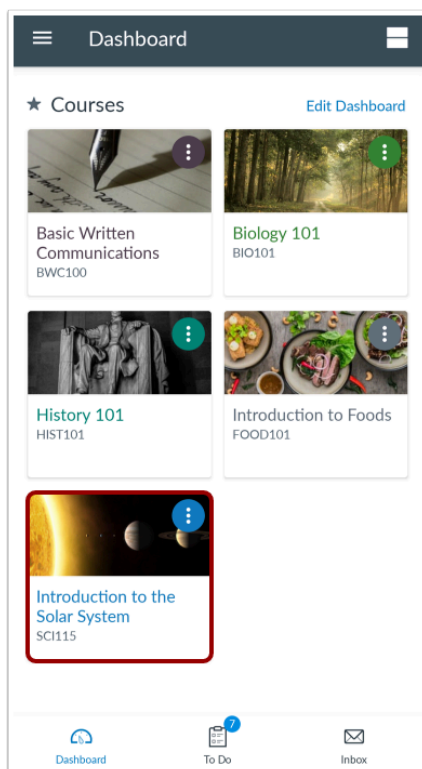
[View the user's context card.](#)

How do I view context cards in the Teacher app on my Android device?

In Canvas Teacher, you can open context cards to view information specific to students and other users in a course. Context cards can be opened by tapping a user's name from the People page, Submissions list, SpeedGrader, SpeedGrader comments, inbox messages, announcement replies, and discussion replies. This lesson explains how to open context cards from the People page.

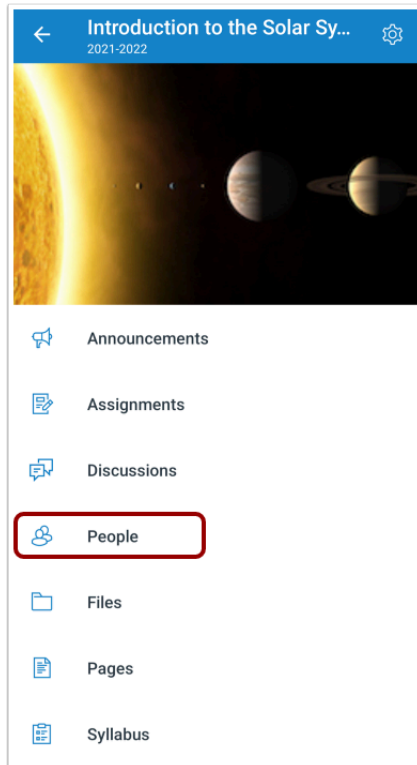
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course



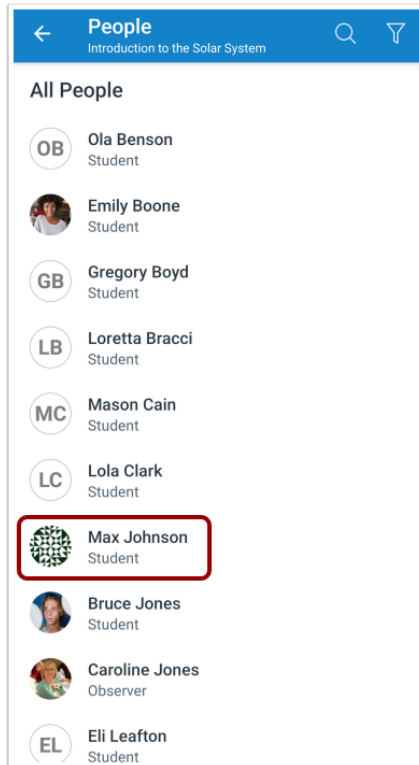
In the Dashboard, tap the name of the course you'd like to view.

Open People



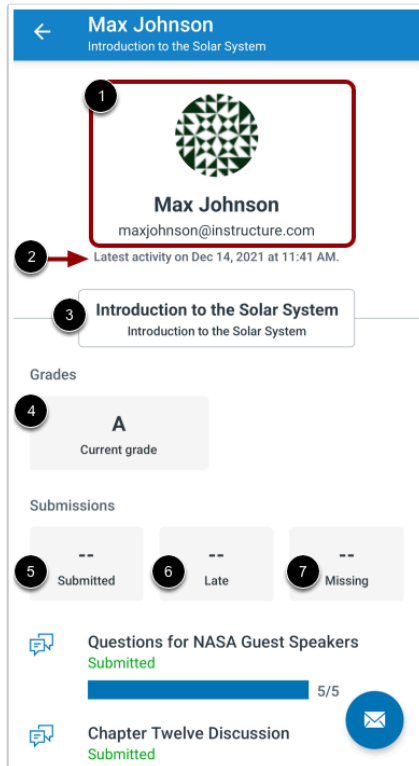
Tap the **People** link.

Open Context Card



To view the context card for a user, tap the name of the user.

View Student Context Card



The context card for a student includes their contact information [1], date/time of last activity [2], and course section [3].

The Grades section displays the total grade before all grades are posted [4] and the total grade after all hidden grades are posted. The grade before posting removes any grades that are currently hidden or muted and matches the grade displayed to the student. The grade after posting includes any grades that are currently hidden or muted. If a final grade override has been applied for the student, the override grade will also display in the Grades section.

The Submissions section displays the number of submitted assignments [5], the number of late assignments [6], and the number of missing assignments [7].


Note: The grade before posting and grade after posting displays for all courses and applies to courses that use post policies in the New Gradebook and courses that use muting grades in the Gradebook.












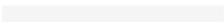



View User Context Card




Context cards for users other than students include contact information [1], date/time of last activity [2], and section [3].

View Assignments


Max Johnson
 Introduction to the Solar System

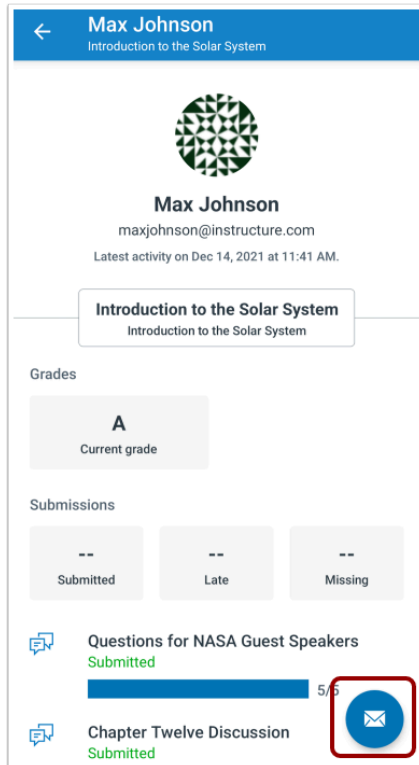
- 
Questions for NASA Guest Speakers
 Submitted
 5/5
- 
Chapter Twelve Discussion
 Submitted
 5/0
- 
Essay #2: Jupiter
 Submitted
 10/10
- 
Essay #1: The Rocky Planets
 Submitted
 50/50
- 
Pre-Test
 Submitted
 20/20
- 
Final Exam
 Submitted
 0/0
- 
Quiz #8: Neptune
 Submitted
 1/1
- 
Quiz #7: Uranus
 Submitted



You can view assignment information from a student's context card.

If the student's context card was opened from the People page, you can also open student submissions. To view or grade a student submission, tap name of the submission.

Message User



To message a user from a context card, tap the **Message** icon.

How do I view Quizzes in the Teacher app on my Android device?

