

# CANVAS TEACHER IOS GUIDE



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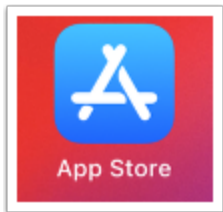


## General Information

## How do I download the Teacher app on my iOS device?

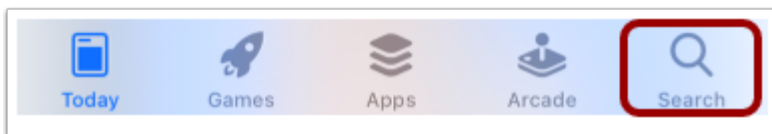
If you are an instructor, download the Canvas Teacher app on your iOS device for easier accessibility to course content.  
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open App Store



Open your iOS device and tap the **App Store** icon.

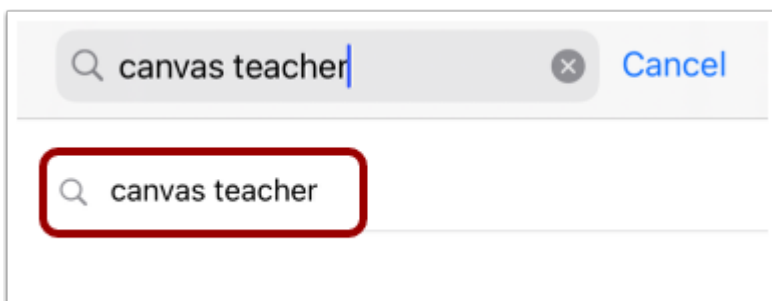
### Open Search



In phone devices, tap the **Search** icon at the bottom of the screen.

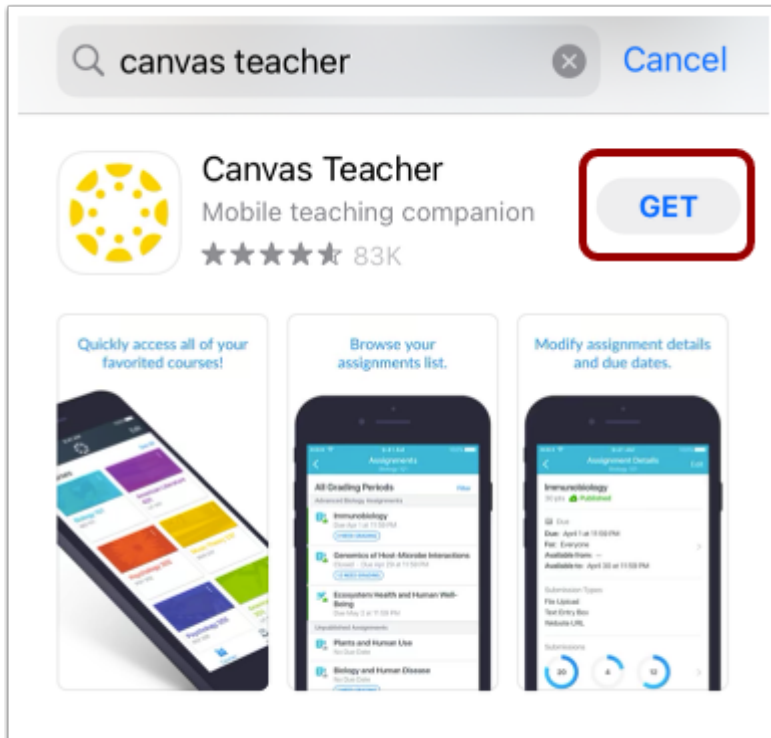
In tablet devices, tap the Search field at the top of the App Store.

### Search for App



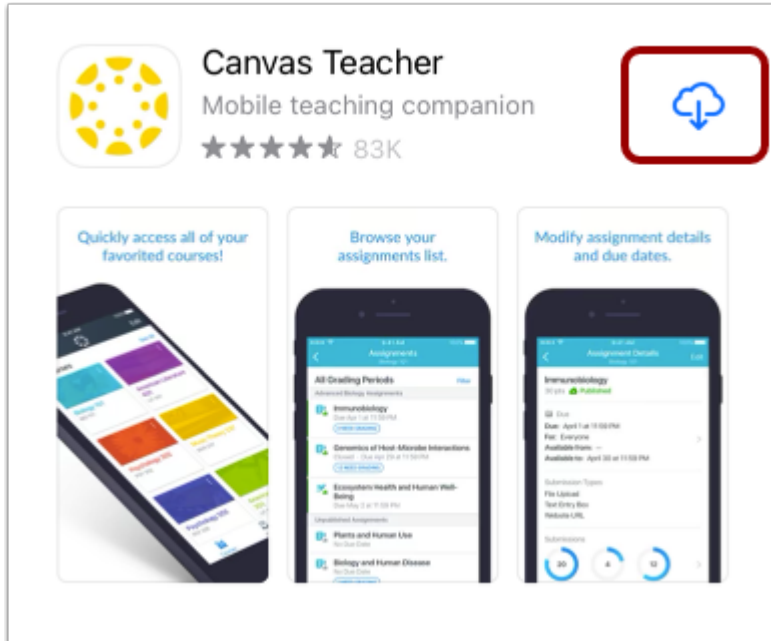
In the search field, enter Canvas Teacher. Tap the full name when it appears.

## Select App



Tap the **Get** button.

## Install App



Tap the **Install** button.

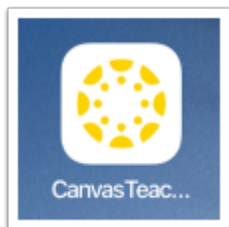
**Note:** The App Store may ask for your App Store password to download the app.

## Open App



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

## View App on iOS Home Screen



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

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

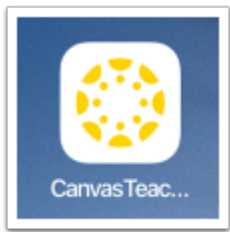
Once you [download the Canvas Teacher app](#) from the App store, you can use the app to log in to your Canvas account.

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](#).

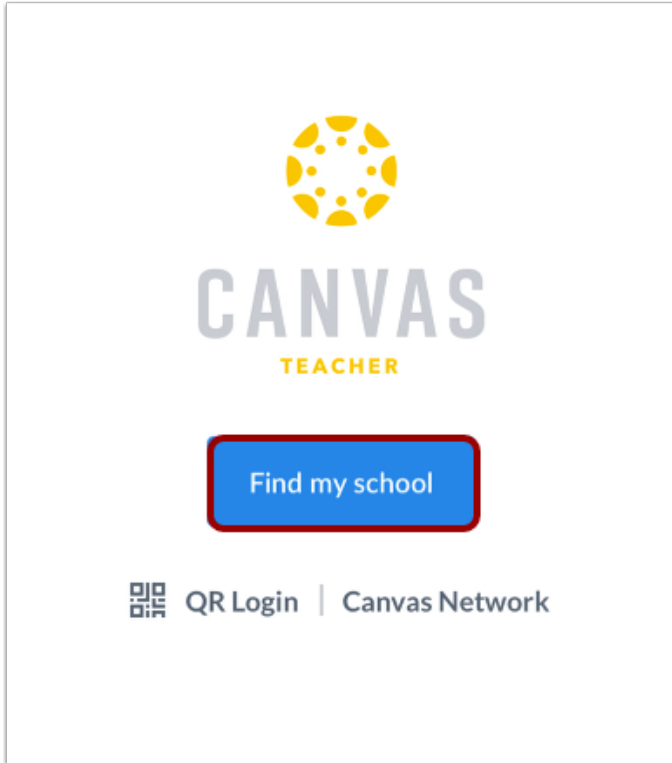
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open Canvas Teacher App



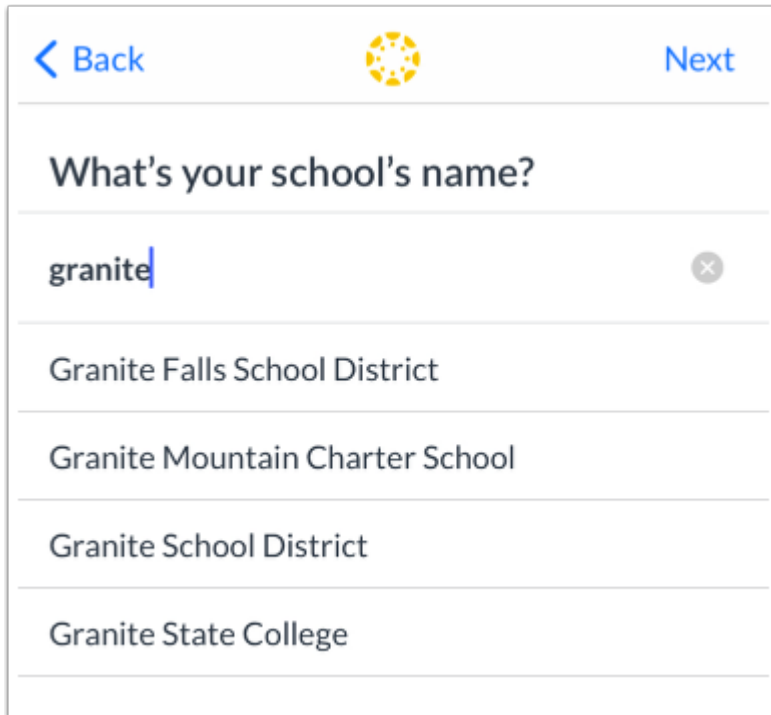
Open your device and tap the **Canvas Teacher** icon.

## Find Institution



Tap the **Find My School** button.

## Search for Institution Name



< Back

Next

What's your school's name?

granite

Granite Falls School District

Granite Mountain Charter School

Granite School District

Granite State College

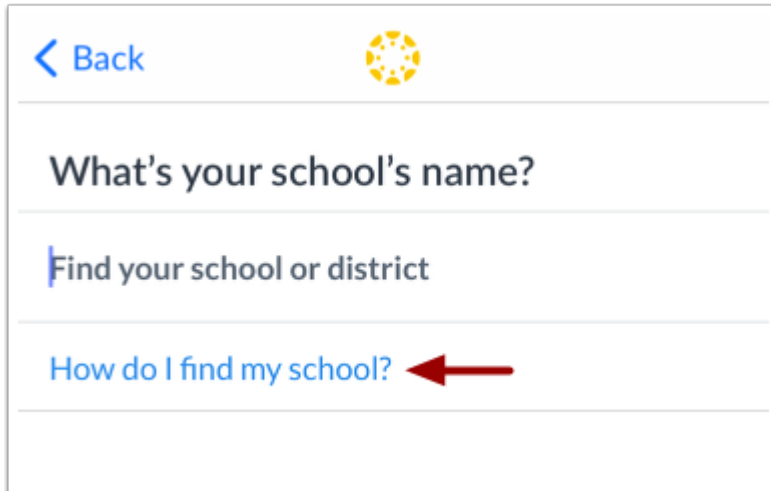
Enter the name of your institution or school district. If the full name appears in the search list, tap the name.

### 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.



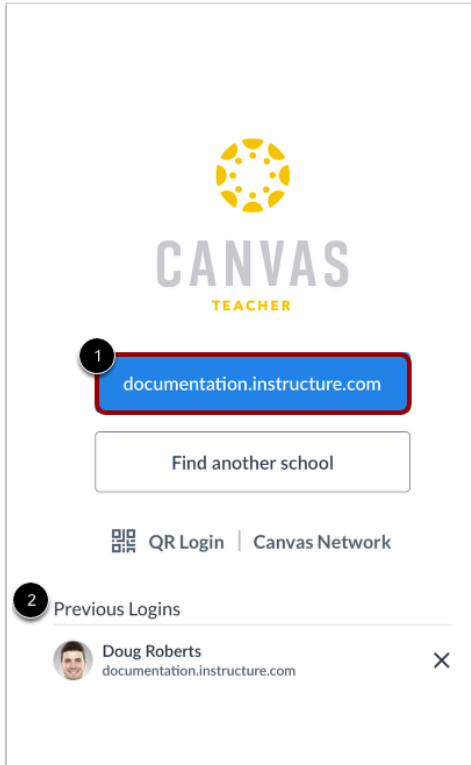
## Enter Canvas URL



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 **How do I find my school?** link. Or you can [log in using a QR code](#), which does not require knowing your Canvas URL.

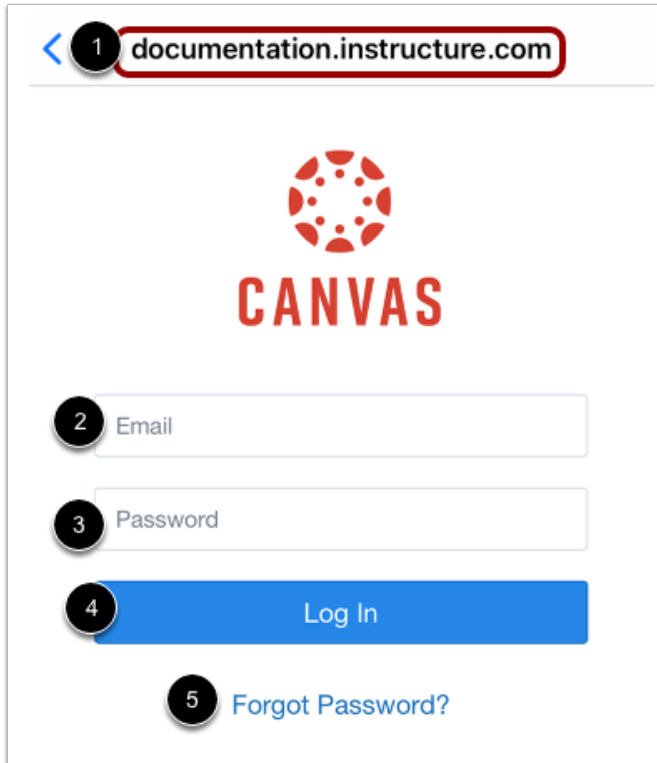
## View Previous Canvas URL



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 iOS login interface. At the top, a back arrow is followed by a red-bordered address bar containing the URL 'documentation.instructure.com', with a '1' in a black circle next to it. 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 'Email' with a '2' in a black circle, and the second is labeled 'Password' with a '3' in a black circle. Below these fields is a blue 'Log In' button with a '4' in a black circle. At the bottom is a link that says 'Forgot Password?' with a '5' in a black circle.

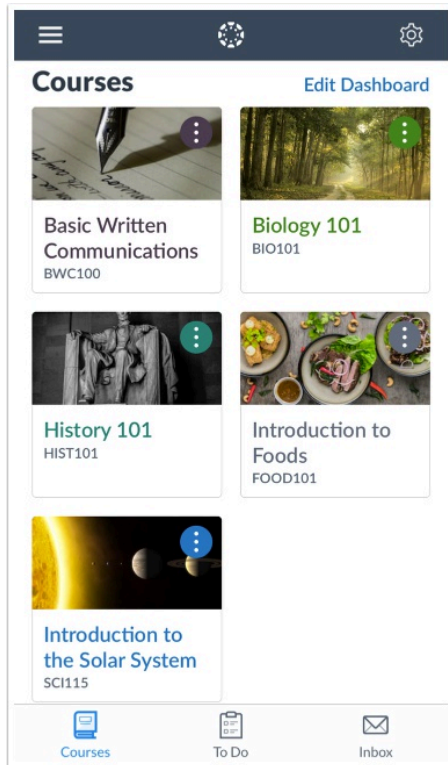
After you've located an account, you can view the Canvas URL at the top of the screen [1]. Enter your email [2] and password [3]. Tap the **Log In** button [4].

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 account.

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

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

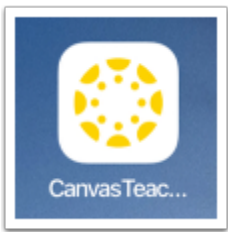
Once you [download the Canvas Teacher app](#) from the App store, you can use the app to log in to your Canvas account.

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](#).

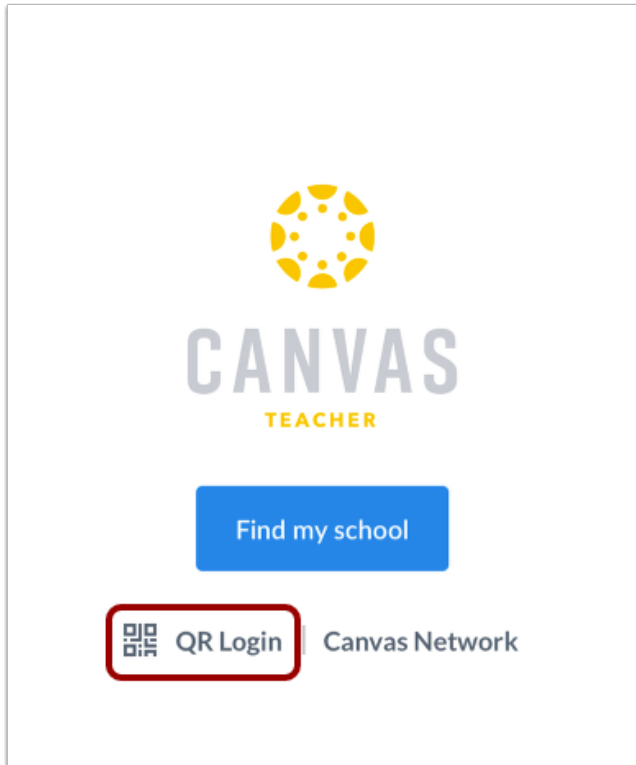
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open Canvas Teacher App



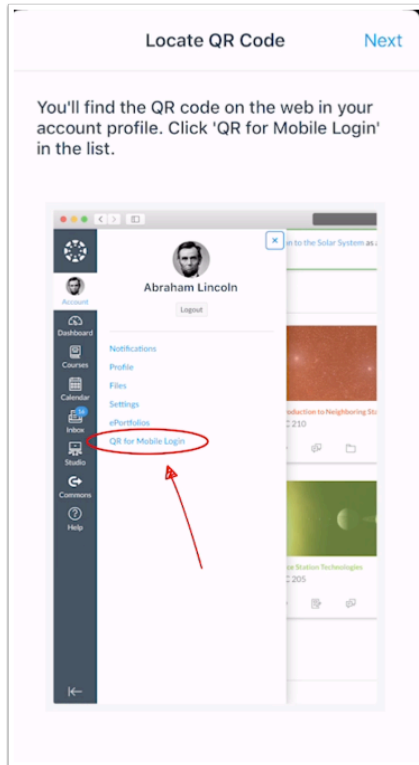
Open your device and tap the **Canvas Teacher** icon.

## Open QR Login



Tap the **QR Login** link.

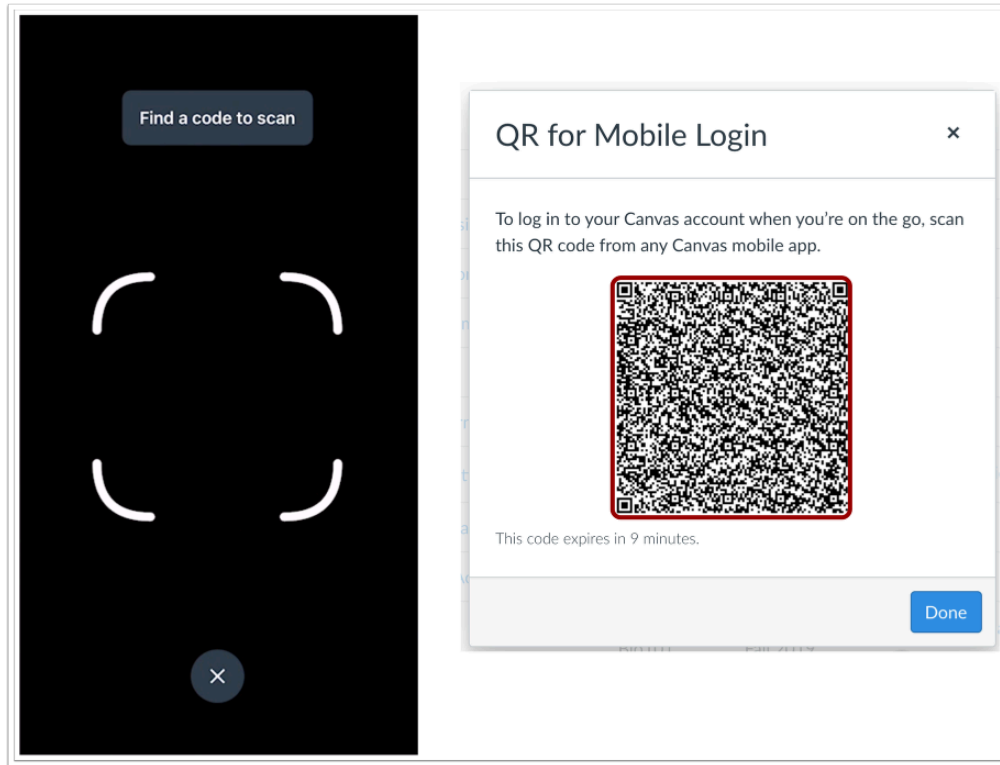
## View Instructions



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



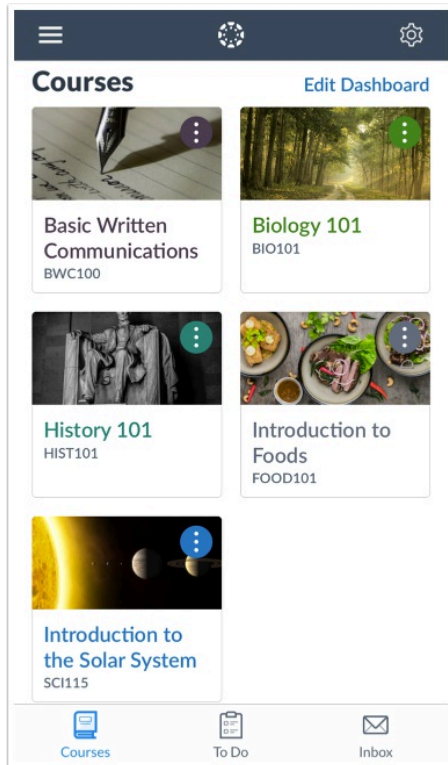
Hold your phone up to your computer screen to scan the QR code. Once the code is located, the app will update automatically.

### 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 iOS device?

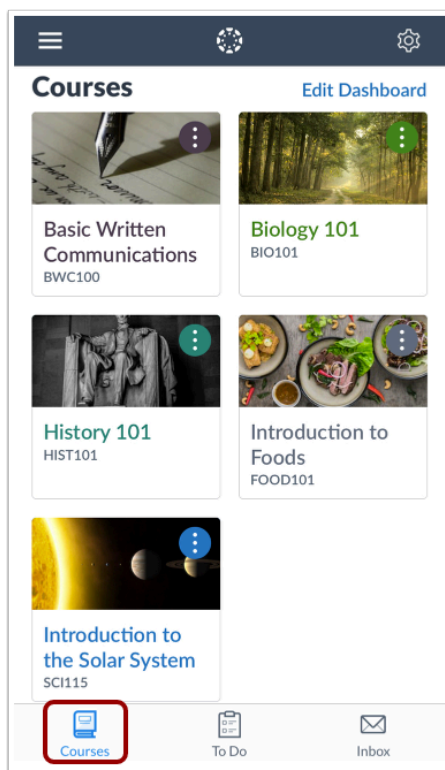
As an instructor, you can use the Canvas Teacher app to access and manage course content while you are away from a computer browser. The app displays your profile, To Do list, Conversations Inbox, and functionality to access your courses.

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.

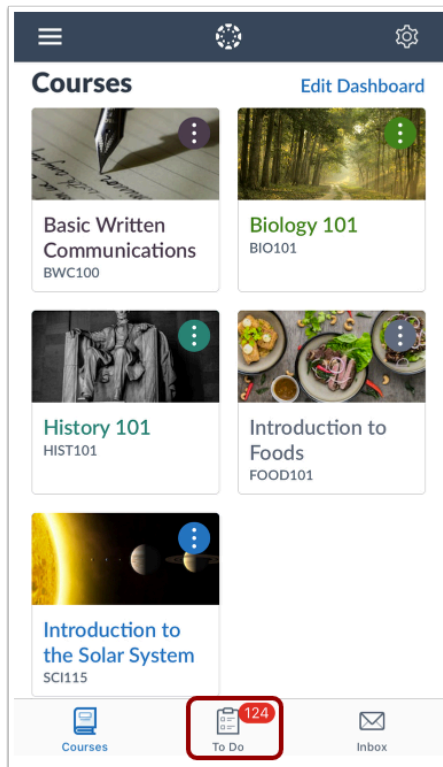
## View Courses



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](#).

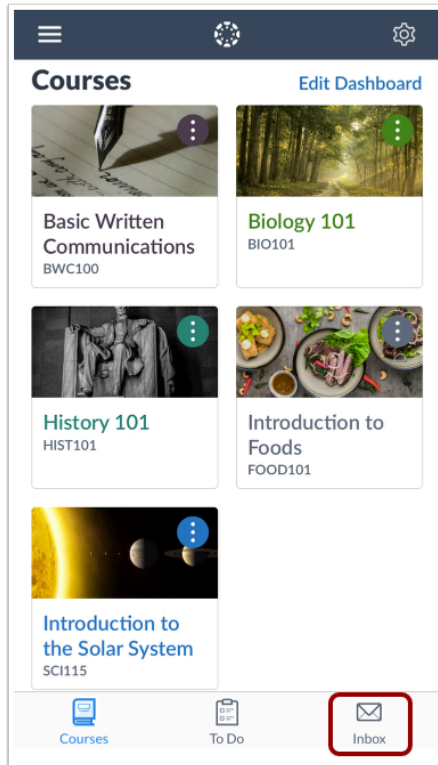
To [view a course home page](#), tap the name of a course.

## View To Do List



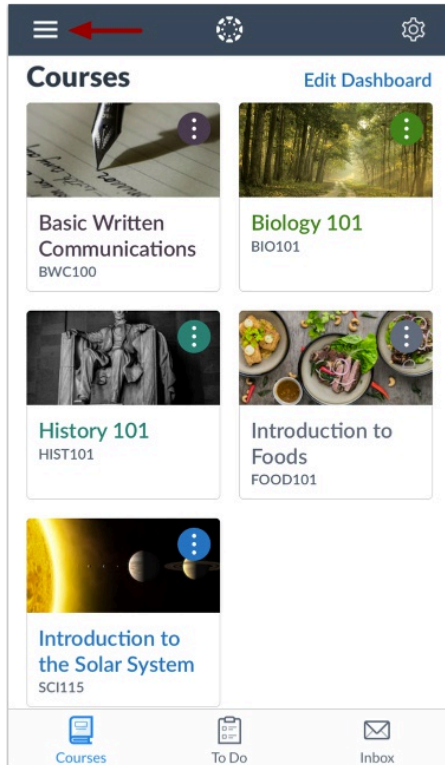
The **To Do** icon displays all ungraded submissions in your courses. Learn how to [view the To Do List](#).

## View Inbox



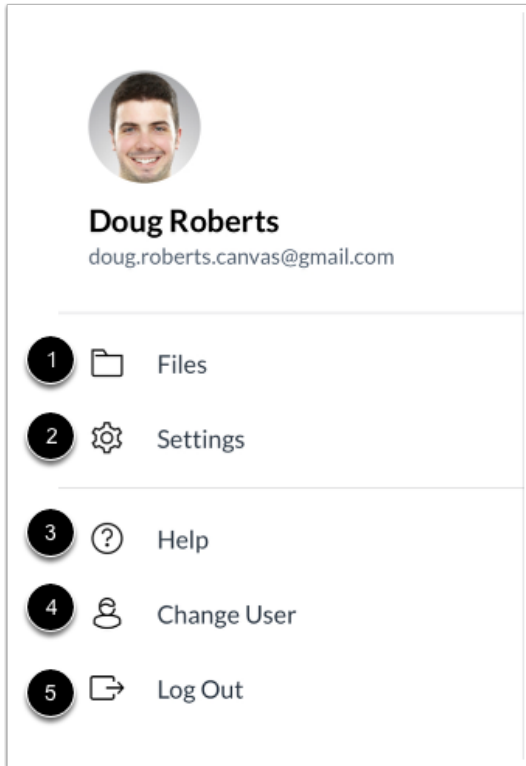
The **Inbox** icon displays all Conversations messages in the Teacher app. Learn how to view the [Inbox](#).

## View User Menu



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

## View User Menu

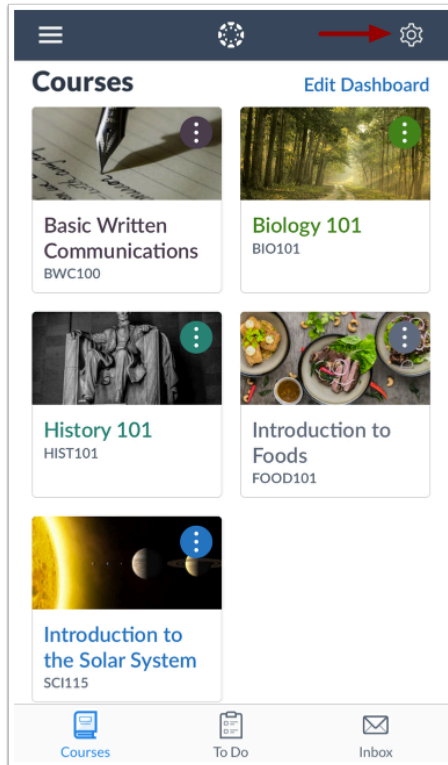


From the user menu, you can:

- [Manage your User Files](#) [1]
- [Manage app settings](#) [2]
- [Get help with the app](#) [3]
- [Change users](#) [4]
- [Log out](#) of the Teacher app [5]

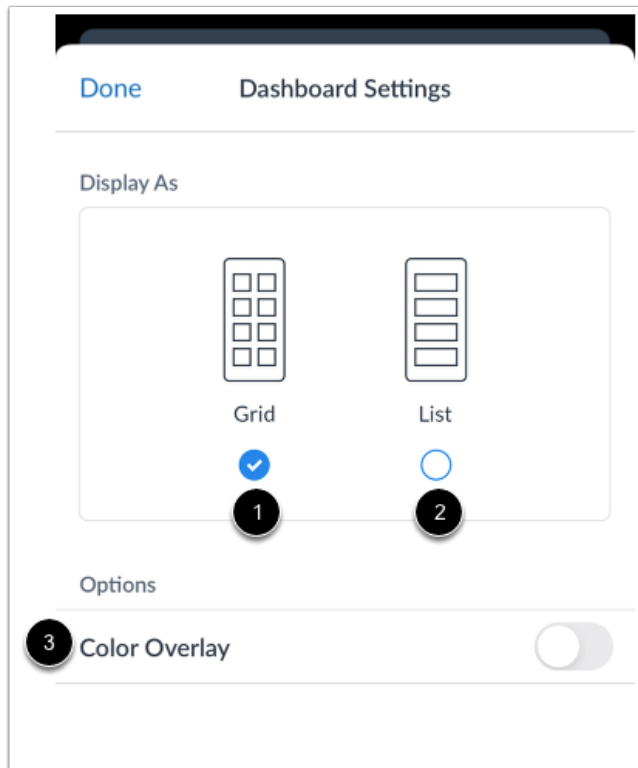
Your User Menu may display other LTI tools that you can access via a mobile browser.

## Open Dashboard Settings



To open Dashboard Settings, tap the **Settings** icon.

## View Dashboard Settings



In the Dashboard Settings, you can:

- Display the Dashboard as a grid [1]
- Display the Dashboard as a list [2]
- [Overlay a selected color in courses](#) over Dashboard course cards [3]

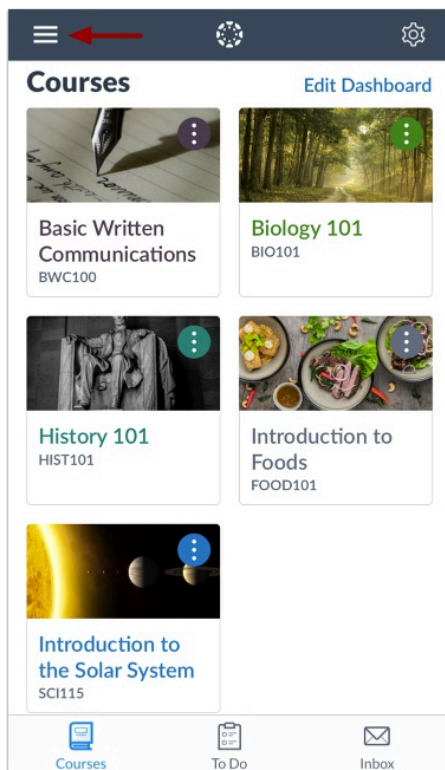


## How do I get help with the Teacher app on my iOS device?

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

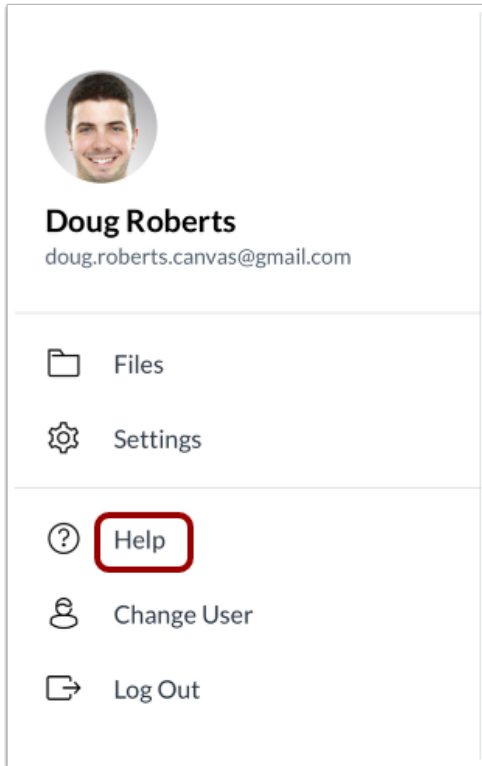
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open User Menu



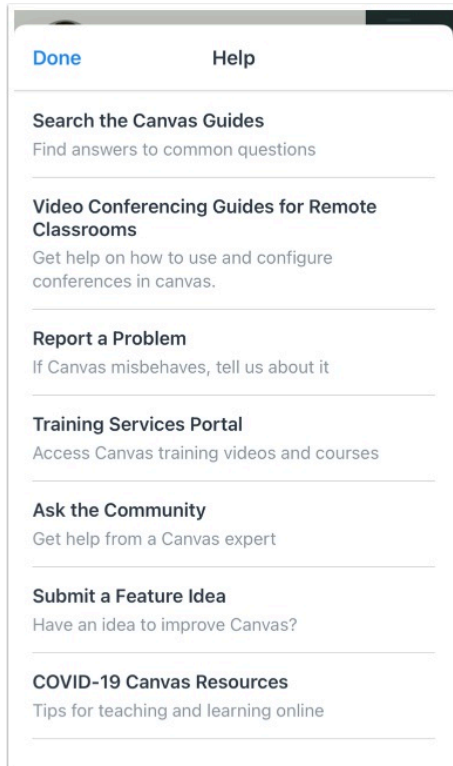
On the Dashboard, tap the **Menu** icon.

## Open Help



Tap the **Help** link.

## View Help Menu



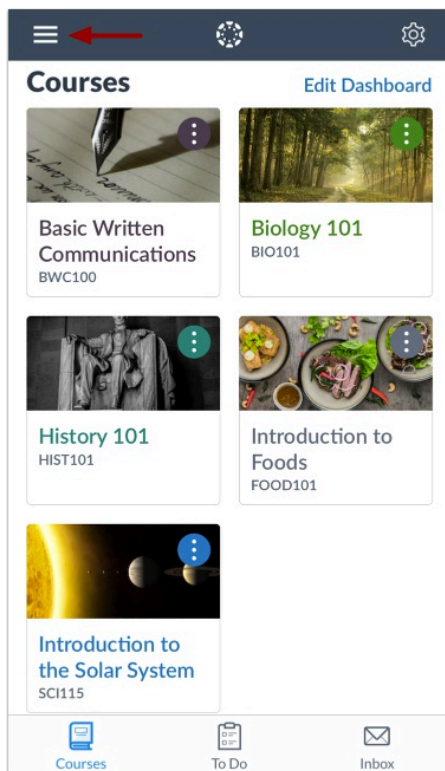
View the Help links provided to you. Available links may vary according to institution.

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

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

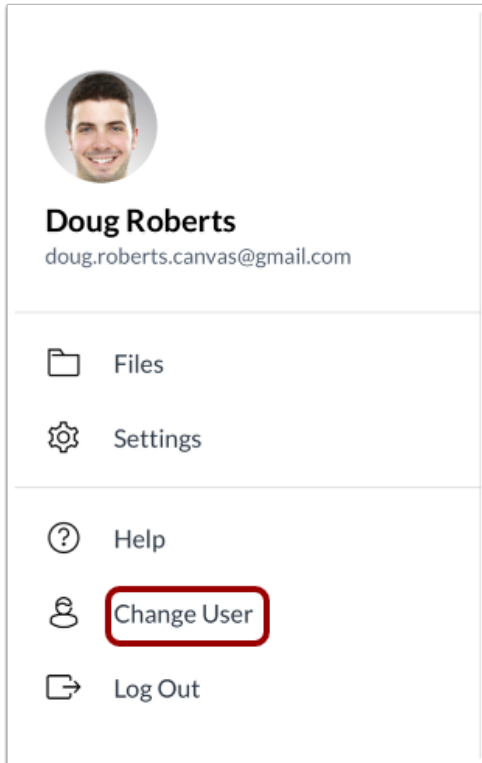
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open User Menu



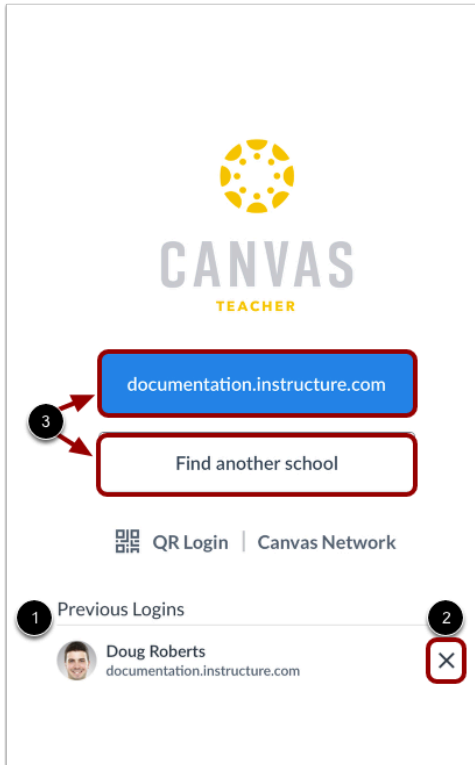
In the Dashboard, tap the **Menu** icon.

## 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].

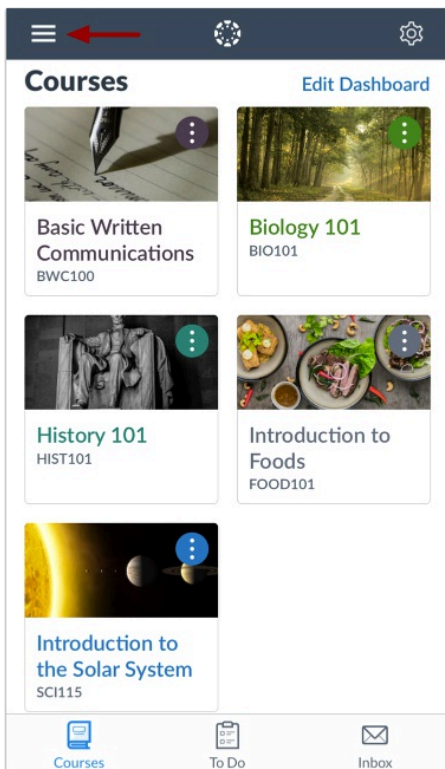
## How do I log out of the Teacher app on my iOS device?

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

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

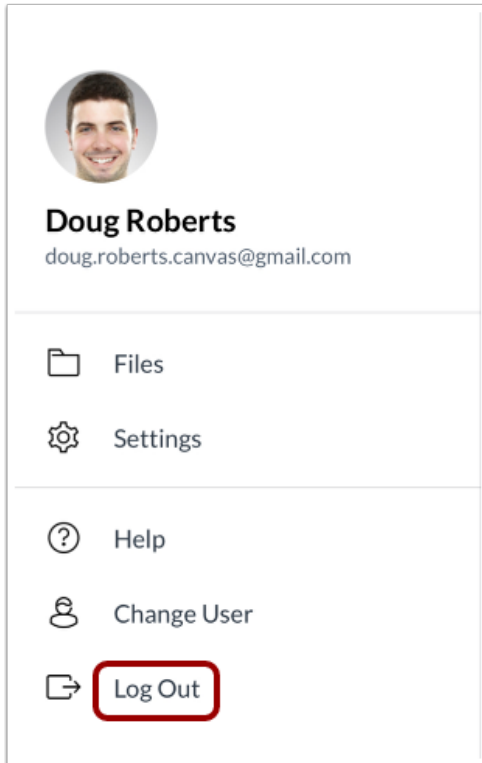
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open User Menu



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

## Log Out



Tap the **Log Out** link.



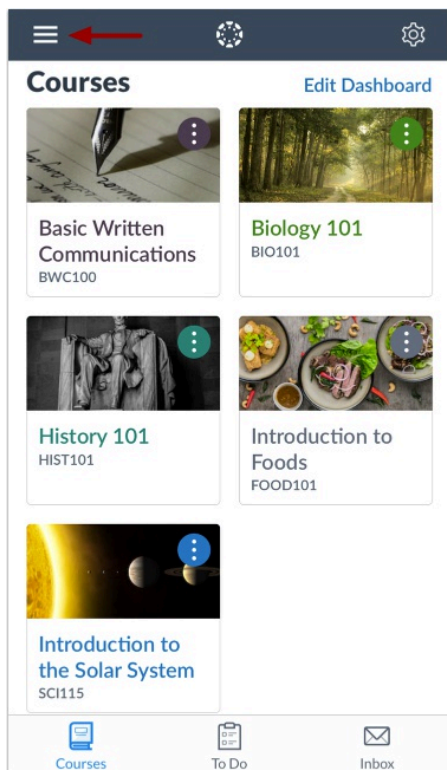
## App Settings

## How do I set a landing page in the Teacher app on my iOS device?

When you log in to the Canvas Teacher app, you can choose which page you want to view as your app landing page. By default, the landing page displays the Dashboard.

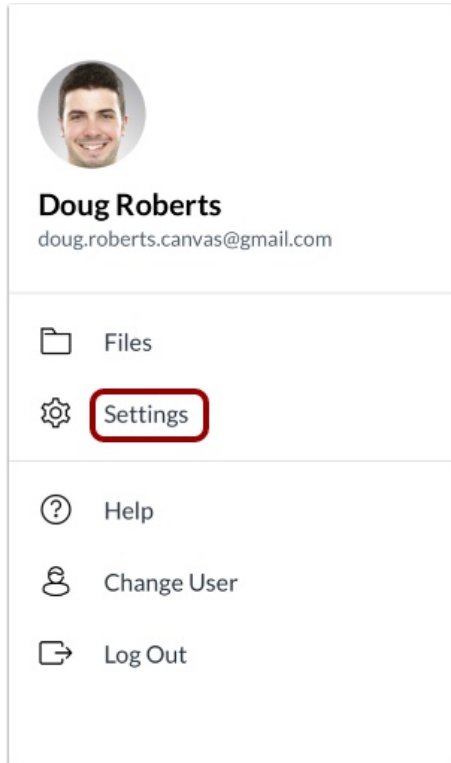
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open User Menu



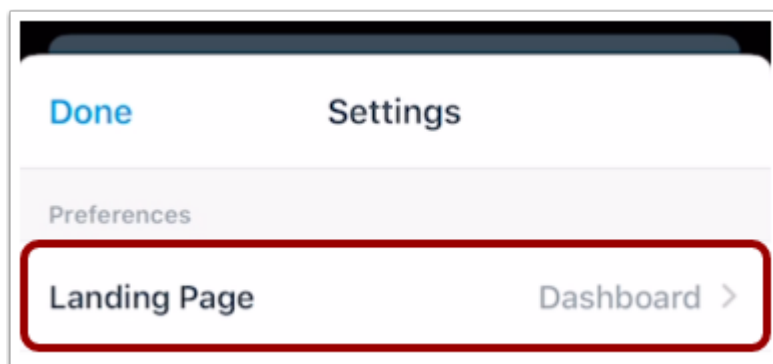
On the Dashboard, tap the **Menu** icon.