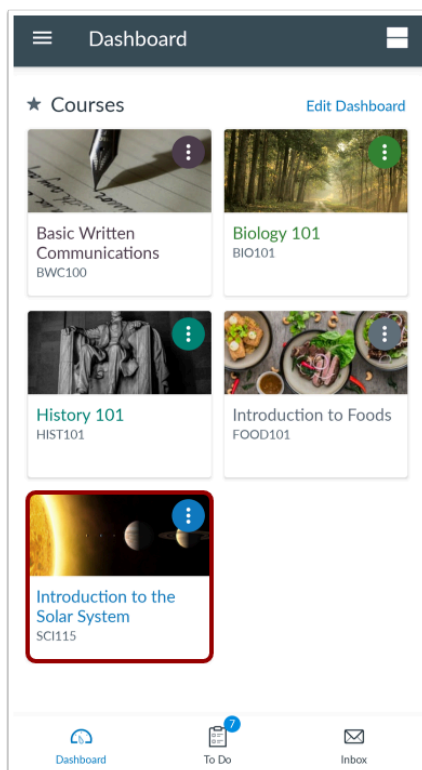
Canvas lets you view Quizzes from your mobile device. For each quiz, you can view the details of the quiz including the due date, points, number of questions, the time limit, and number of allowed attempts.

Canvas natively supports quizzes that contain Essay, Multiple Choice, Multiple Answer, Fill in the Blank, Matching, Numeric, or True/False questions. Any quizzes that do not contain supported question types are redirected to the web version of Canvas. Additionally, currently the app does not support one-question-at-a-time quizzes, quizzes with passcode restrictions, or quizzes with IP address restrictions.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

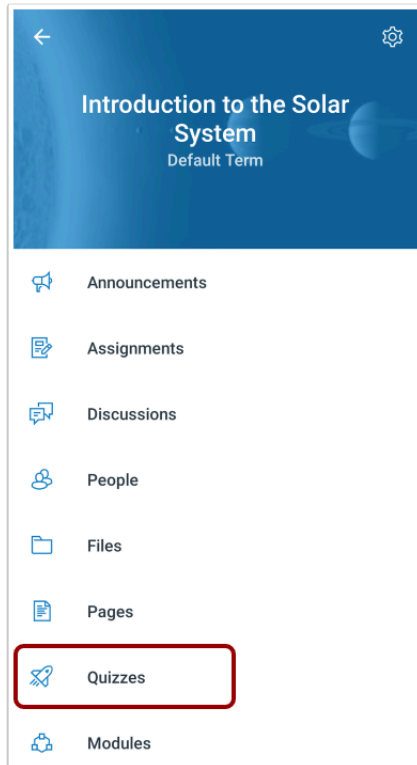
Note: Quiz questions cannot be edited in the Teacher app.

Open Course



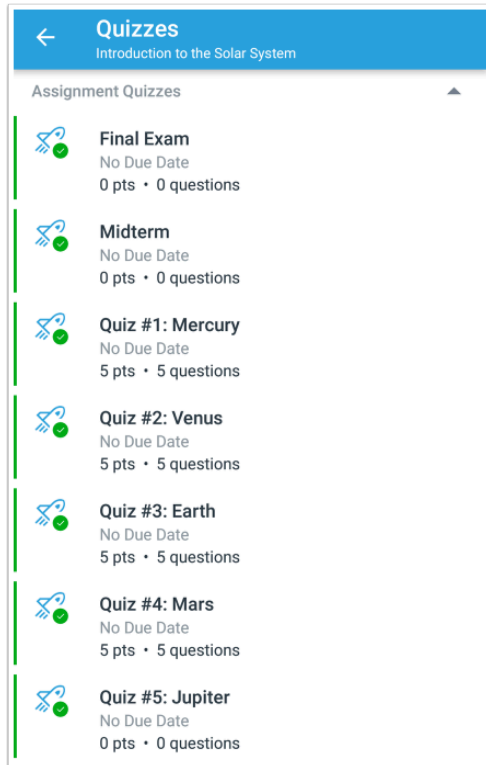
In the Dashboard, tap the name of the course you'd like to view.

Open Quizzes



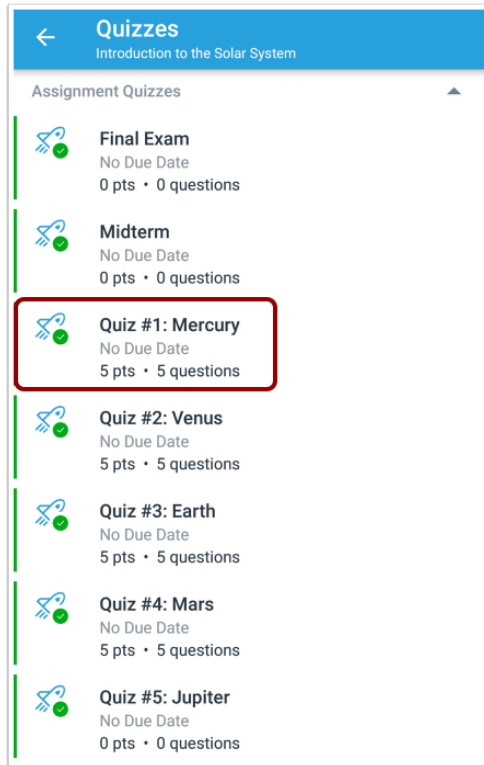
Tap the **Quizzes** link.

View Quizzes





Quizzes are organized by assignment group and due date.

Open Quiz




To view a quiz, tap the name of the quiz.


View Quiz


Quiz Details


Introduction to the Solar System

Quiz #1: Mercury
 5 pts ✔ Published

 Due

For: Everyone
Available from: -- 
Available to: --
No Due Date

Submissions

0


Graded

0

Need Grading

4

Not Submitted

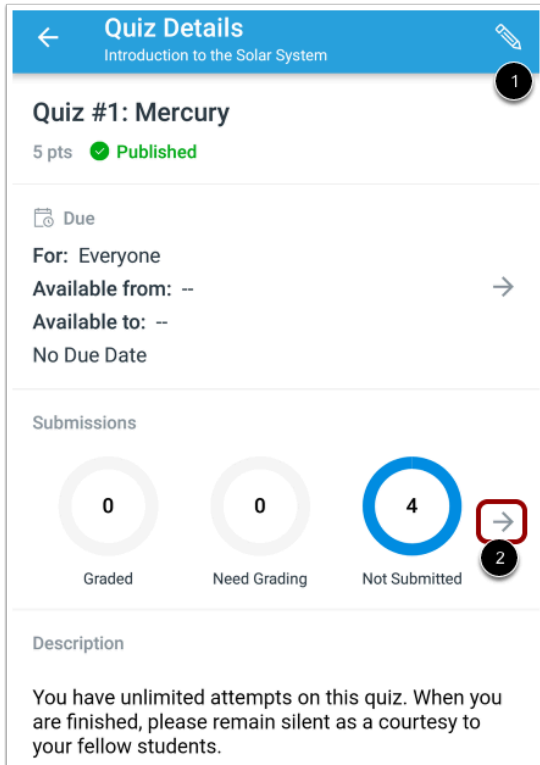


Description

You have unlimited attempts on this quiz. When you are finished, please remain silent as a courtesy to your fellow students.

For each quiz, you can view all the details for the quiz including the title, points, display grade, quiz type, due date, and quiz details.

Manage Quiz





To edit the quiz details, tap the **Edit** icon [1]. You can edit the title, description, quiz type, quiz status, access code requirement, and due and availability dates.

To [view submissions](#) for the quiz, tap the **Submissions** link [2].

Note: Quiz questions cannot be edited in the Teacher app.

Preview Quiz

 **Quiz Details** 

Introduction to the Solar System

Description

You have unlimited attempts on this quiz. When you are finished, please remain silent as a courtesy to your fellow students.

Quiz Type: Graded Quiz

Points: 5.0

Assignment Group: Quizzes

Shuffle Answers: No

Time Limit: No Time Limit

Multiple Attempts: Yes

Score to Keep: Highest

Attempts: Unlimited

View Responses: Always

Show Correct Answers: Immediately

One Question At a Time: No

Preview Quiz

To preview the quiz, scroll to the bottom of the quiz details and tap the **Preview Quiz** button.

Depending on the type of quiz, you may be directed to the web version of Canvas.

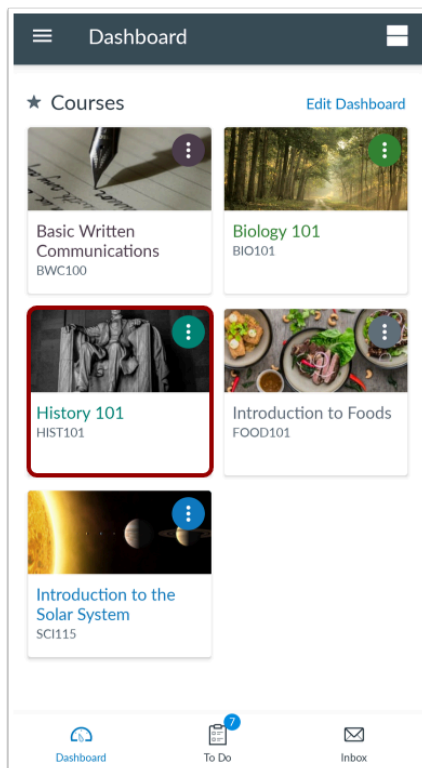
How do I view and edit the Syllabus in the Teacher app on my Android device?

If you are using a syllabus, Canvas lets you access the Syllabus page and course summary list from your mobile device. You can also choose to disable the Course Summary.

The Course Summary is enabled by default. It is automatically generated based on assignments and events within a course. Items within the Course Summary can only be changed by editing or deleting the assignments or events. All assignments (unpublished and published) are listed in the syllabus for instructors.

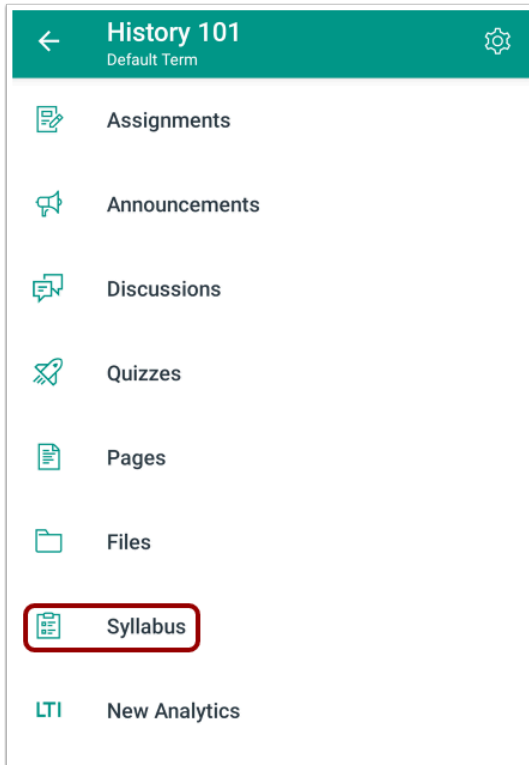
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course



In the Dashboard, tap the name of the course you'd like to view.

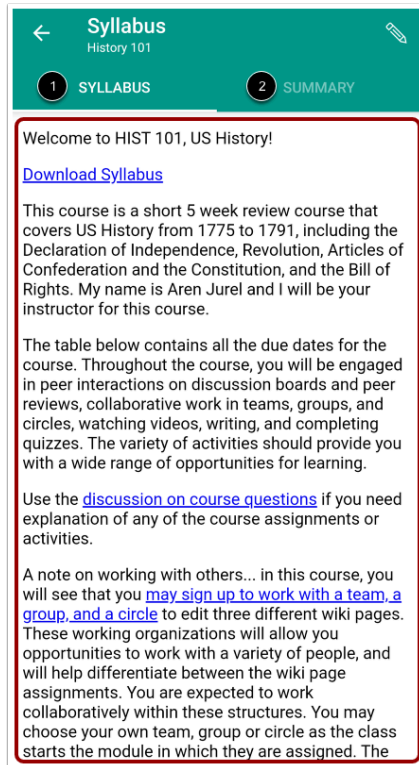
Open Syllabus



Tap the **Syllabus** link.

Note: You may need to swipe your screen to view the Syllabus link in the Course Navigation menu.

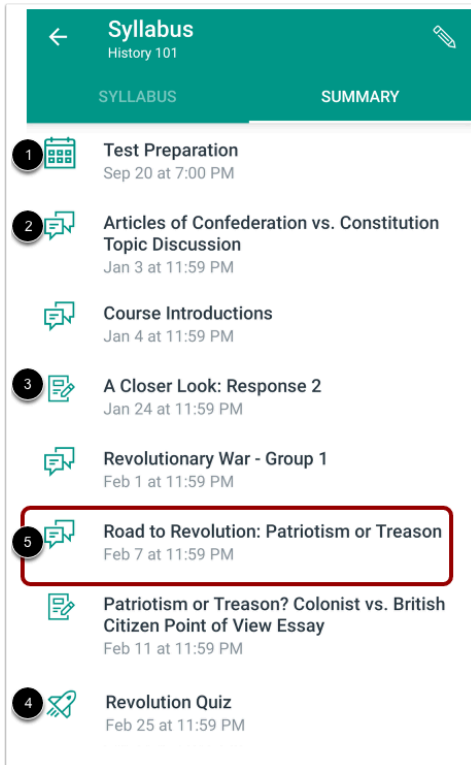
View Syllabus



View your course syllabus [1].

To view your assignments and events, tap the **Summary** tab [2].

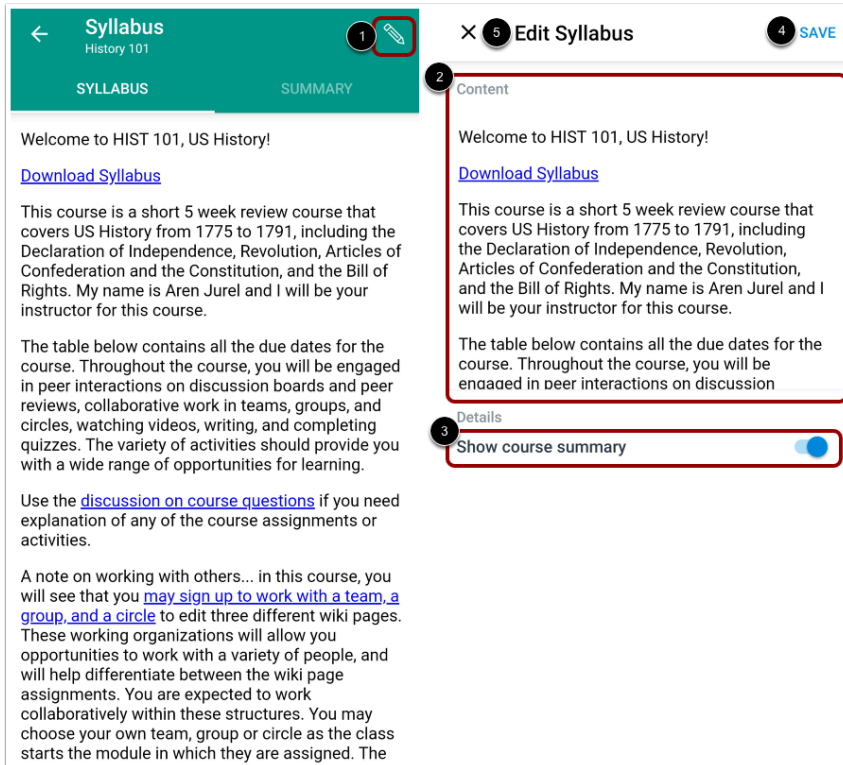
View Course Summary



View the course summary list. The course summary list includes course events [1], discussions [2], assignments, [3], and quizzes [4]. Items in the course summary list are organized by date.