## Open Settings



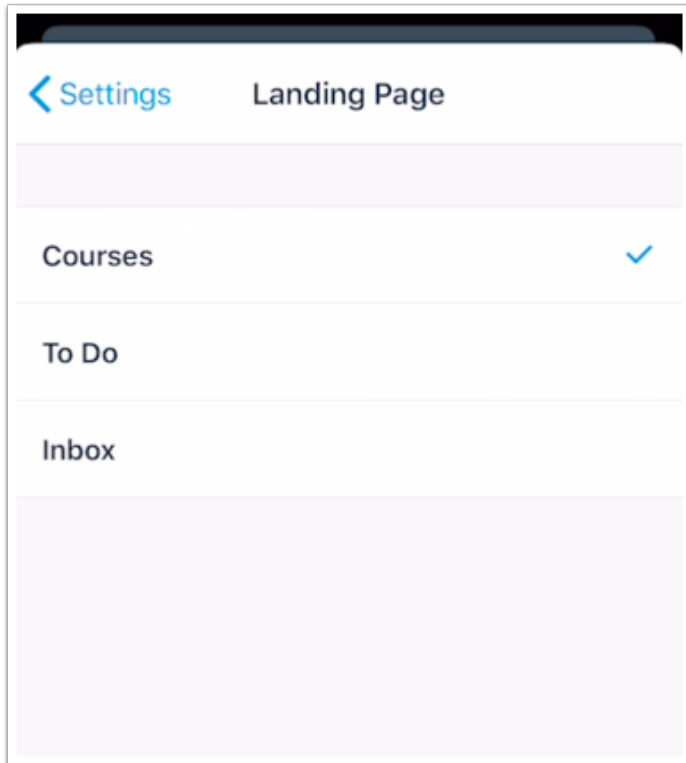
Tap the **Settings** link.

## Open Landing Page



Tap the **Landing Page** link.

## Set Landing Page



Tap the name of the new page that you want to view when you log in to the app. This change will take effect the next time you log in.

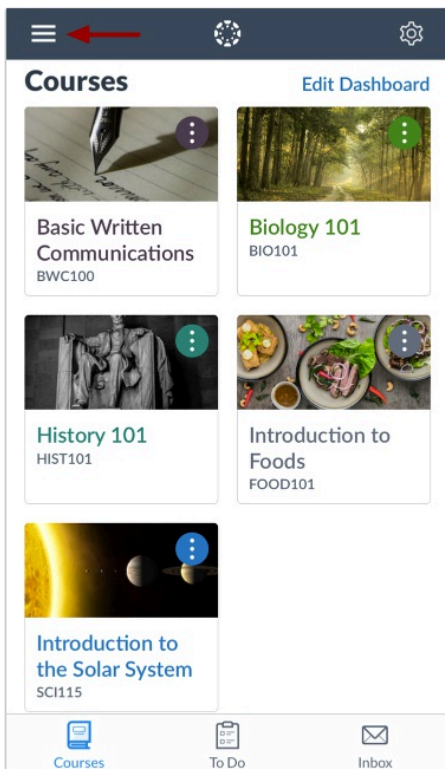
## How do I view my user settings in the Teacher app on my iOS device?

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.

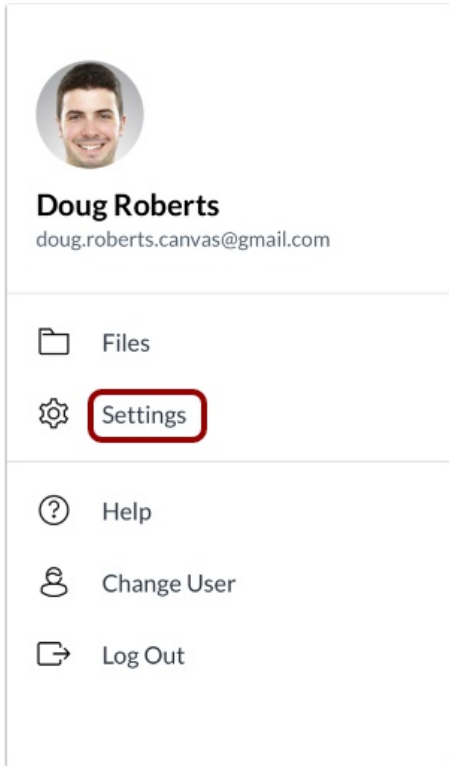
**Note:** To change the language displayed in the Teacher app, select a language in Canvas from a web browser, log out of the Teacher app, and log in again.

### Open User Menu



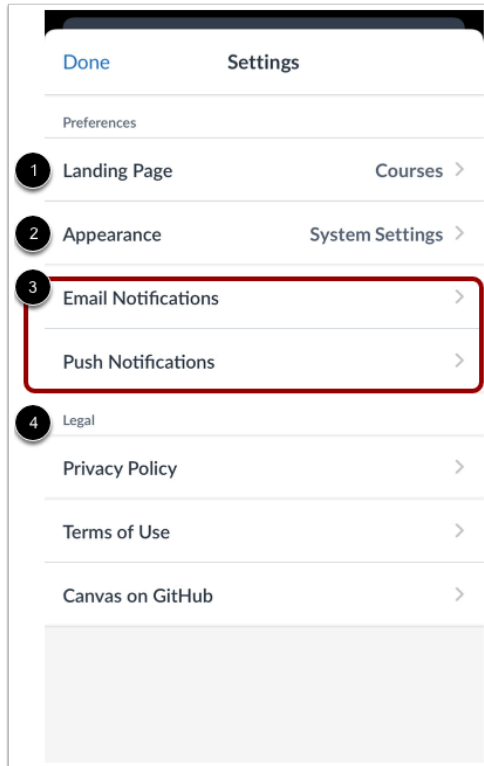
On the Dashboard, tap the **Menu** icon.

## Open Settings



Tap the **Settings** link.

## View App Settings



You can change the following settings in the app:

- Set your app [landing page](#) [1]
- Set your app [theme](#) [2]
- Set available [Notification Preferences](#) in the app [3]
- View app legal information [4]

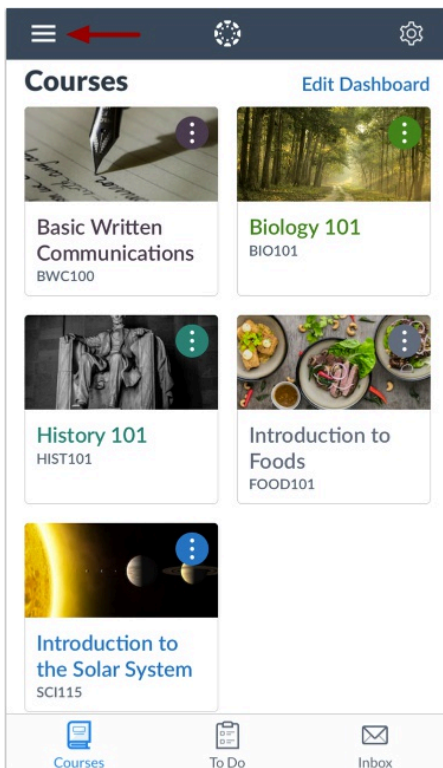
## How do I set Notification Preferences in the Teacher app on my iOS device?

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. You can choose to set notifications for specific communication channels, or you can set notifications for all your available channels.

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.

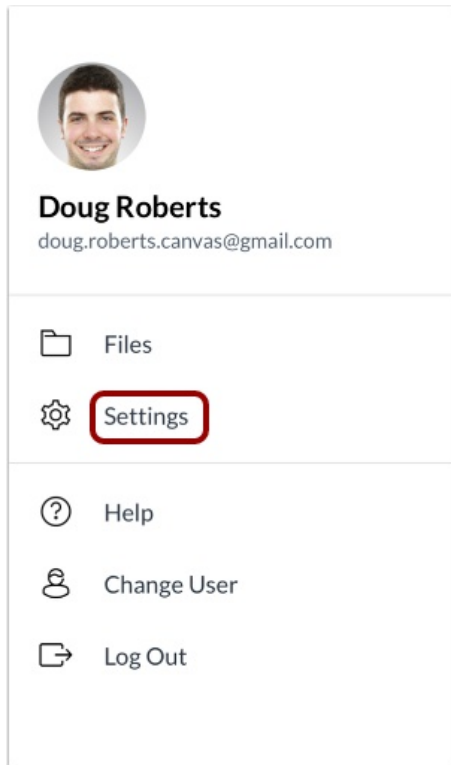
### Open User Menu



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

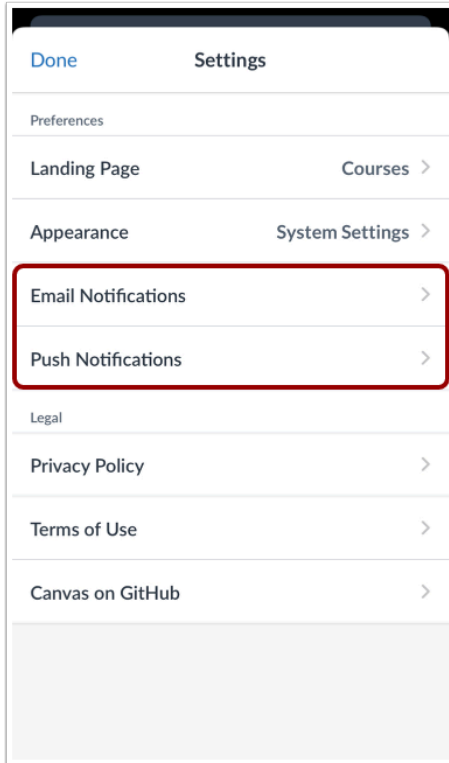


## Open Settings



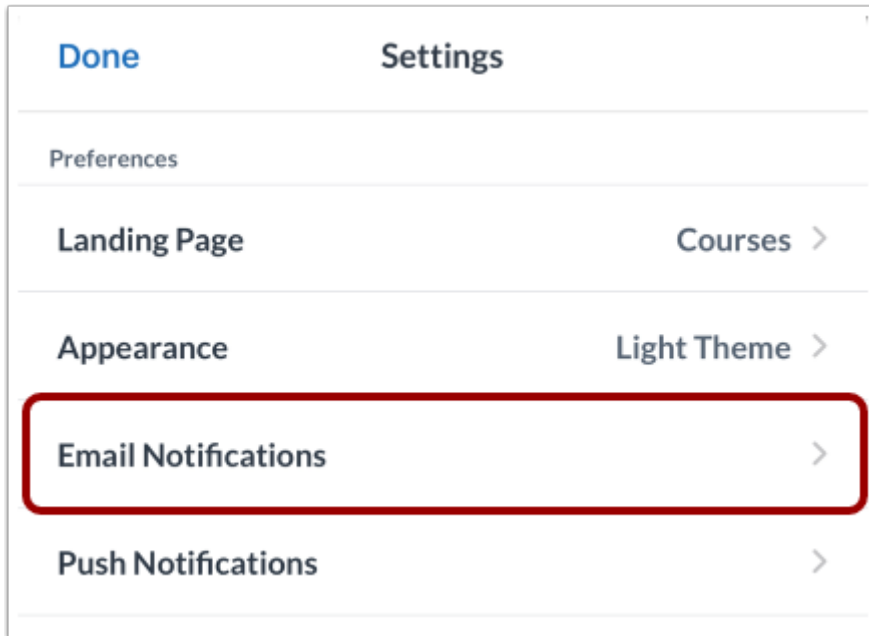
Tap the **Settings** link.

## Select Communications Channel



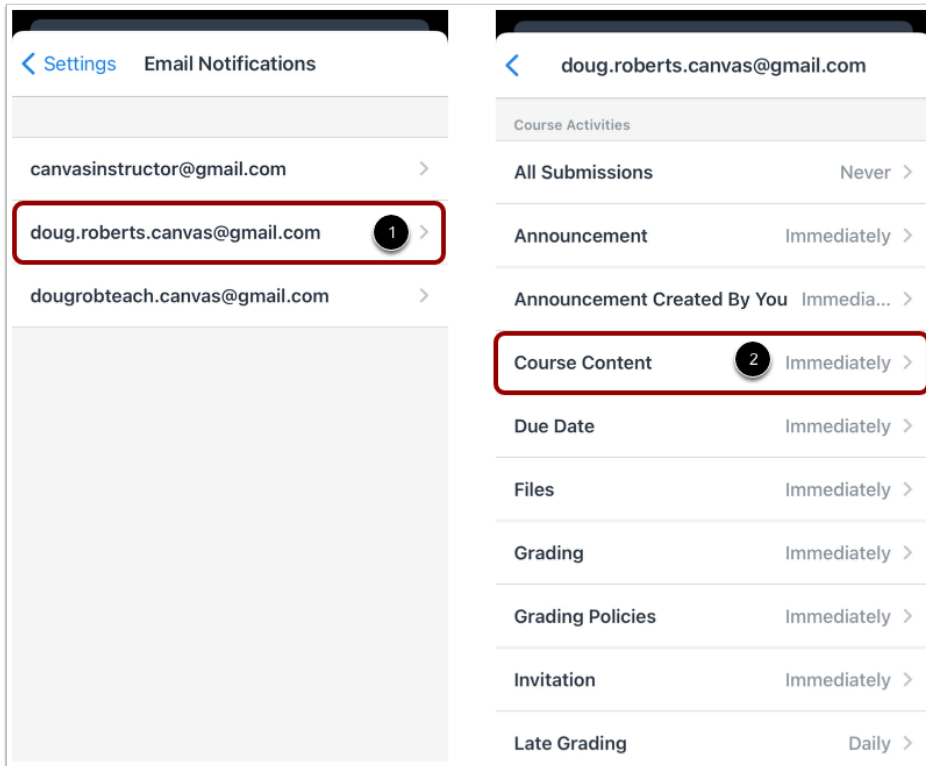
All notification communication channels available to you display in the Settings page.

## View Email Notifications



The Email Notifications link displays all email addresses added to your account.

## Set Notification Preferences

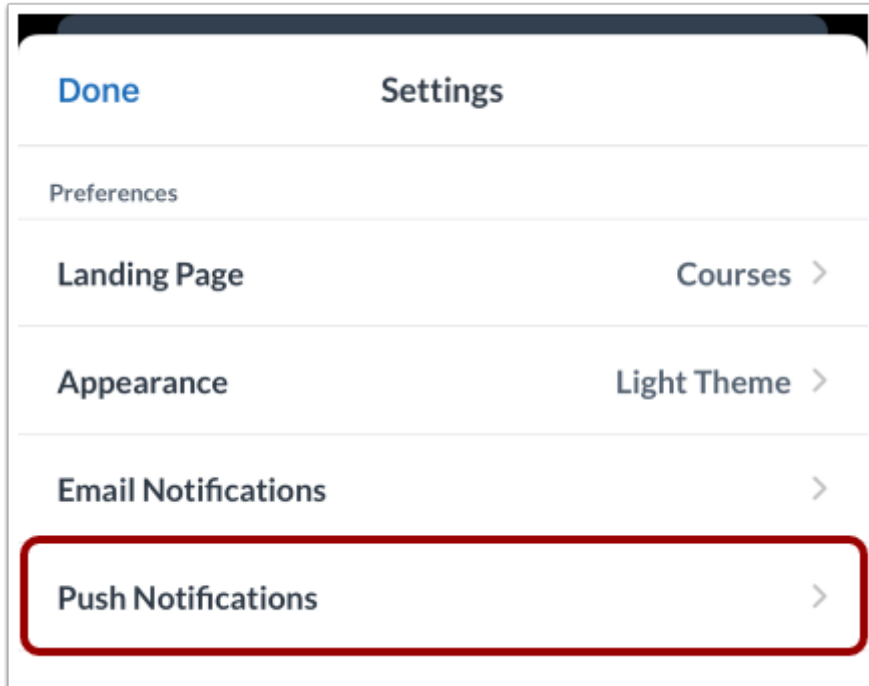


The Email Notifications link displays all email addresses added to your account. Tap the email address where you want to set notifications [1].

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 [2]. A list will display with the list of frequency options. Tap the name of the desired frequency.

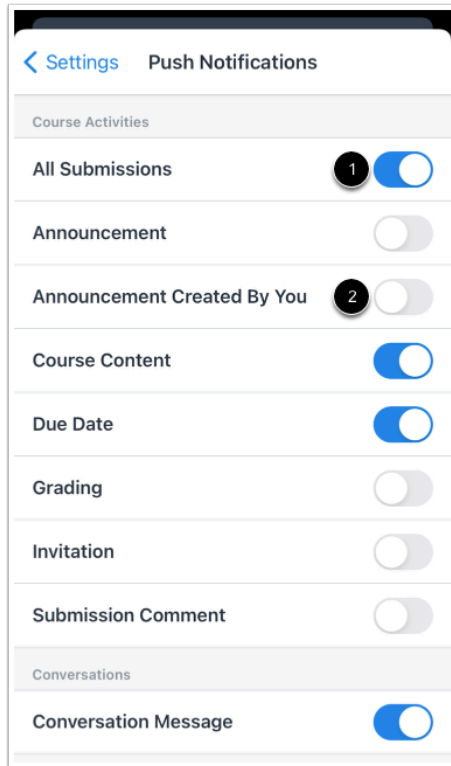
## View Other Notification Channels



Any other notification communication channels available to you can be set in the app.

Tap the communication channel you want to view.

## Set Notification Preferences



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

Enabled notifications show the toggle to the right [1] and are sent ASAP.

To disable a notification, tap the slider (toggle will be on the left) [2]. Disabled notifications are never sent.

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

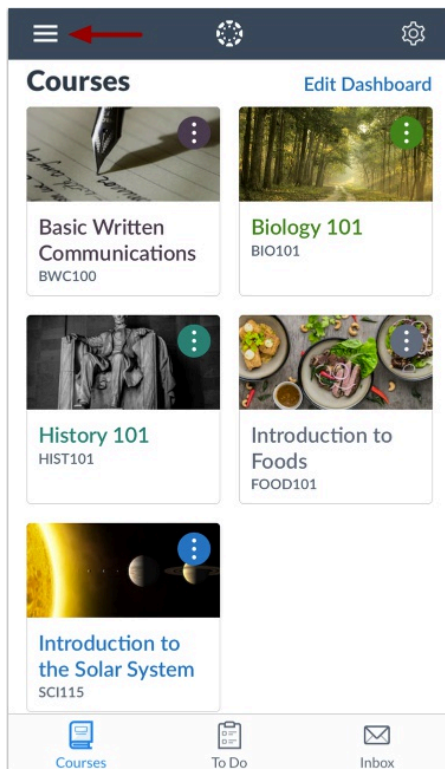
If your institution allows profile pictures, you can add a profile picture in the Student app.

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

### Notes:

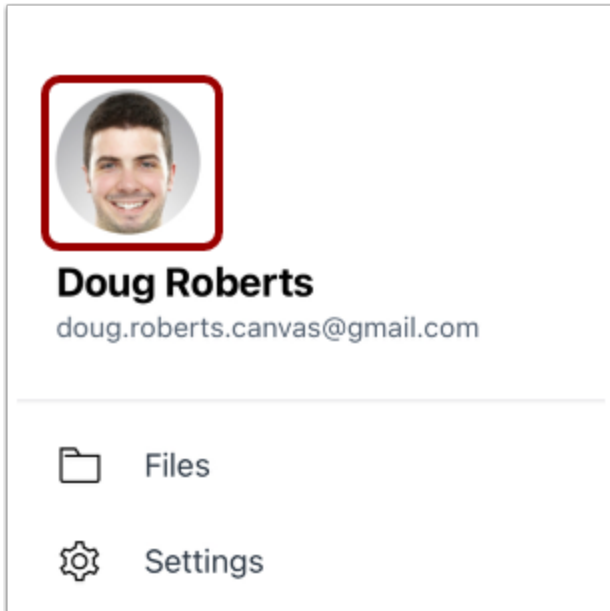
- Changing your profile picture in the app will also change the profile picture in your browser version of Canvas.
- If you cannot add a profile picture, your institution has restricted this feature.

## Open User Menu



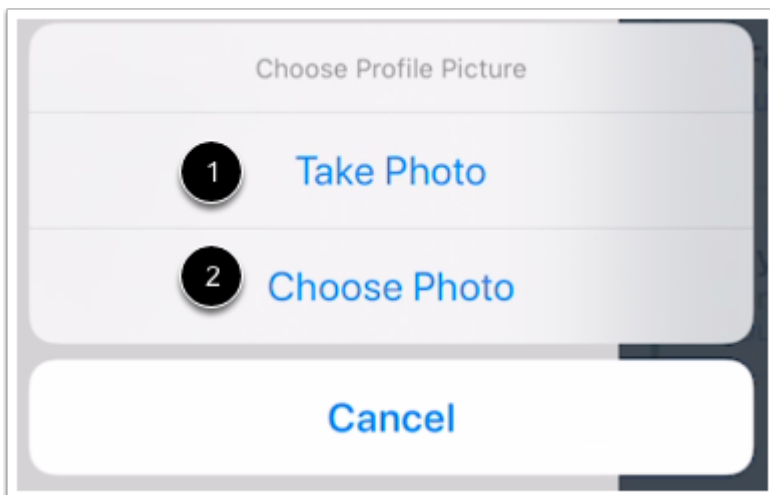
On the Dashboard, tap the **Menu** icon.

## Tap Profile Picture



Tap your profile picture.

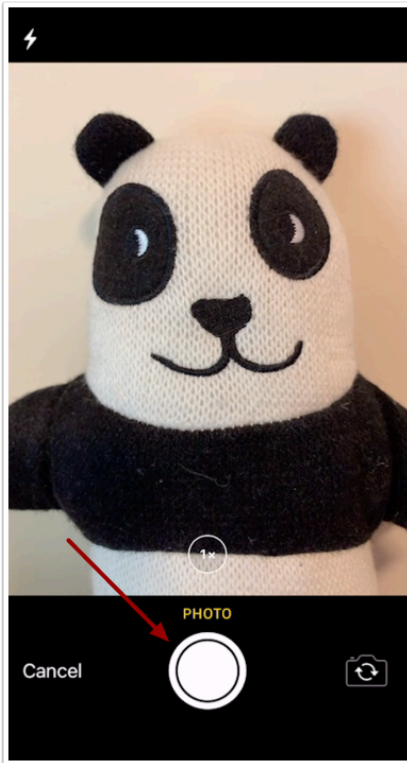
## Choose Photo Type



To take a new photo, tap the **Take Photo** link [1]. To choose a photo from your device, tap the **Choose Photo** link [2].



## Take Photo



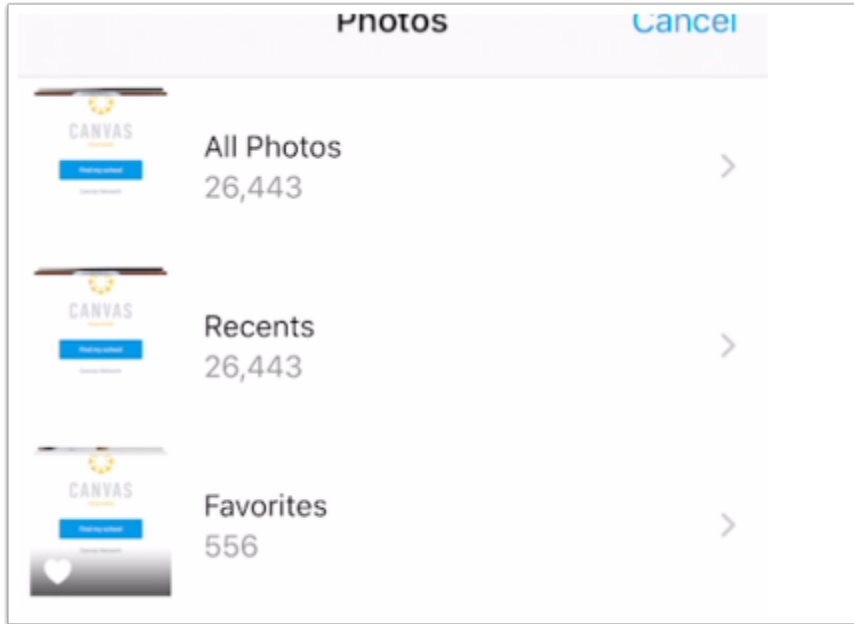
To take a photo, tap the **Camera** button.

## Use Photo



If you want to re-take the photo, tap the **Retake** link [1]. Otherwise tap the **Use Photo** link [2].

## Choose Photo



To choose a photo, locate the photo on your device.

## Move and Scale



Move and scale your photo so it fits within the picture parameters [1]. Then tap the **Choose** link [2].

## What Canvas Teacher app options can I manage from my iOS device settings?

From your iOS device settings, you can manage access settings, allow cross-website tracking, open external tools in Safari, and reset your cache.

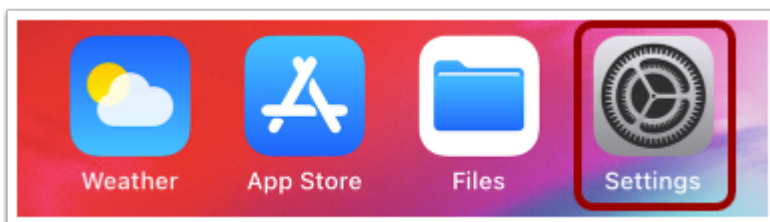
Enabling the option to allow cross-website tracking helps users avoid errors with files, images, and alerts in the Student app. If you are experiencing difficulties downloading files and viewing images in the app, you may want to enable this option.

Enabling the option to open external tools in Safari launches the Safari browser app for external tools. If this option is not enabled, external tools open in web view inside the Canvas Teacher app. If you are experiencing difficulties with viewing external tools, you may want to enable this option.

Resetting your cache clears all app-specific information from your device, including login details, some annotated documents, and app settings. If you experience errors when logging in to the app, you may want to use a cache reset. Because a cache reset removes app information from your device, you may want to try resetting your password or uninstalling the app first.

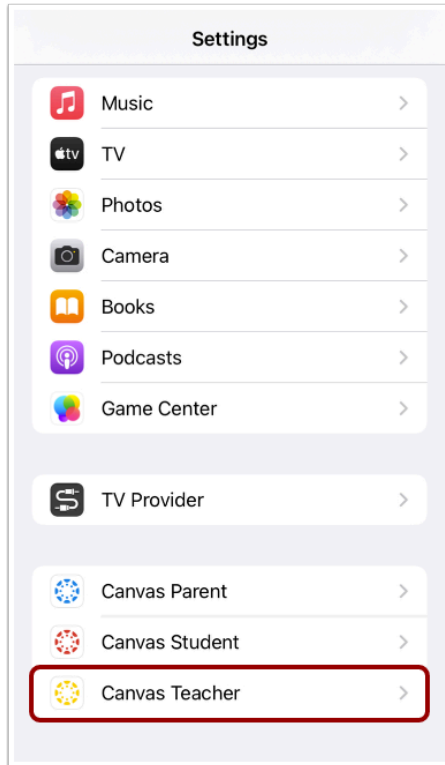
After enabling the Reset Cache on Next Launch option, you must force close and relaunch the Canvas Teacher app for your cache to reset.

### Open Settings



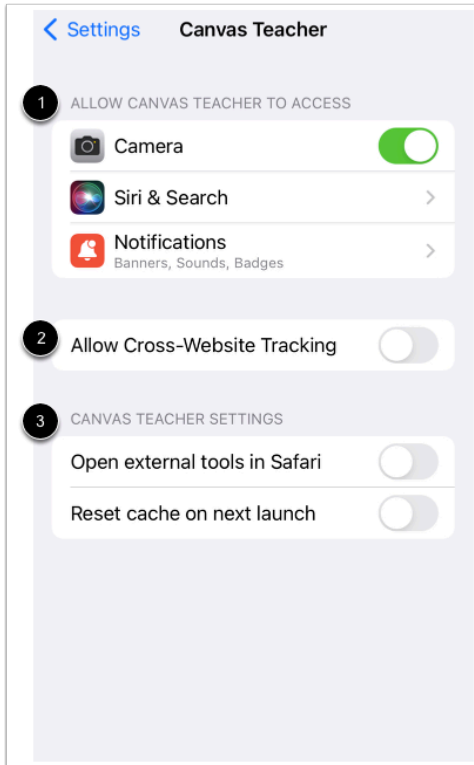
On the home screen, tap the **Settings** icon.

## Open Canvas Teacher App Settings



In the Settings menu, tap the **Canvas Teacher** link.

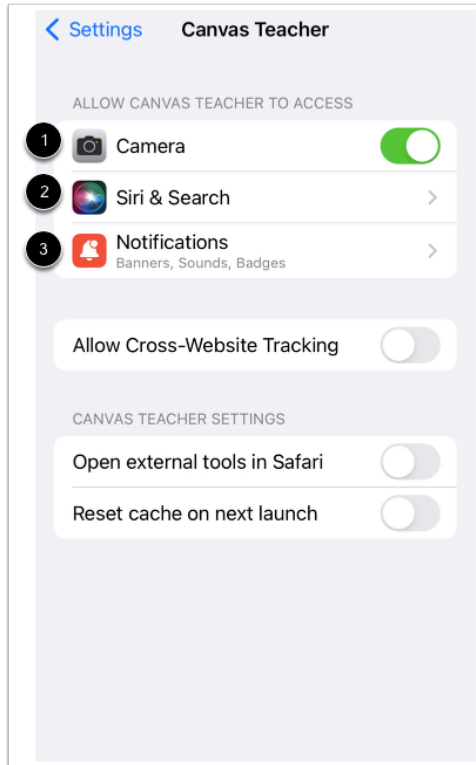
## View Canvas Teacher App Settings



View the Canvas Teacher app settings menu.

From the Settings menu, you can manage access settings [1], allow cross-website tracking [2], and app settings [3].

## Manage Access Settings



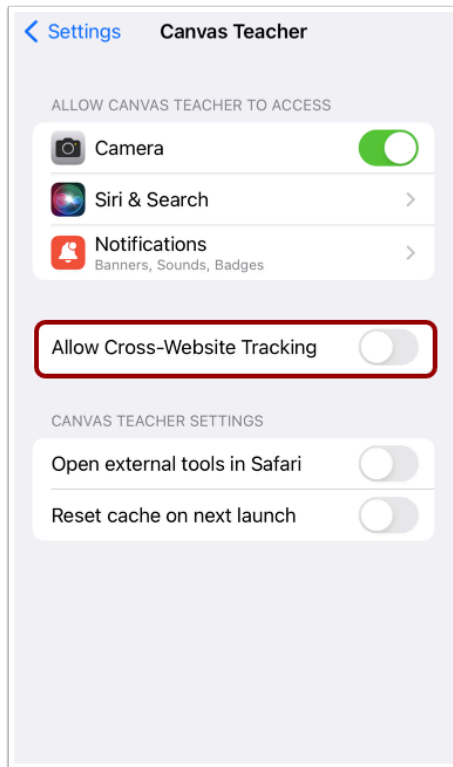
To allow Canvas Teacher app information to use the camera, tap the **Camera** toggle button [1].

To allow Canvas Teacher app information to display in Search and Siri tools, tap the **Siri & Search** link [2].

To manage Canvas Teacher app notification options, tap the **Notifications** link [3].

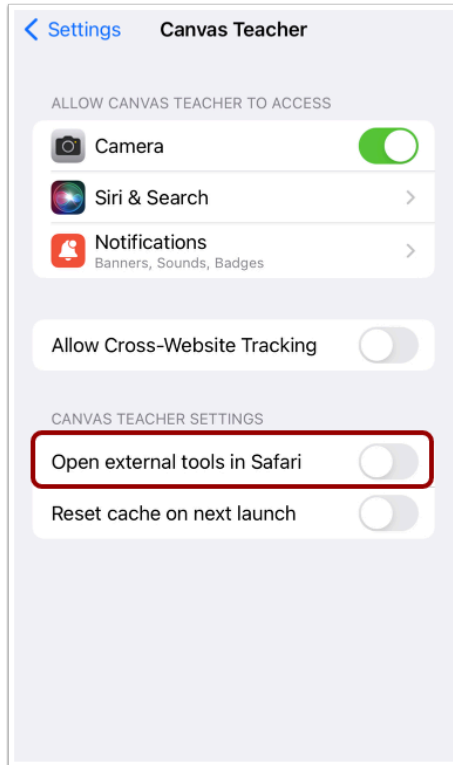


## Allow Cross-Website Tracking



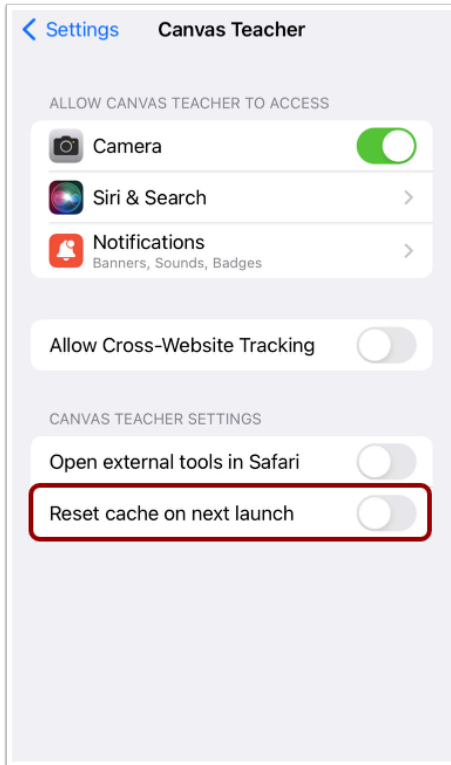
To allow cross-website tracking, tap the **Allow Cross-Website Tracking** toggle button. When this option is enabled, users may avoid errors with files, images, and alerts in the Canvas Teacher app.

## Open External Tools in Safari



To open external tools in Safari by default, tap the **Open external tools in Safari** toggle button. When this option is enabled, all external tools launch in the Safari browser app instead of the Canvas Teacher app.

## Reset Cache on Next Launch



To reset your cache, tap the **Reset Cache on Next Launch** toggle button. Resetting your cache clears all app-specific information from your device, including login details, some annotated documents, and app settings.

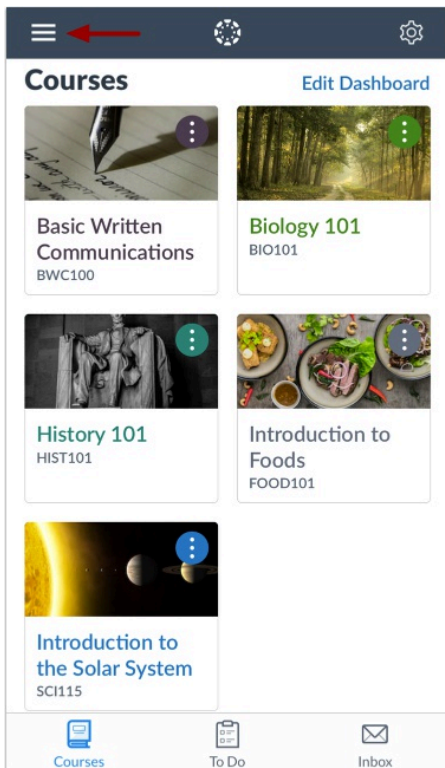
### Notes:

- After enabling the Reset Cache on Next Launch option, you must force close and relaunch the Canvas Teacher app for your cache to reset.
- After the app has launched, the Reset Cache on Next Launch option toggles to the Off position.

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

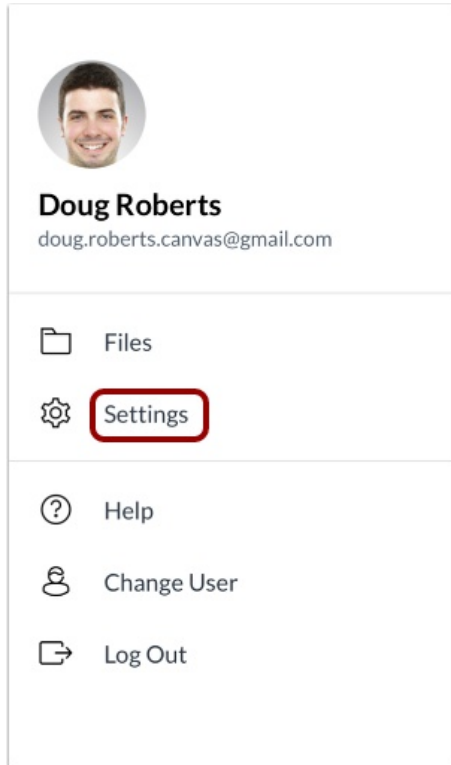
In Settings, you can choose between three app theme options, Light, Dark, and System Settings.

### Open User Menu



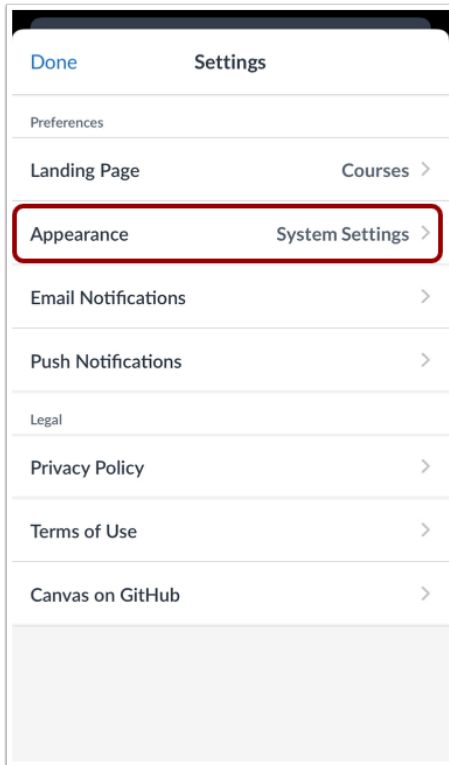
In the Dashboard, tap the **Menu** icon.

## Open Settings



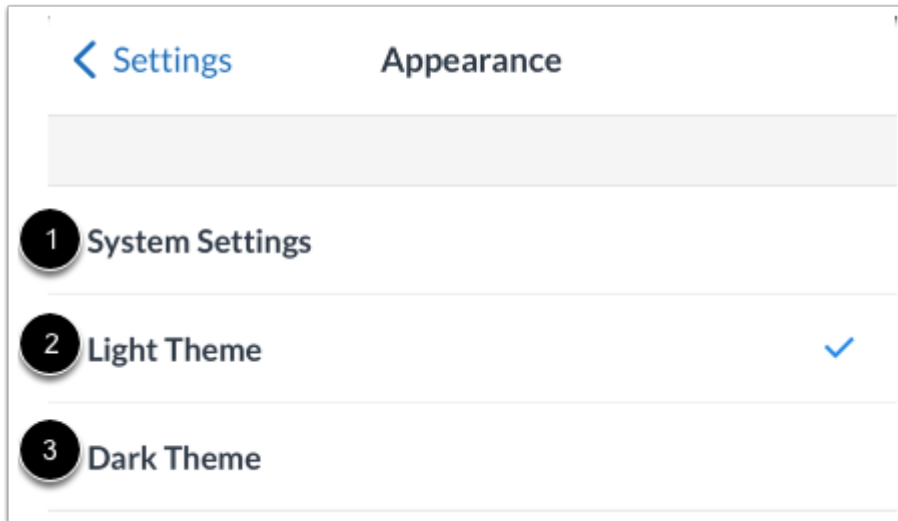
Tap the **Settings** link.

## Open Appearance



Tap the **Appearance** link.

## Select Theme



To select your preferred theme, tap **System Settings** to reflect your current device's theme [1], **Light Theme** for dark text on light background [2], and **Dark Theme** for light text on a dark background [3].

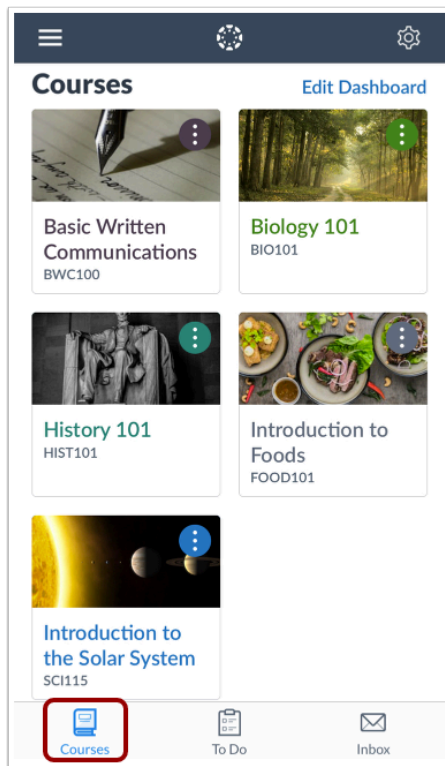
## App Features



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

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

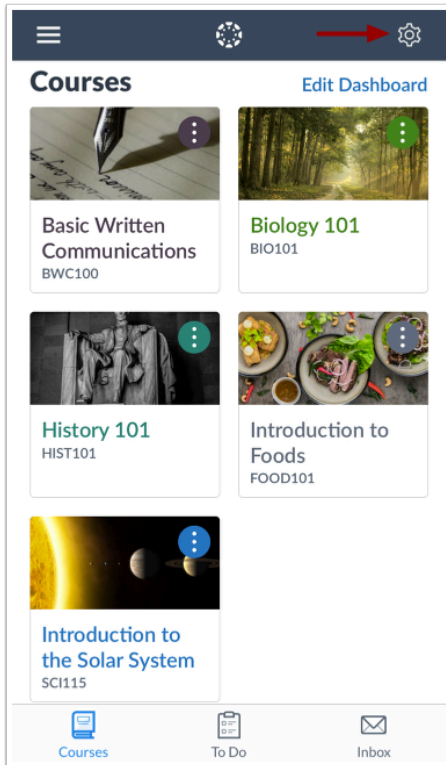
### View Dashboard



The Dashboard displays all your current courses and groups.

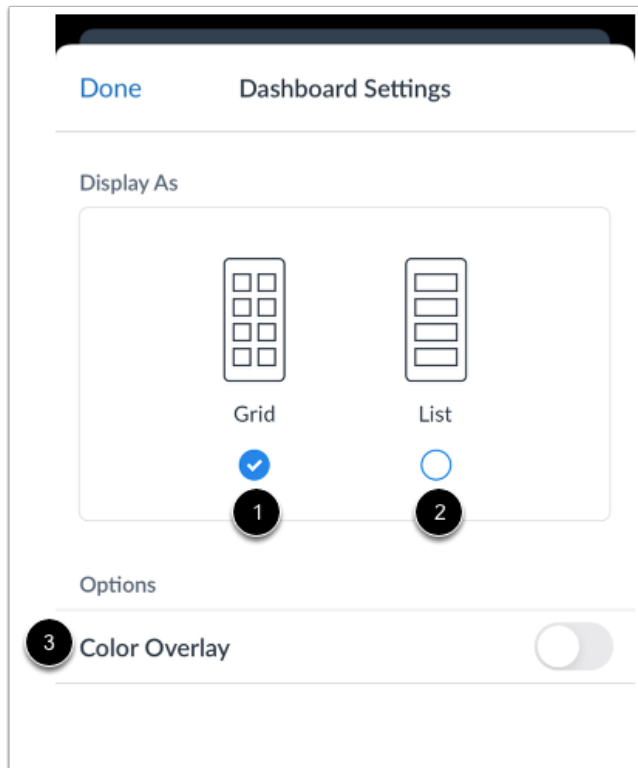
When viewing courses, you can manage how they display in the Dashboard, including background colors and favorite courses. Learn how to [manage courses](#).