To open an assignment or event, tap the name of the item [5].

Edit Syllabus



To edit your syllabus, tap the **Edit** icon [1]. Make any changes to your syllabus in the Content field [2].

The Course Summary is enabled by default. It is automatically generated based on assignments and events within a course. Items within the Course Summary can only be changed by editing or deleting the assignments or events. All assignments (unpublished and published) are listed in the syllabus for instructors.

To disable the Course Summary, tap the **Show Course Summary** toggle button [3].

When you are finished making changes, tap the **Save** link [4]. To cancel making changes, tap the **Close** icon [5].

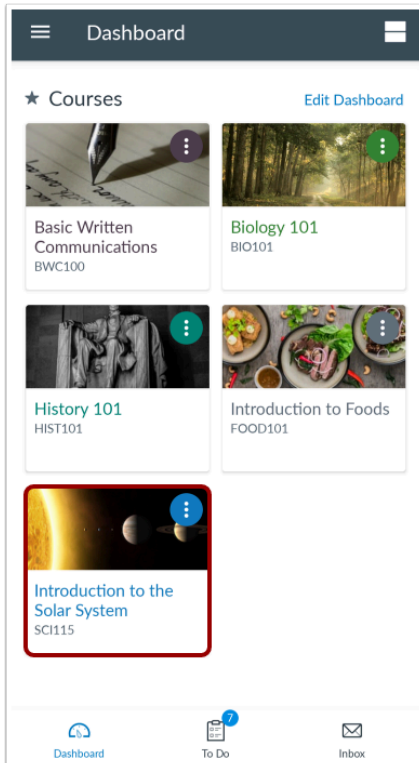
How do I use Announcements Redesign in the Teacher app on my Android device?

Canvas Teacher helps you view and manage Announcements in your Canvas courses.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

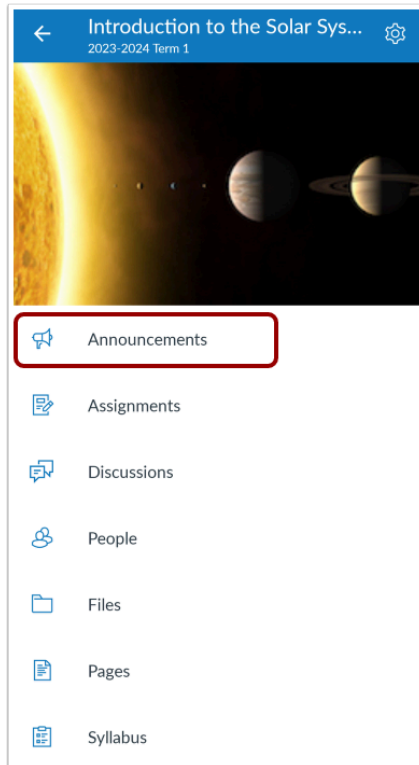
Note: This lesson shows how to view announcement thread replies using Announcements Redesign. If your announcements don't look the same as what's shown in this lesson, please view how to [view replies in the classic Announcements interface](#).

Open Course



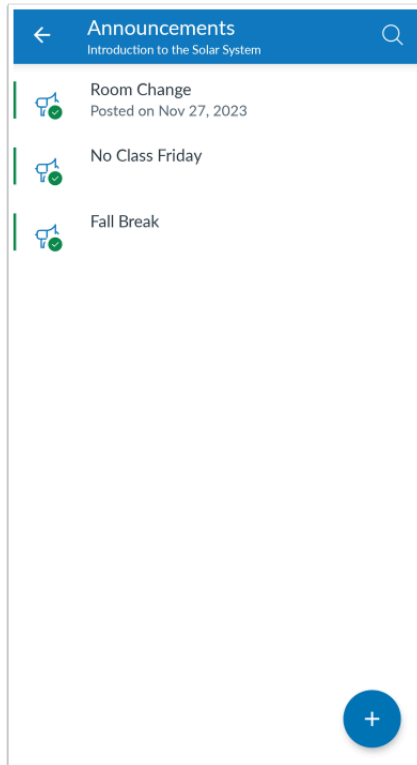
In the Dashboard, tap the name of a course.

Open Announcements



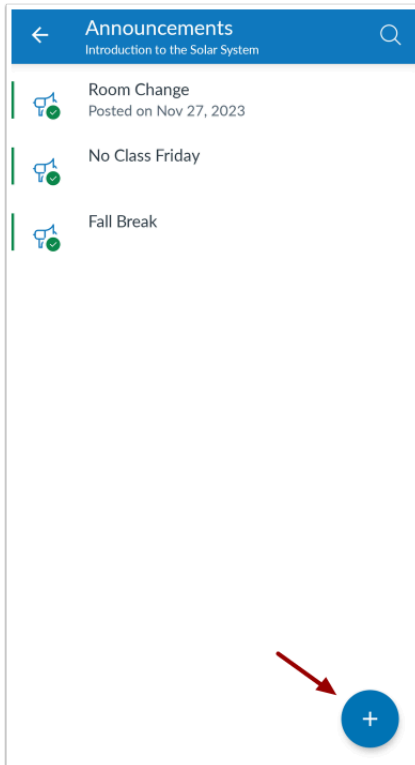
Tap the **Announcements** link.

View Announcements



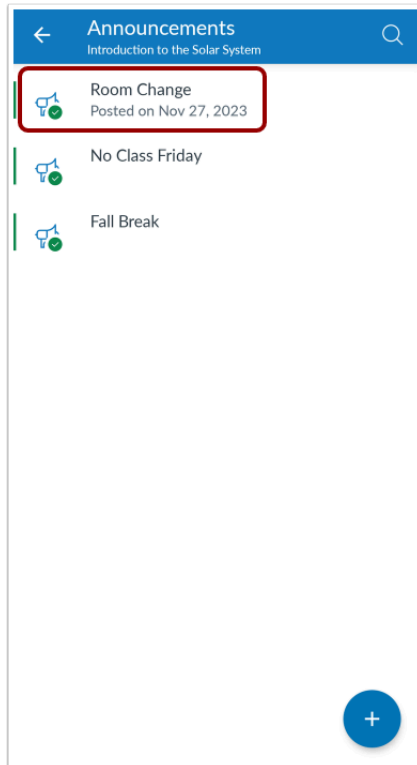
Announcements displays all the announcements in your course. Announcements are ordered by creation date with the most recent at the top.