## Open Dashboard Settings



To open Dashboard Settings, tap the **Settings** icon.

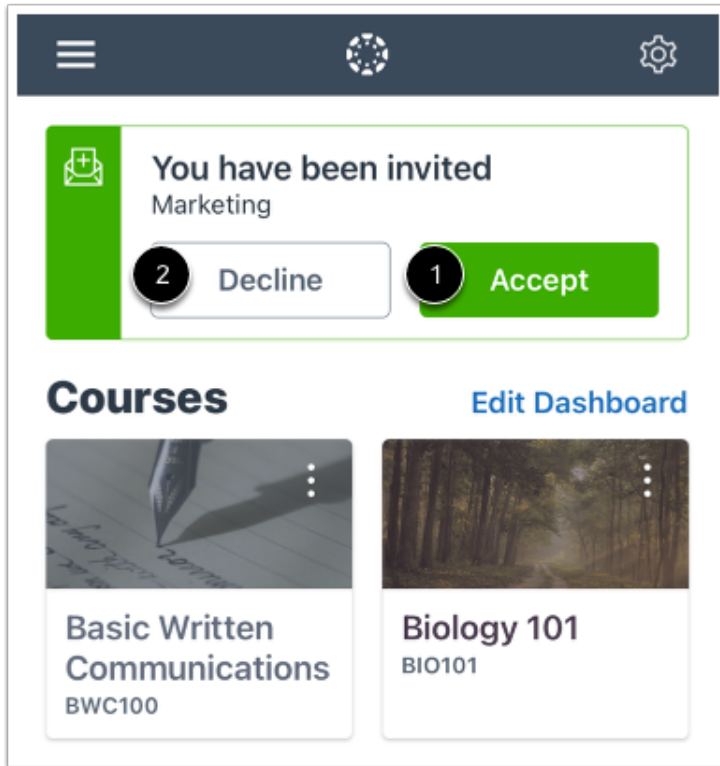
## View Dashboard Settings



In the Dashboard Settings, you can:

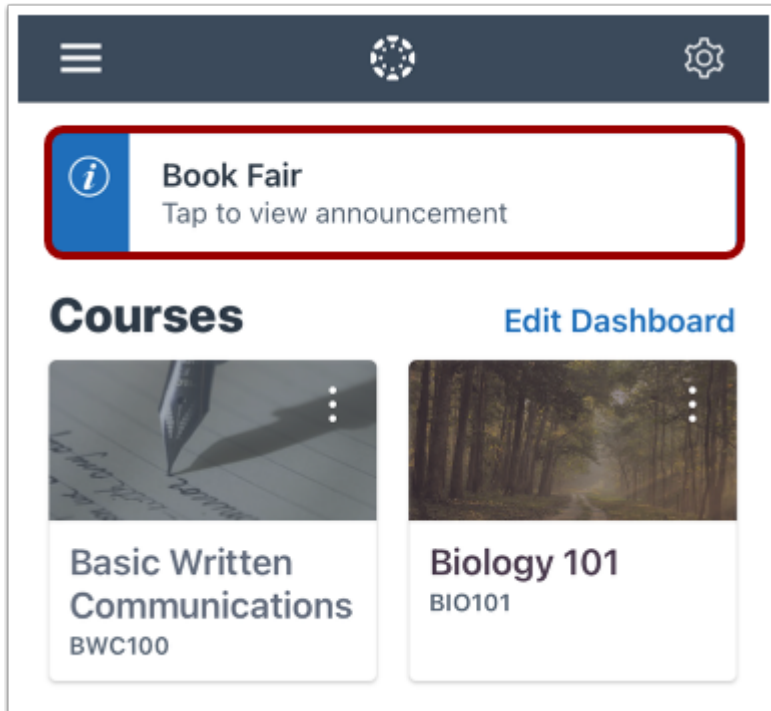
- Display the Dashboard as a grid [1]
- Display the Dashboard as a list [2]
- [Overlay a selected color in courses](#) over Dashboard course cards [3]

## View Course Invitation



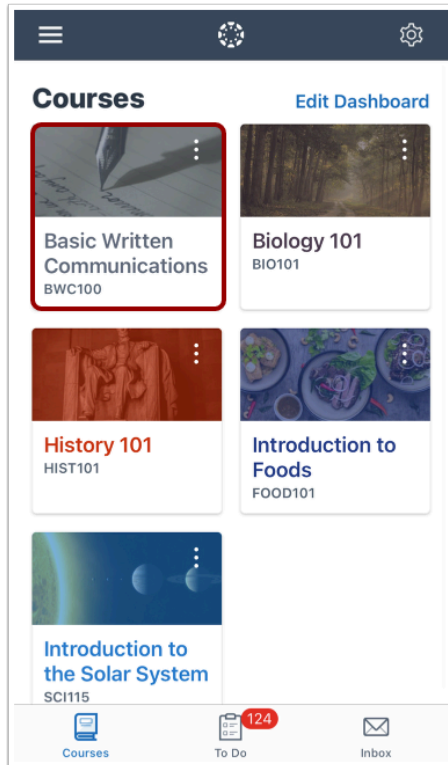
If you have been invited to join a course, you can view the course invitation on your Dashboard. To accept the invitation, tap the **Accept** button [1]. To decline the invitation, tap the **Decline** button [2].

## View Global Announcement



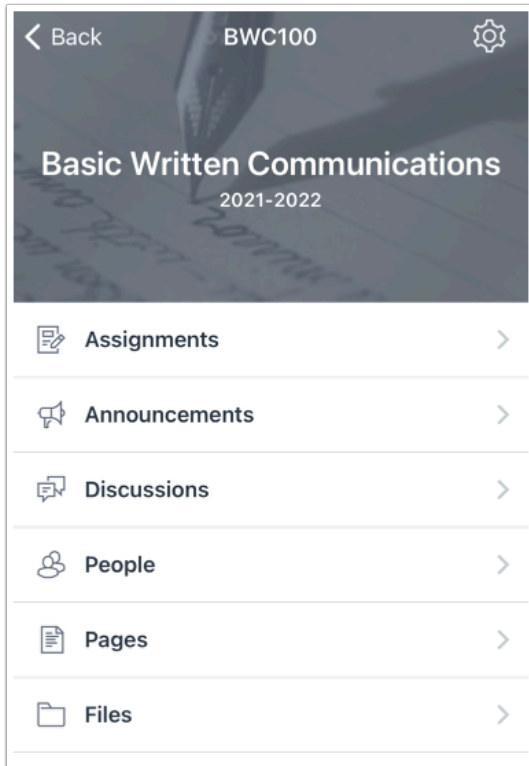
If a global announcement has been sent to users at your institution, you can view the announcement on your Dashboard. To read the announcement, tap the announcement.

## Open Course



To open a course, tap the course name.

## View Navigation Menu



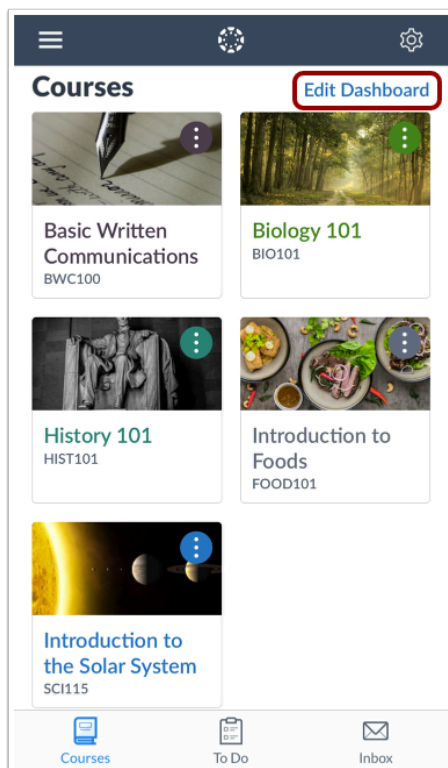
Within each course, you can view the navigation links that are available in the browser version of Canvas.

## How do I manage Courses in the Teacher app on my iOS device?

You can view all your courses 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.

### Edit Dashboard

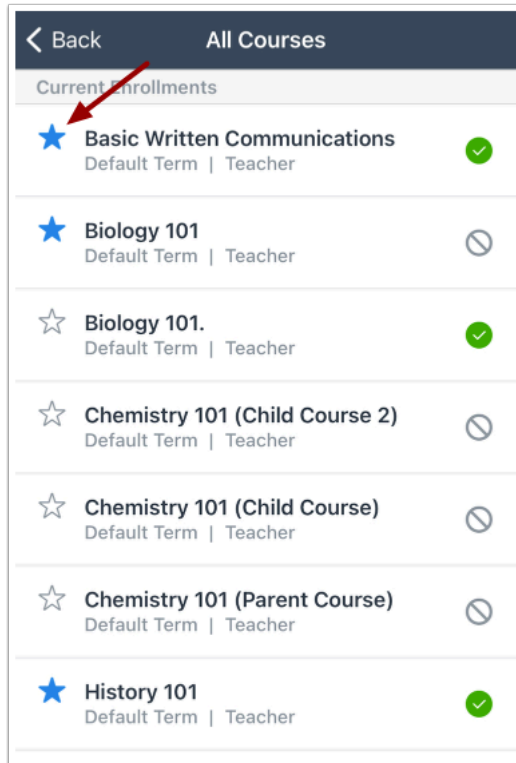


The app defaults to your favorite courses. Favorite courses mirror the courses customized drop-down menu in the web version of Canvas. Changes to your favorite courses will apply to the browser version of Canvas.

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



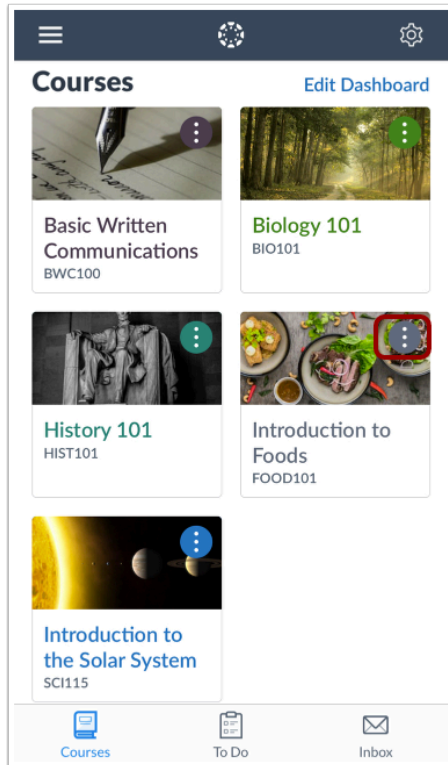
## Edit Courses



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.

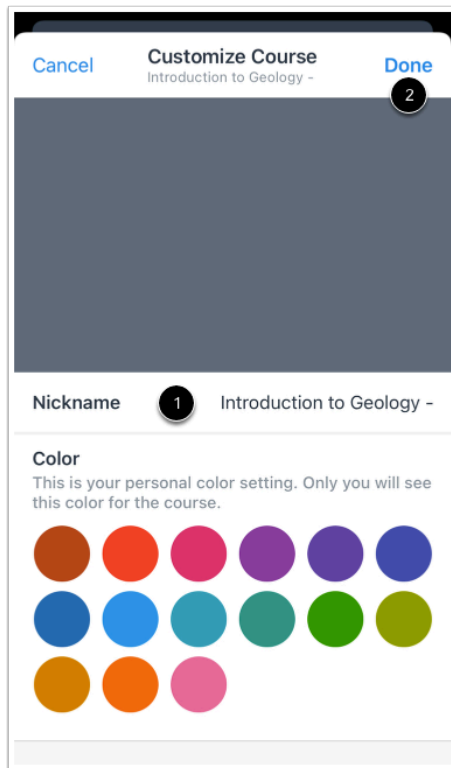
## View Course Card Options



You can change the nickname and color associated with your courses. Course colors help associate course items in other areas of the Canvas Teacher app, such as in the To Do List and Notifications.

To change the nickname or color for a course, tap the **Options** icon.

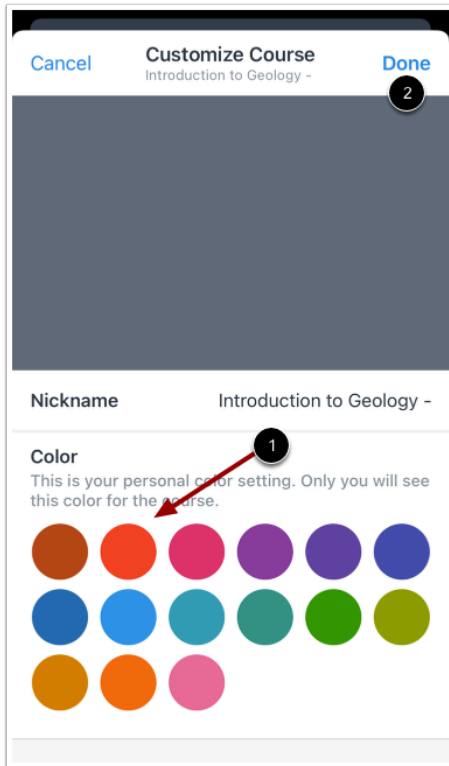
## Edit Nickname



To change the course nickname, tap the **Nickname** field [1].

To save your changes, tap the **Done** link [2].

## Choose Course Color



To change the course color, tap the new color for your course [1].

To save your changes, tap the **Done** link [2].

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

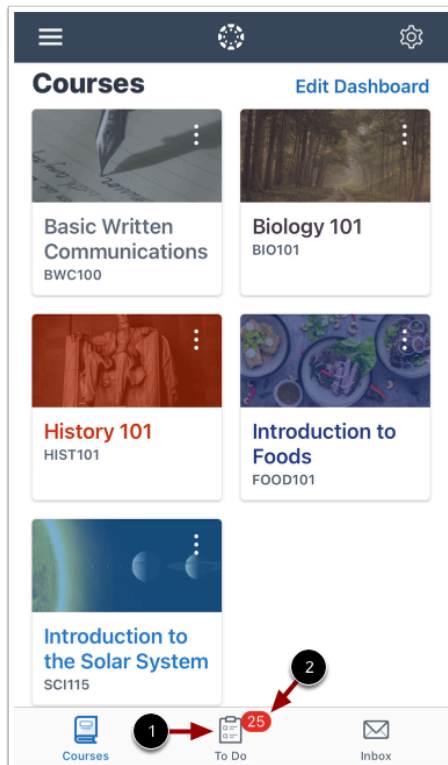
## How do I view the To Do list in the Teacher app on my iOS device?

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.

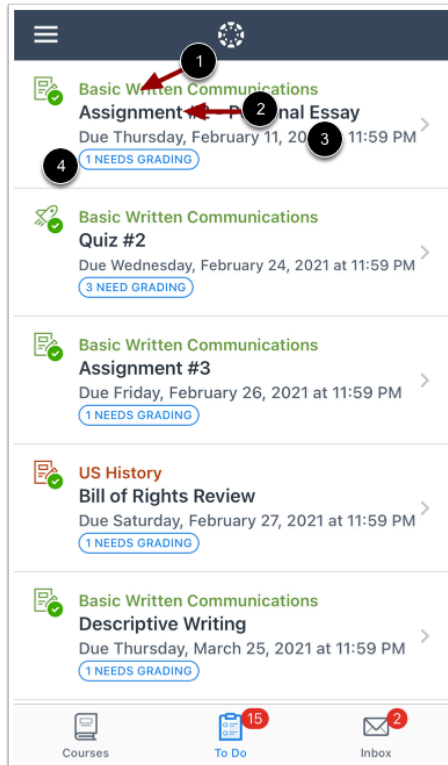
**Note:** The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open To Do List



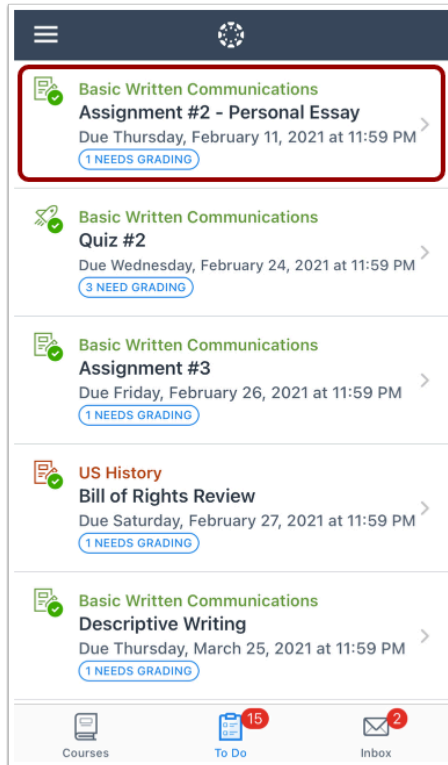
In the Dashboard, tap the **To Do** icon [1]. If the icon includes a numbered badge [2], the badge the number of items that need grading for all assignments.

## 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].

## Open To Do Item




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

## Grade To Do Item



Max Johnson (He/Him)  
Late

 Done

Feb 23, 2021 at 2:34 PM

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras a diam sollicitudin, commodo nunc nec, ullamcorper ipsum. Donec sed elit sed nunc interdum commodo eget quis dui. Ut elementum diam risus, vitae laoreet metus varius eget. Nunc mattis at metus non aliquet. Vivamus gravida, tellus non feugiat mattis, quam nulla porttitor nibh, id tristique diam elit vel arcu. Suspendisse fringilla ex ipsum, non interdum orci feugiat non. In hac habitasse platea dictumst. Donec a nulla eu metus congue malesuada ut id massa. Phasellus dignissim porttitor risus. In feugiat venenatis consequat.

Integer rhoncus non elit at sodales. Etiam condimentum faucibus ultricies. Sed eu sapien erat. Aliquam auctor nisi tortor, quis efficitur augue venenatis vel. Curabitur dictum ligula quam, id dignissim massa vestibulum fringilla. Phasellus imperdiet non purus fringilla gravida. Cras sed metus fringilla, efficitur dolor sed, imperdiet nunc. Ut condimentum efficitur augue nec tempus. Aenean eleifend tortor

Grades

Comments

Files

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



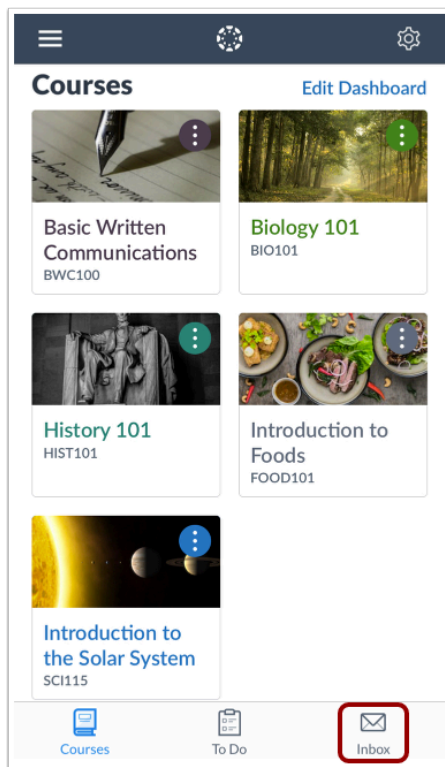
## How do I view the Inbox in the Teacher app on my iOS device?

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.

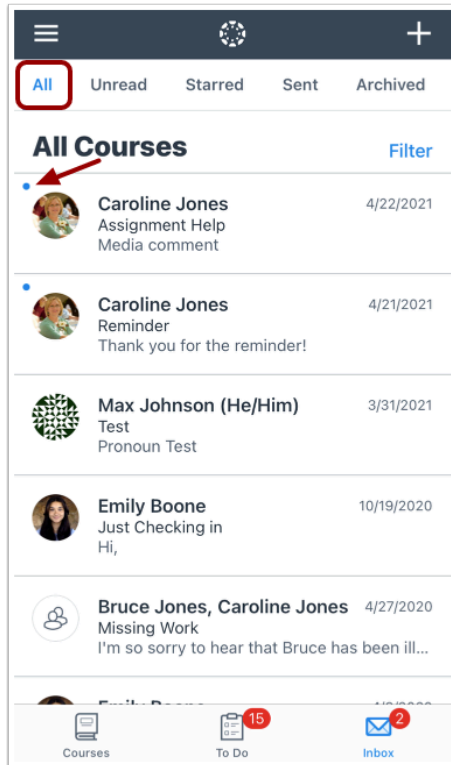
**Note:** Unlike the web version of Canvas, you cannot view assignment comments in the Inbox. However, you can [view comments in the assignment](#).

### Open Inbox



In the Dashboard, tap the **Inbox** icon. If the inbox icon includes a numbered badge, the badge shows how many unread messages you have in your Inbox.

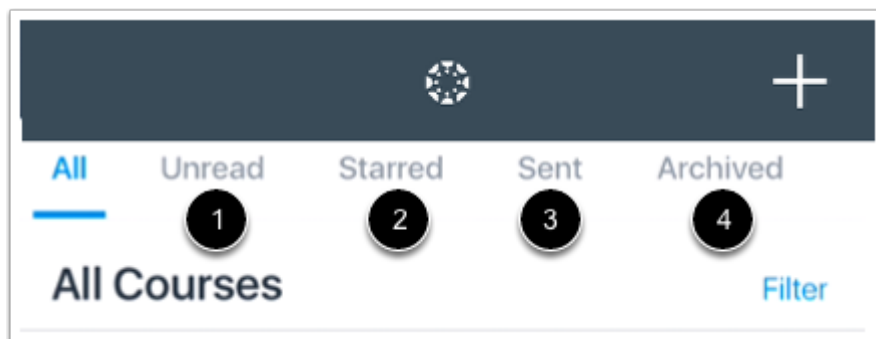
## View Inbox



The Inbox defaults to the All tab and displays all your messages [1]. 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 [2].

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

## View Inbox Tabs



You can view different types of messages in the Inbox:

**Unread** [1]: Messages that are unread in the Inbox

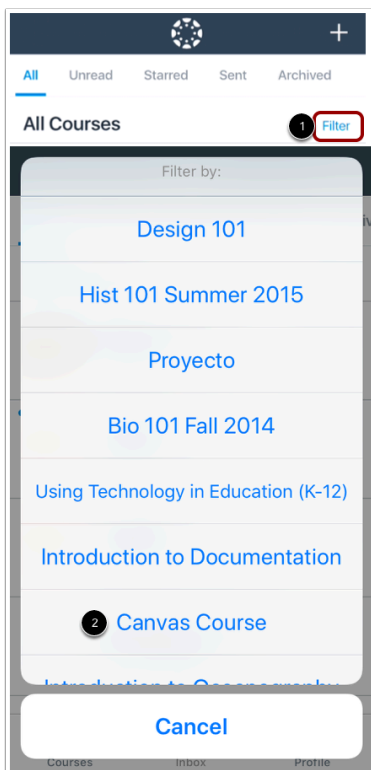
**Starred** [2]: Messages that you've starred in the Inbox

**Sent** [3]: Messages that you've sent (you cannot view messages sent to others in any other tab until you receive a reply)

**Archived** [4]: Messages that have been archived

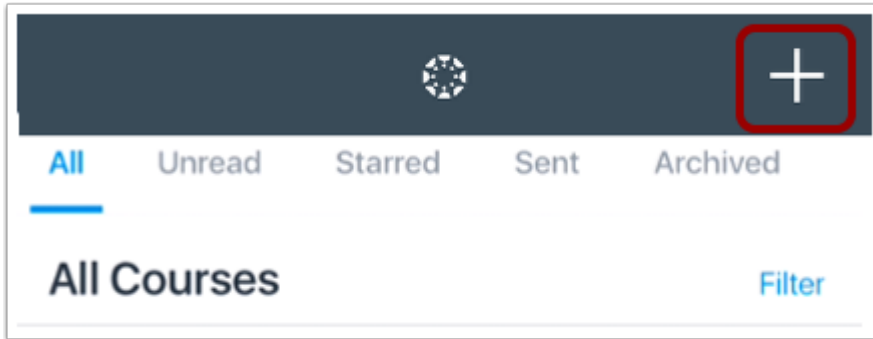
**Note:** Messages cannot be archived in the Teacher app.

## View Inbox Filter



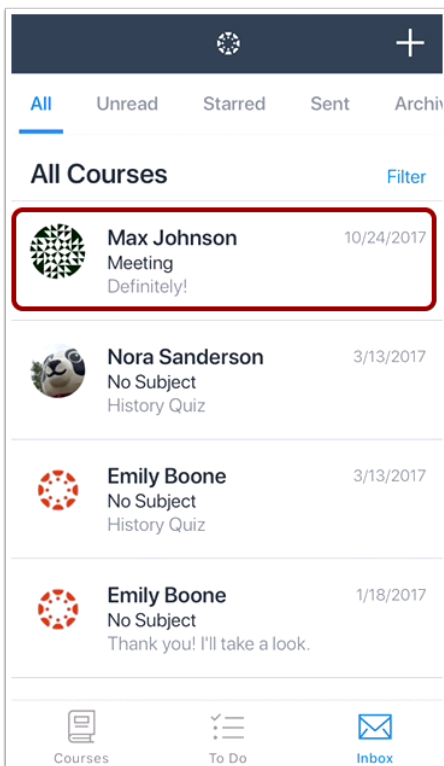
You can also filter your Inbox by course. Tap the **Filter** link [1], then select the course name whose messages you want to view [2].

## Send Message

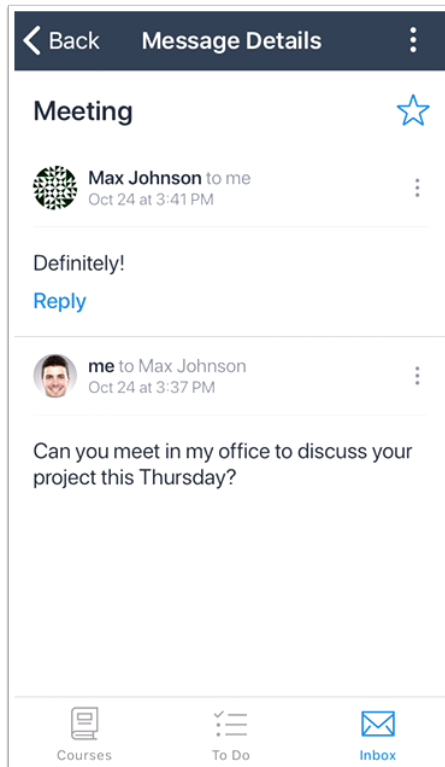


To [send a new message](#), tap the **Add** icon.

## Open Message

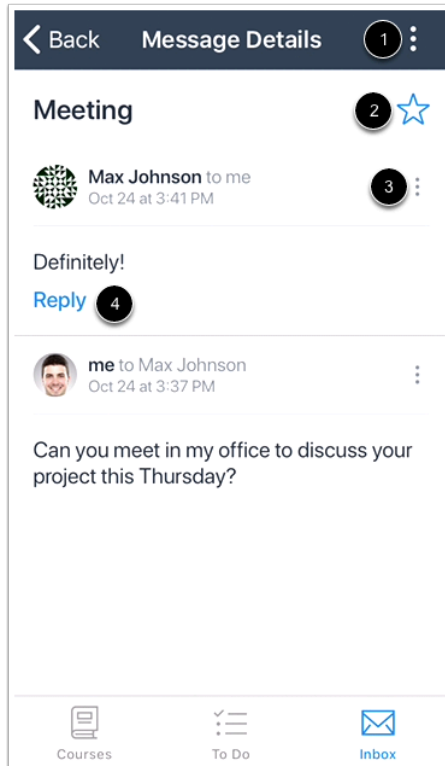


To view a message, tap the message you want to open.



View the selected message thread.

## Manage Message



To forward or delete the entire message thread, tap the message **More Options** icon [1].

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

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

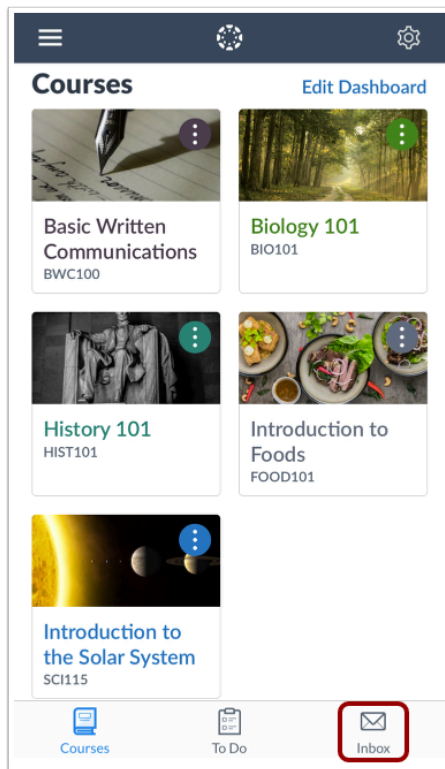
To [reply to the message](#), tap the **Reply** link [4].

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

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

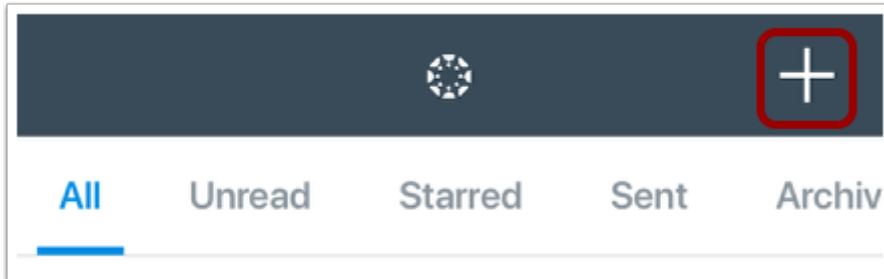
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open Inbox



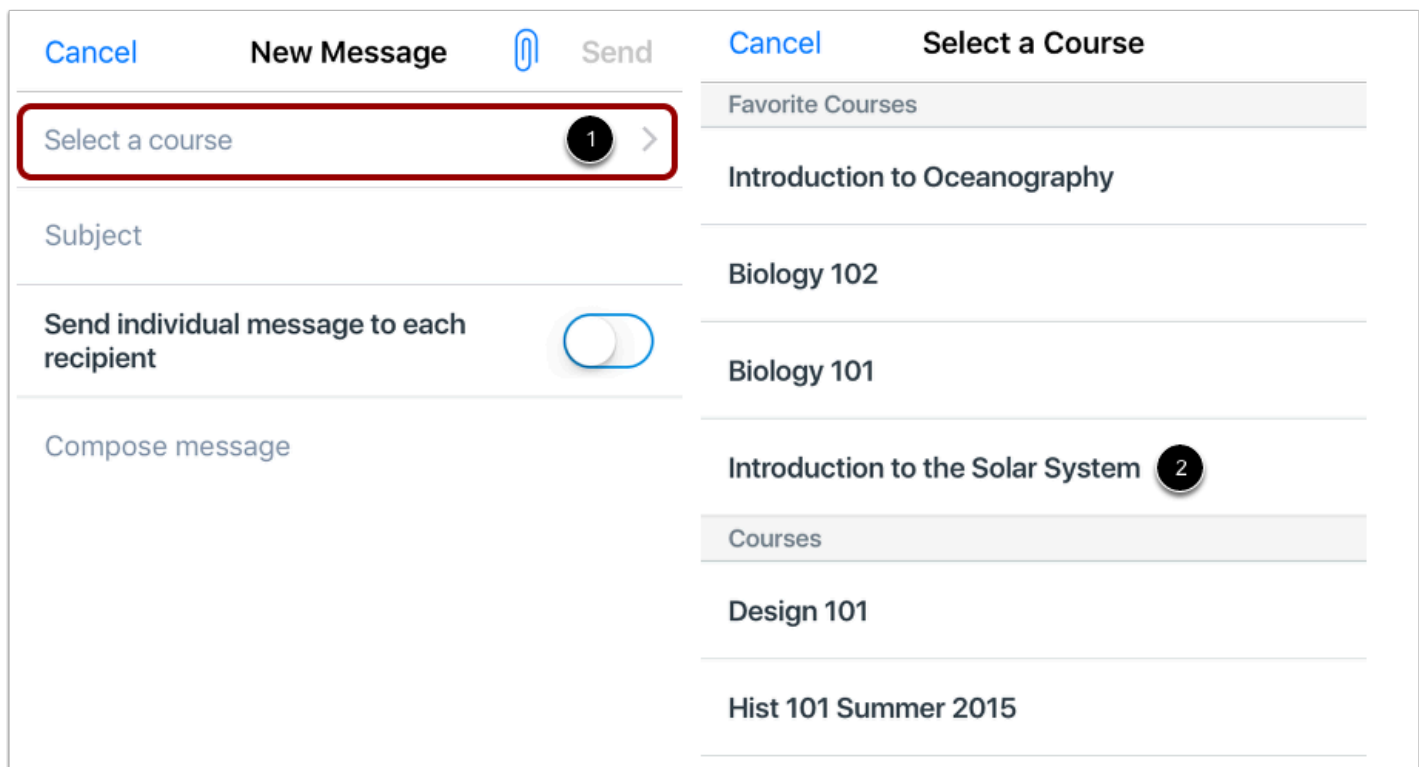
In the Dashboard, tap the **Inbox** icon.

## 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

[Cancel](#) **New Message**  [Send](#)

Introduction to the Solar System >

Students X 

Subject

Send individual message to each recipient ☐


Compose message

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


**Note:** You can only add one user or group of users at a time.


## Search by Name

**Introduction to the Solar System** [Cancel](#)

 Search

**A** All in Introduction to the Solar System

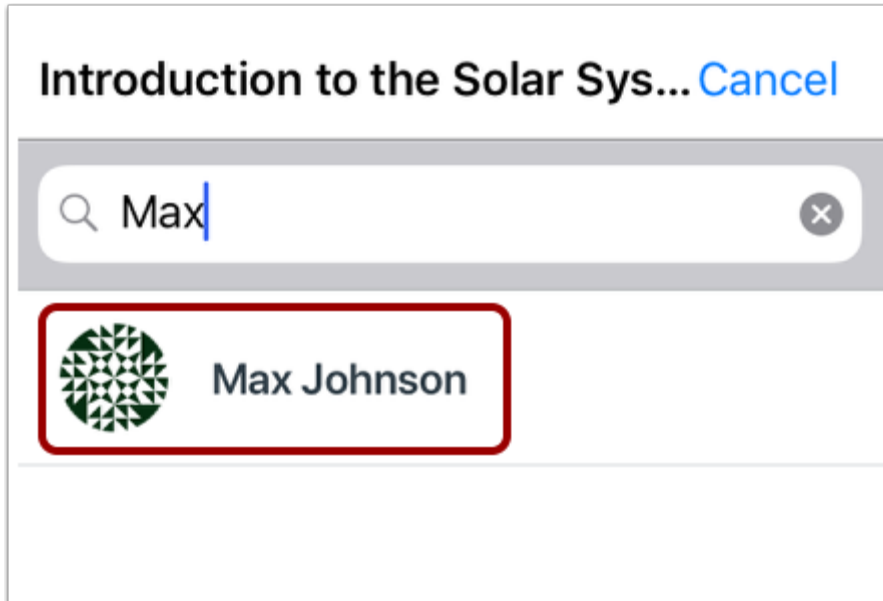
 Teachers >

 Students >

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

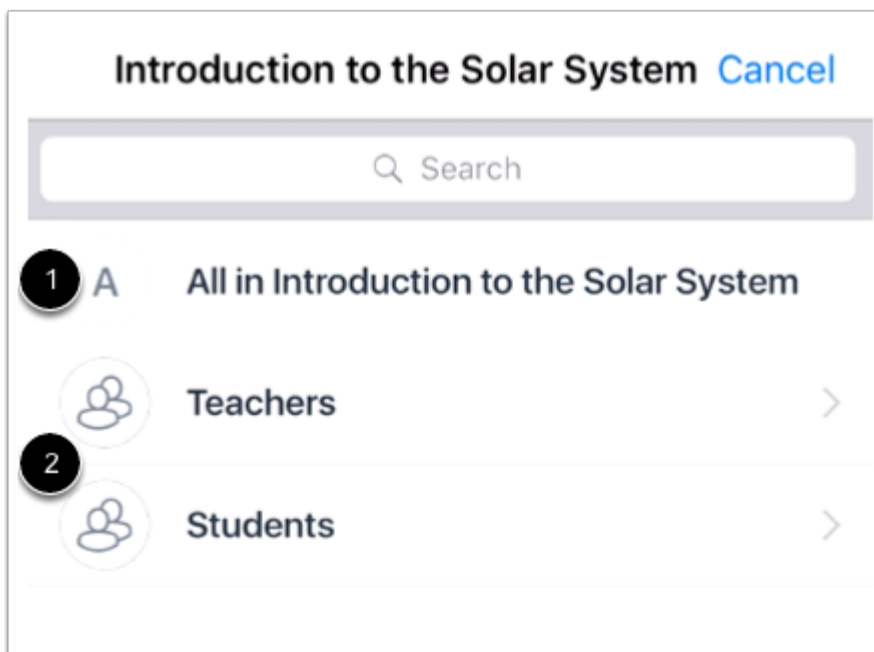
**Note:** If you cannot remember a recipient's name, you can search by course filter to select your recipient.

## Select Recipient



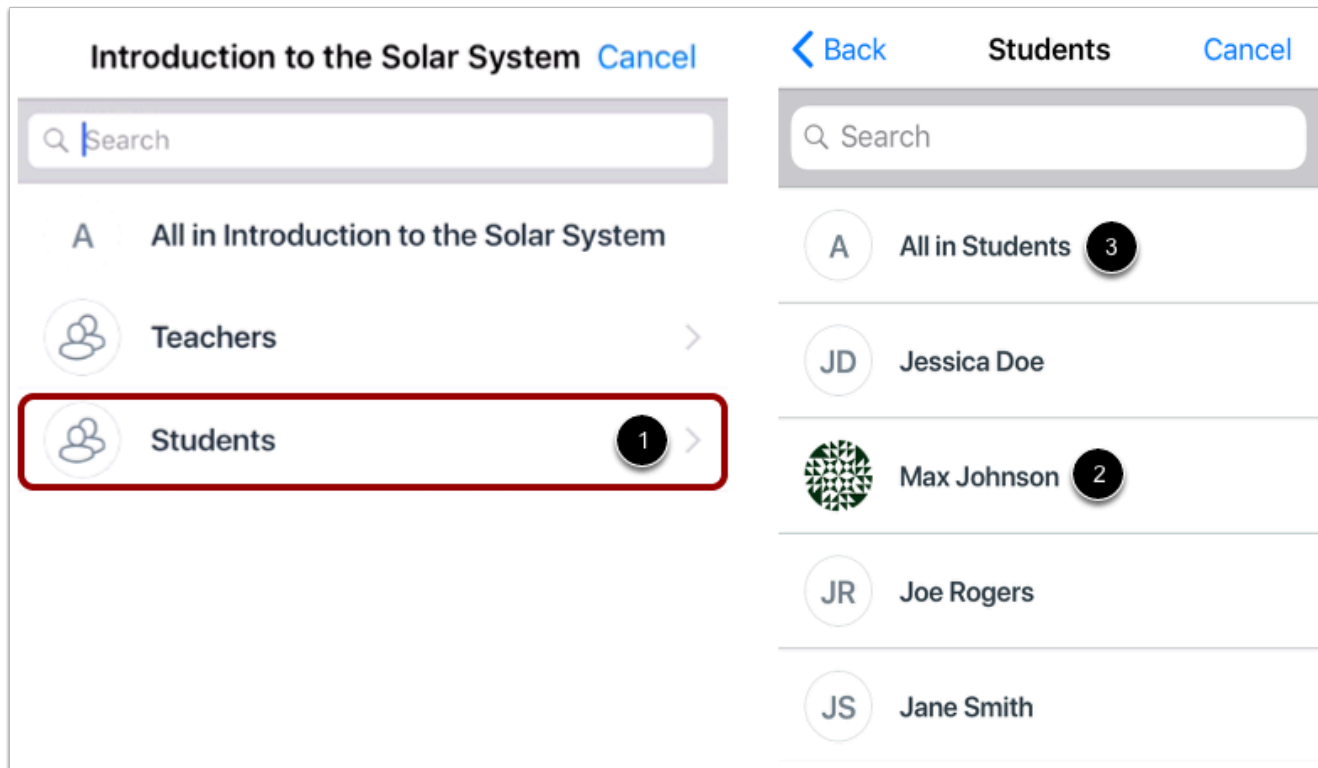
When the full name of the recipient appears, tap the name.

## Search by Course Filter



To search by course filter, select to message all users [1], or select users by group [2].

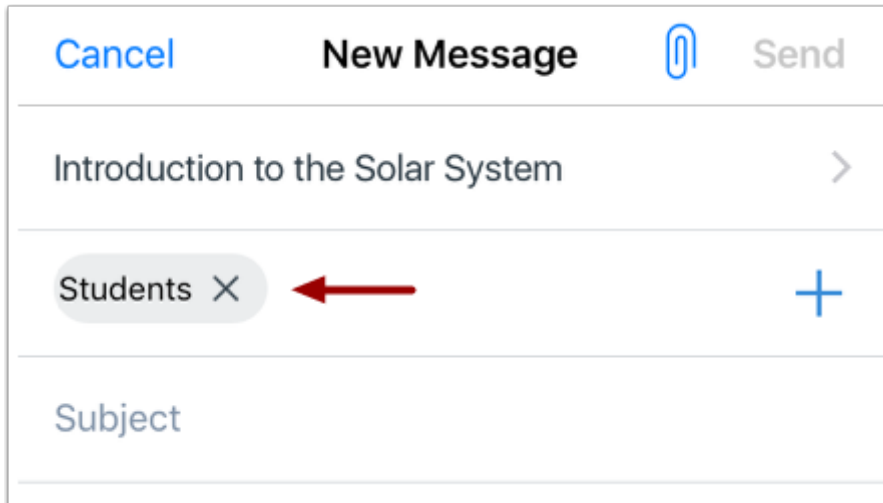
## Select User Group



To select a user group, tap the recipient's user group [1].

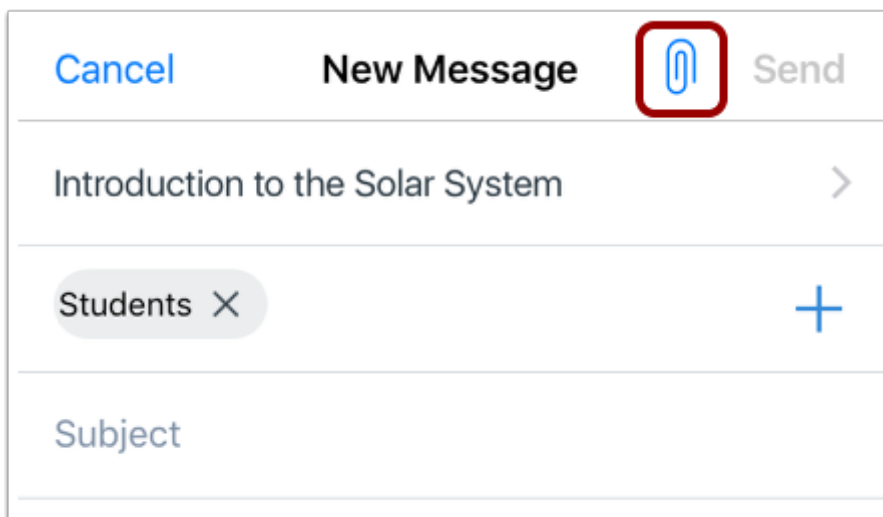
Tap the name of the recipient [2]. You can select all members in a specific user group by tapping the **All Members** option [3].

## Modify Recipients



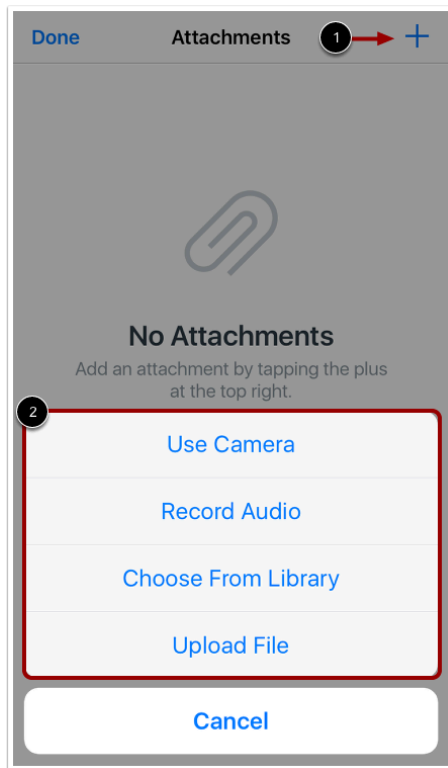
If you need to remove a recipient, tap the remove icon.

## Attach File



To attach a file to the message, tap the **Attach** icon.

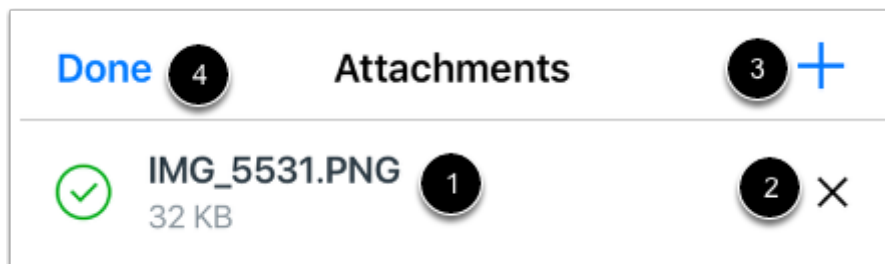
## Select Attachment



To select your attachment file, tap the **Add** icon [1]. Then select how you would like to attach a file [2].

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

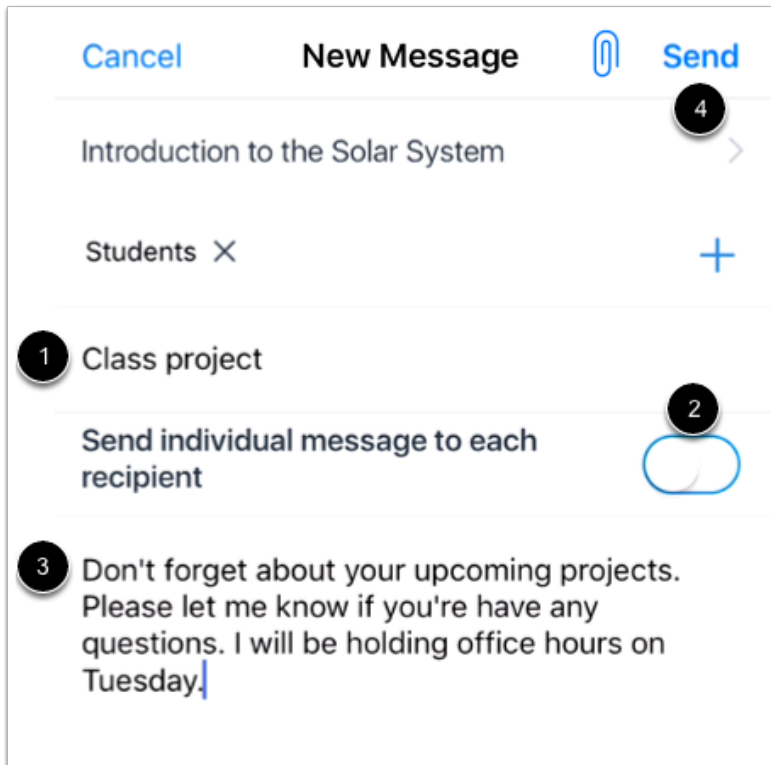
## View Attachment



Once you have added your attachment, it can be viewed on the Attachments page [1]. To delete your attachment, tap the **Delete** icon [2].

To add another attachment, tap the **Add** icon [3]. To return to your message, tap the **Done** link [4].

## Send Message



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 compose field [3], type your message.

When you are ready to send your message, tap the **Send** link [4].

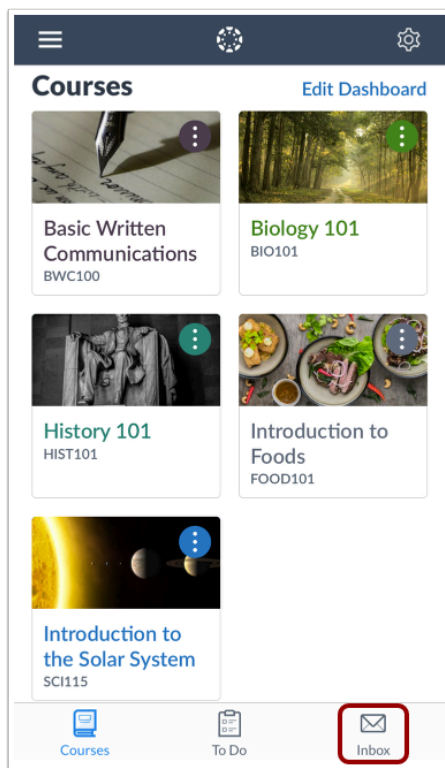
**Note:** New messages will not appear in the Inbox until there is a reply to the message. However, if you have an existing Inbox message with a recipient, the message will appear as part of that message thread.

## How do I reply to a message in the Inbox in the Teacher app on my iOS 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.

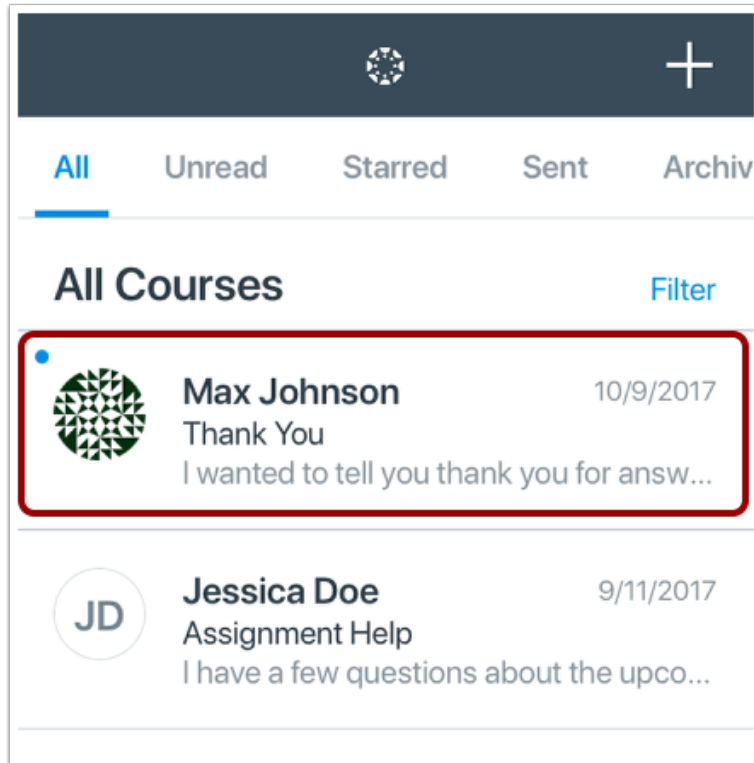
### Open Inbox



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

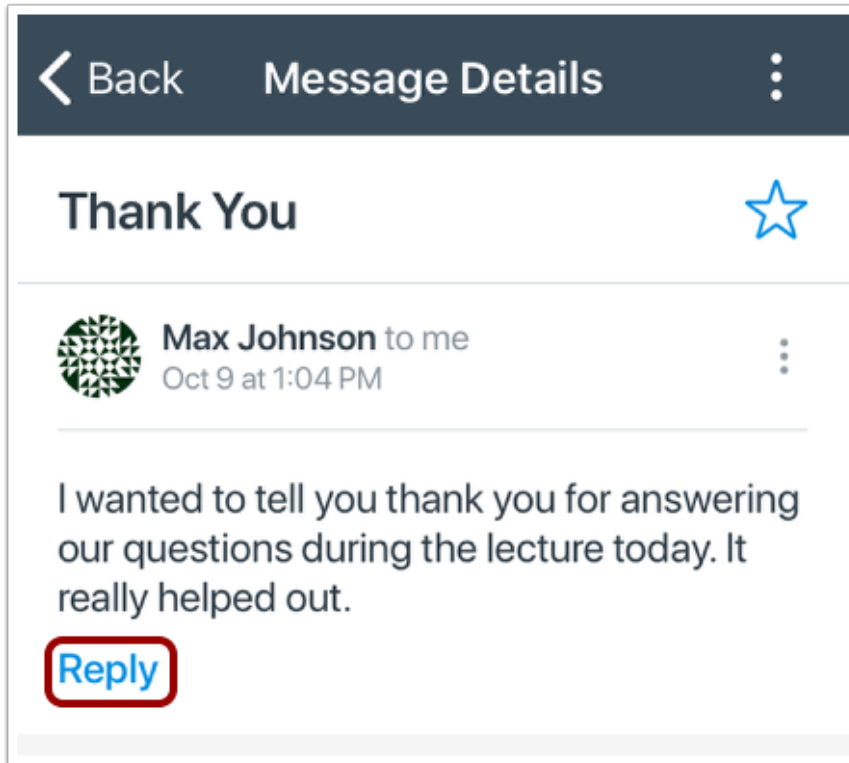


## Open Message




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




## Reply to Message



Tap the **Reply** link.

[Cancel](#) **New Message**  [Send](#) 2

Introduction to the Solar System

 Max Johnson  

Thank You

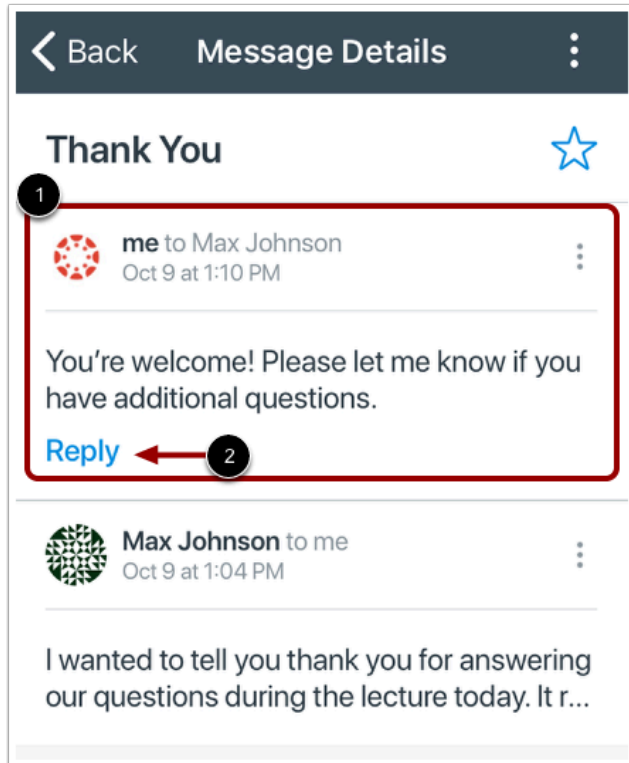
**Send individual message to each recipient** ☐

1  
You're welcome! Please let me know if you have additional questions.

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

When you are ready to send your message, tap the **Send** link [2].

## View Reply



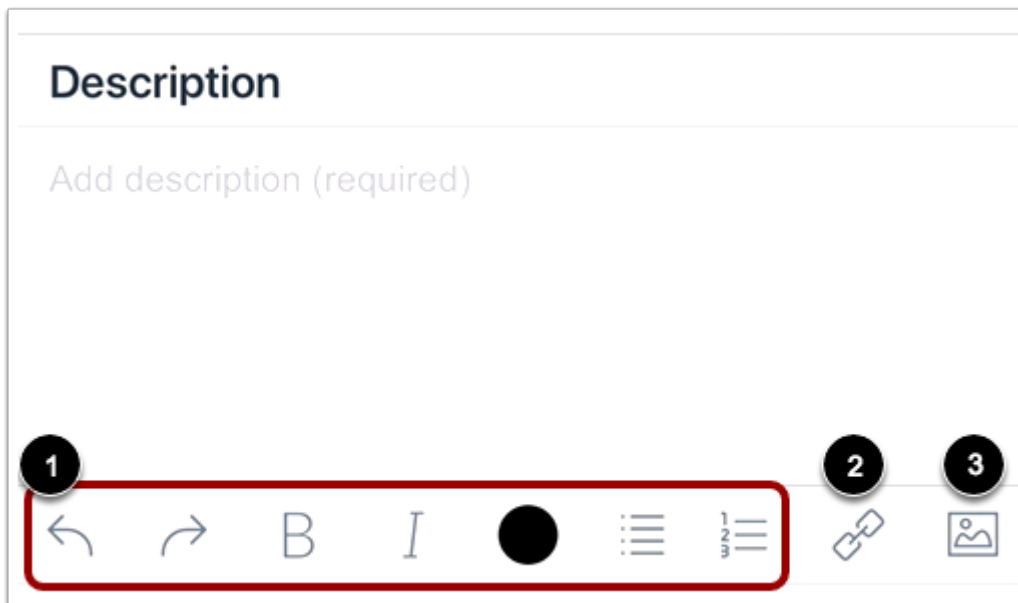
View your message reply in the message thread.

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

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

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

### View Rich Content Editor



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

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

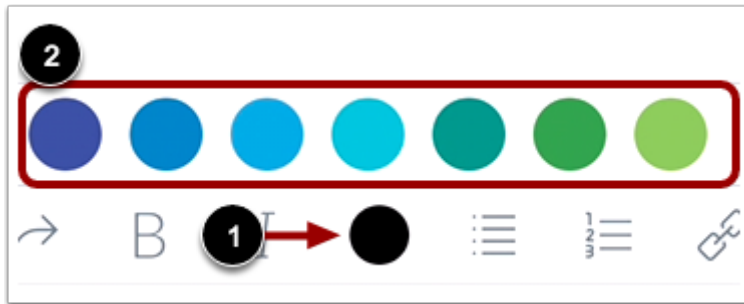
### Format Text



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

## Change Text Color



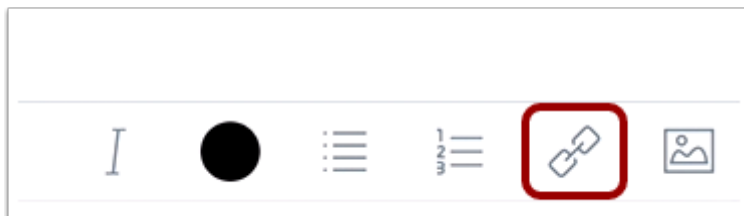
To change the text color, tap the **Color** icon [1]. Then tap the color you want to use [2].

## Create List



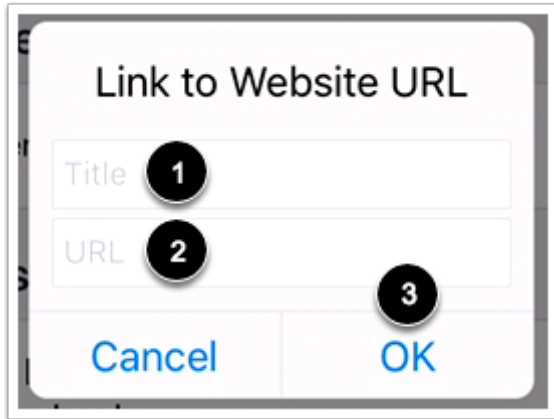
To format text as a bulleted list, tap the **Bulleted List** icon [1]. To format text as a numbered list, tap the **Numbered List** icon [2].

## Add Link



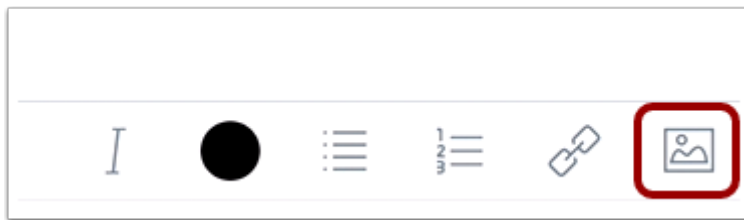
To add a link, tap the **Link** icon.

## Link to Website URL



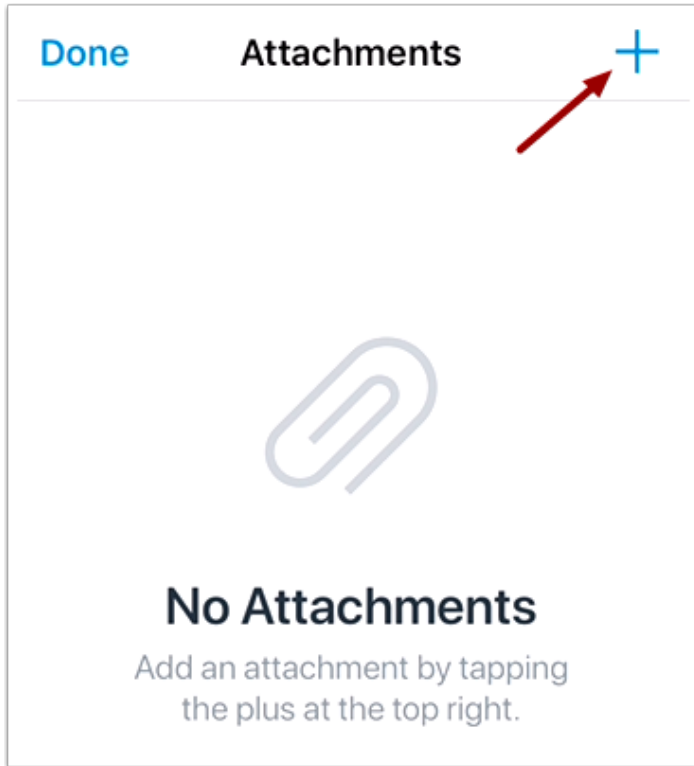
Enter the link title in the **Title** field [1] and the link URL in the **URL** field [2]. Then tap the **OK** button [3].

## Attach Image



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

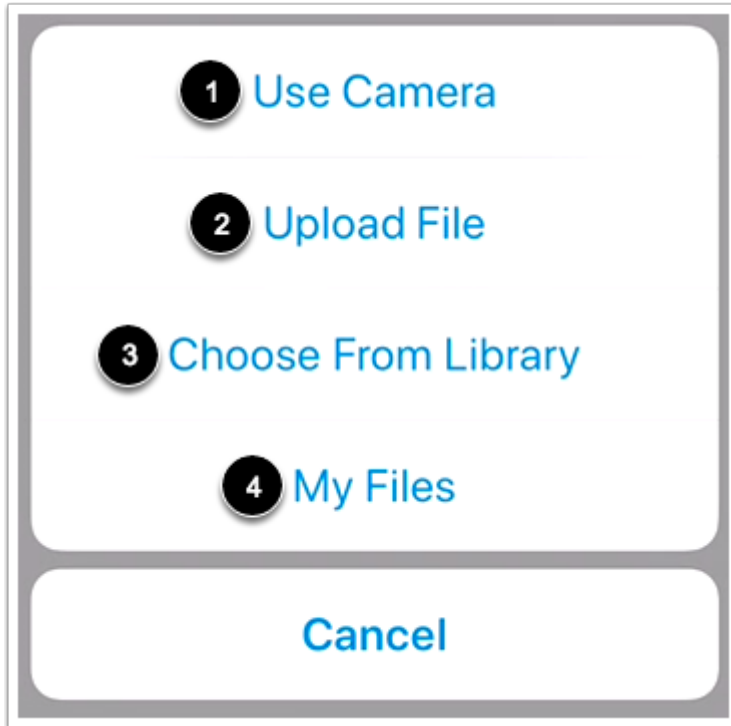
## Add Attachment



Then tap the **Add** icon.



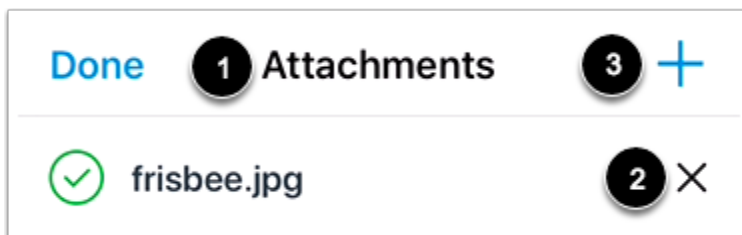
## Select Attachment Option



You can select from the following image attachment options:

- **Use Camera** [1]: take a picture from your camera.
- **Upload File** [2]: upload a file from your device.
- **Choose From Library** [3]: select an image from your photo library.
- **My Files** [4]: upload an image from your Canvas User Files.

## View Attachment



Once you have selected your image, it will display on the **Attachments** page [1].

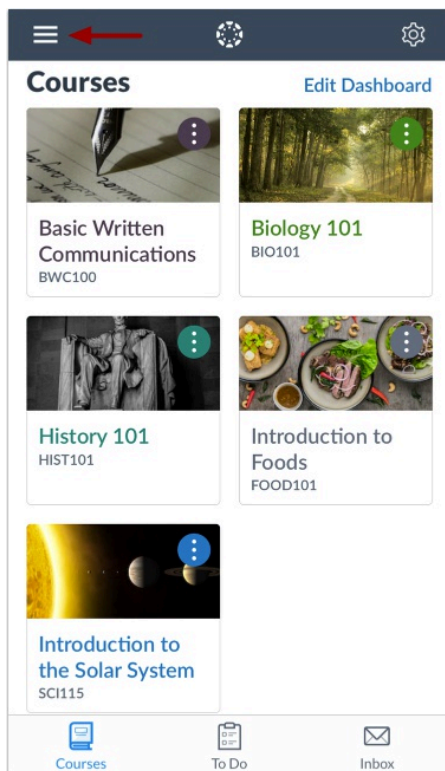
To delete the image, tap the **Delete** icon [2]. To add another image, tap the **Add** icon [3].

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

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

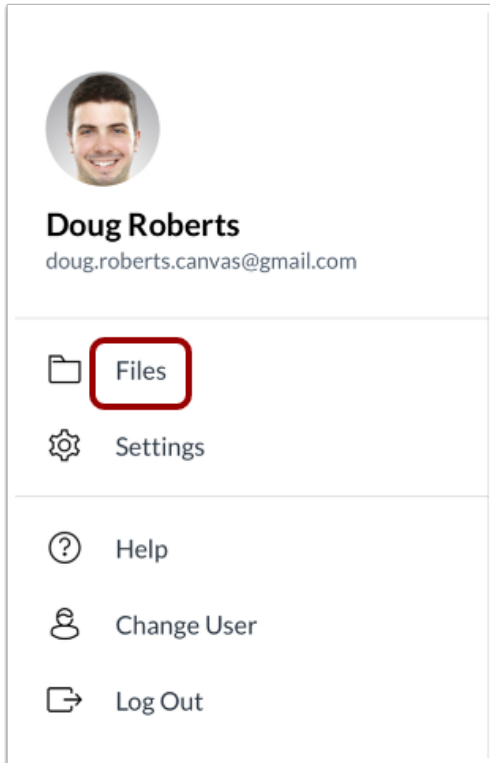
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open User Menu



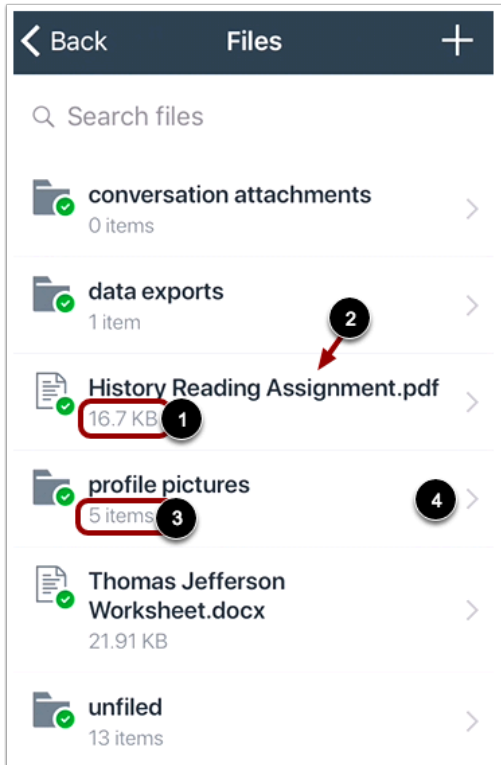
On the Dashboard, tap the **Menu** icon.

## Open User Files



Tap the **Files** link.

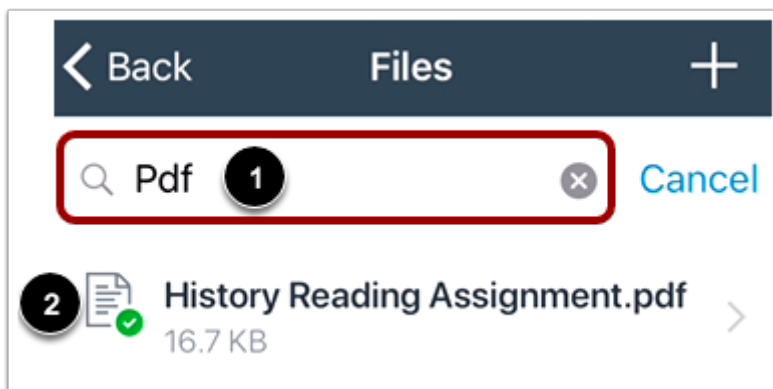
## View User Files



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

Folders display how many items are within each folder [3]. To view items within a file folder, tap the **Arrow** icon next to the folder [4].

## Search Files



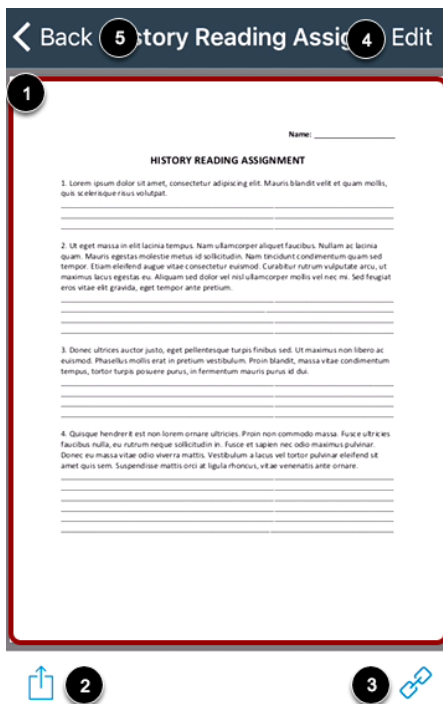
To search for a file, tap the **Search** field [1]. Then enter the name of the file you want to view.

To open the file, tap the name of the file in the search results [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 [1].

To share your file, tap the **Share** icon [2]. To copy your file, tap the **Copy** icon [3].

To edit your file, tap the **Edit** link [4]. To return to the file folder, tap the **Back** link [5].

**Note:** Not all file types support sharing.

## Edit File


[Cancel](#)[Edit File](#)[Done](#)

**Title** 1

History Reading Assignment.pdf

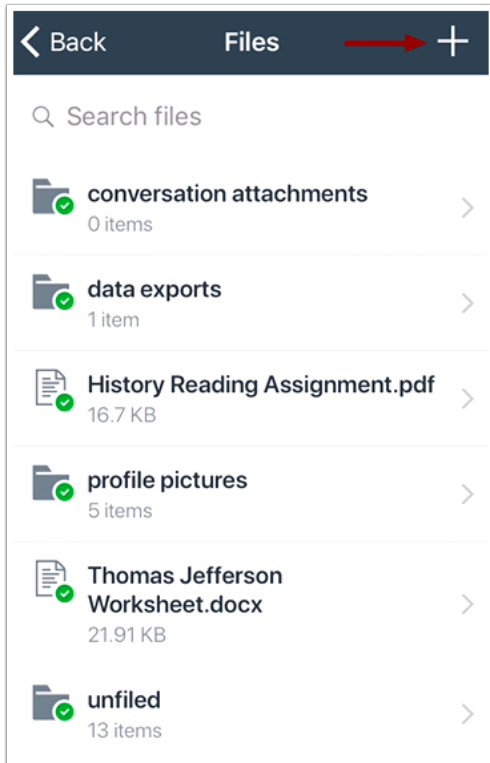
**Access** 2

Publish >

 **Delete File** 3

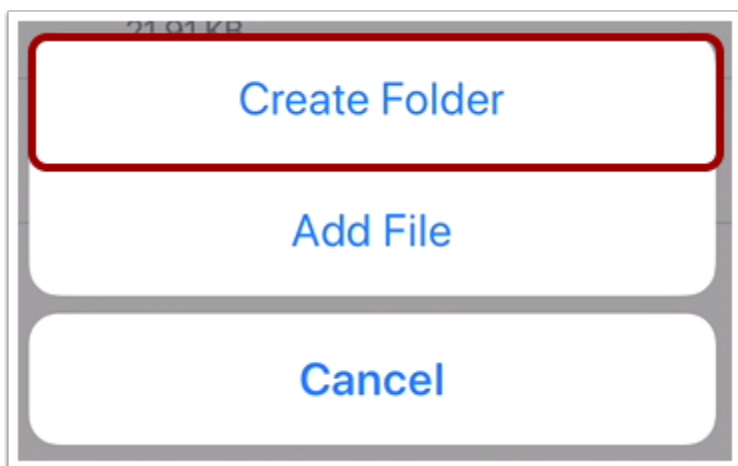
You can edit the title [1] and access settings [2] for your files. To delete your file tap the **Delete File** link [3].

## Add File or Folder



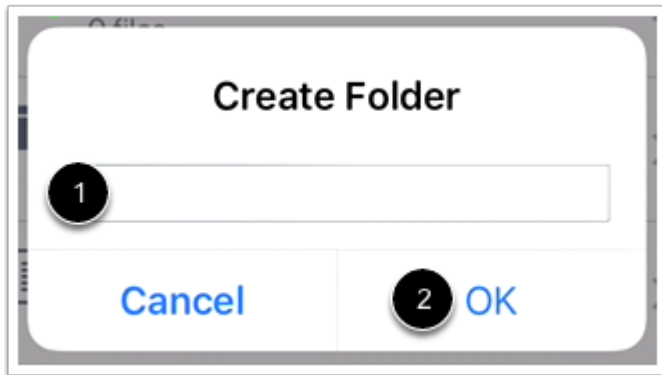
To add a new file or folder, tap the **Add** icon.

## Create Folder



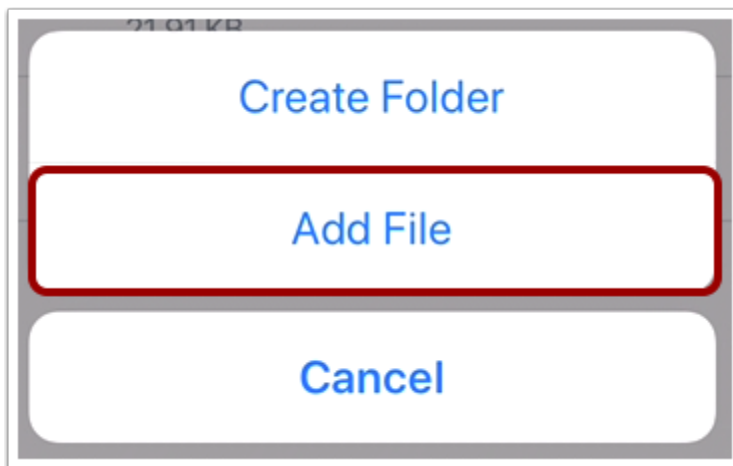
To create a new folder, tap the **Create Folder** button.

## Name Folder



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

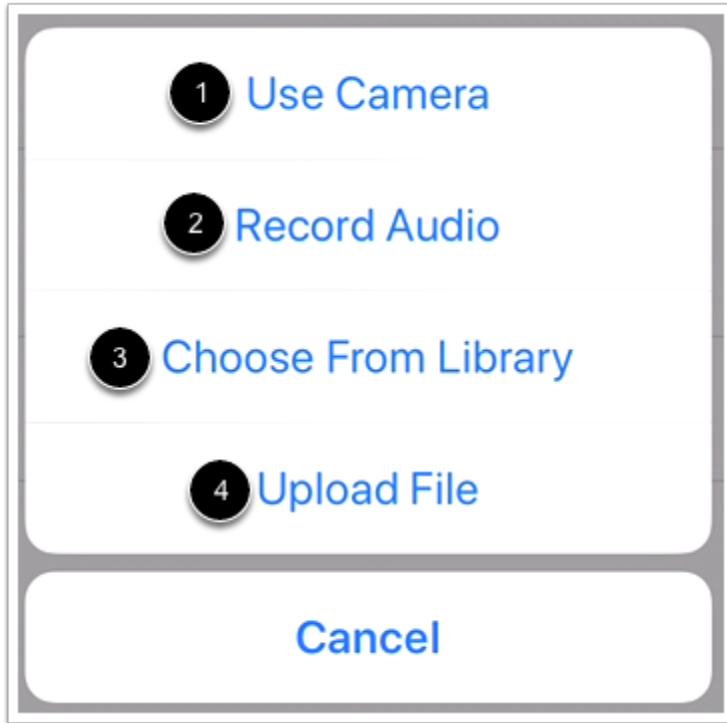
## Add File



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], record audio [2], find a file in your library [3], or upload a file [4].

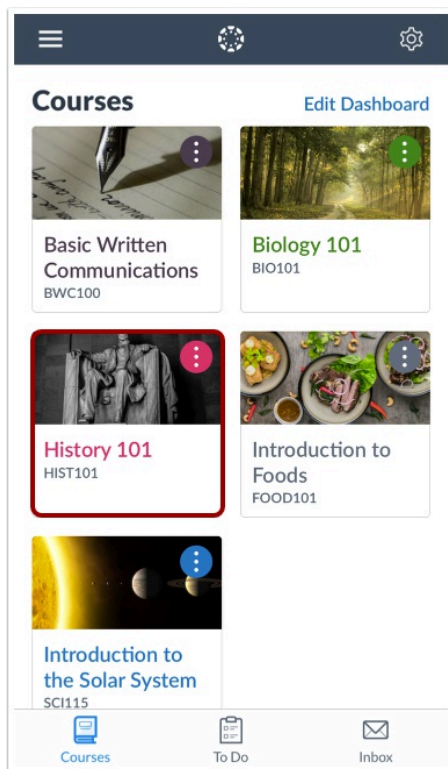
**Note:** To learn more about media uploads, view the [Canvas Media Comparison resource document](#).

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

As an instructor, you can use Student View in the Canvas Teacher app on your iOS device. Accessing Student View opens the Canvas Student app and displays the Test Student icon at the bottom 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.

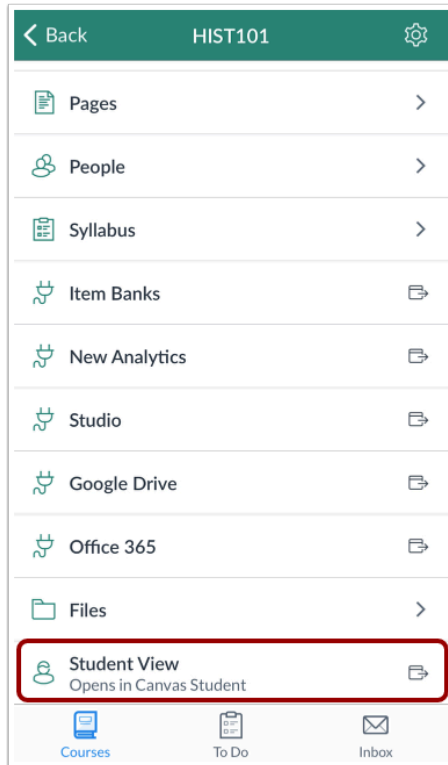
**Note:** When accessing Student View, if you do not have the Student app installed on your device, you are first directed to the App Store to download the Canvas Student app.

### Open Course



In the Courses tab, tap the name of the course.

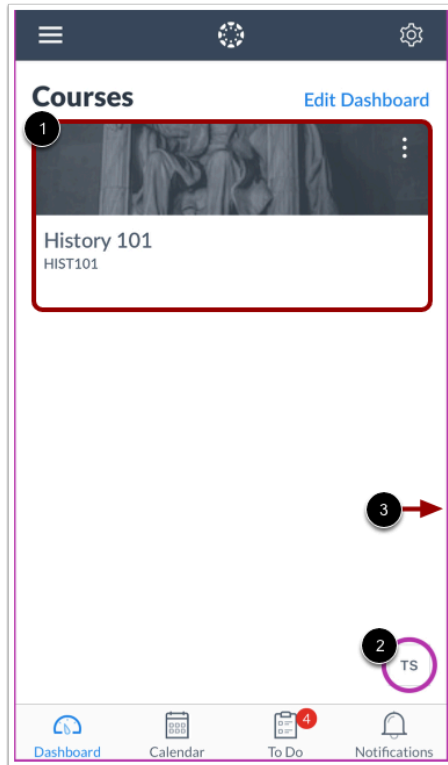
## Open Student View



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 App Store where you can download the Canvas Student app.

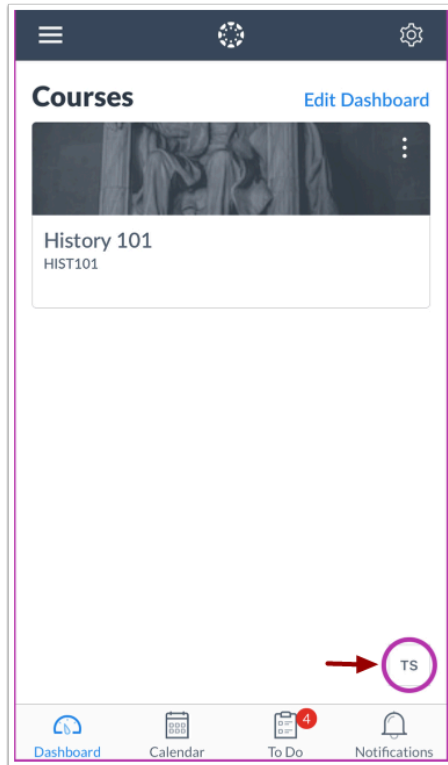
## View Course



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

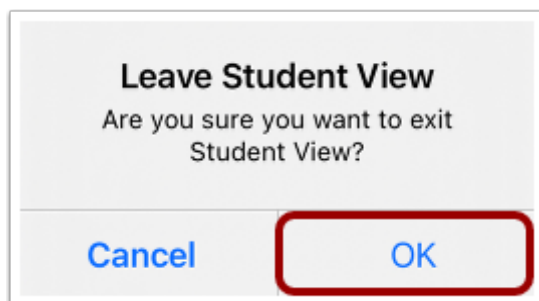
When you are logged in to student view, each page displays the Test Student icon [2], and a persistent box displays around each page in the app [3].

## Leave Student View



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

## Confirm Logout



Tap the **OK** button.

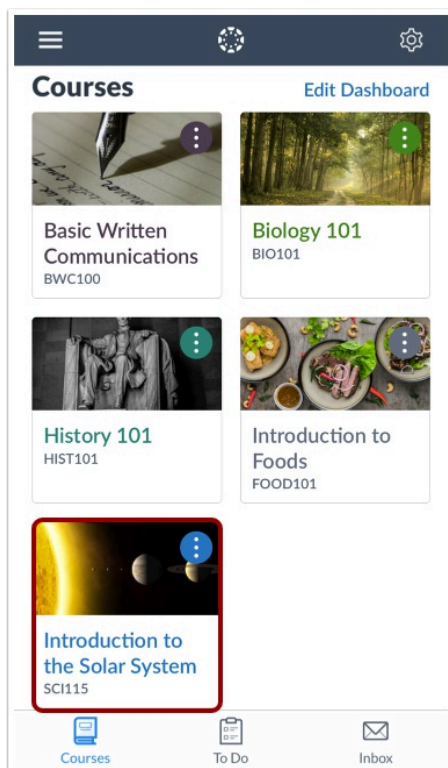
## Course Features

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

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

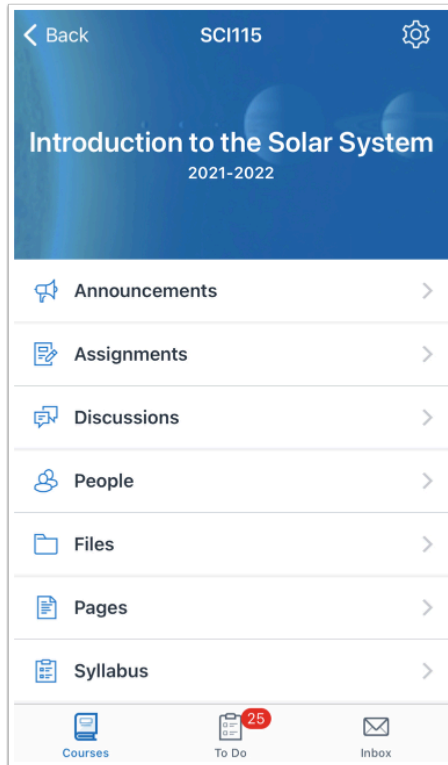
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open Course



In the **Courses** tab, tap the name of a course.

## View Course Navigation

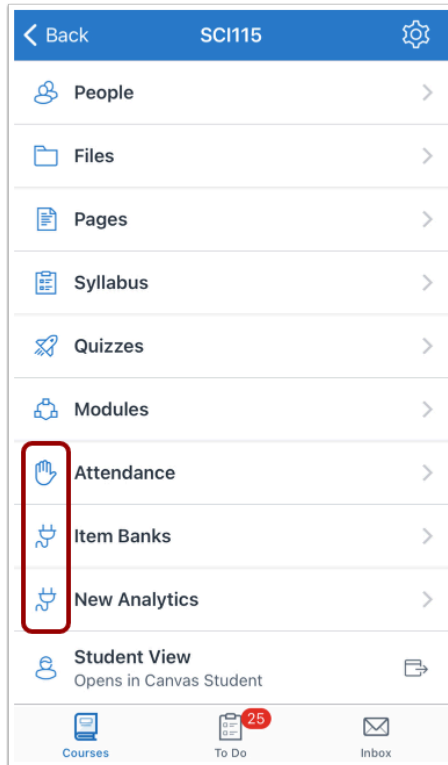


The course navigation links display all areas of the course available to you. To open a course area, tap the name of the link.

**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.

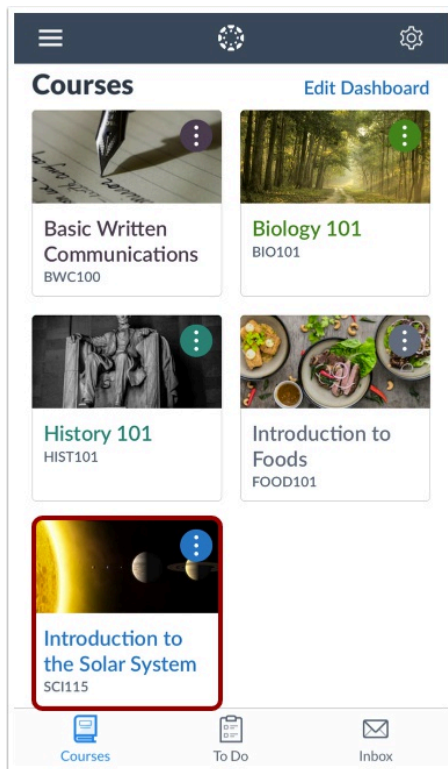
**Note:** The external apps displayed in the Teacher app will vary based on the external apps enabled for your institution or course. For assistance with external apps, contact your Canvas administrator.