Add Announcement



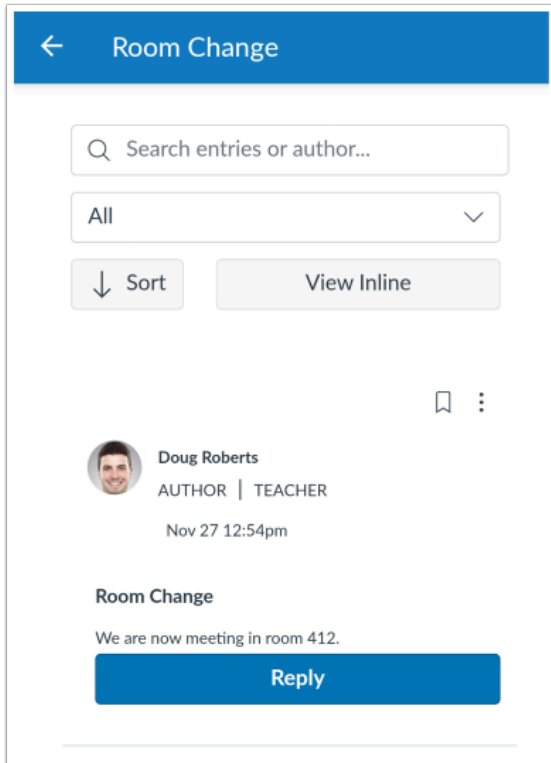
To [add an announcement](#), tap the **Add** icon.

Open Announcement



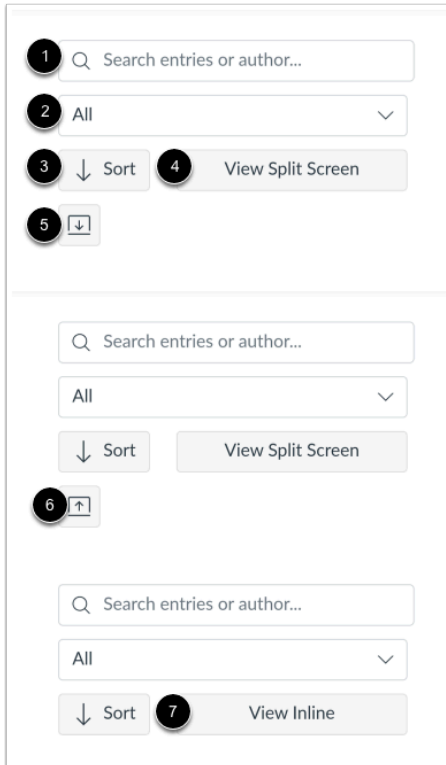
To open an announcement, tap the announcement name.

View Announcement



View the announcement.

View Announcement Toolbar



The Announcement Toolbar remains at the top of the announcement when you are viewing announcement replies.

To search for replies or specific authors, enter your terms in the **Search** field [1].

To filter replies, click the **All** drop-down menu [2]. You can filter by all replies or unread replies.

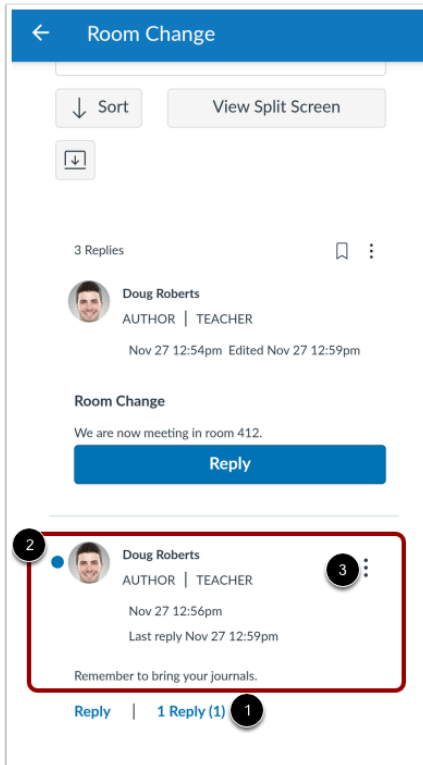
To sort replies by newest or oldest, click the **Sort** button [3].

To view threaded replies in a split screen sidebar, click the **View Split Screen** button [4].

To view threaded replies all at once, click the **Expand Threads** button [5]. You can collapse the threaded replies by clicking the **Collapse Threads** button [6].

To view threaded replies inline, click the **View Inline** button [7].

View Inline Announcement Thread Replies

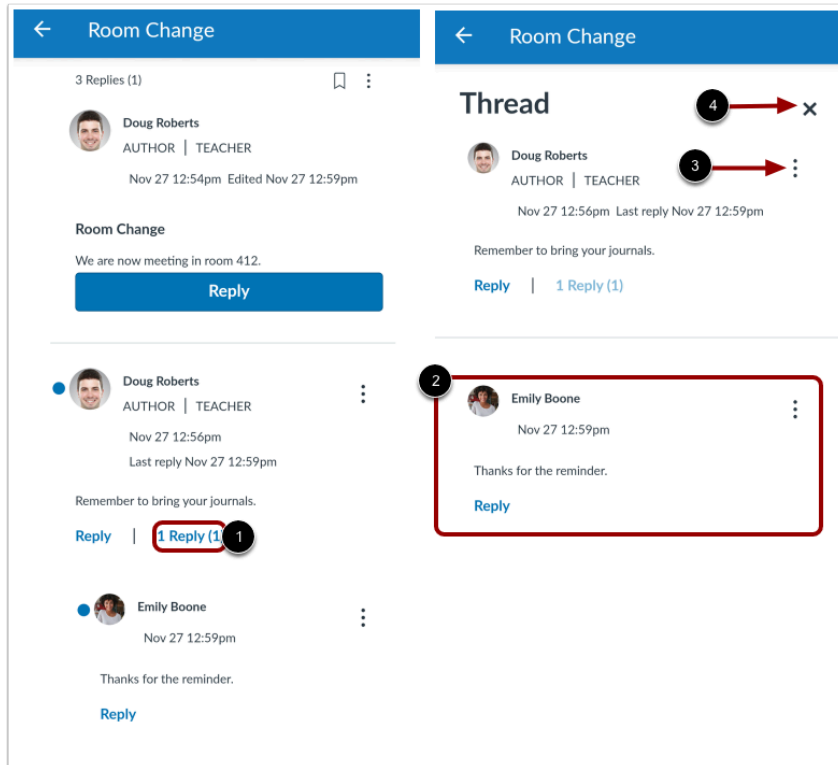


To expand the announcement thread replies inline, click the **# of replies** link [1].

View the read and unread replies [2].

To view threaded replies options, click the **Options** icon [3]. You can mark replies as read/unread, mark threaded replies as read/unread, return to the topic, quote the reply, or report the reply.

View Split Screen Announcement Thread Replies



When viewing split screen announcement thread replies, you can collapse and expand the announcement thread replies sidebar. When an announcement thread reply is collapsed, you can view the reply indicators showing the number of unread and total replies.

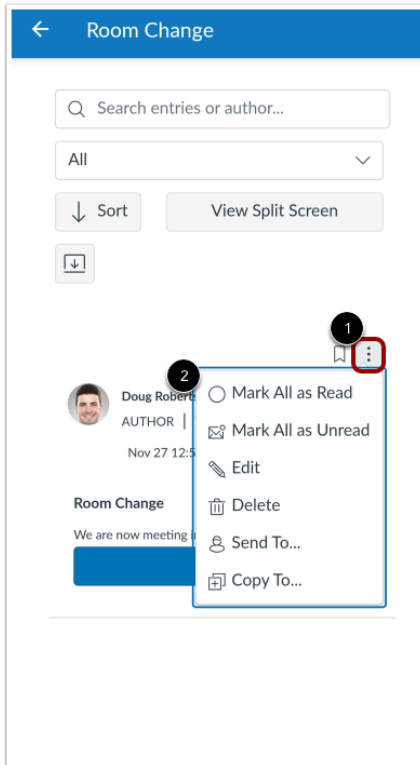
To expand the announcement thread replies sidebar, click the **# of replies** link [1].

View the read and unread replies [2].

To view threaded replies options, click the **Options** icon [3].

To collapse the announcement thread replies sidebar, click the **Close** icon [4].

Manage Announcement



To manage the announcement, tap the **Options** icon [1]. You can mark the replies are read or unread, edit the announcement, and delete the announcement [2].

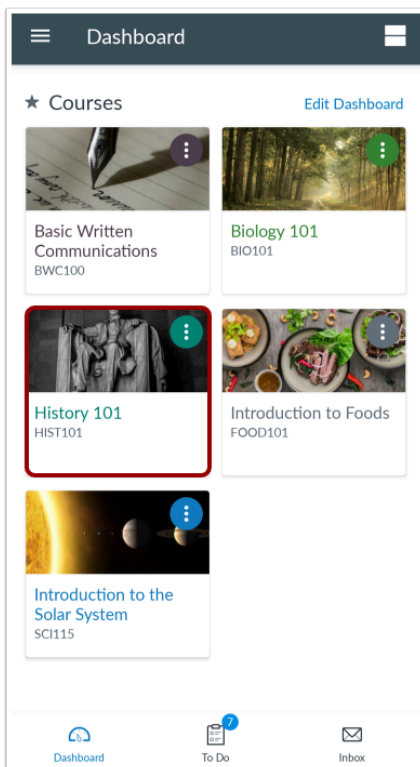
How do I use Discussions Redesign in the Teacher app on my Android device?

In Canvas Teacher, you can keep track of all course discussions using Discussions Redesign.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

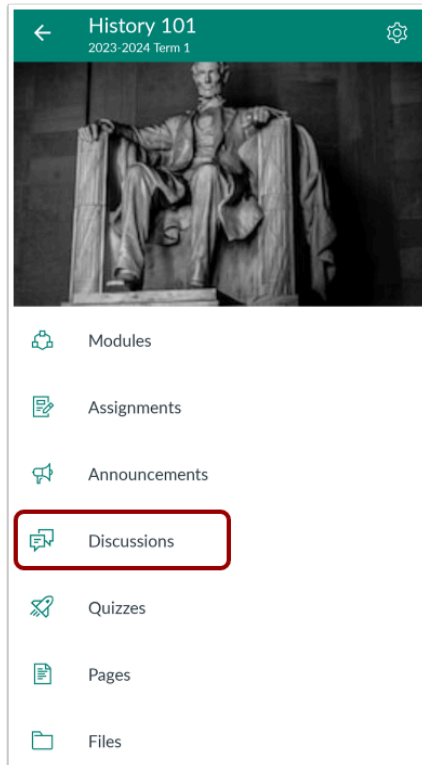
Note: This lesson shows how to view discussion thread replies using Discussions Redesign. If your discussions don't look the same as what's shown in this lesson, please view how to [view replies in the classic Discussions interface](#).

Open Course



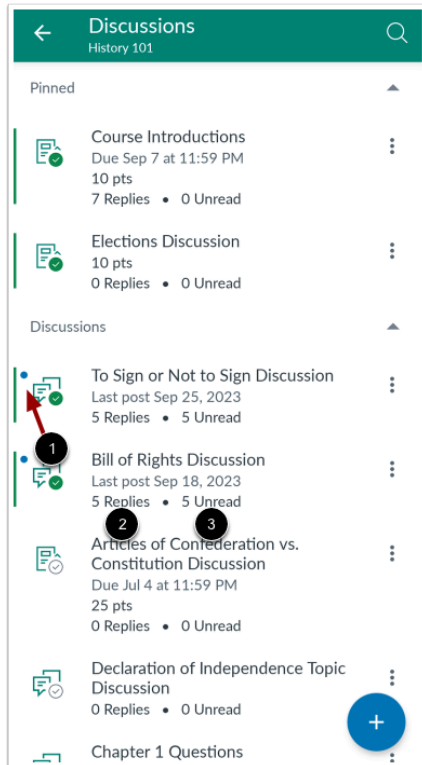
In the Dashboard, tap the name of the course you'd like to view.

Open Discussions



Tap the **Discussions** link.

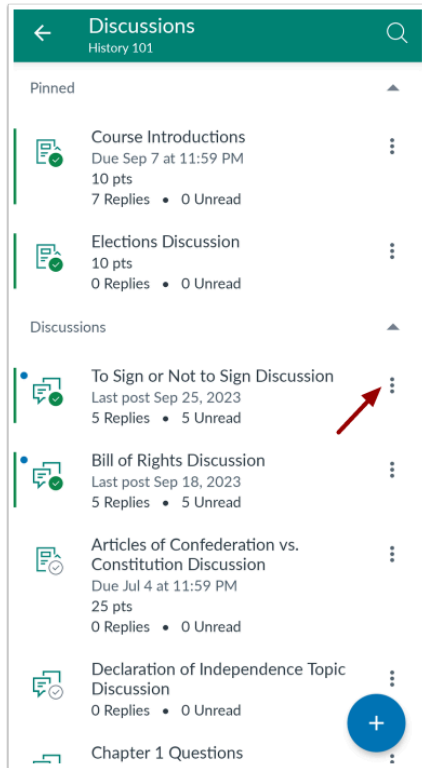
View Discussions



The most recent discussion always appears at the top. However, replies to the discussions stay housed within the discussion itself. Unread replies are indicated by a dot next to the discussion [1]. You can view the number of total replies [2] and the number of replies you have not read within each discussion [3].

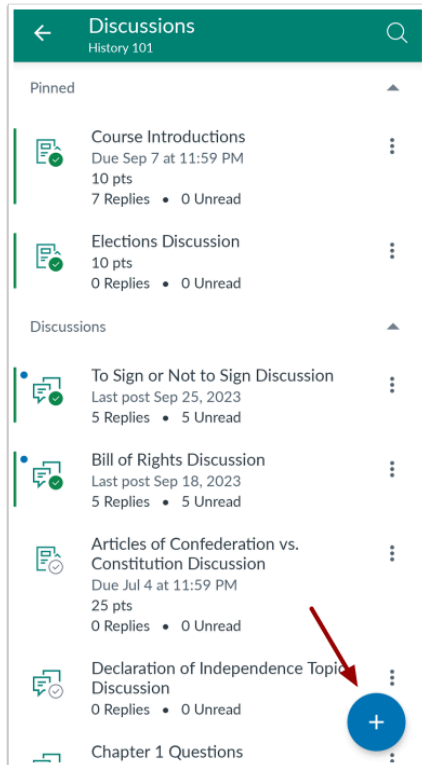
Swipe your device from top to bottom to quickly refresh Discussions.