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

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

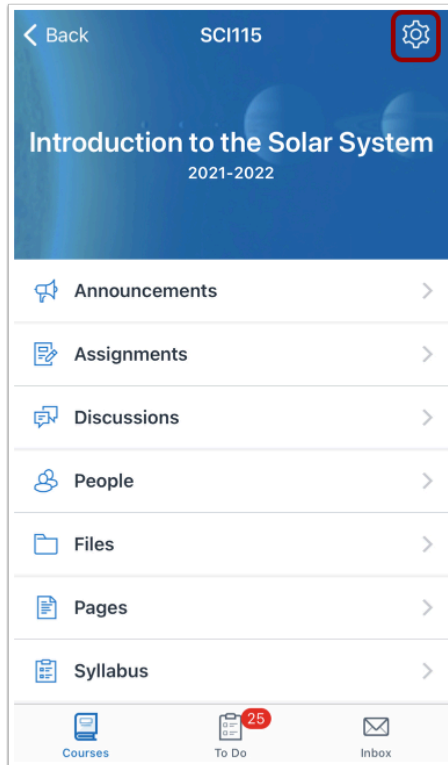
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open Course



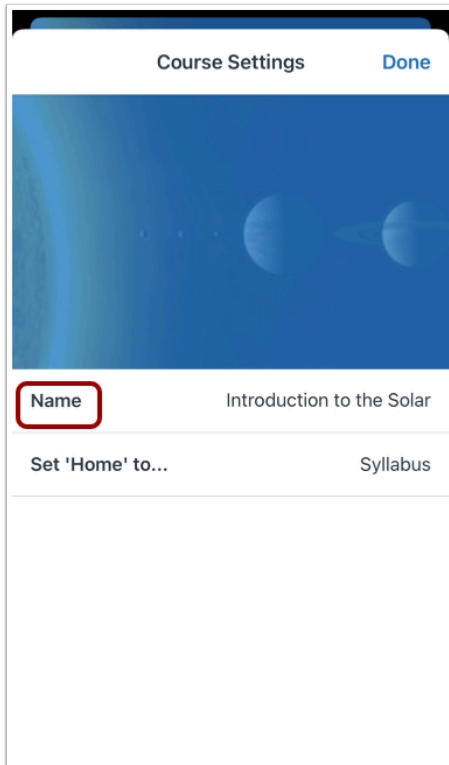
In the Courses tab, tap the course name.

## Open Settings



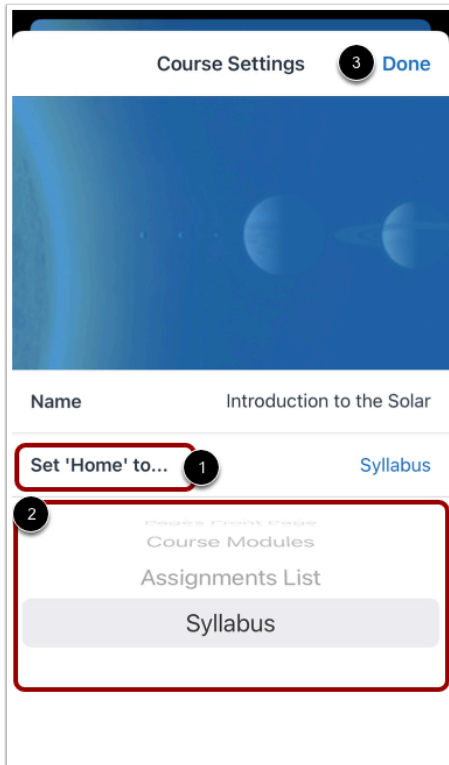
Tap the **Settings** icon.

## Change Course Name



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

## Set Course Home Page



To change the course home page, tap the **Set 'Home' to** option [1].

In the Home Page list [2], select the new home page for the course. Changing the course home page affects the web version of Canvas.

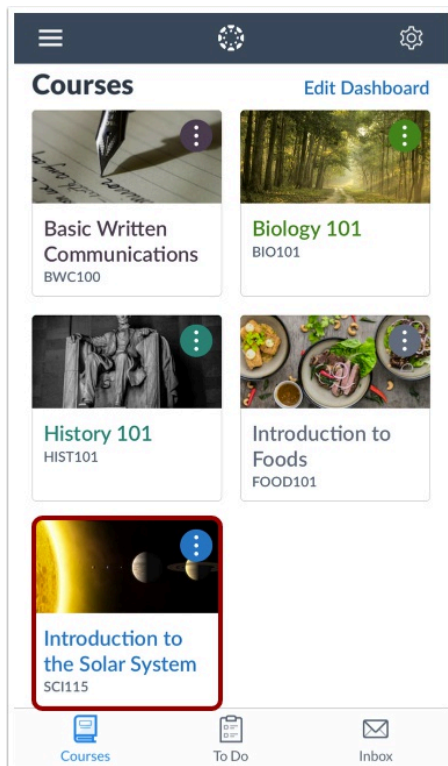
Tap the **Done** link [3].

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

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

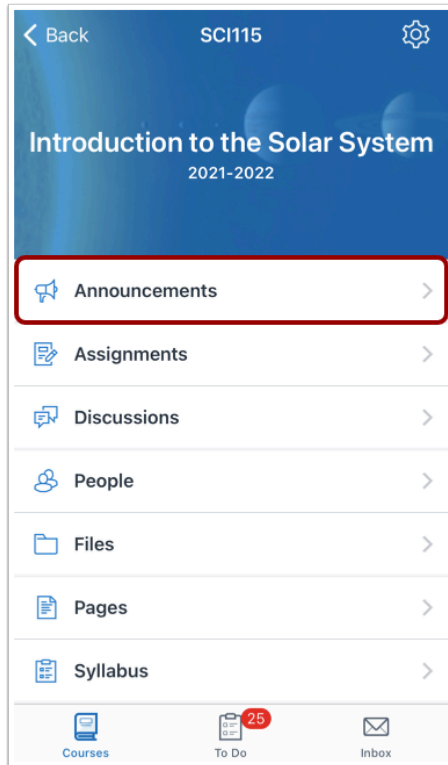
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open Course



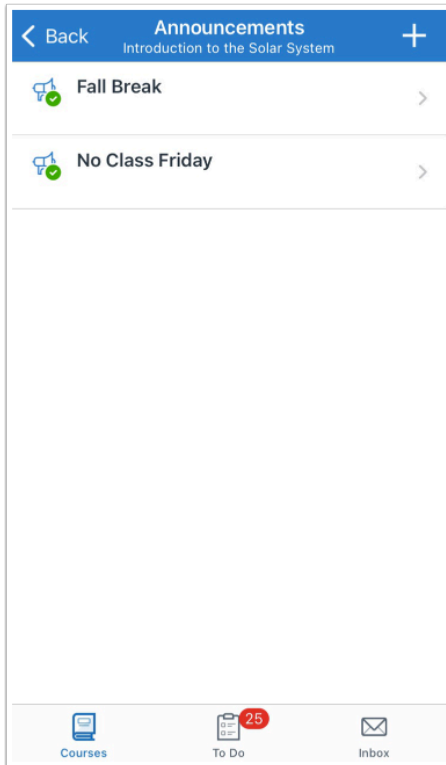
In the **Courses** tab, tap the name of a course.

## Open Announcements



Tap the **Announcements** link.

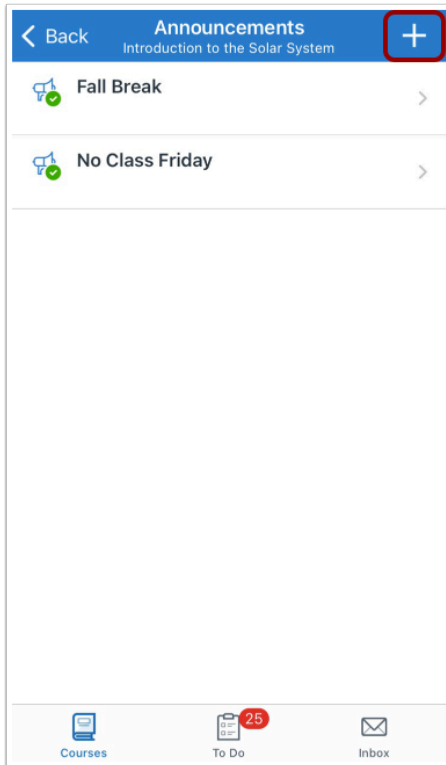
## View Announcements



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

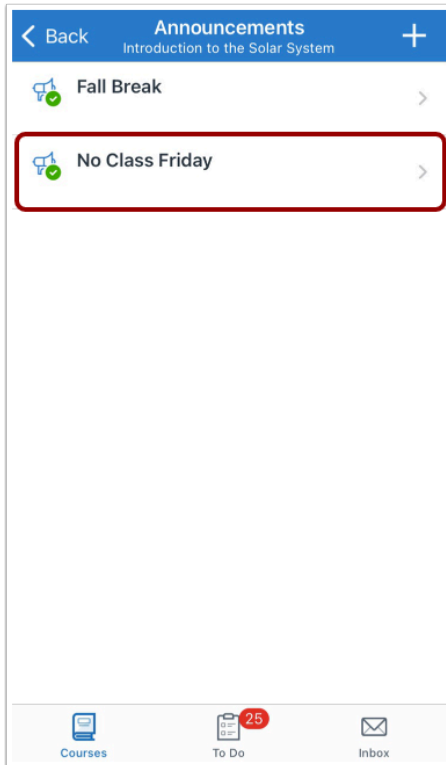


## Add Announcement



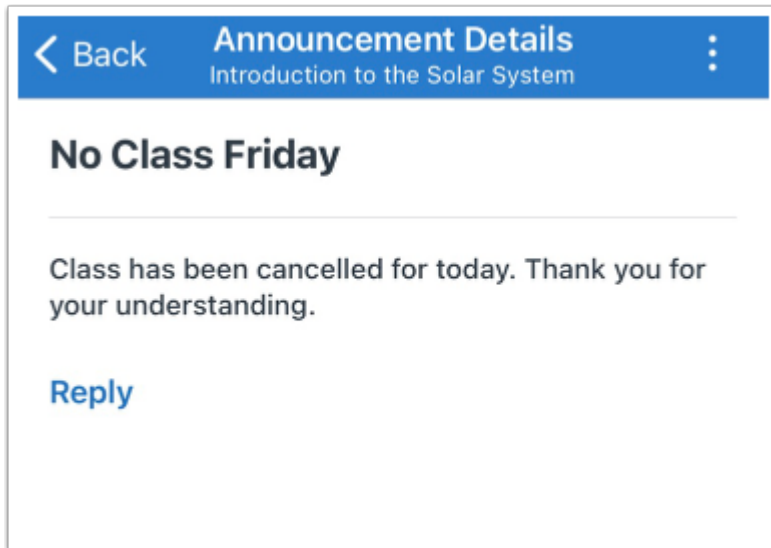
To [add an announcement](#), tap the **Add** icon.

## Open Announcement



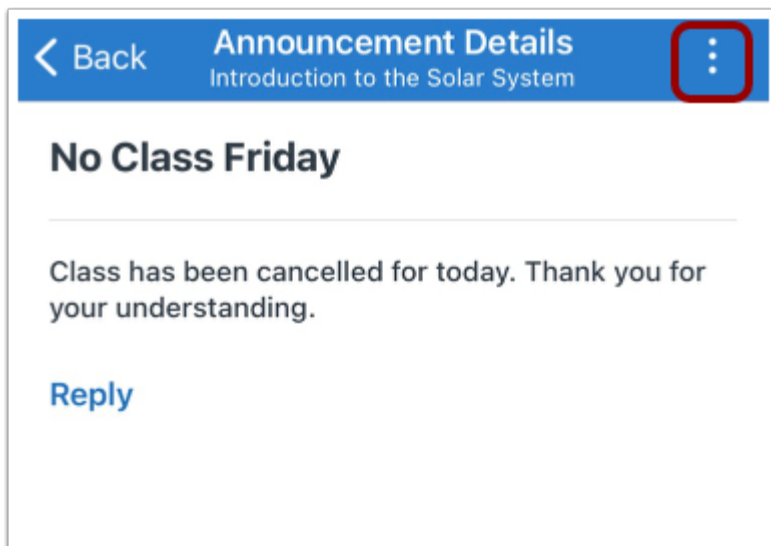
To open an announcement, tap the announcement name.

## View Announcement



View the announcement.

## Manage Announcement



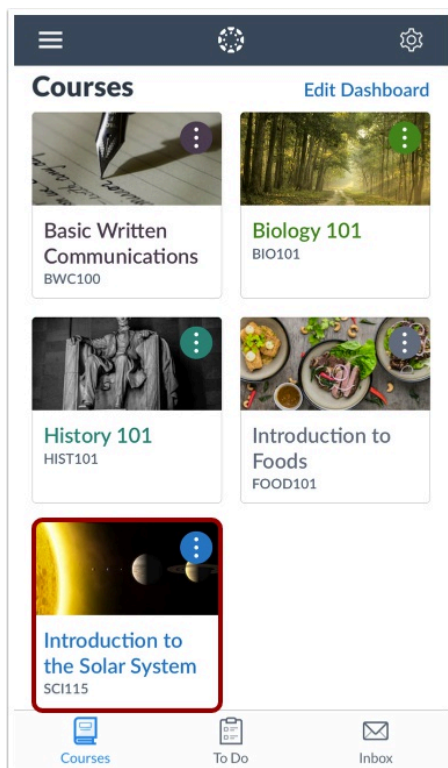
To manage the announcement, tap the **More Options** icon. You can edit the announcement, mark any replies to the announcement as read, and delete the announcement.

## How do I add an announcement in the Teacher app on my iOS 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.

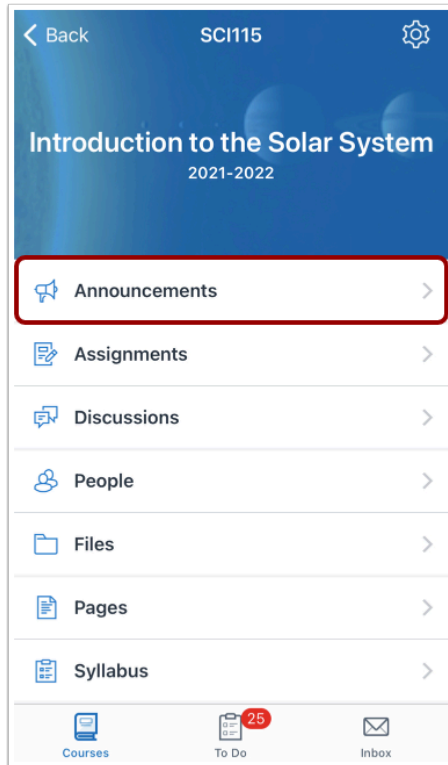
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open Course



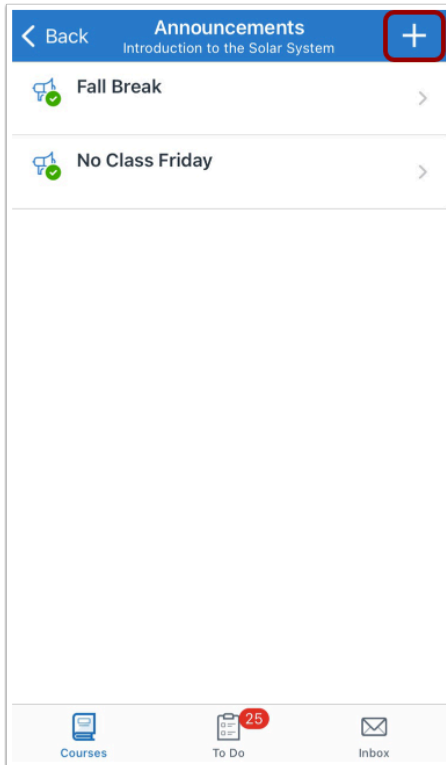
In the **Courses** tab, tap the name of the course you'd like to view.

## Open Announcements



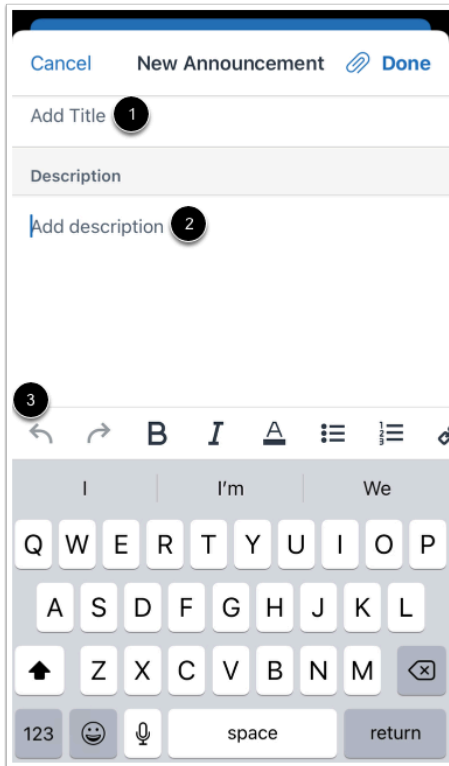
Tap the **Announcements** link.

## Add Announcement



Tap the **Add** icon.

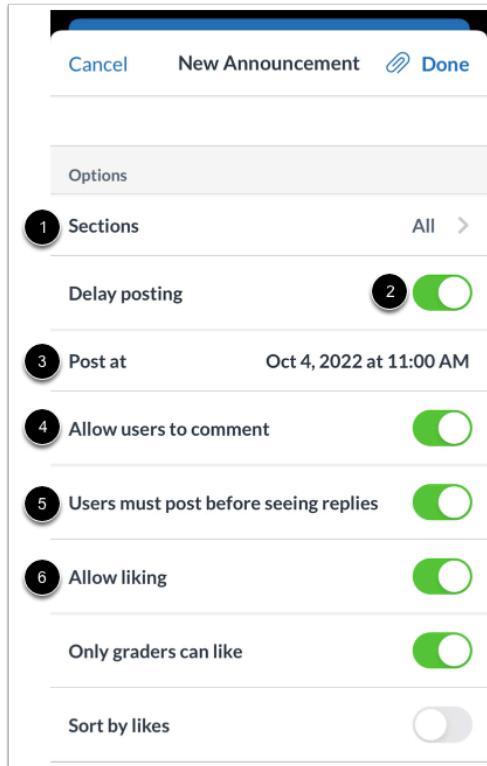
## Enter Announcement Details



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

In the Description field [2], add a description for the announcement. You can use the Rich Content Editor to format your title and description [3]. Learn more about [using the Rich Content Editor](#).

## Set Options



To send an announcement to specific sections, tap the **Sections** option [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** button [2]. When enabled, select the date and time for your post by tapping the **Post at** option [3].

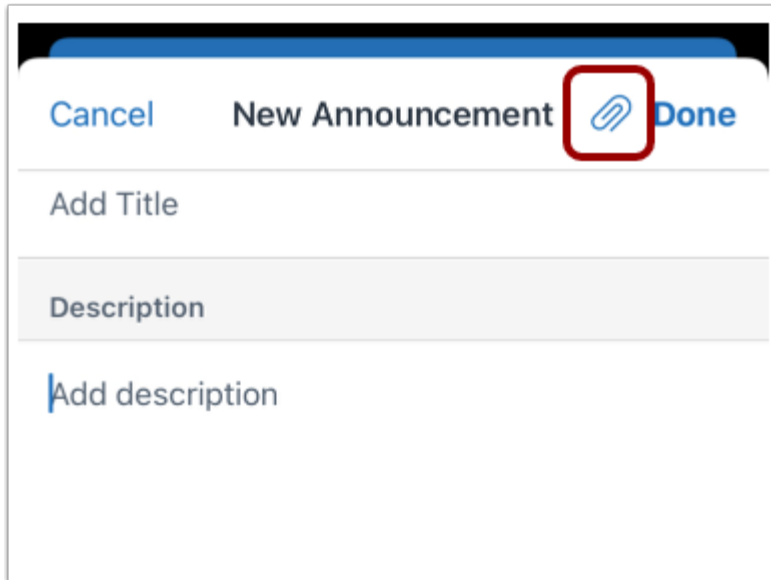
If you want to allow users to comment, tap the **Allow users to comment** button [4].

If you want to require users to have to post to the announcement before seeing replies from others, tap the **Users must post before seeing replies** button [5].

If you want to allow liking the announcement, tap the **Allow liking** button [6]. You can allow only graders to like and/or sort by likes.

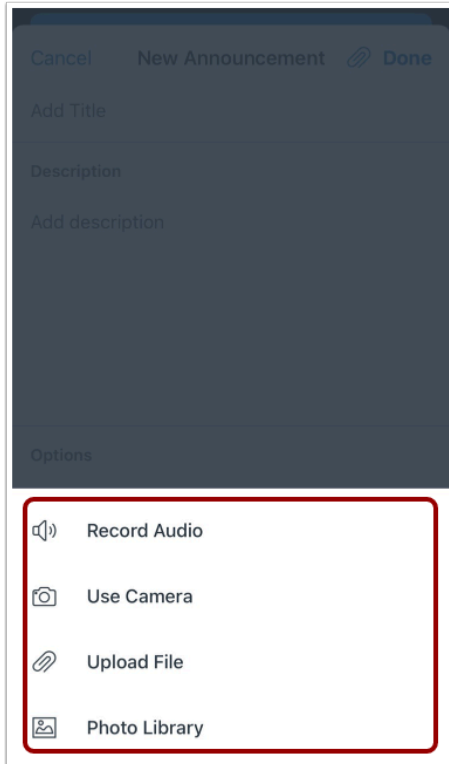


## Attach File



To attach a file to the message, tap the **Attach** icon.

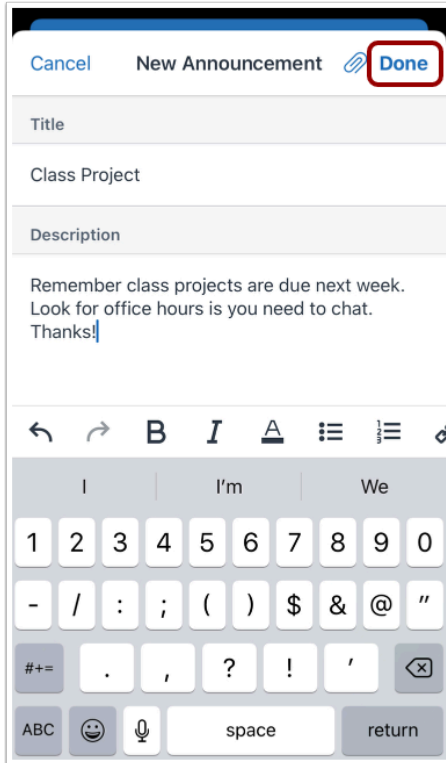
## Select Attachment



Select how you would like to attach a file.

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

## Save Announcement



The screenshot shows the 'New Announcement' screen in the Canvas Teacher iOS app. At the top, there are three buttons: 'Cancel', 'New Announcement', and 'Done'. The 'Done' button is highlighted with a red box. Below the buttons, there is a 'Title' field with the text 'Class Project'. Below the title field, there is a 'Description' field with the text 'Remember class projects are due next week. Look for office hours is you need to chat. Thanks!'. Below the description field, there is a keyboard with various icons and text input fields. The keyboard includes a backspace key, a forward arrow, bold (B), italic (I), underline (A), list (≡), and a delete key. Below these icons are three text input fields: 'I', 'I'm', and 'We'. Below these fields are three rows of keys: the first row contains numbers 1-0, the second row contains punctuation and symbols, and the third row contains special characters and a delete key. At the bottom of the keyboard are four buttons: 'ABC', a smiley face icon, a microphone icon, and a 'space' button. To the right of the 'space' button is a 'return' button.

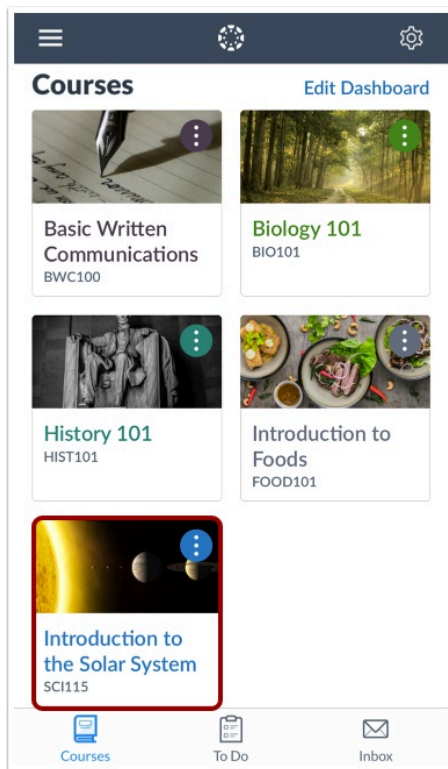
Tap the **Done** link.

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

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

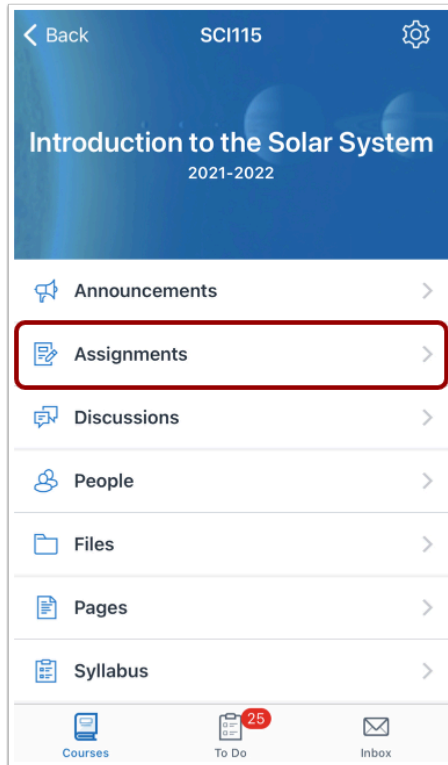
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open Course



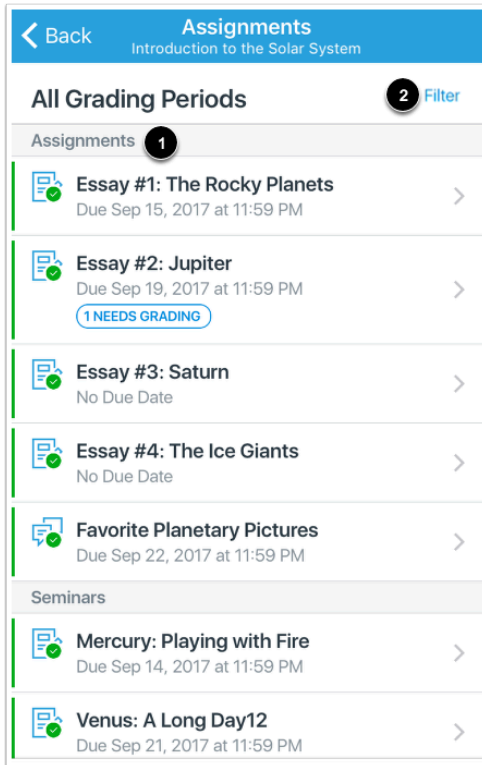
In the **Courses** tab, tap the name of the course you'd like to view.

## Open Assignments



Tap the **Assignments** link.

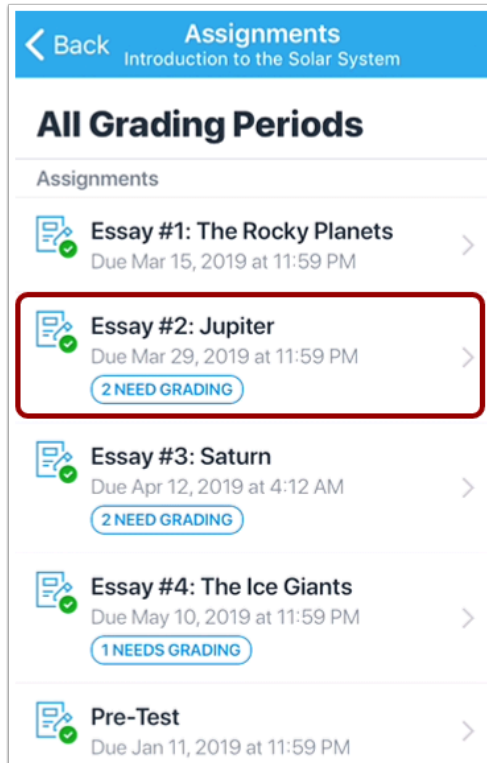
## View Assignments



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** link [2].

## Open Assignment



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

## View Assignment

[< Back](#)
Assignment Details
[Edit](#)

Introduction to the Solar System

- Essay #2: Jupiter**
- 10 pts ✓ Published

Due

- Due:** Mar 29, 2019 at 11:59 PM  
**For:** Everyone  
**Available From:** Mar 4, 2019 at 11:59 PM  
**Available Until:** Apr 8, 2019 at 11:59 PM

- Submission Types**  
 Online Upload

**Submissions**

3

2

2

>

Graded

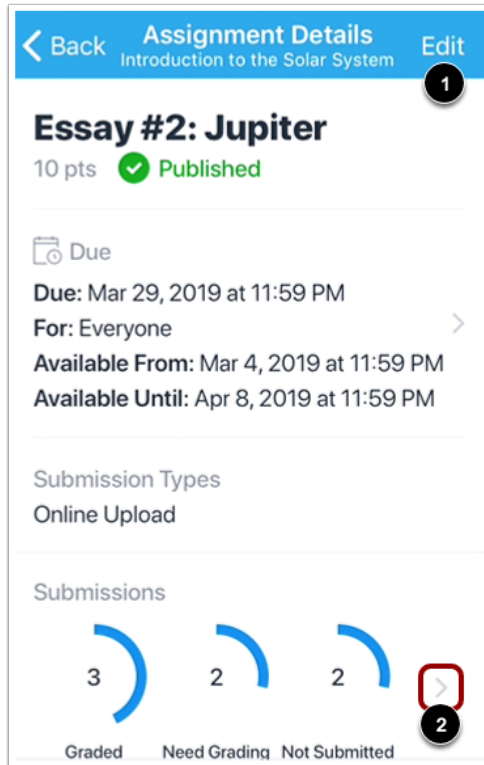
Need Grading

Not Submitted

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].



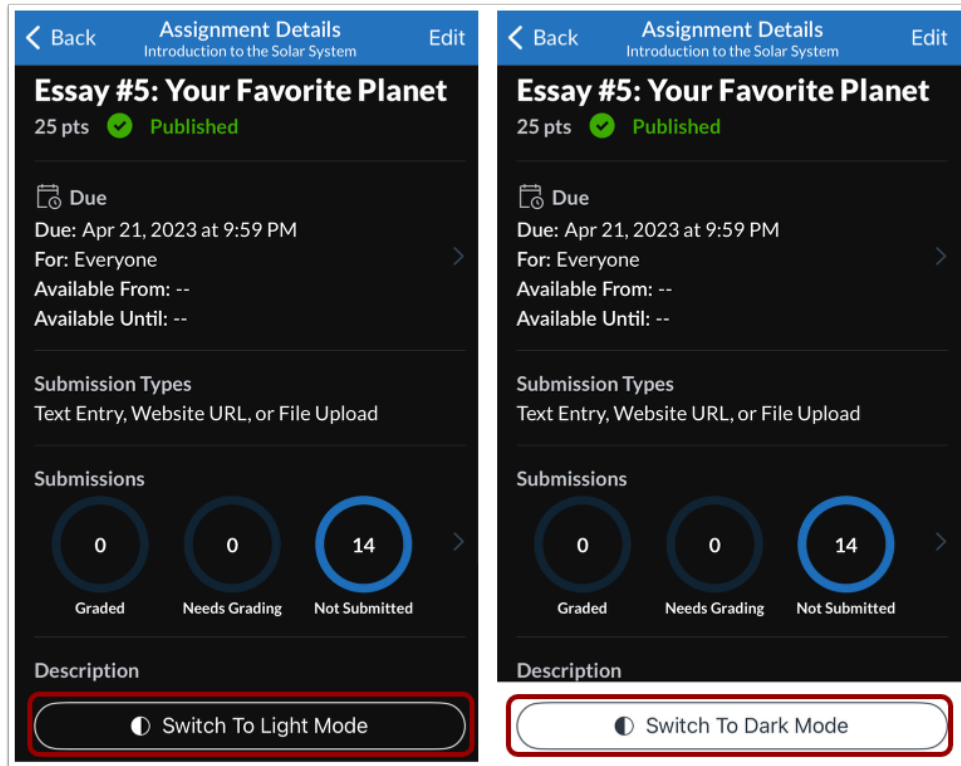
## Manage Assignment



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

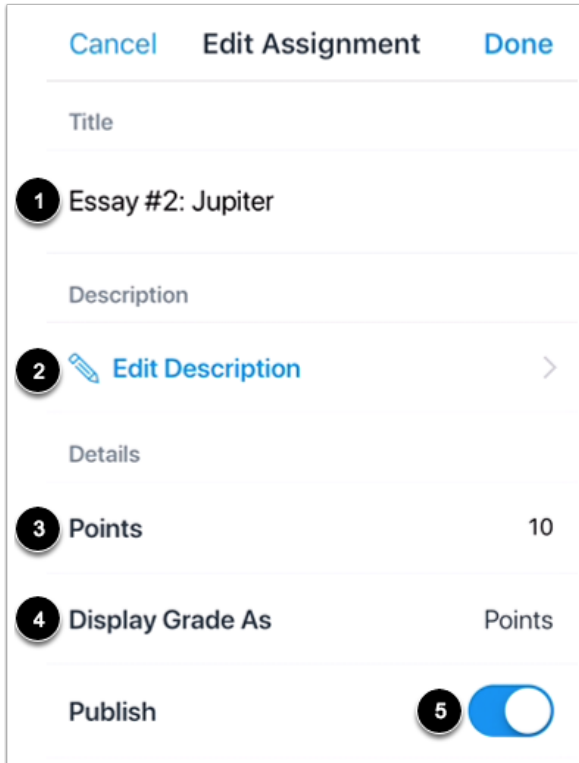
To [view submissions](#) for the assignment, tap the **Submissions** icon [2].

## 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



To edit the assignment title, tap the **Title** field [1]. To edit the assignment description, tap the **Edit Description** link [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.

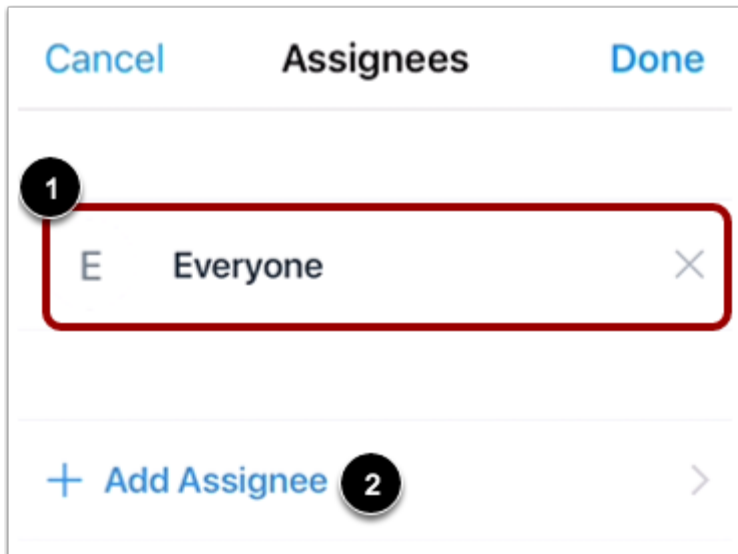
If the assignment does not have any submissions, you can publish or unpublish the assignment by tapping the **Publish** button [5].

## Edit Assignees

Display Grade As	Points
Assign To	
Assignees	Everyone >
Due Date	Mar 29 11:59 PM ✕
Available From	Mar 4 11:59 PM ✕
Available Until	Apr 8 11:59 PM ✕
<a href="#">+ Add Due Date</a>	

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

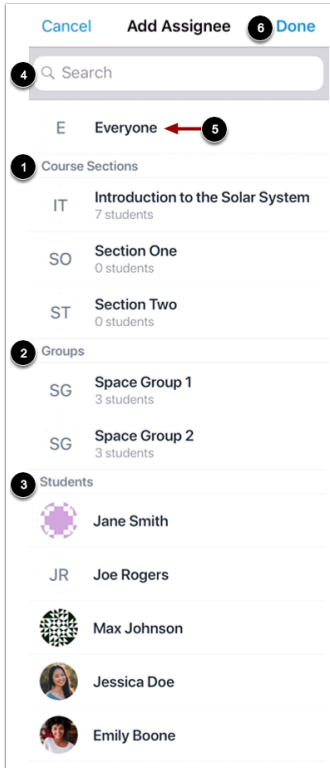
## View Assignees



View the current assignees for the assignment [1].

To add assignees, tap the **Add Assignee** link [2].

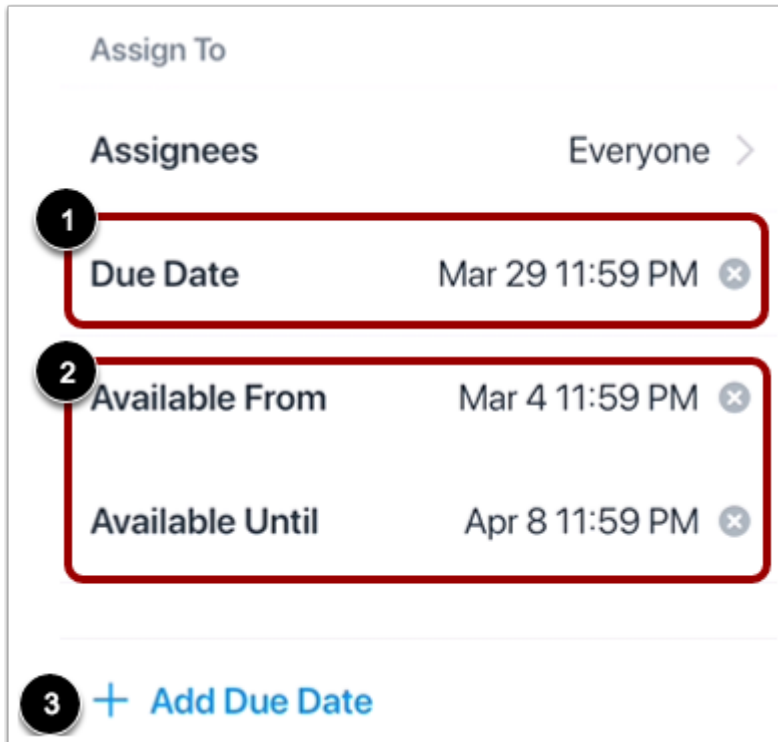
## Add Assignees



Tap the sections [1], groups [2], or student [3] that you would like the receive the assignment. You can also search for assignees in the Search field [4]. Selected assignees will display on the screen [5].

To save your assignees, tap the **Save** icon [6].

## Edit Availability and Due Dates



Assign To

Assignees Everyone >

1 Due Date Mar 29 11:59 PM x

2 Available From Mar 4 11:59 PM x

Available Until Apr 8 11:59 PM x

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].

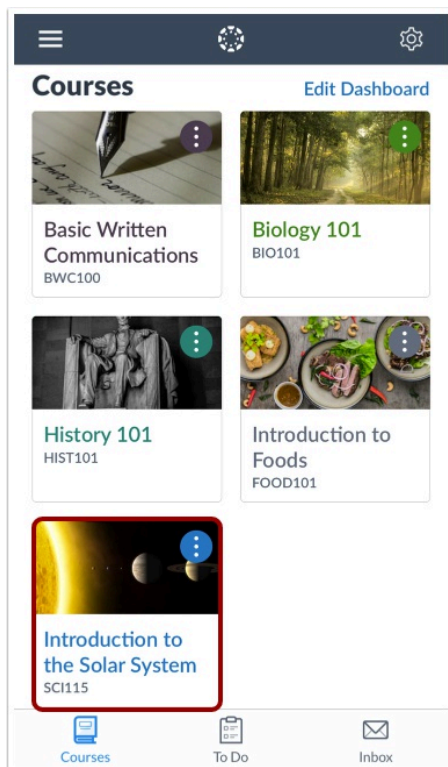
To add additional due dates or availability dates, tap the **Add Due Date** link [3].

## How do I view assignment submissions in the Teacher app on my iOS 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.

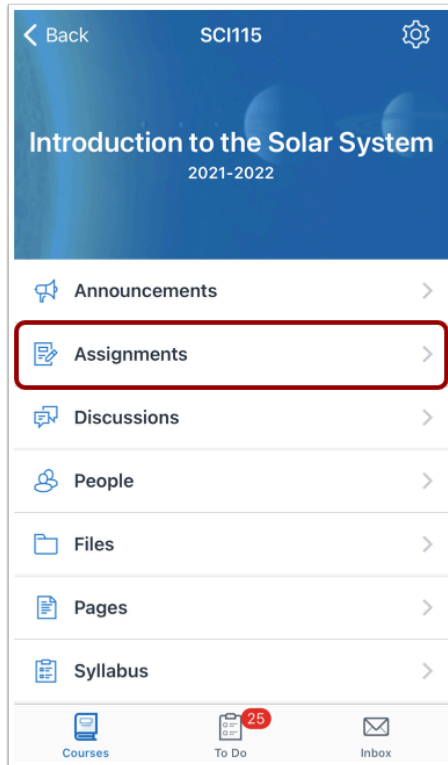
### Open Course



In the **Courses** tab, tap the name of the course you'd like to view.



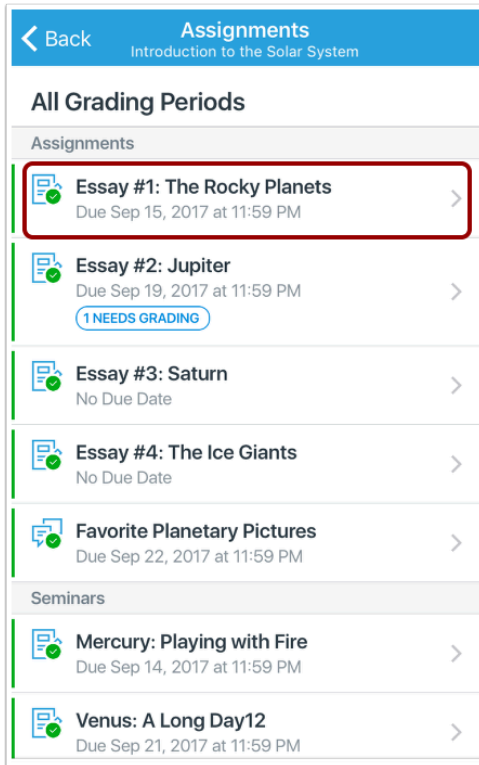
## Open Assignments



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



Locate the assignment and tap the name of the assignment.

## View Submissions

← Back
Assignment Details
Edit

Introduction to the Solar System

**Essay #1: The Rocky Planets**  
 5 pts ✓ Published

---

📅 Due  
**Due: --**  
**For: Everyone** >  
**Available From: --**  
**Available Until: --**

---

Submission Types  
 Online Upload

---

Submissions

1

0

Graded

2

3

Need Grading

3

1

Not Submitted

4

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

[Back](#)
**Assignment Details**
[Edit](#)

**Essay #1: The Rocky Planets**  
 5 pts ✓ Published

---

Due

Due: --

For: Everyone

Available From: --

Available Until: --

---

Submission Types  
 Online Upload

---



Submissions
 

0

3

1

Graded
 Need Grading
 Not Submitted

[Back](#)
**Submissions**



**Haven't been graded**
[Clear Filter](#)

Grades muted

---

JD


Jessica Doe

Submitted

NEEDS GRADING

>

---



Max Johnson

Submitted

NEEDS GRADING

>

---

JS

Jane Smith

Submitted




NEEDS GRADING

>

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

 Back
 Submissions
 


Introduction to the Sola...