Manage Discussions



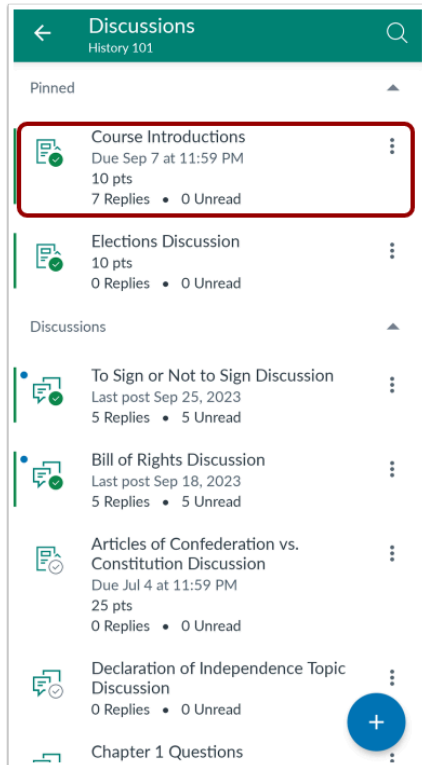
To pin or unpin, close a discussion to comments, or delete a discussion thread, tap the **More Options** icon.

Add Discussion



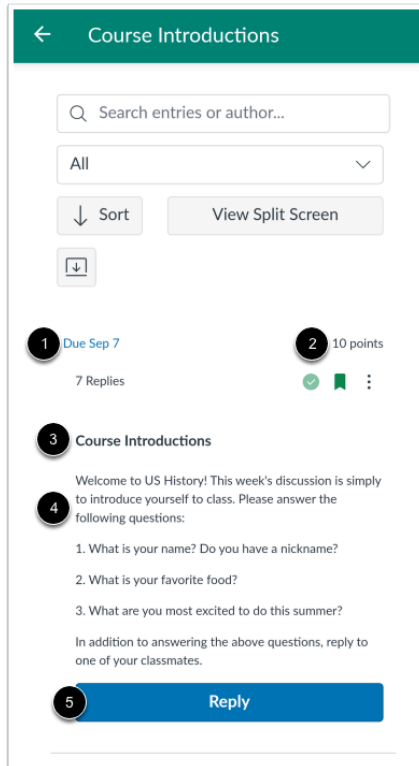
To [add a discussion](#), tap the **Add** icon.

Open Discussion



To view a discussion thread, tap the name of the thread.

View Discussion

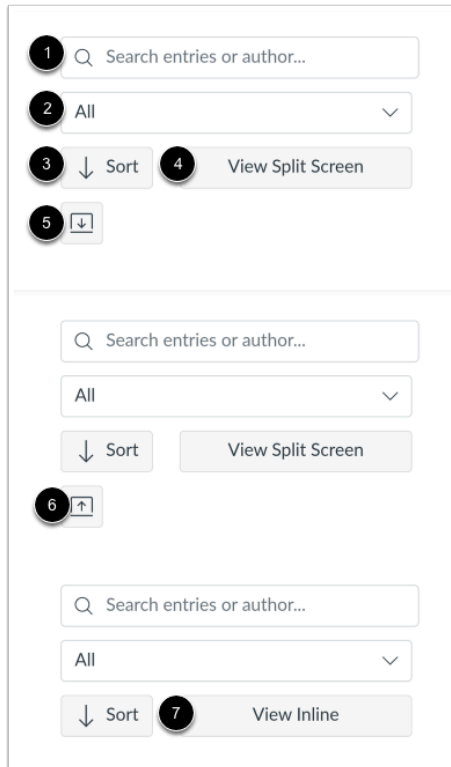


For each discussion, you can view the due date [1], point value [2], title [3], and description [4].

To [reply to the discussion](#), click the **Reply** button [5].

Note: When opening an anonymous discussion, you are prompted to open the anonymous discussion in a web browser.

View Discussion Toolbar



The Discussion Toolbar remains at the top of the discussion topic when you are viewing discussion replies.

To search for replies or specific authors, enter your terms in the **Search** field [1].

To filter replies, click the **All** drop-down menu [2]. You can filter by all replies or unread replies.

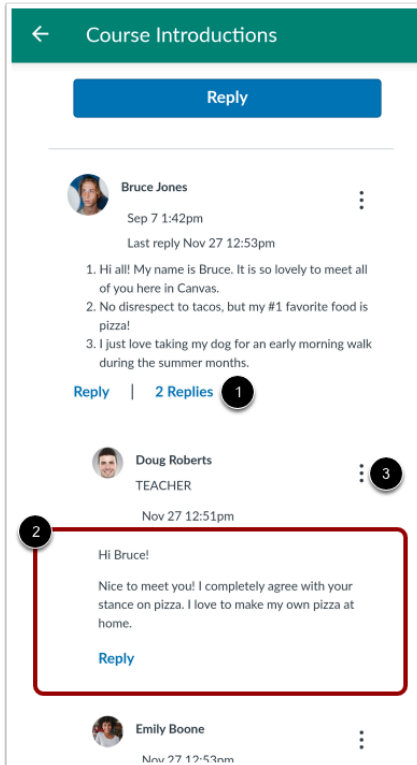
To sort replies by newest or oldest, click the **Sort** button [3].

To view threaded replies in a split screen sidebar, click the **View Split Screen** button [4].

To view threaded replies all at once, click the **Expand Threads** button [5]. You can collapse the threaded replies by clicking the **Collapse Threads** button [6].

To view threaded replies inline, click the **View Inline** button [7].

View Inline Discussion Thread Replies

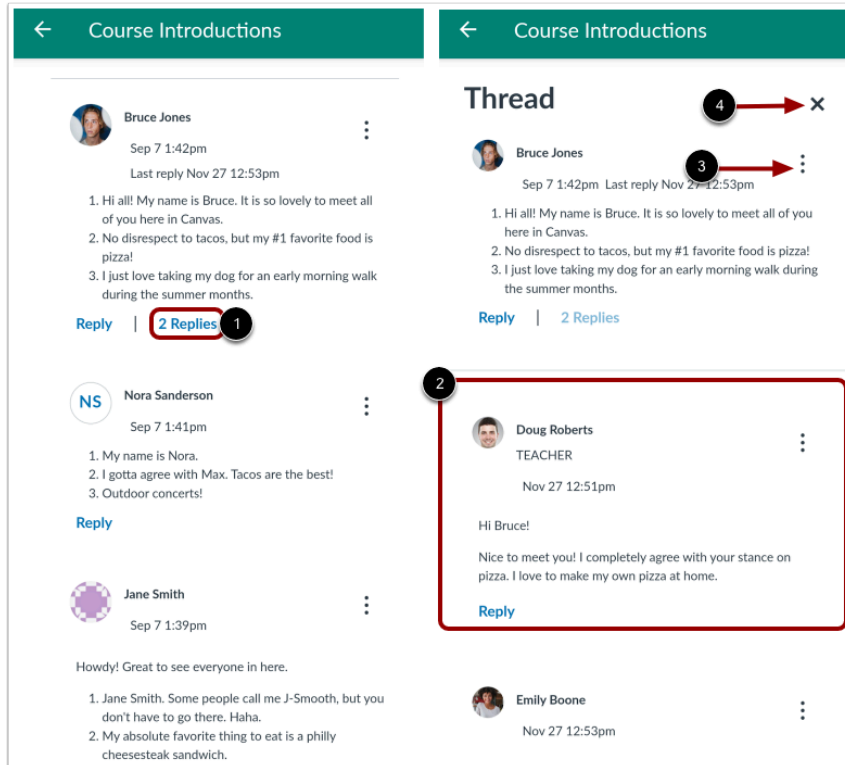


To expand the discussion thread replies inline, click the **# of replies** link [1].

View the read and unread replies [2].

To view threaded replies options, click the **Options** icon [3]. You can mark replies as read/unread, mark threaded replies as read/unread, return to the topic, quote the reply, or report the reply.

View Split Screen Discussion Thread Replies



When viewing split screen discussion thread replies, you can collapse and expand the discussion thread replies sidebar. When a discussion thread reply is collapsed, you can view the reply indicators showing the number of unread and total replies.

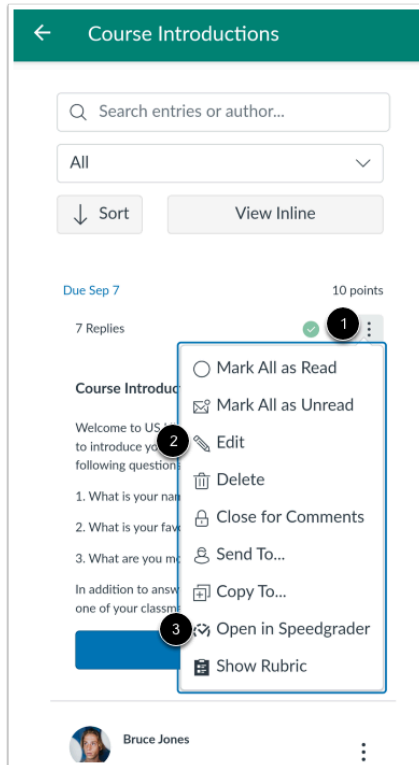
To expand the discussion thread replies sidebar, click the **# of replies** link [1].

View the read and unread replies [2].

To view threaded replies options, click the **Options** icon [3]. You can mark replies as read/unread, mark threaded replies as read/unread, return to the topic, quote the reply, or report the reply.

To collapse the discussion thread replies sidebar, click the **Close** icon [4].

Manage Discussion



To manage the discussion, tap the **More Options** icon [1].

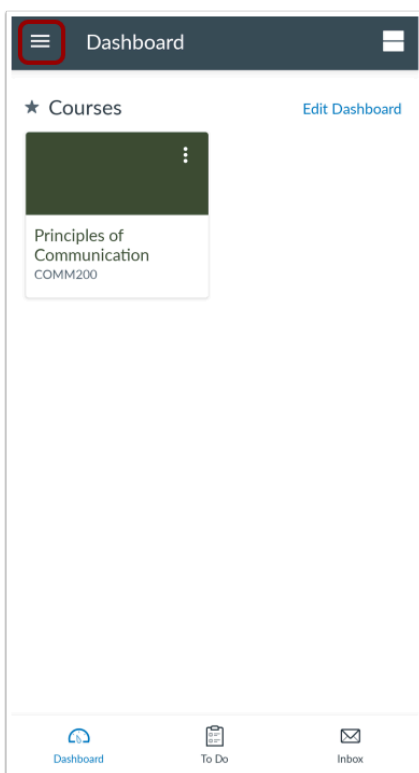
To edit the discussion, tap the **Edit** link [2]. To view the discussion in SpeedGrader, tap the **Open in Speedgrader** link [3].

Admin Features

How do I act as a user in the Teacher app on my Android device as an admin?

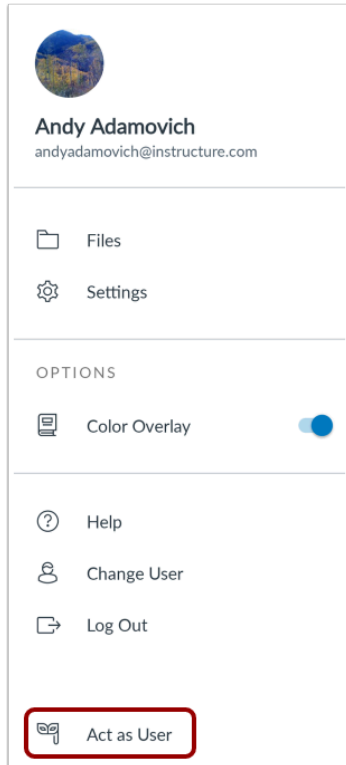
If you are an admin, you can act as instructors in the Teacher app and take any action in the app as if they were the instructor. Only account-level users with the Act as users account permission can act as other users. This permission does not apply to sub-account admins.

Open User Menu



Tap the **Menu** icon.

Act as User




Tap the **Act as User** link.

Note: If the Act as User link is not available in your User Menu, you do not have the permission to perform this action.

Enter User ID

× Act as User



"Act as" is essentially logging in as this user without a password. You will be able to take any action as if you were this user, and from other users' points of views, it will be as if this user performed them. However, audit logs record that you were the one who performed the actions on behalf of this user.

1

2

3

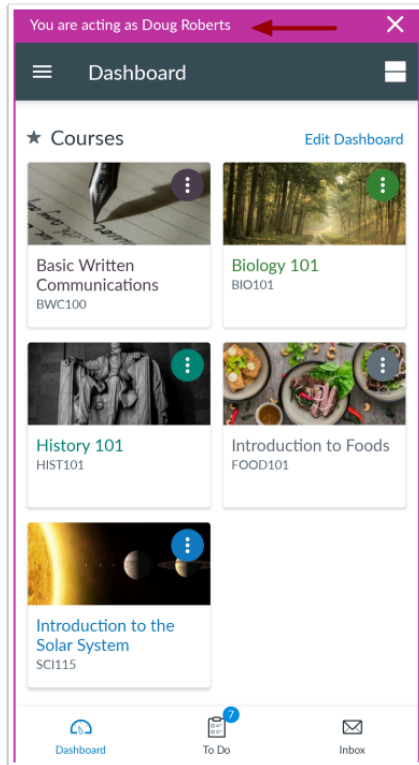
Act as User

View the domain in the **Domain** field [1]. It will already be populated for you.

In the **User ID** field [2], enter the Canvas ID number for the user. Then tap the **Act as User** button [3].

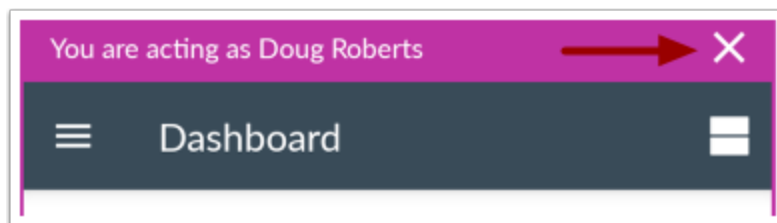
Note: The user's Canvas ID can be found as part of the user's URL in the web version of Canvas. Make sure you have the user's ID associated with the correct Canvas URL

View App as User



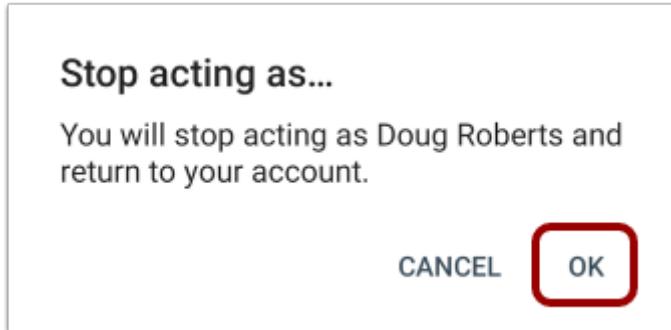
View the Teacher app as the user. A magenta border will display on every page while you are acting as the user.

Stop Acting as User



To stop acting as user, tap the **Close** icon.

Return to Account



To confirm and return to your account, tap the **OK** button.