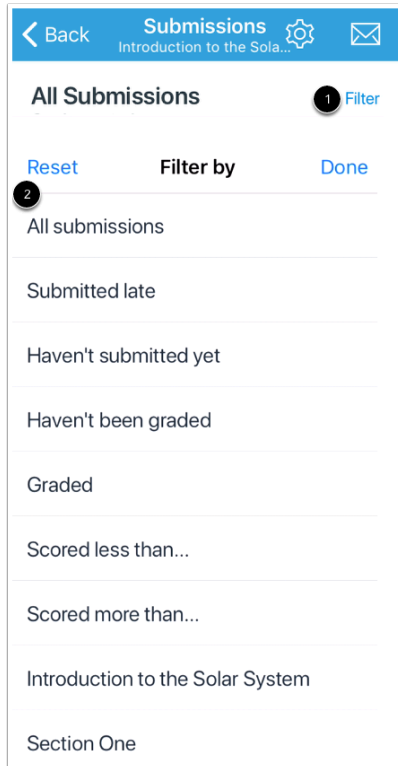
**All Submissions**
Filter

Grades muted

JD	<b>Jessica Doe</b> Submitted	NEEDS GRADING >
	<b>Max Johnson</b> Submitted	NEEDS GRADING >
JR	<b>Joe Rogers</b> Not Submitted	>
JS	<b>Jane Smith</b> Submitted	NEEDS GRADING >

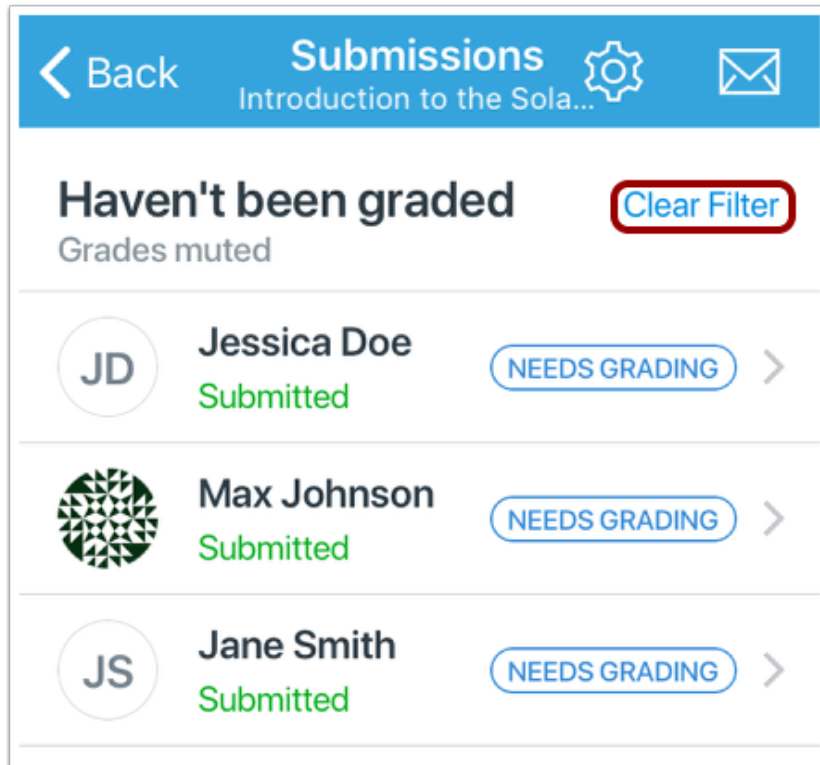
Unless a specific filter was already selected from the assignment page, the Submissions page defaults to the All Submissions page. You can view all students assigned to the assignment and his or her submission status.

## Filter Submissions



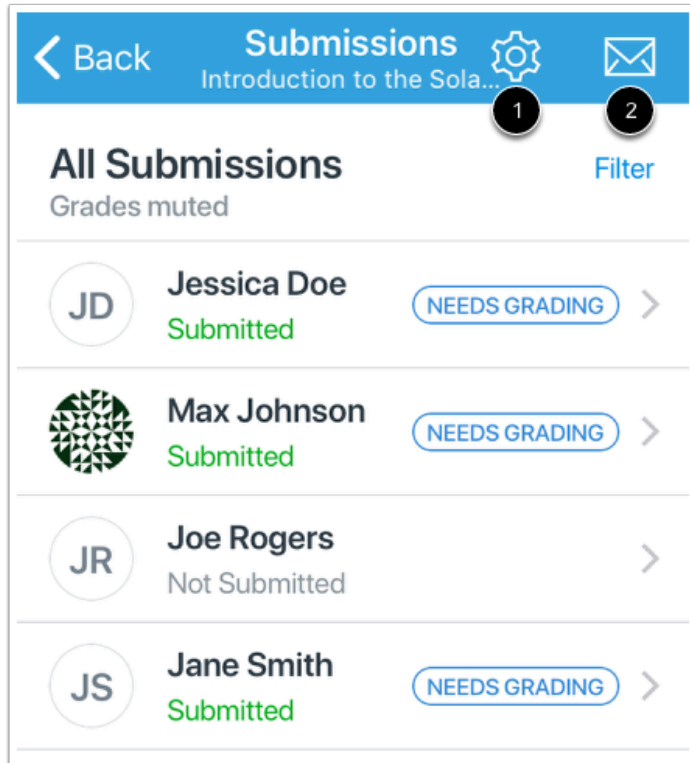
To apply additional filters, tap the **Filter** link [1].

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, graded submissions, submissions with a score less than a specific value, submissions with a score greater than a specific value, and section. You can select multiple filters at the same time.



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

## Manage Submissions

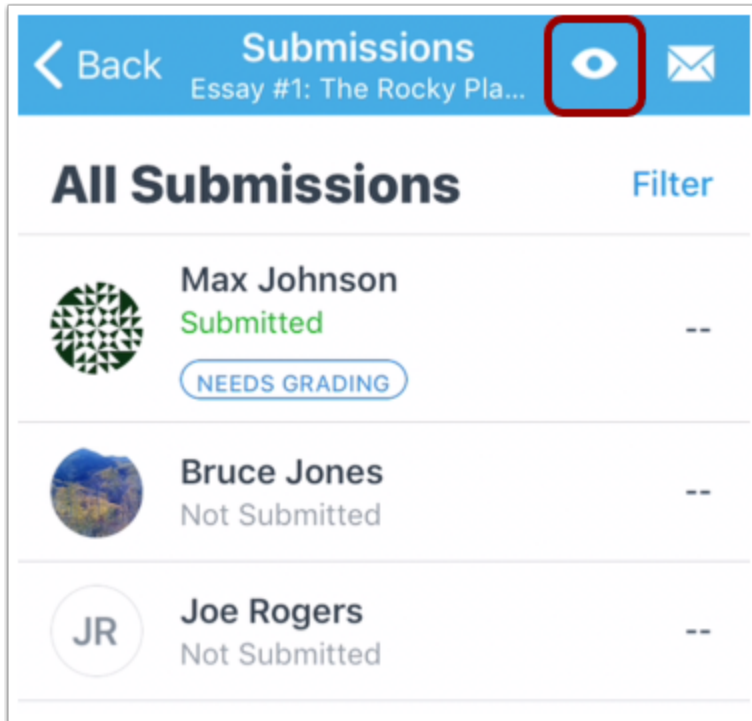


To mute grades or enable anonymous grading, tap the **Settings** icon [1].

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


 **Back**

**Submissions**  

Introduction to the Sola...


**Haven't been graded** [Clear Filter](#)

Grades muted




**Jessica Doe**  
Submitted

NEEDS GRADING >



**Max Johnson**  
Submitted

NEEDS GRADING >



**Jane Smith**  
Submitted

NEEDS GRADING >

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].

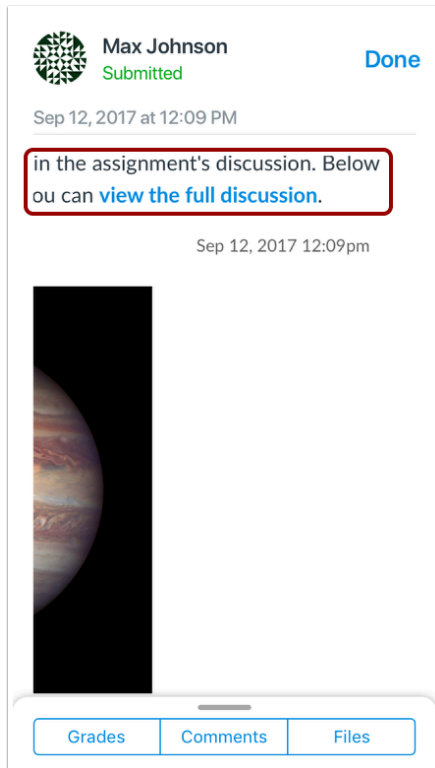
If the student resubmitted the assignment, tap the time stamp arrow to view dates and times from previous submissions [2].

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 iOS device?

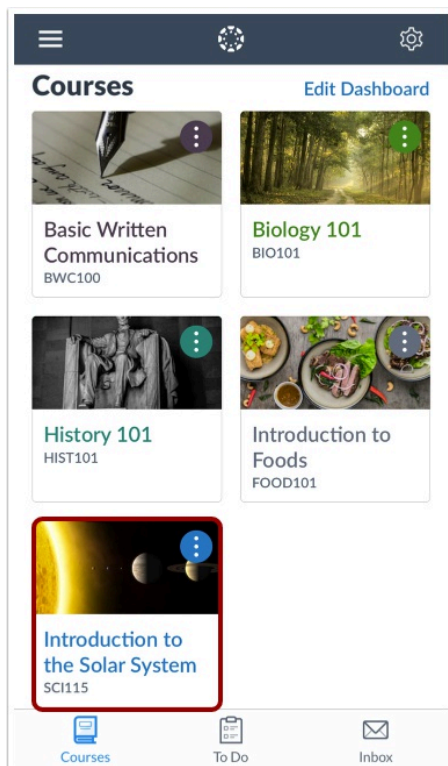
You can grade assignment submissions using SpeedGrader in the Teacher app. You can enter an assignment score or use a rubric to grade a submission.

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

### Notes:

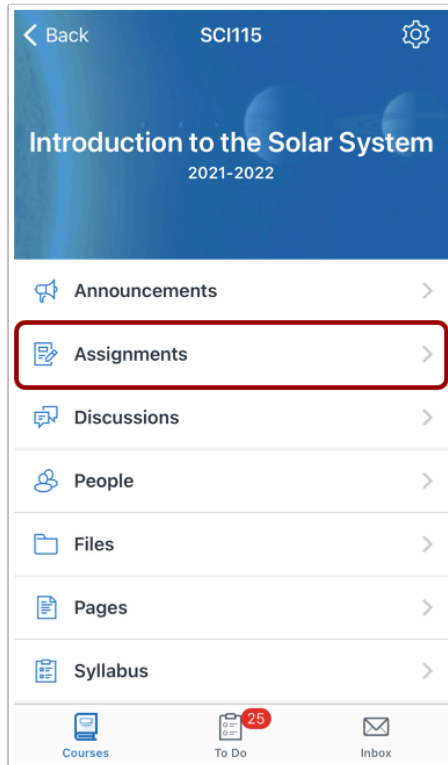
- The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.
- Multiple users should not grade assignments at the same time since each grader cannot view the most recent information for a submission.
- You cannot upload files to assignment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

## Open Course



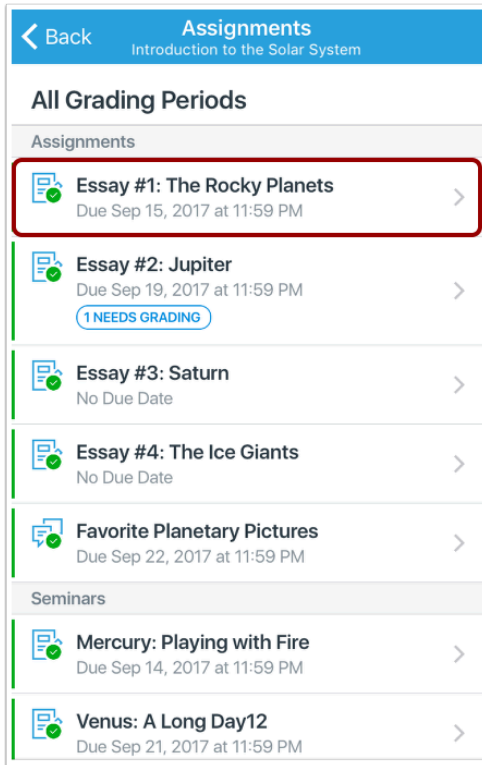
In the **Courses** tab, tap the name of the course you'd like to view.

## Open Assignments



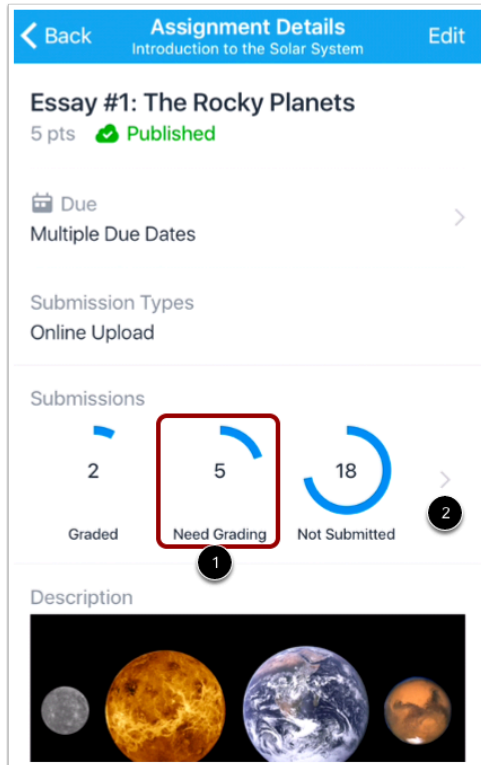
Tap the **Assignments** link.

## Open Assignment



Tap the name of the assignment.

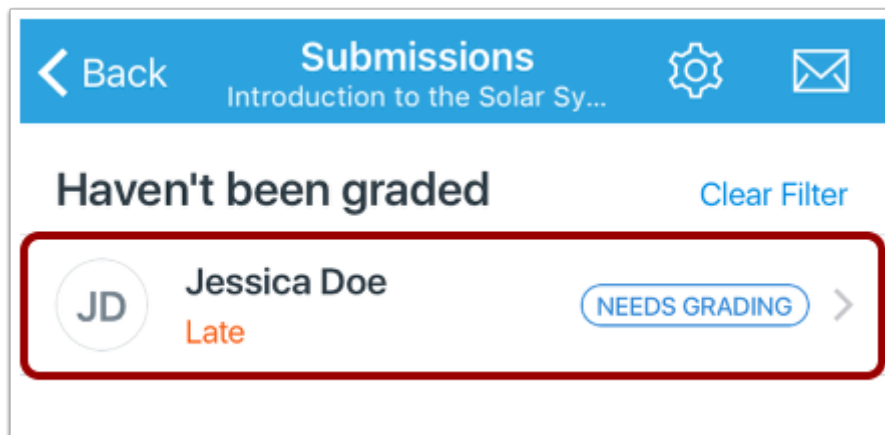
## Open Submissions



Tap the **Need Grading** icon [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.

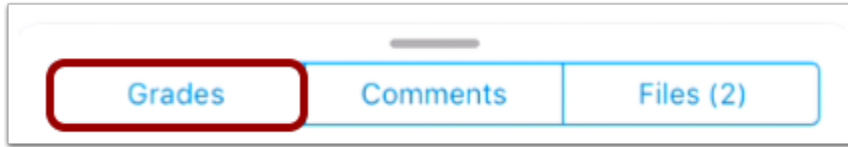
## Open Submission





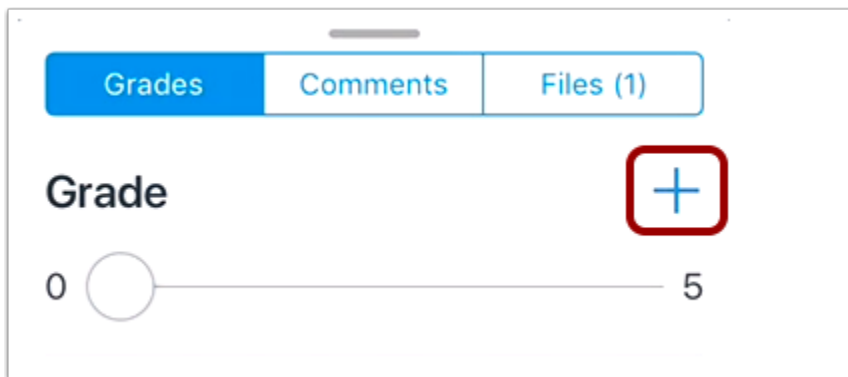
Locate the student's submission and tap the name of the student.

## Open Grades

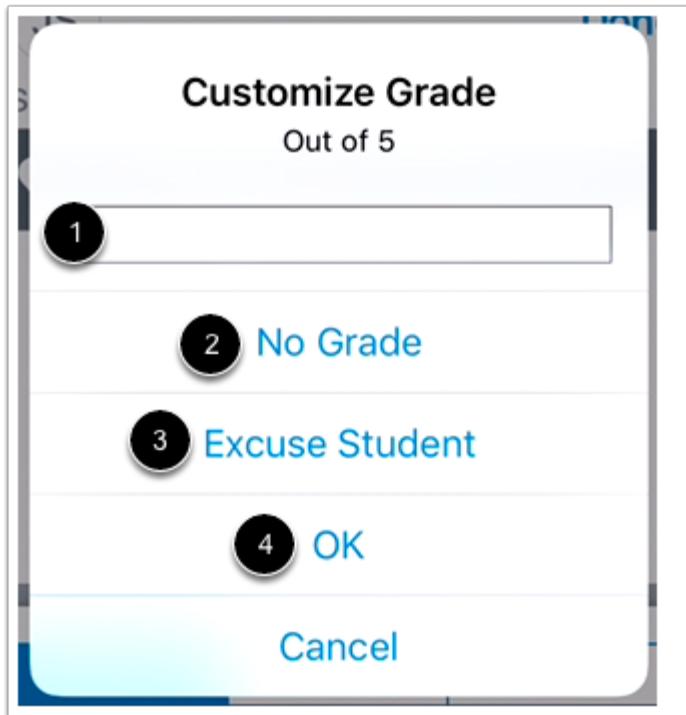


Tap the **Grades** tab.

## Add Grade



To manually enter a grade, tap the **Add** icon.



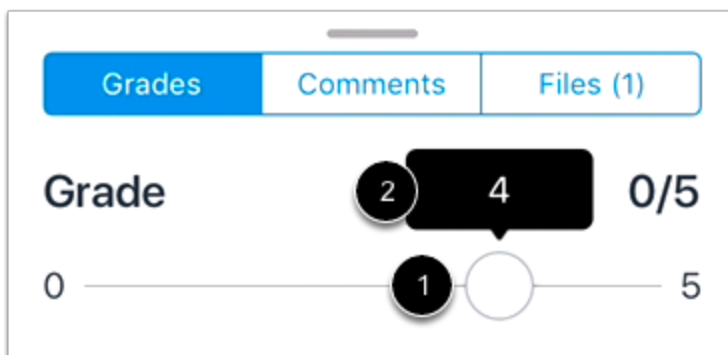
In the **Grade** field [1], enter the grade for the submission.

If you do not want to grade the assignment, tap the **No Grade** link [2].

If you want to excuse the student from the assignment, tap the **Excuse Student** link [3]. Excused assignments are not calculated in the student's total grade.

To save the grade, tap the **OK** button [4] or tap the Enter key on your mobile keyboard.

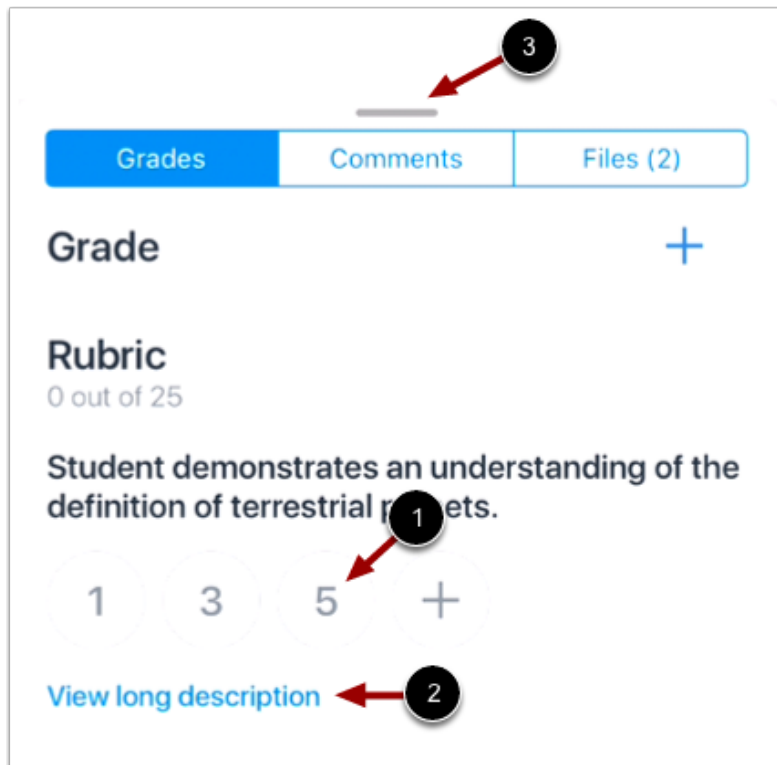
## Use Grade Slider



You can also enter a grade using the grade slider. Tap and hold the slider handle and drag it to the position that represents the desired grade [1]. You can also tap the minimum and maximum numbers. Grades display above the handle [2].

To excuse the student from the assignment, drag and hold the icon at the right end of the scale or tap and hold the maximum grade number. To remove the grade, drag and hold the icon at the left end of the scale or tap and hold the minimum grade number.

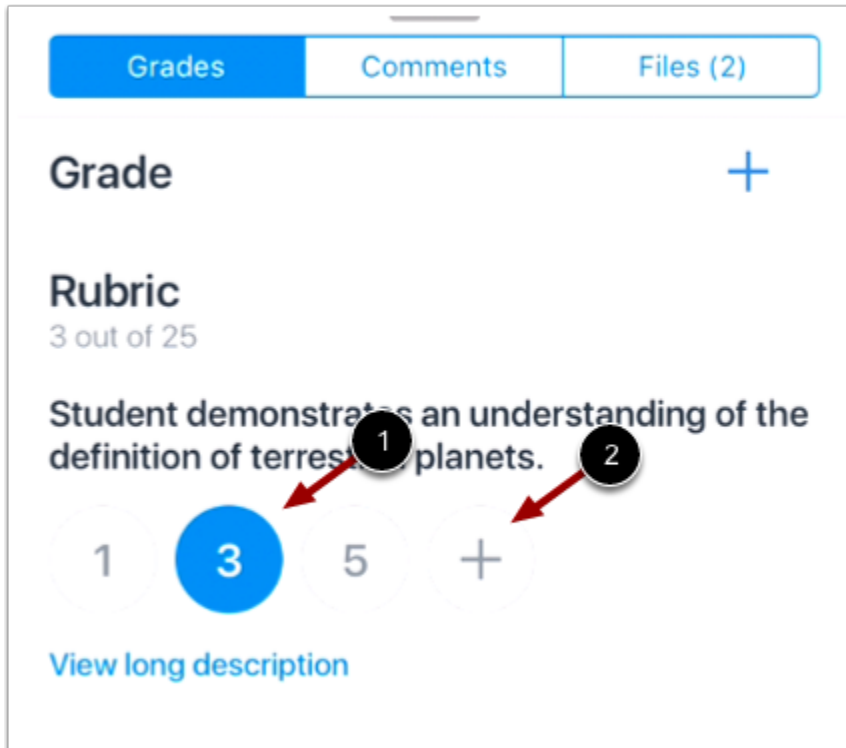
## Use Rubric



If your assignment includes a rubric, you can use the rubric to help you score the student's submission.

To view the rubric short rating summary, tap and hold the rating number [1]. To view the long description, if any, tap the **View long description** link [2].

To view multiple criteria in the rubric, you can adjust the height of the grades window by tapping and holding the menu bar [3].



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

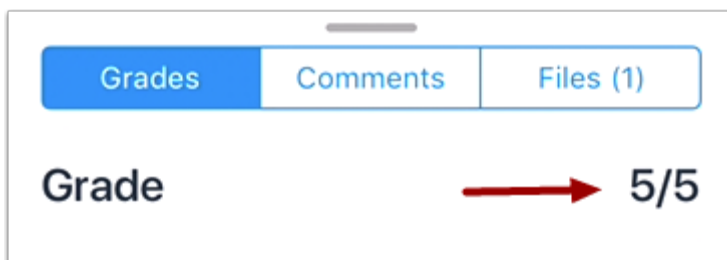
To select rubric points, tap the rubric score [1]. Selected criteria will be highlighted.

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



View the grade for the assignment submission.

## View Late Penalty

Grades

Comments

Files (1)

Grade

1 8/10

Late

2 -0.9pts

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

< Back


Submissions

Essay #1: The Rocky Pla...

All Submissions

Filter




Max Johnson

Submitted

NEEDS GRADING

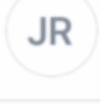
--



Bruce Jones

Not Submitted

--



Joe Rogers

Not Submitted

--

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 iOS 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](#).

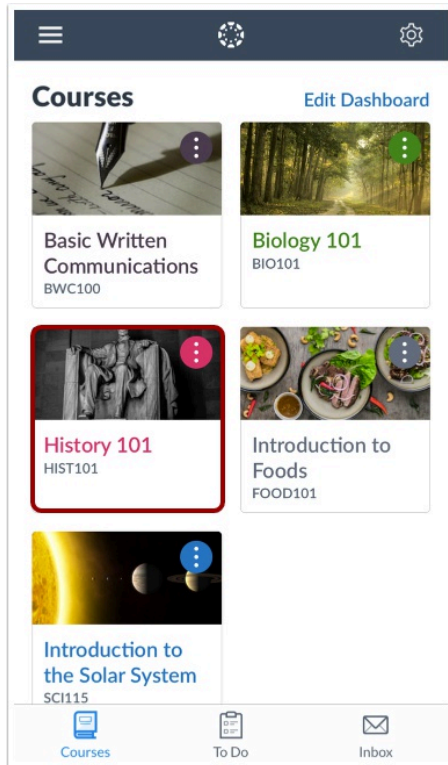
Grades can be posted to everyone or only to students with graded submissions. When grades are posted to everyone, students with ungraded submissions will see that their submission does not have a grade on their grades page. When grades are only posted to students with graded submissions, students with 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.
- Students will not be able to see their quiz responses while quiz grades are hidden.

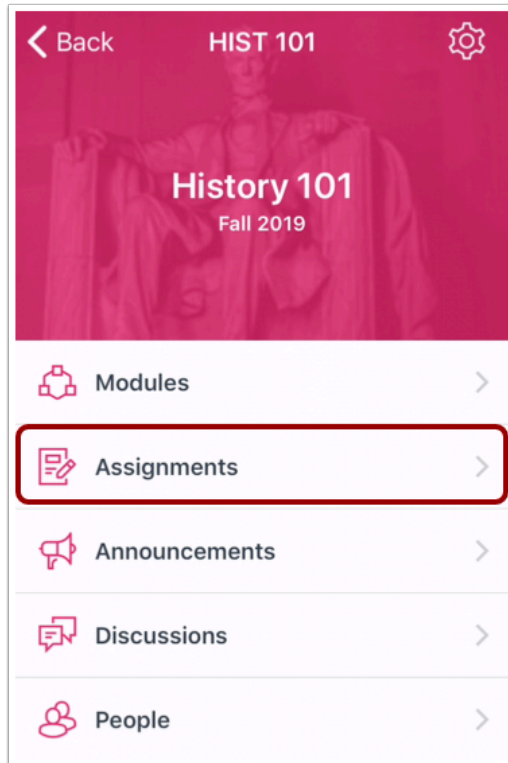
## Open Course



In the **Courses** tab, tap the name of the course you would like to view.

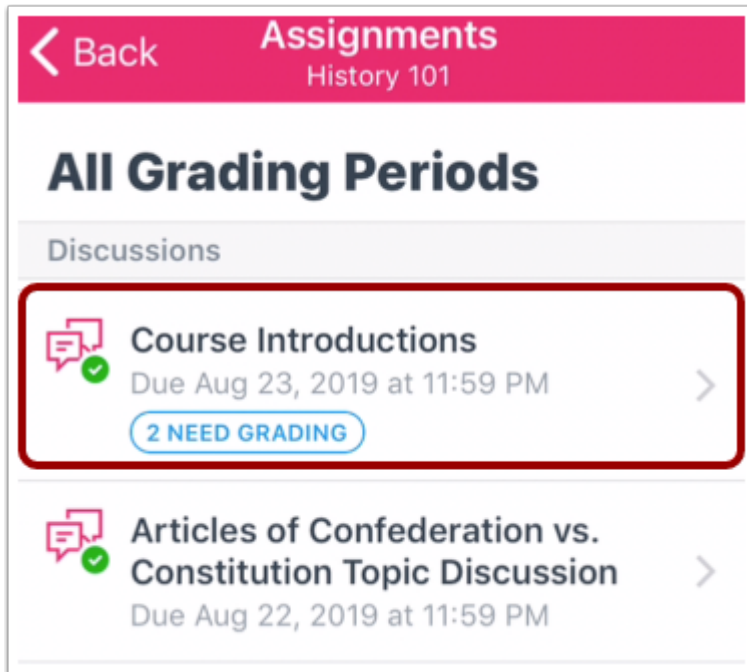


## Open Assignments



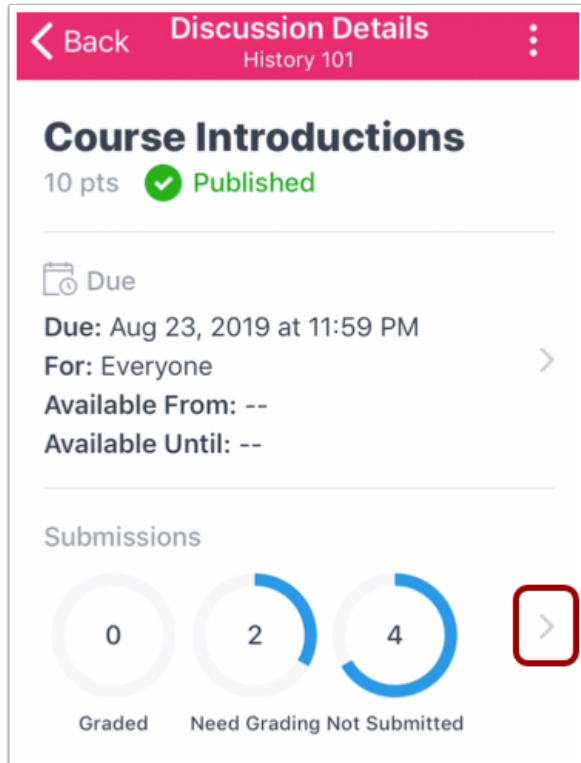
Tap the **Assignments** link.

## Open Assignment



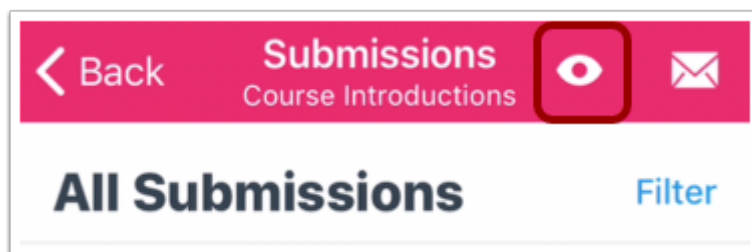
Tap the name of the assignment.

## Open Submissions



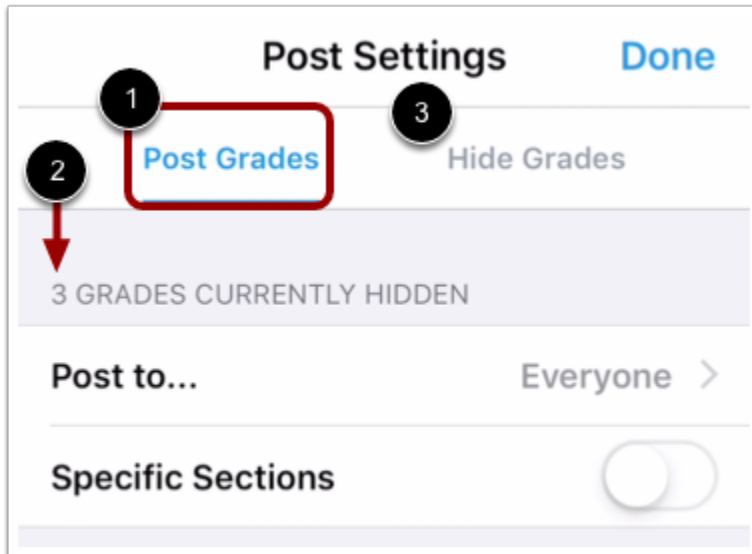
To view all student submissions, tap the Submissions **Arrow** icon.

## Open Post Settings



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

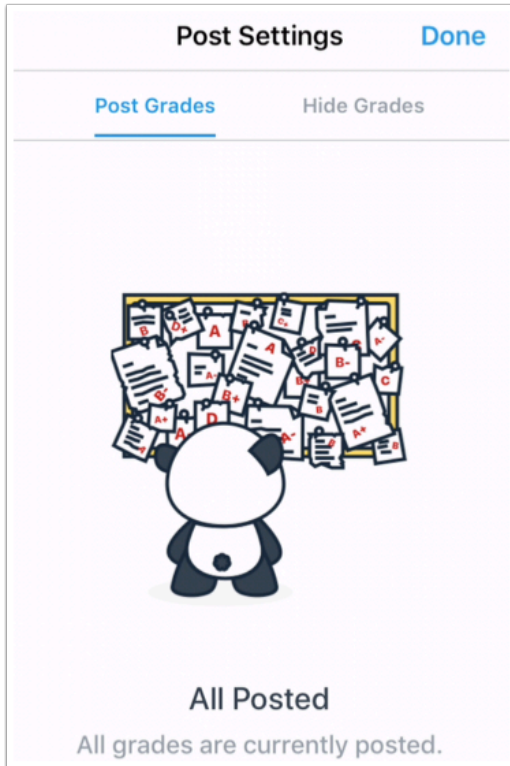
## View Post Grades Tab



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

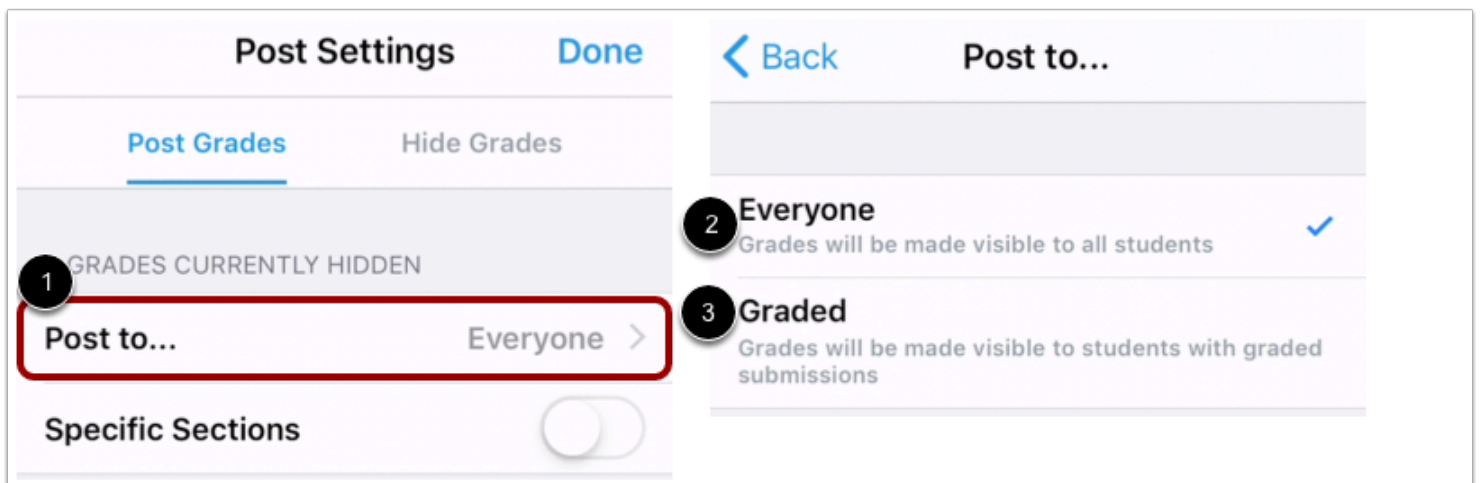
You can also [hide grades](#) by tapping the **Hide Grades** tab [3].

## View All Grades Posted



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

## Select Posting Option



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

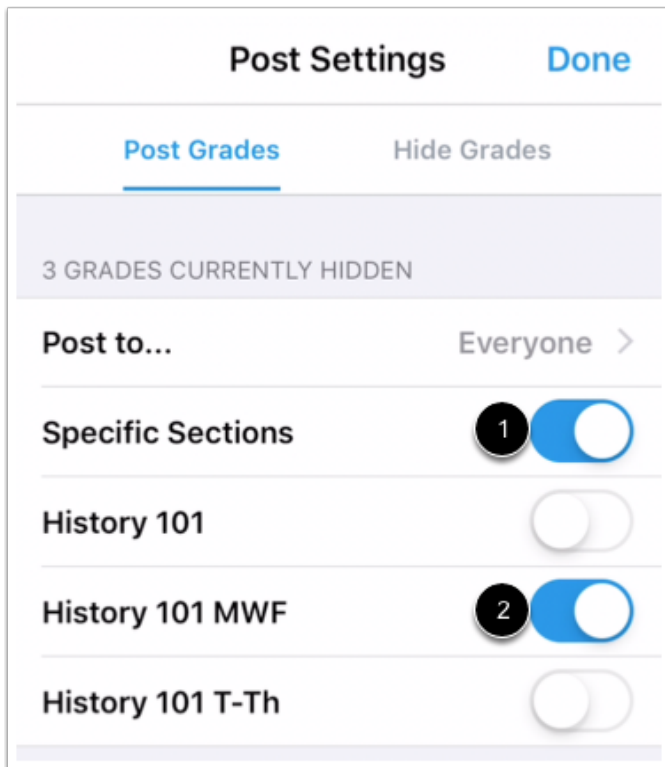
To make grades visible to all students, tap the **Everyone** option [2]. When the Everyone option is selected, the grades page for all students will not display an icon indicating that grades are hidden, including grades pages for students with ungraded submissions. Assignment notifications will also 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 the grades pages for 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.

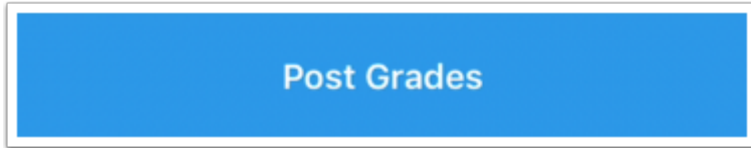
## Select Sections



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 iOS 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.

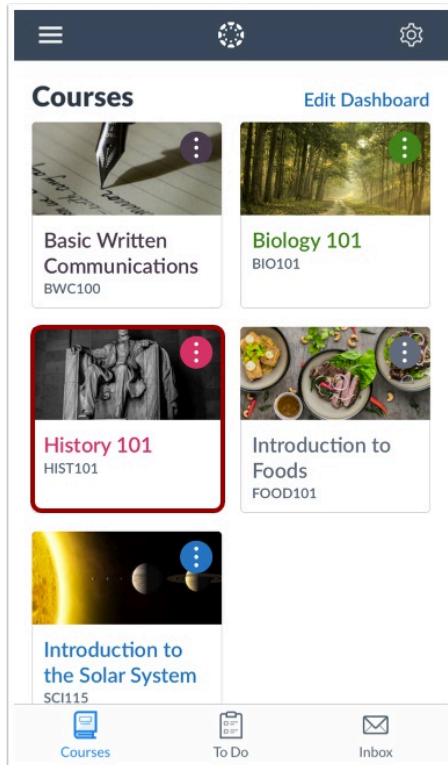
Hiding grades should only be used to temporarily hide grades from student view while grading is in progress. It should not be used to conceal grades for longer than reasonably necessary.

### 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.
- Students will not be able to see their quiz responses while quiz grades are hidden.

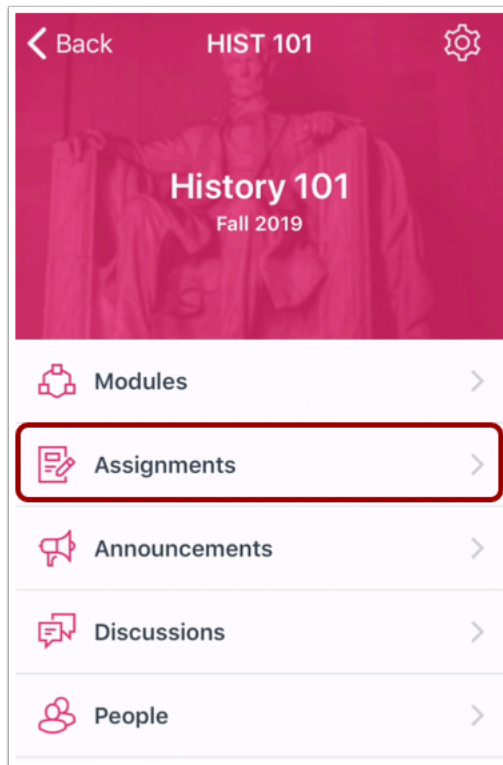


## Open Course



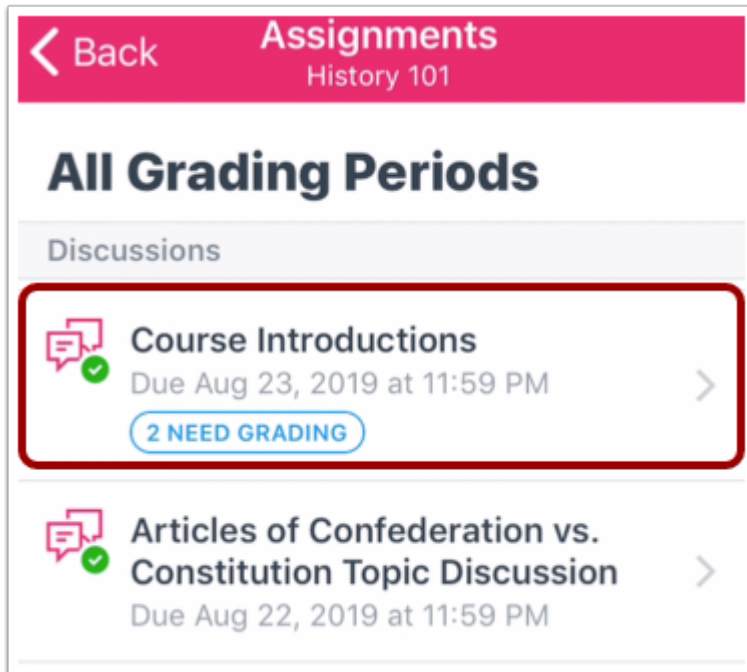
In the **Courses** tab, tap the name of the course you would like to view.

## Open Assignments



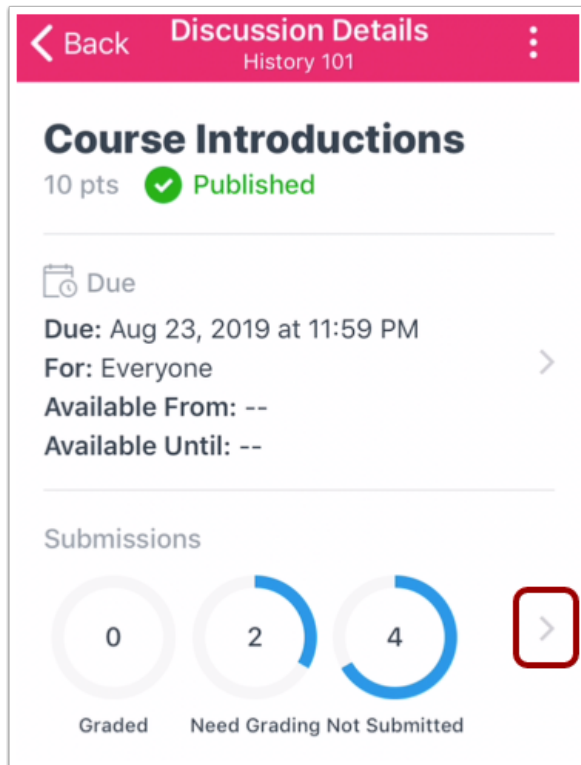
Tap the **Assignments** link.

## Open Assignment



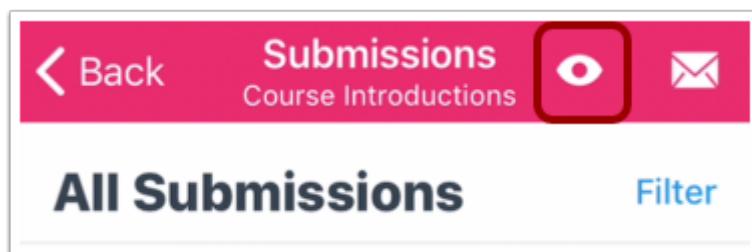
Tap the name of the assignment.

## Open Submissions



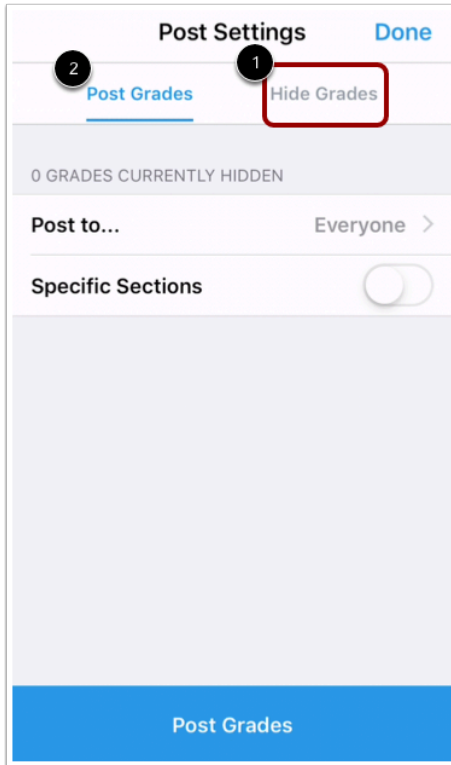
To view all student submissions, tap the Submissions **Arrow** icon.

## Open Post Settings



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

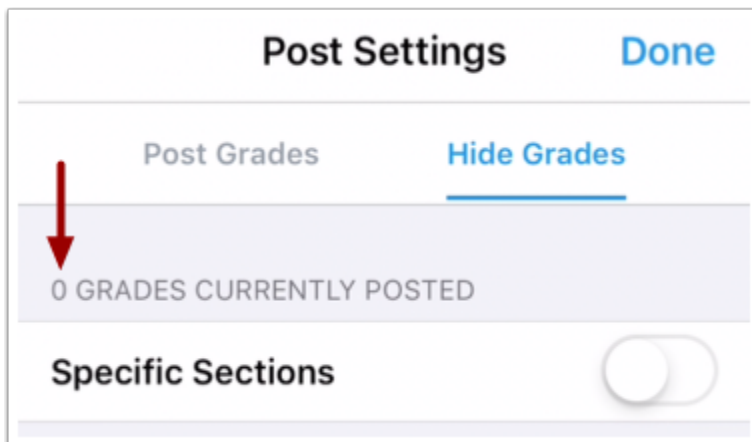
## Open Hide Grades Tab



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

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

## View Hide Grades Tab



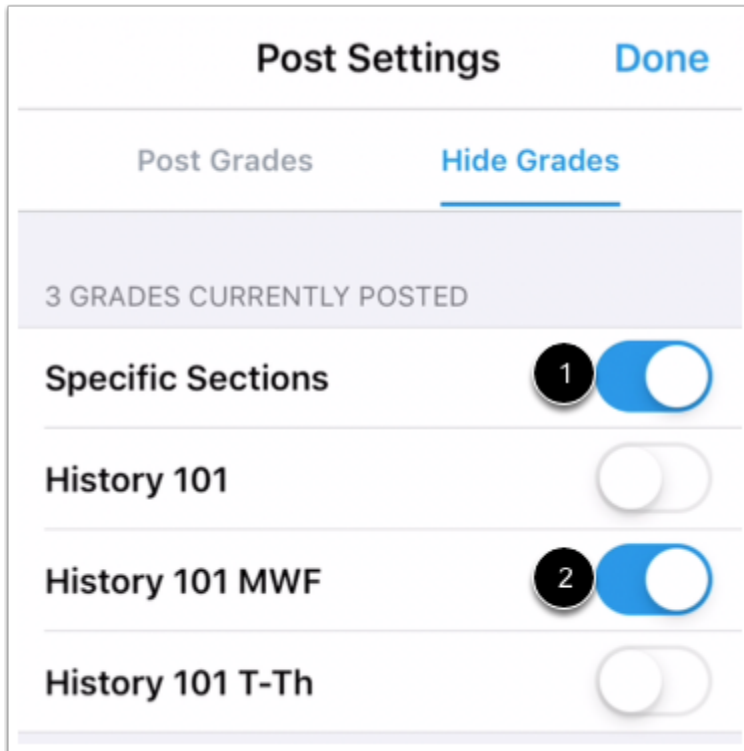
View the Hide Grades tab. This tab displays how many grades are currently posted for the assignment.

## View All Grades Hidden



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

## Select Sections



**Post Settings** [Done](#)

[Post Grades](#) [Hide Grades](#)

3 GRADES CURRENTLY POSTED

**Specific Sections** 1 ☒

History 101 ☐

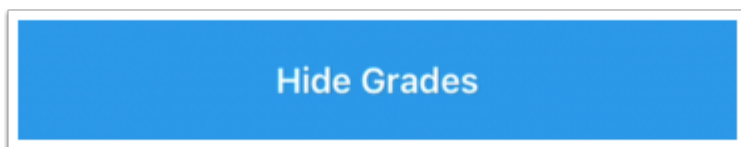
History 101 MWF 2 ☒

History 101 T-Th ☐

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



Hide Grades

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

## How do I add DocViewer annotations in the Teacher app on my iOS 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.

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



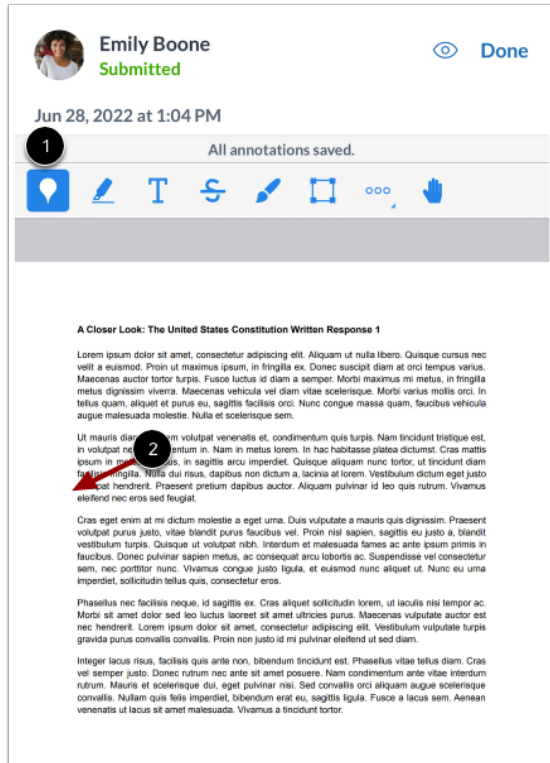
Files that are compatible with DocViewer display the DocViewer Toolbar at the top of the document and includes six different annotation types. Select an annotation tool by tapping the annotation icon [1]. When selected, the icon will include a white background. To no longer use an annotation tool, tap the annotation icon again.

While adding an annotation or comment, you can undo or redo the last action made in the submission by tapping the **More Options** icon [2].

To grab the page, tap the Grab Annotation icon [3].

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

## Add Point Annotation



To leave a point annotation, tap the **Point** icon [1].

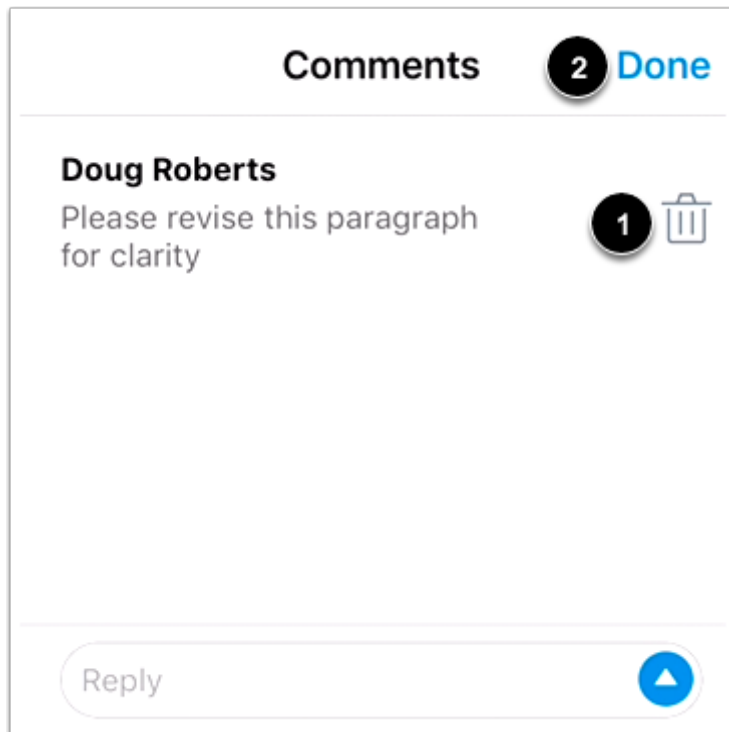
Tap the area where you want to add the annotation [2].

## Add Comment



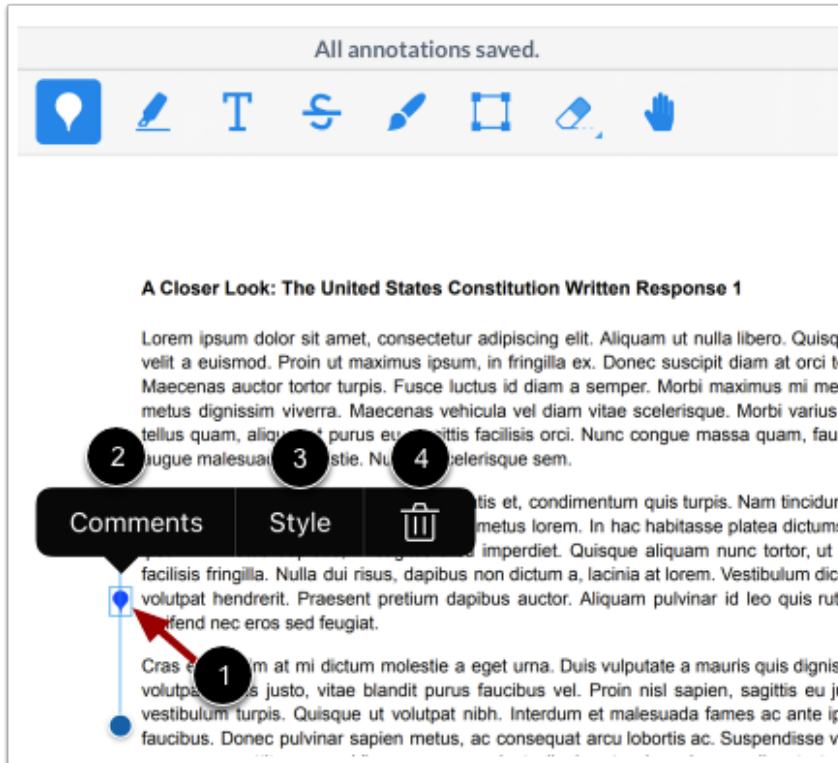
Point annotations immediately require a comment. In the Reply field [1], type the comment for the point annotation. Tap the **Send** icon [2].

## Delete Comment



To delete your comment, tap the **Delete** icon [1]. To return to the submission, tap the **Done** link [2].

## Modify Point Annotation



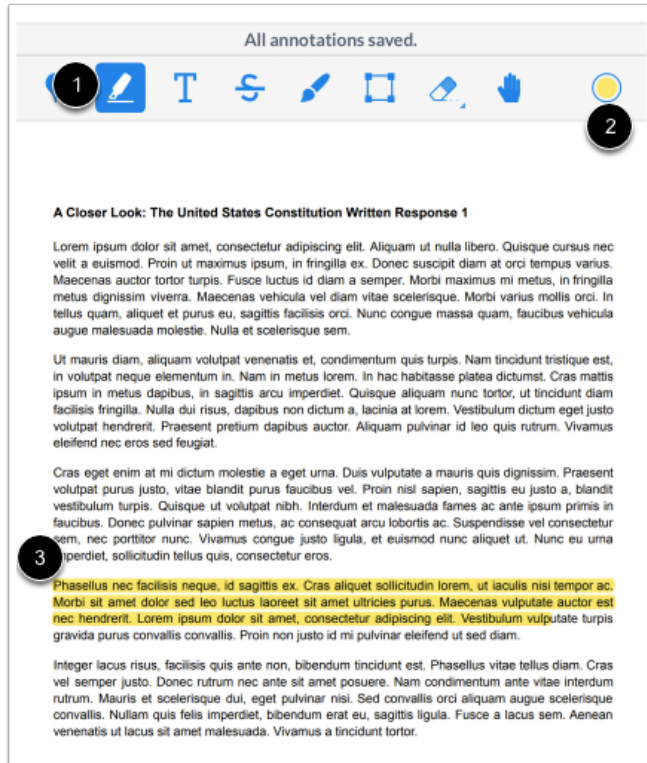
To move the annotation, tap and hold the annotation icon in the document [1]. Drag the annotation to the new area.

To view and modify your annotation comment, tap the **Comments** link [2]. You can also use this link to view and reply to any student comments made in DocViewer.

To change the color of the point annotation, tap the **Style** link [3].

To delete the annotation, tap the **Delete** icon [4]. Deleting an annotation will also delete any associated comments immediately.

## Add Highlight Annotation

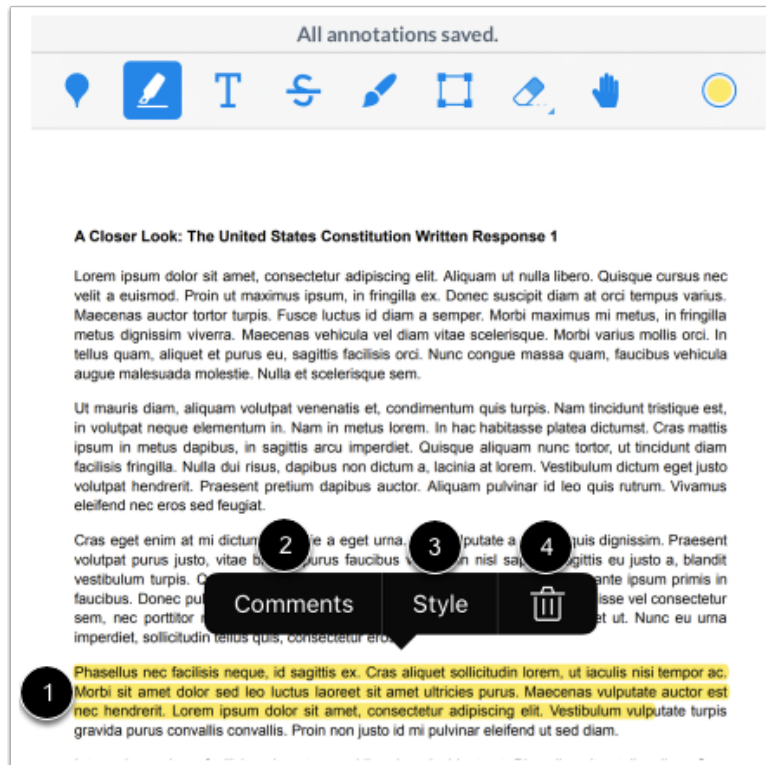


To highlight text within the document, tap the **Highlight** icon [1].

To select a color for the highlight annotation, tap the **Color** icon [2].

Then tap and drag to highlight text within the submission [3].

## Modify Highlight Annotation



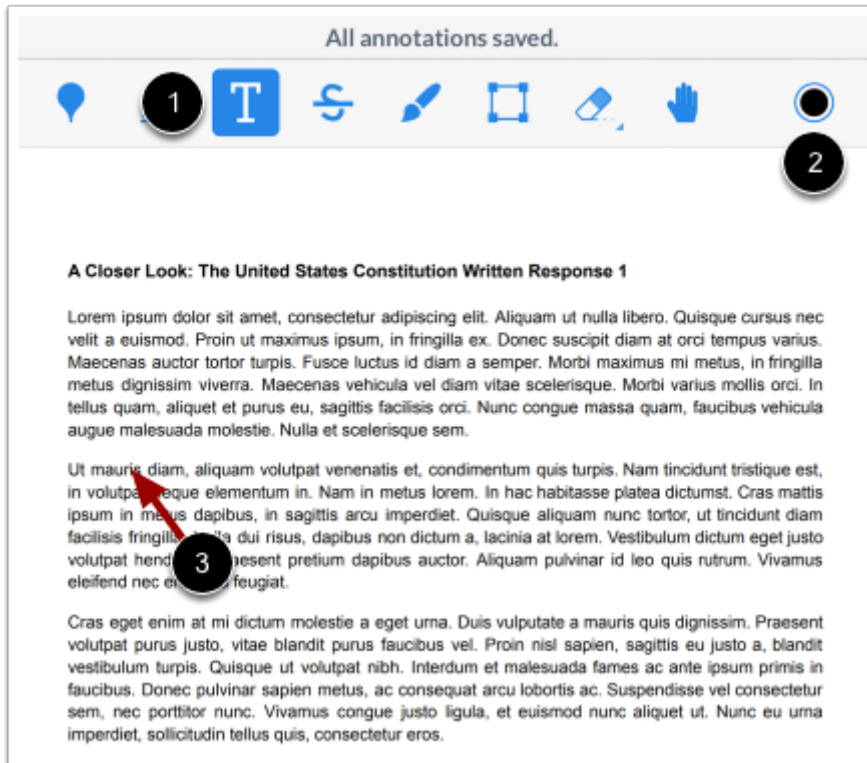
To modify the annotation, tap and hold the annotation [1].

To add a comment to the highlight annotation, tap the **Comments** link [2]. You can also use this link to view and reply to any student comments made in DocViewer.

To change the color of the highlight annotation, tap the **Style** link [3].

To delete a highlight annotation, tap the **Delete** icon [4]. Deleting an annotation will also delete any associated comments immediately.

## Add Text Annotation

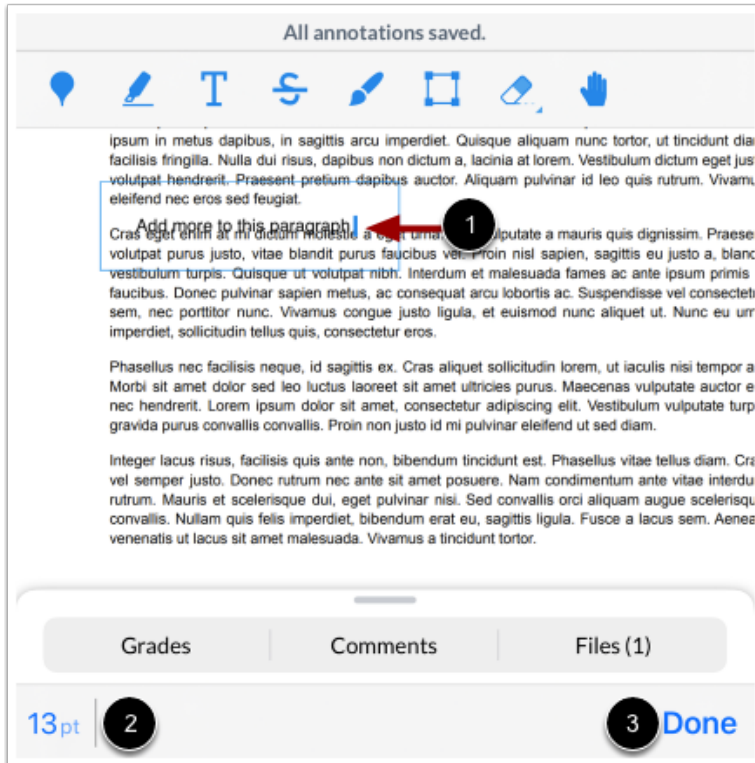


To add text directly in the submission, tap the **Free Text** icon [1].

To select a color for the text annotation, tap the **Color** icon [2].

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

## Add Text in Annotation

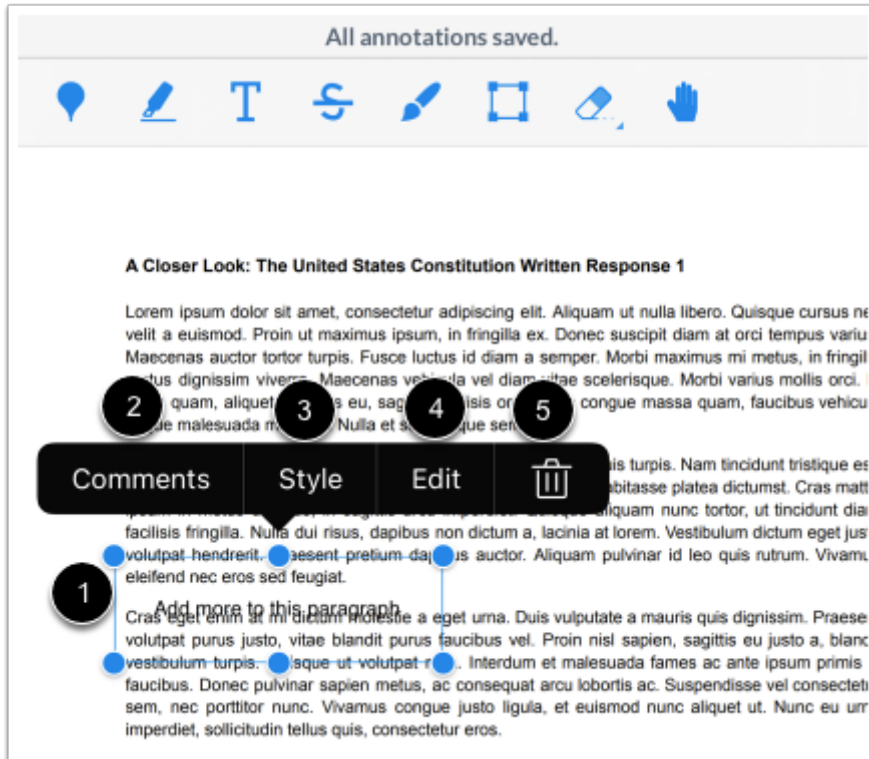


In the text field [1], enter the text you want to add for the annotation. To change the size of the text, tap the point link [2].

When you are done, tap the **Done** link [3].



## Modify Text Annotation



To modify the annotation, tap the annotation text box [1].

To move the annotation, tap and hold the annotation outline in the document. Drag the annotation to the new area.

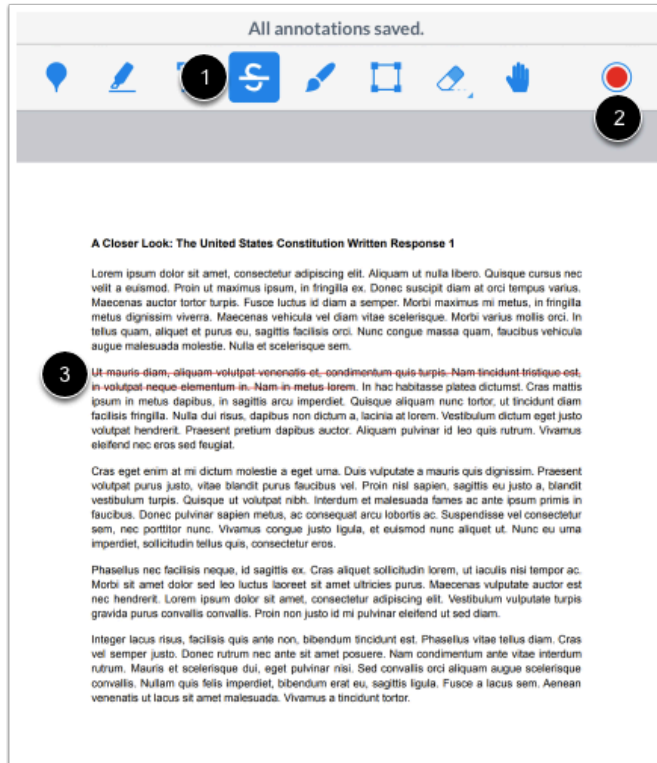
To add a comment to the text annotation, tap the **Comments** link [2]. You can also use this link to view and reply to any student comments made in DocViewer.

To change the text size or color, tap the **Style** link [3].

To edit the annotated text, tap the **Edit** link [4].

To delete a text annotation, tap the **Delete** icon [5]. Deleting an annotation will also delete any associated comments immediately.

## Add Strikeout Annotation

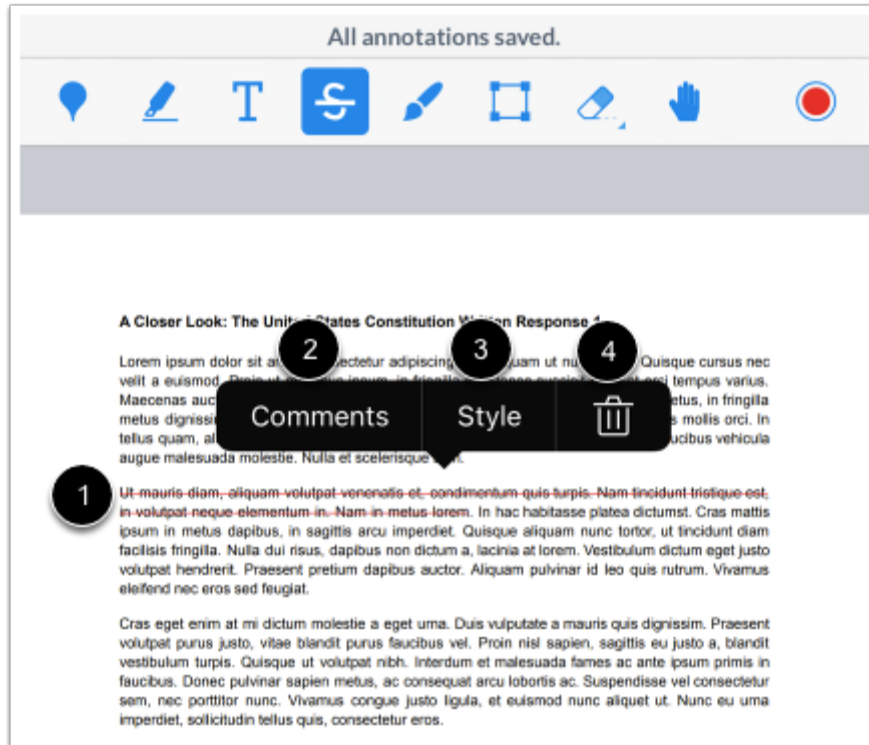


To indicate that text should be deleted, tap the **Strikeout** icon [1].

To select a color for the strikeout annotation, tap the **Color** icon [2].

Tap and drag to strikeout text within the submission. A line will appear indicating the text has been struck out [3].

## Modify Strikeout Text Annotation



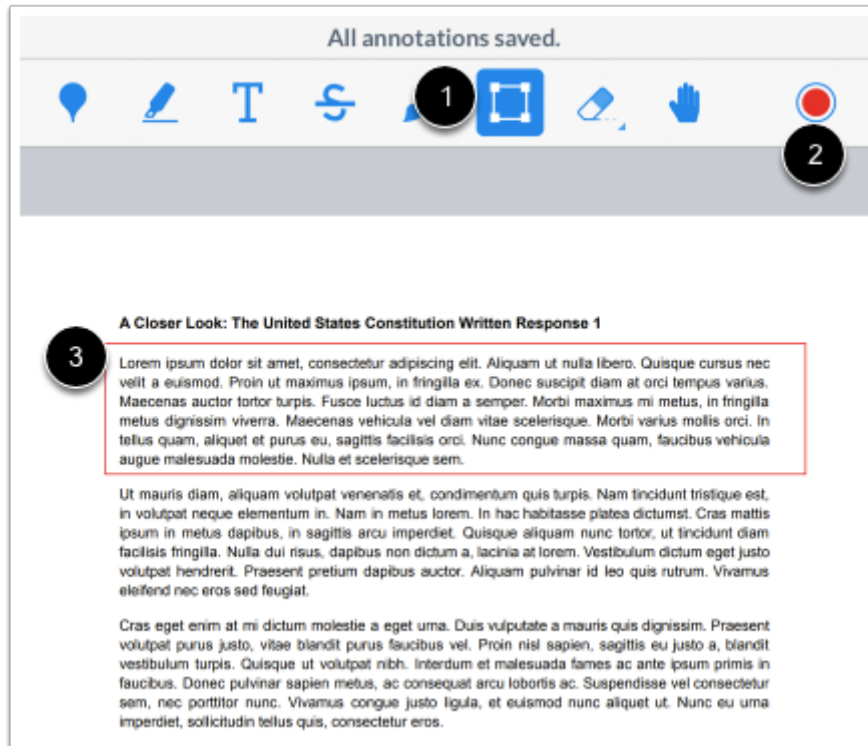
To modify the annotation, tap the annotation [1].

To add a comment to the text annotation, tap the **Comments** link [2]. You can also use this link to view and reply to any student comments made in DocViewer.

To change the strikeout color, tap the **Style** link [3].

To delete a strikeout annotation, tap the **Delete** icon [4]. Deleting an annotation will also delete any associated comments.

## Add Area Annotation

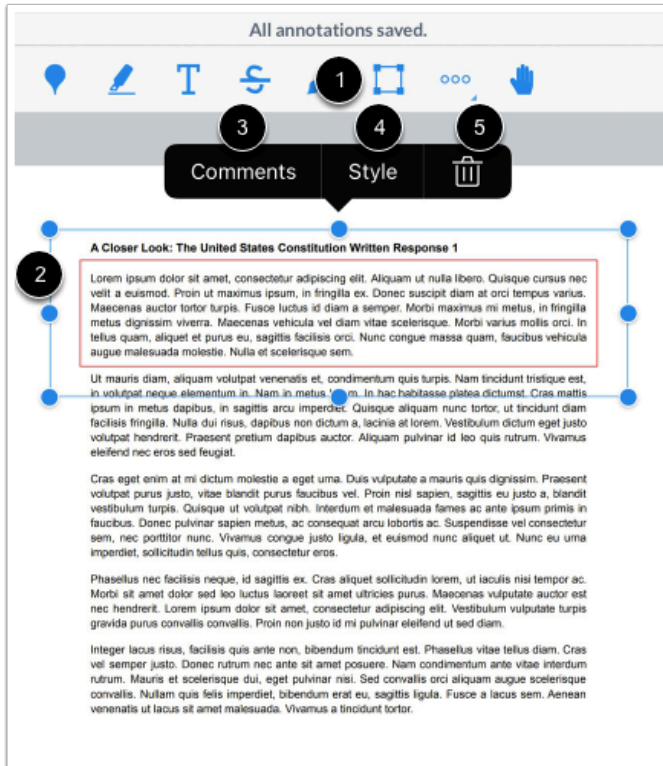


To leave an area annotation, tap the **Area** icon [1].

To select a color for the area annotation, tap the **Color** icon [2].

Tap and drag the rectangle around an area of the submission [3]. A box will appear indicating the area for the annotation.

## Modify Area Annotation



To modify the annotation, deselect the annotation type [1]. Tap the annotation icon in the document [2]. A blue outline will display around the annotation area.

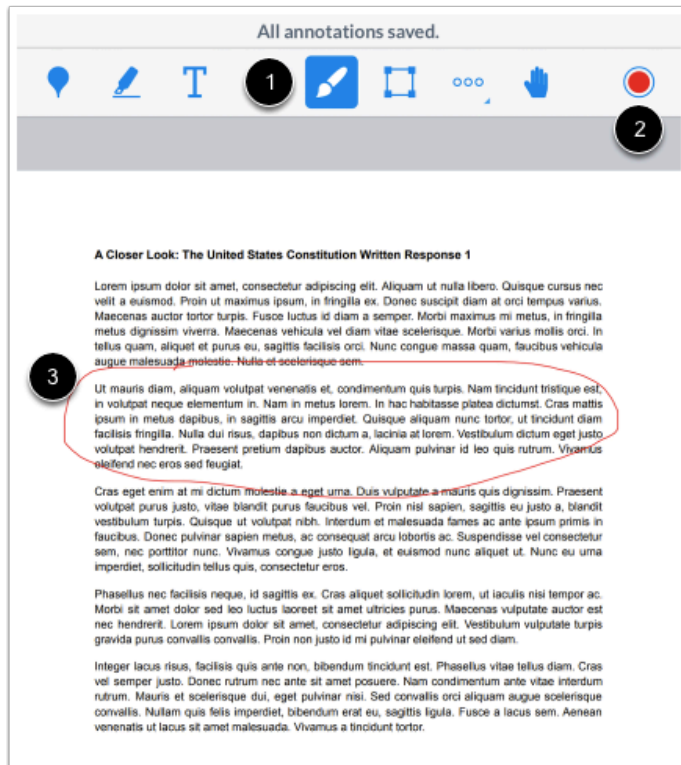
To move the annotation, tap and hold the area annotation outline in the document. Drag the annotation to the new area.

To add a comment to the area annotation, tap the **Comments** link [3]. You can also use this link to view and reply to any student comments made in DocViewer.

To change the color for the annotation, tap the **Style** link [4].

To delete the annotation, tap the **Delete** icon [5]. Deleting an annotation will also delete any associated comments.

## Add Draw Annotation



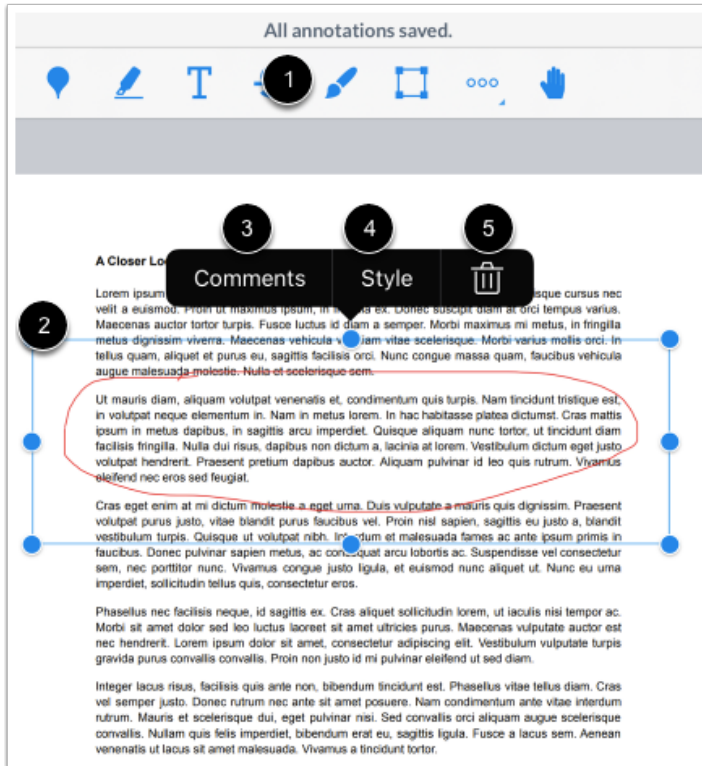
To make freehand drawings and annotations, tap the **Draw** icon [1].

To select a color for the draw annotation, 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.

**Note:** You may have to tap the Options icon to view the Draw tool.

## Modify Draw Annotation



To modify the annotation, ensure the annotation type is not selected [1]. Then tap the annotation [2]. A blue outline will display around the annotation drawing. To move the annotation, tap and hold the draw annotation outline in the document. Drag the annotation to the new area.

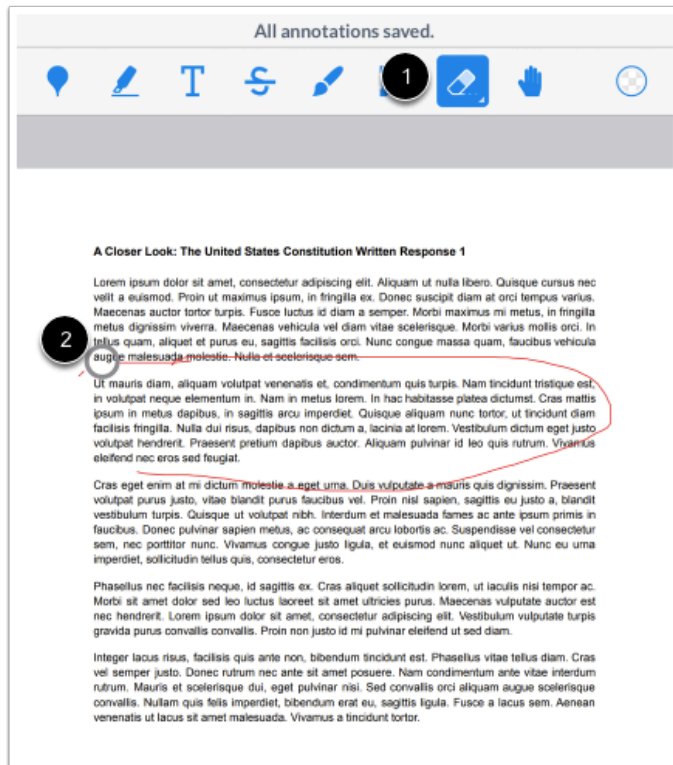
To add a comment to the drawing annotation, tap the **Comments** link [3]. You can also use this link to view and reply to any student comments made in DocViewer.

To change the color for the annotation, tap the **Style** link [4].

To delete the annotation, tap the **Delete** icon [5]. Deleting an annotation will also delete any associated comments.



## Erase Draw Annotation



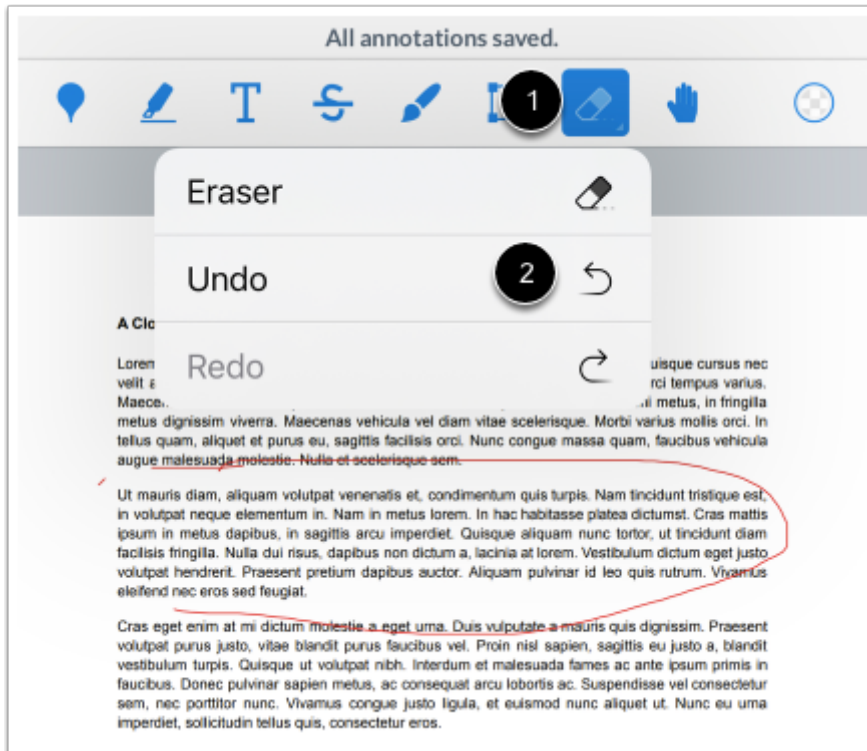
To erase your drawing annotation, tap the **Erase** icon [1]. Then tap and hold your screen to use the eraser tool [2].

### Notes:

- The Eraser tool can only be used to erase drawing annotations.
- You may have to tap the Options icon to view the Eraser tool.



## Undo Annotation



To undo the most recent annotation, tap the **Erase** icon [1]. Then select the **Undo** link [2].

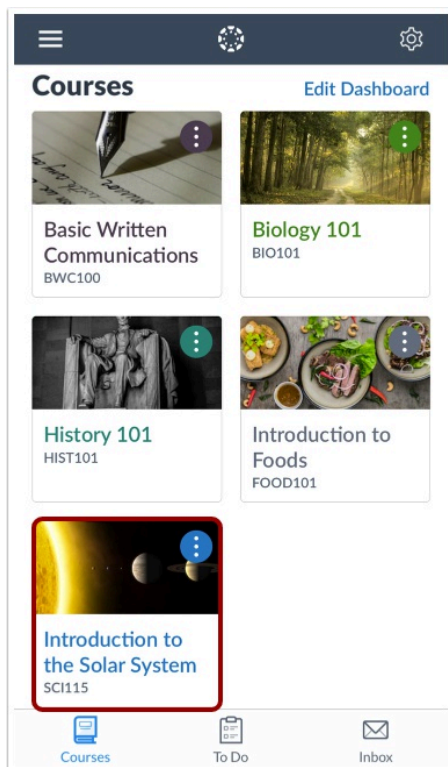
## How do I add a comment to an assignment submission in the Teacher app on my iOS device?

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

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

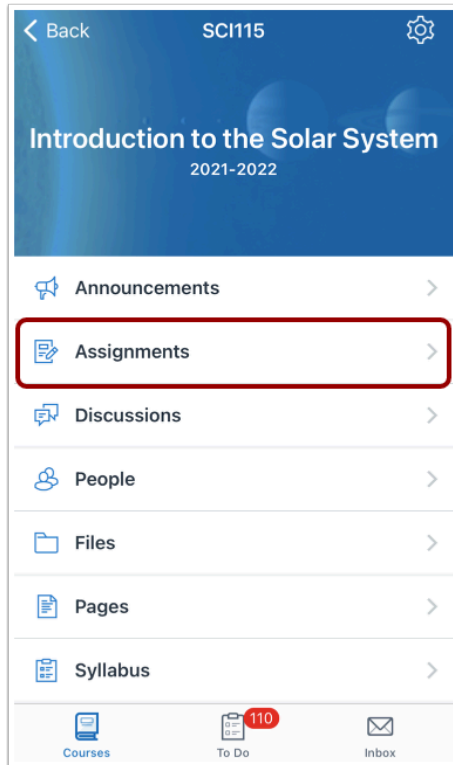
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open Course



In the **Courses** tab, tap the name of the course you'd like to view.

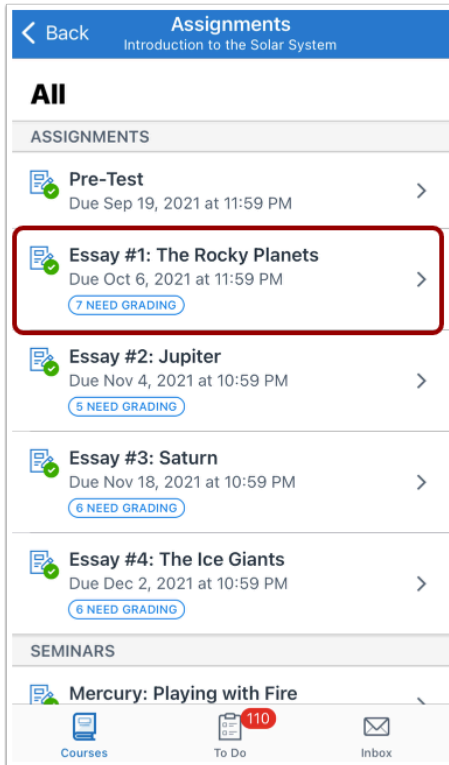
## Open Assignments



Tap the **Assignments** link.

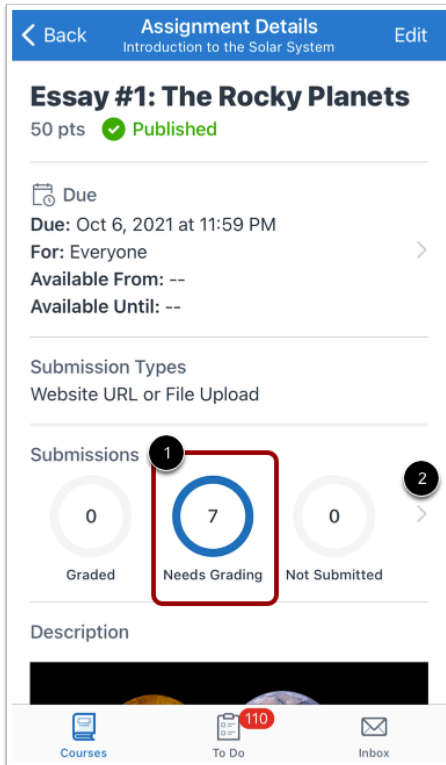
**Note:** All assignment types can be viewed in the Assignments page, but submissions can also be viewed in the page for their respective assignment type.

## Open Assignment



Locate the assignment and tap the name of the assignment.

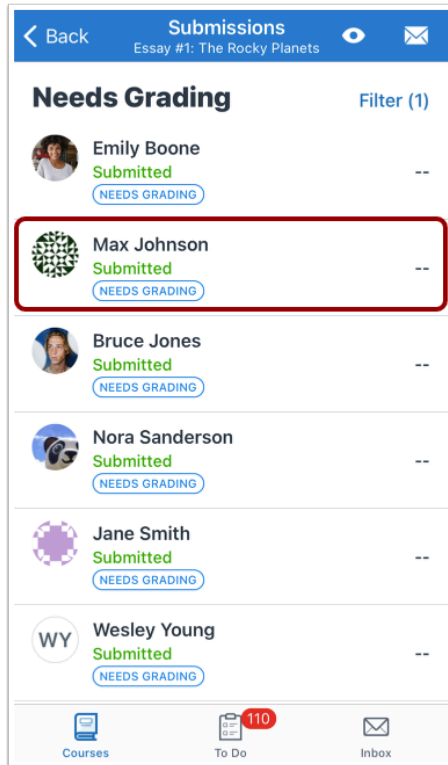
## Open Submissions



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



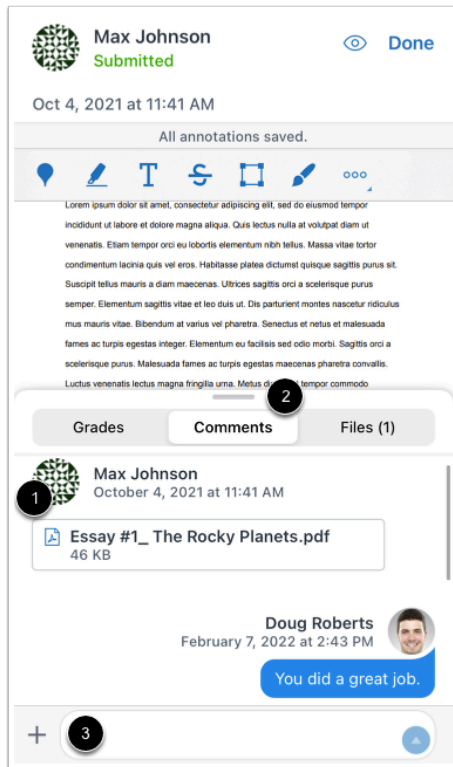
Locate the student's submission and tap the name of the student.

## 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 open a student's context card, tap the student's **Profile** icon [1].

To view multiple comments, you can adjust the height of the comment window by tapping and holding the menu bar [2].

To add a comment, tap the **Comment** field [3].

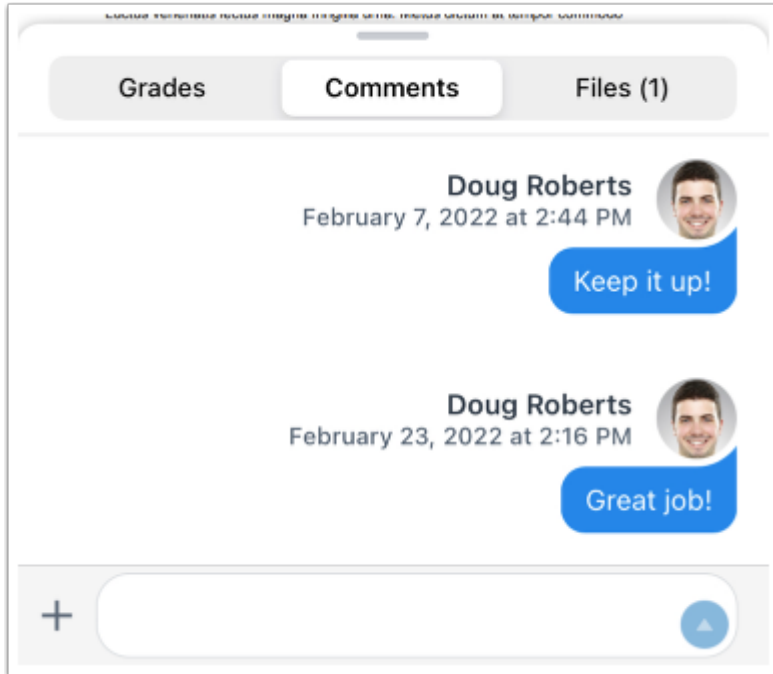
**Note:** If you have populated comments in a comment library, you can [add comments using the comment library](#).



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.

## View Comment



View your comment to the student.



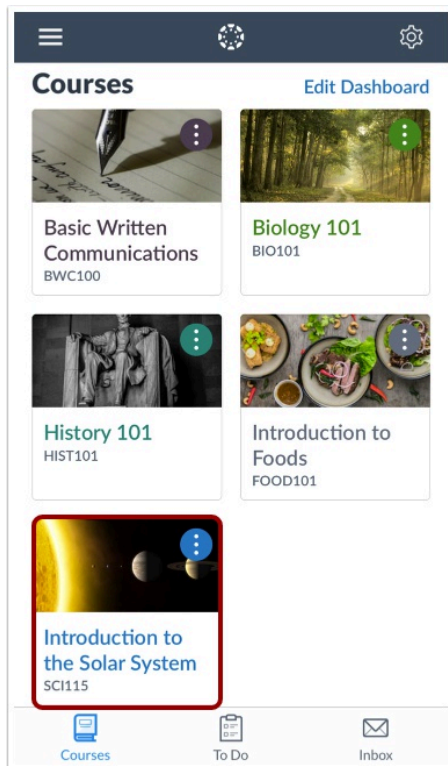
## How do I add a comment to an assignment submission using the comment library in the Teacher app on my iOS device?

If you have added comments to the comment library in the web version of Canvas, 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](#).

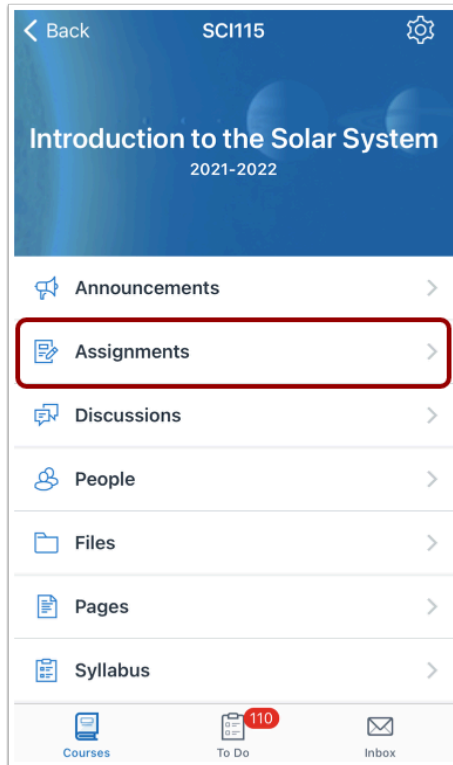
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open Course



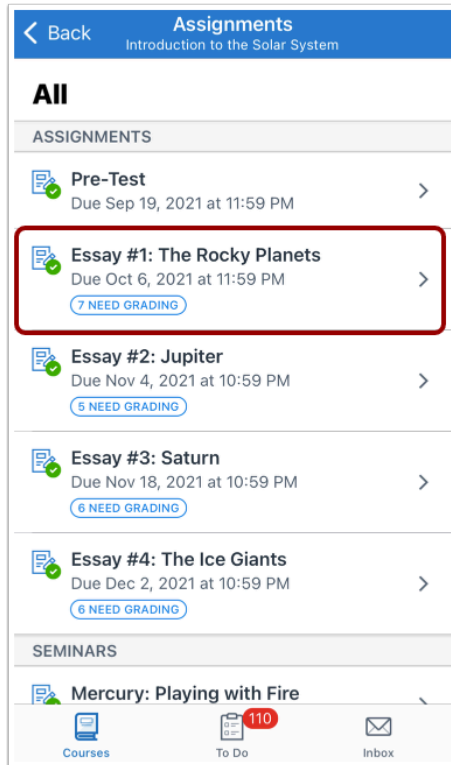
In the **Courses** tab, tap the name of the course you'd like to view.

## Open Assignments



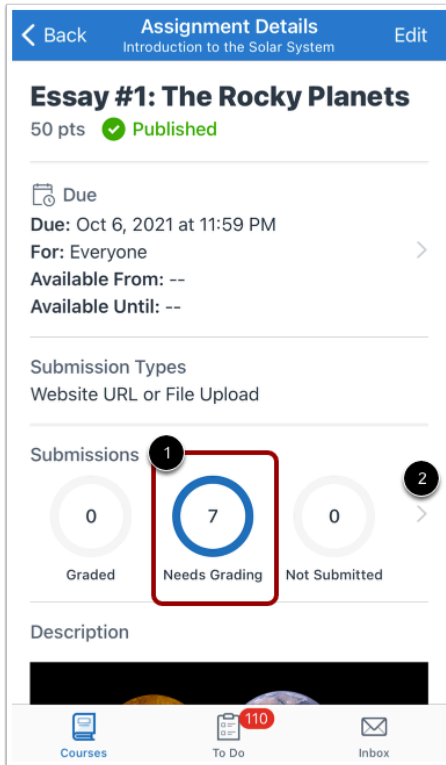
Tap the **Assignments** link.

## Open Assignment



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

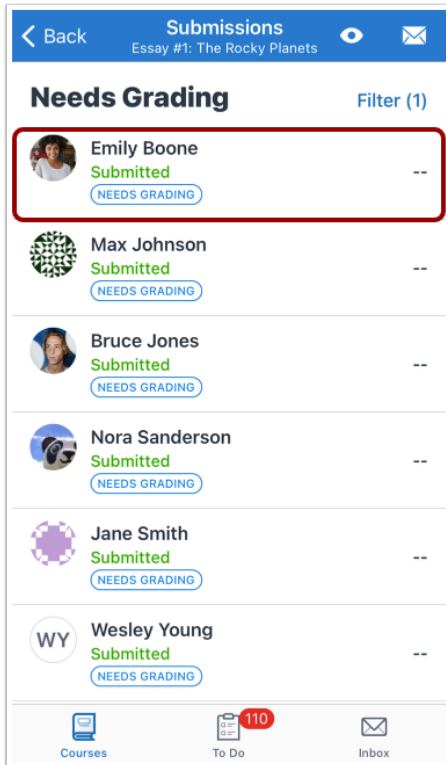
## Open Submissions



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



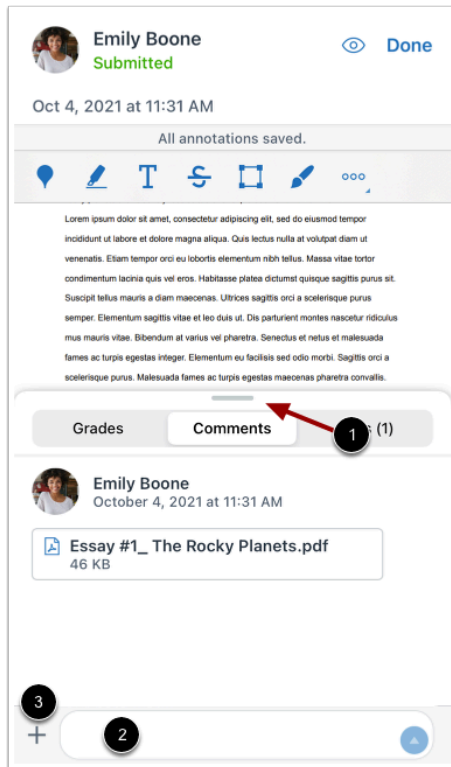
Locate the student's submission and tap the name of the student.

## Open Comments



Tap the **Comments** tab.

## Add Comment



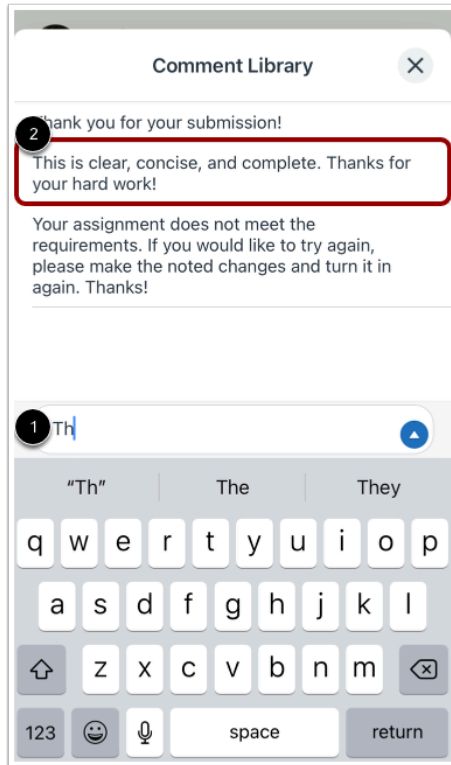
The student's submission is shown in the Comments tab and may contain comments from the student. If the submission was submitted multiple times, each file displays as a comment.

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].

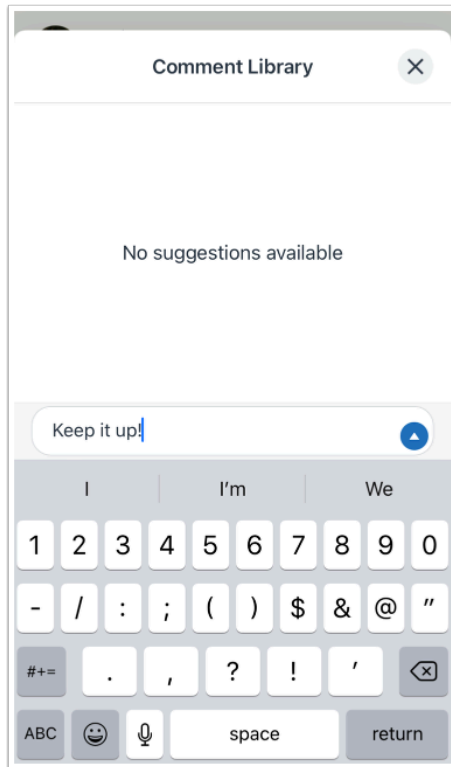
To add an [audio comment](#) or [video comment](#), tap the **Attach** icon [3].

## 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].

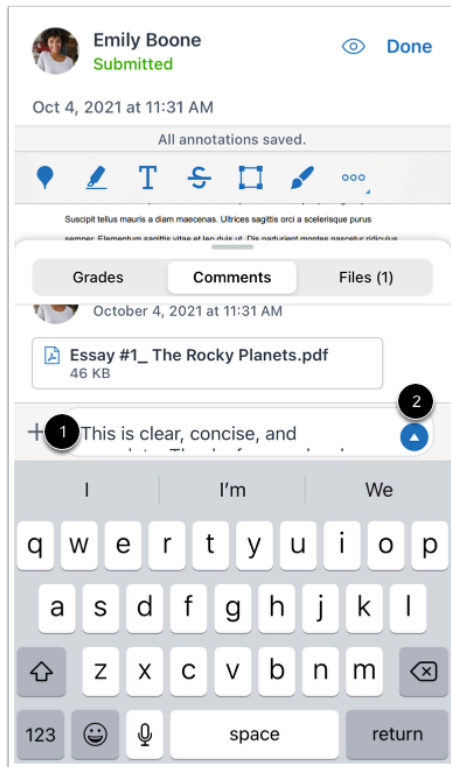
**Note:** The Comment field displays text only and does not include the Rich Content Editor for formatting.



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

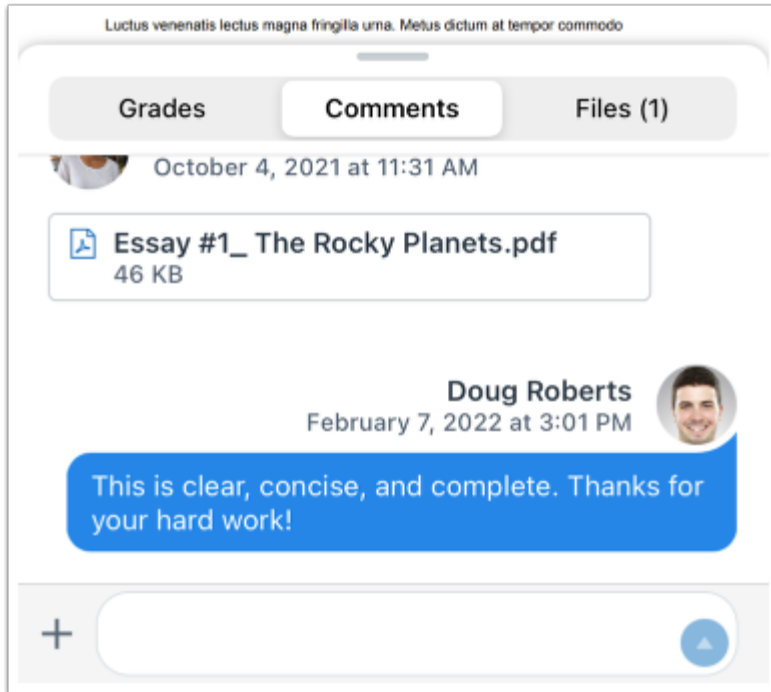


## Send Comment



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

## View Comment



View your comment to the student.

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

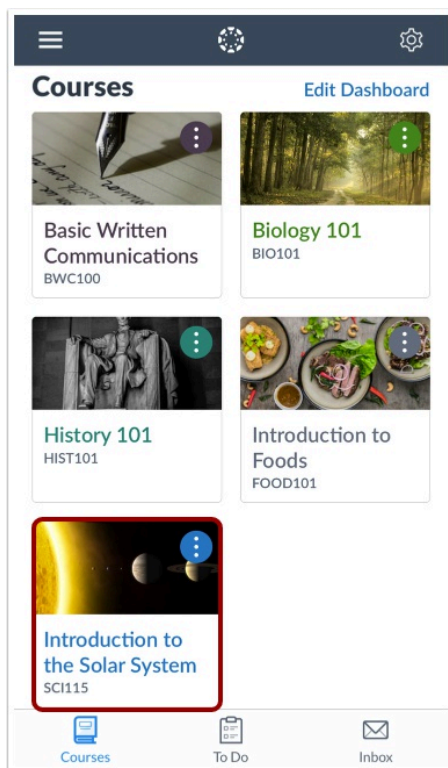
You can leave audio comments on student assignment submissions. Comments can be added before or after grading a submission.

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.

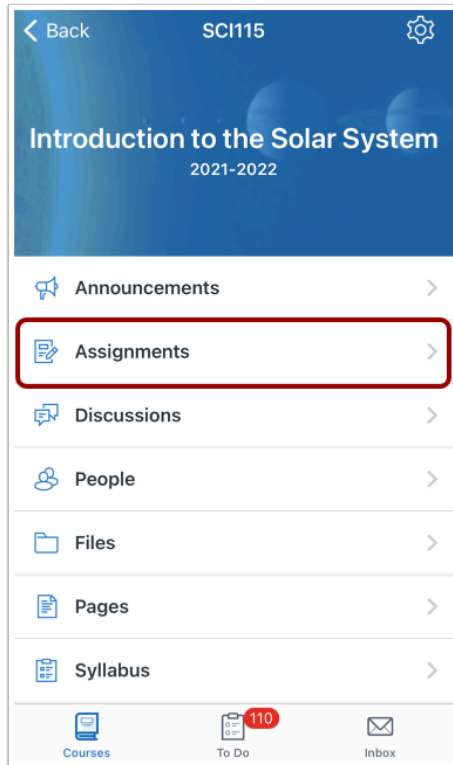
**Note:** To learn more about audio comments, view the [Canvas Media Comparison PDF](#).

## Open Course



In the **Courses** tab, tap the name of the course you'd like to view.

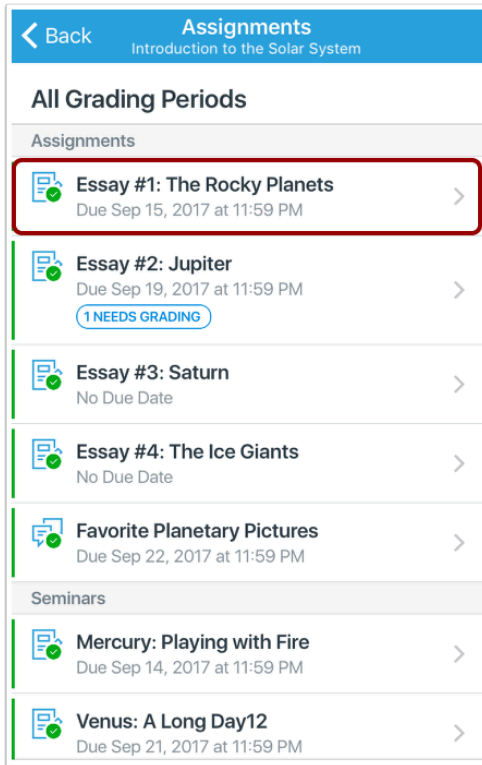
## Open Assignments



Tap the **Assignments** link.

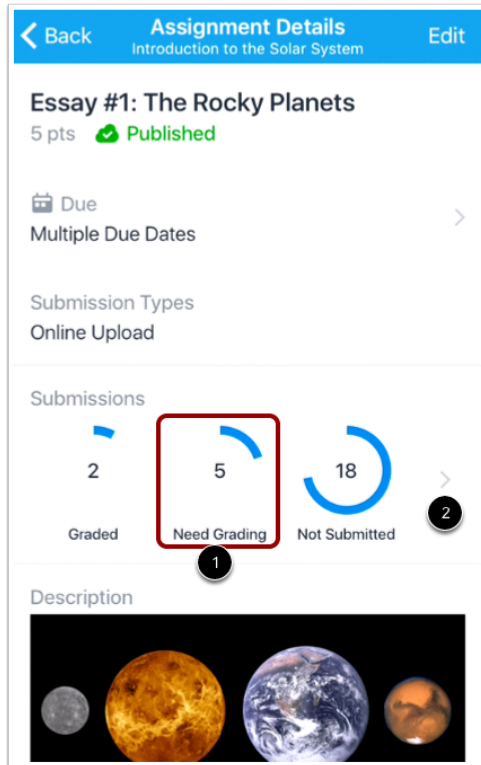
**Note:** All assignment types can be viewed in the Assignments page, but submissions can also be viewed in the page for their respective assignment type.

## Open Assignment



Tap the name of the assignment.

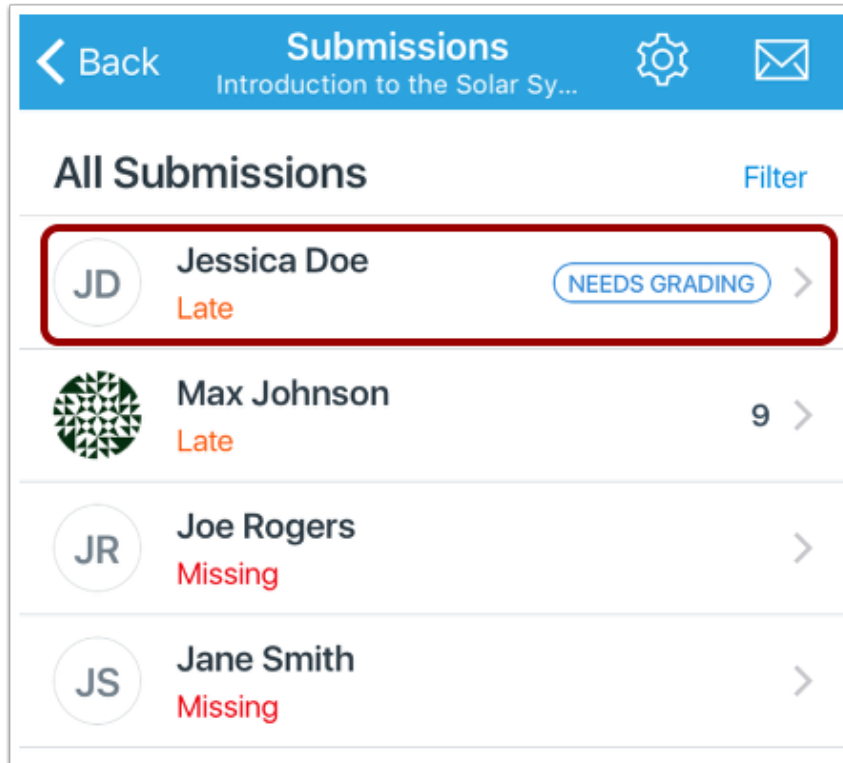
## Open Submissions



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

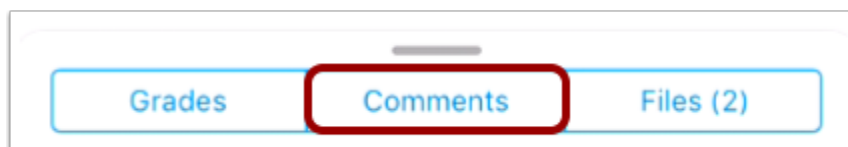
**Note:** If you want to filter submissions by a different status, tap the Submissions link [2] and apply the filter in the Submissions page.

## Open Submission




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

## Open Comments










Tap the **Comments** tab.

## Add Comment


**Jessica Doe**  
 Late

Done

Sep 21, 2017 at 3:32 PM

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec nisi elit, elementum sed arcu nec, congue convallis lacus. Pellentesque id erat at mauris accumsan sollicitudin. Suspendisse potenti. Curabitur volutpat nulla a urna varius sollicitudin. Mauris rhoncus ornare quam non mattis. Cras bibendum, leo et condimentum et/et/et, neque nisi rutrum porta, a consequat velit nunc, et/et/et. Mauris porta, neque vitae faucibus pulvinar, magna magna molestie ligula, eget fermentum dolor velit et magna. Pellentesque blandit euismod erat id augitis. Cras varius ac ex ac mattis. Nunc condimentum ex eget neque malesuada dapibus. Cras nisi dolor, porta non pretium at, porttitor et arcu. Phasellus ac aliquam tortor. Phasellus aliquam felis ut quam sollicitudin fringilla. In ut conneodo ligula. Aenean at ligula fringilla, consectetur odio eget, malesuada purus. Integer scelerisque ex sed euismod consequat.


Proin vehicula tellus nisi, vel luctus lorem condimentum vel. Duis imperdiet rutrum urna, a dictum ex laculis ut. Maecenas condimentum mauris ac nulla gravida malesuada. Maecenas sit amet libero orci. Phasellus blandit pharetra scelerisque. Fusce porttitor interdum luctus. Fusce a leo lobortis, rhoncus sem vel, efficitur mauris. Aenean ultricies, dolor non accumsan sollicitudin, mi sapien rutrum metus, eget faucibus purus nisi vel/dui. Nulla ex/dui euismod eros interdum cursus id nec sem. Aliquam erat volutpat. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae. Nam vel ornare sem. Duis vel maximus ligula. Nunc, et enim sollicitudin, imperdiet sem eu, porttitor augue. Ut sit amet tortor vel ligula vulputate pharetra sed ut metus.


Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec nisi elit, elementum sed


Grades

Comments

Files (1)


**Jessica Doe**  
 Sep 21, 2017 at 3:32 PM

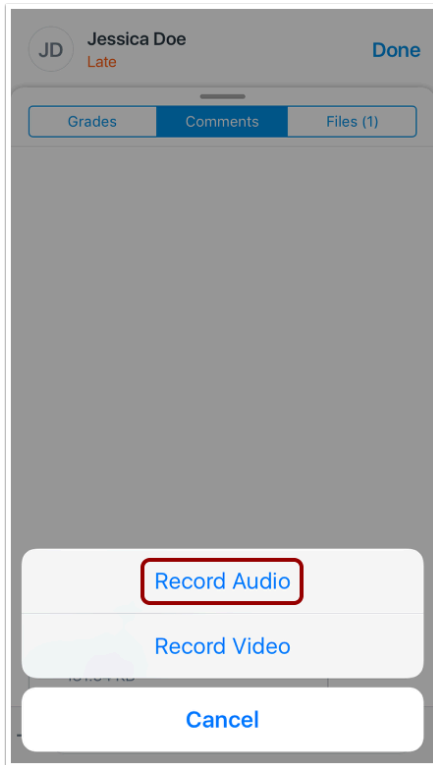

**Jupiter.docx**  
 131.54 KB



Click the Add icon.

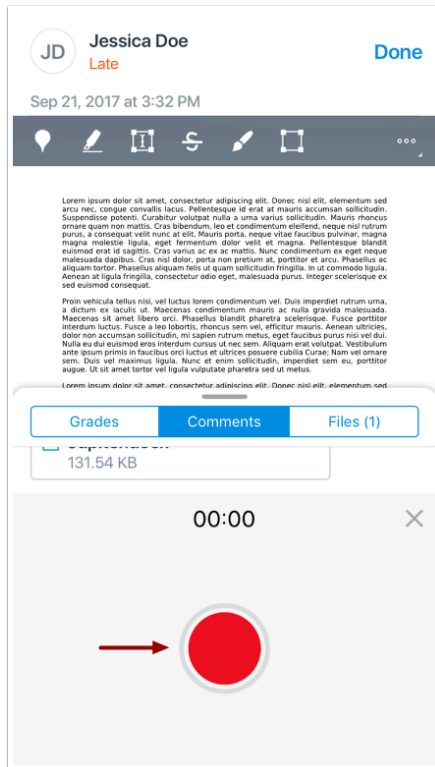


## Record Audio Comment



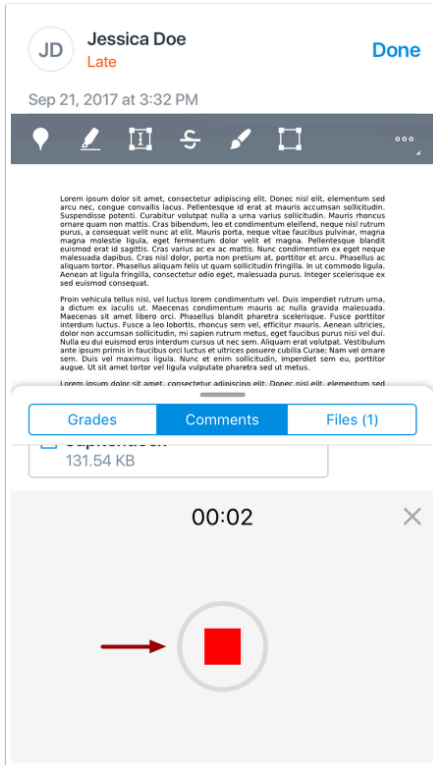
Tap the **Record Audio** button.

## Start Audio Recording



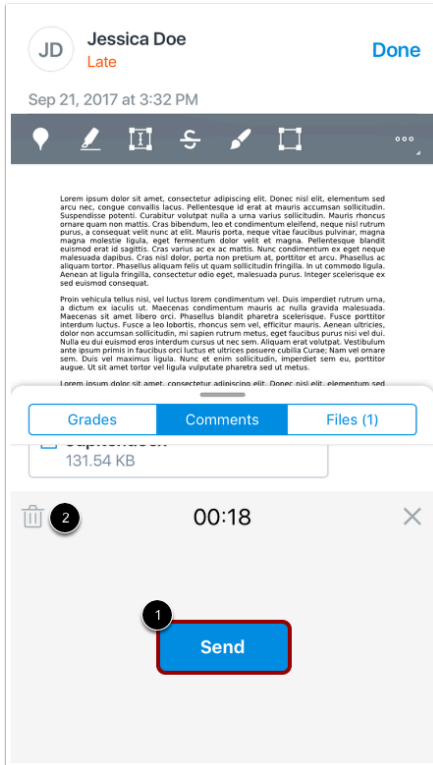
To start recording, tap the **Record** button.

## Stop Audio Recording



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

## Send Audio Comment



To send your recording audio as a comment, click the **Send** button [1].

To delete the recording, click the **Delete** icon [2].

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

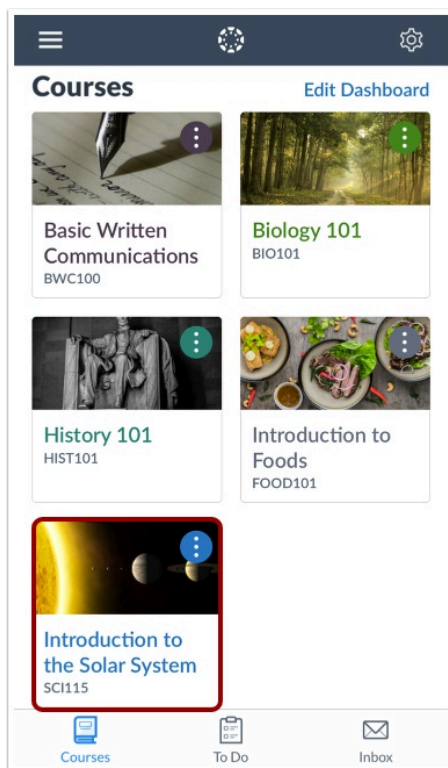
You can leave video comments on student assignment submissions. Comments can be added before or after grading a submission.

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.

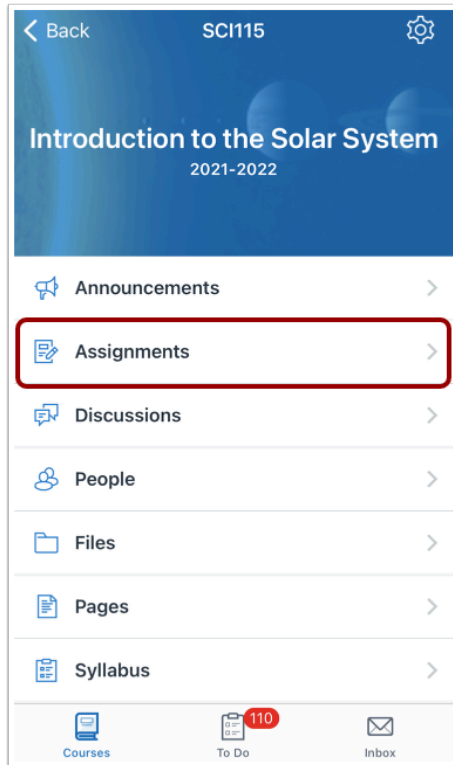
**Note:** To learn more about video comments, view the [Canvas Media Comparison PDF](#).

## Open Course



In the **Courses** tab, tap the name of the course you'd like to view.

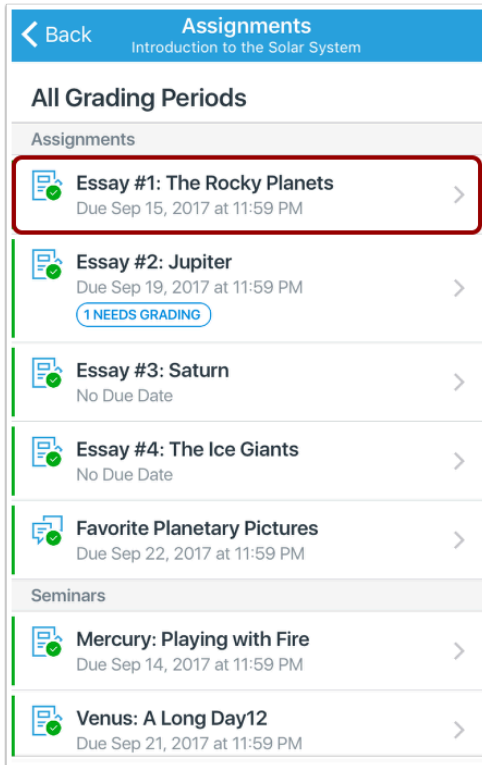
## Open Assignments



Tap the **Assignments** link.

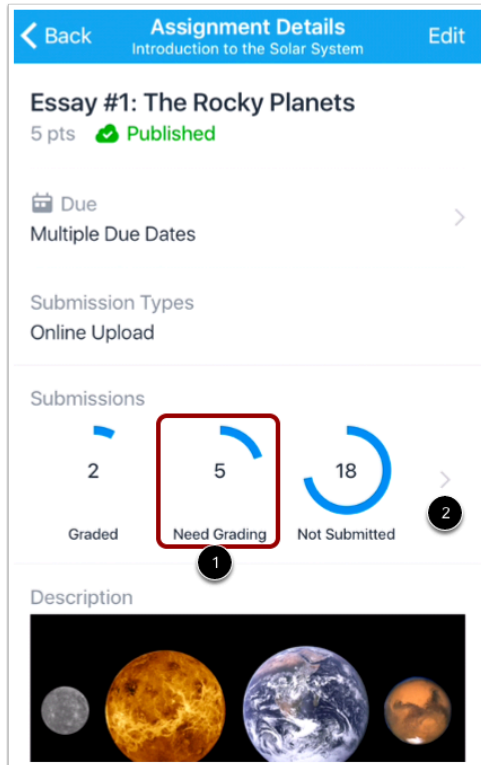
**Note:** All assignment types can be viewed in the Assignments page, but submissions can also be viewed in the page for their respective assignment type.

## Open Assignment



Tap the name of the assignment.

## Open Submissions

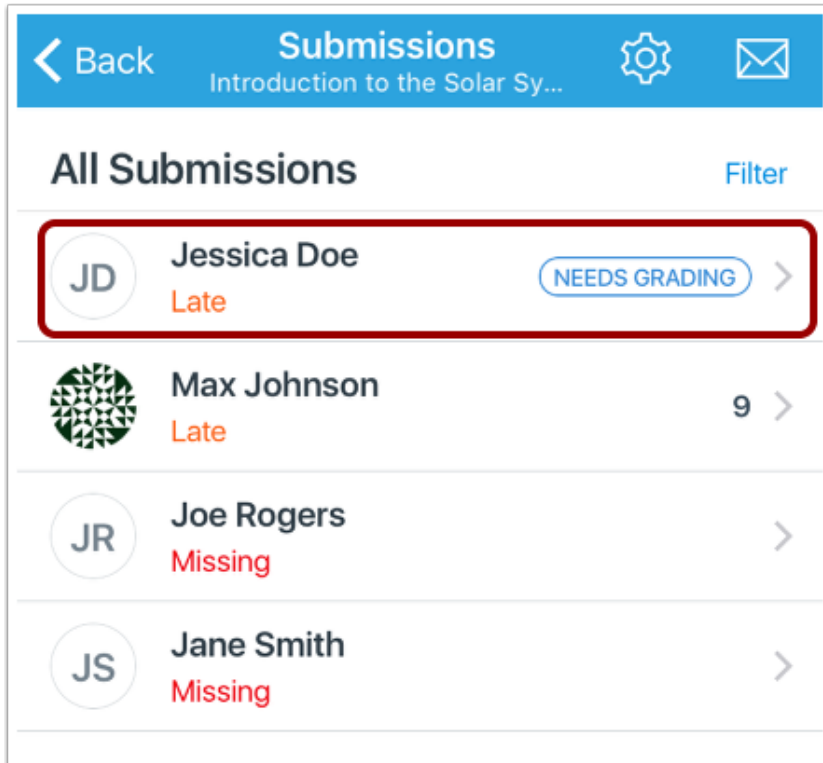


Tap the **Need Grading** status link [1].

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

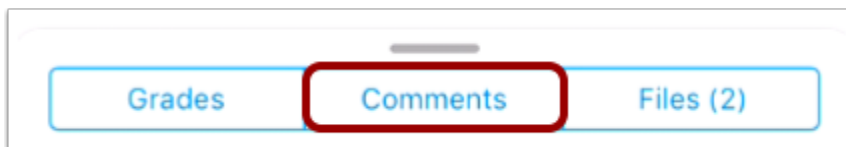


## Open Submission




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

## Open Comments










Tap the **Comments** tab.

## Add Comment


**Jessica Doe**  
Late

Done

Sep 21, 2017 at 3:32 PM

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec nisi elit, elementum sed arcu nec, congue convallis lacus. Pellentesque id erat at mauris accumsan sollicitudin. Suspendisse potenti. Curabitur volutpat nulla a urna varius sollicitudin. Mauris rhoncus ornare quam non mattis. Cras bibendum, leo et condimentum et/et/et, neque nisi rutrum porta, a consequat velit nunc, et/et/et. Mauris porta, neque vitae faucibus pulvinar, magna magna molestie ligula, eget fermentum dolor velit et magna. Pellentesque blandit euismod erat id augitis. Cras varius ac ex ac mattis. Nunc condimentum ex eget neque malesuada dapibus. Cras nisi dolor, porta non pretium at, porttitor et arcu. Phasellus ac aliquam tortor. Phasellus aliquam felis ut quam sollicitudin fringilla. In ut conneodo ligula. Aenean at ligula fringilla, consectetur odio eget, malesuada purus. Integer scelerisque ex sed euismod consequat.


Proin vehicula tellus nisi, vel luctus lorem condimentum vel. Duis imperdiet rutrum urna, a dictum ex laculis ut. Maecenas condimentum mauris ac nulla gravida malesuada. Maecenas sit amet libero orci. Phasellus blandit pharetra scelerisque. Fusce porttitor interdum luctus. Fusce a leo lobortis, rhoncus sem vel, efficitur mauris. Aenean ultricies, dolor non accumsan sollicitudin, mi sapien rutrum metus, eget faucibus purus nisi vel/dui. Nulla ex/dui euismod/eros interdum cursus id nec sem. Aliquam erat volutpat. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae. Nam vel ornare sem. Duis vel maximus ligula. Nunc, et enim sollicitudin, imperdiet sem eu, porttitor augue. Ut sit amet tortor vel ligula vulputate pharetra sed ut metus.


Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec nisi elit, elementum sed


Grades

Comments

Files (1)

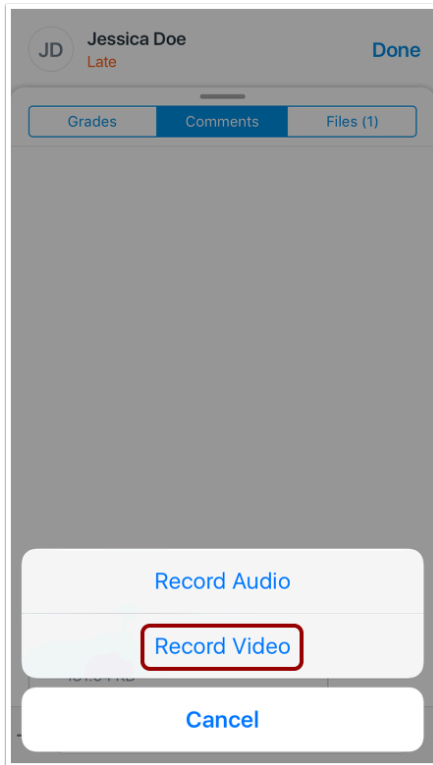

**Jessica Doe**  
Sep 21, 2017 at 3:32 PM


**Jupiter.docx**  
131.54 KB



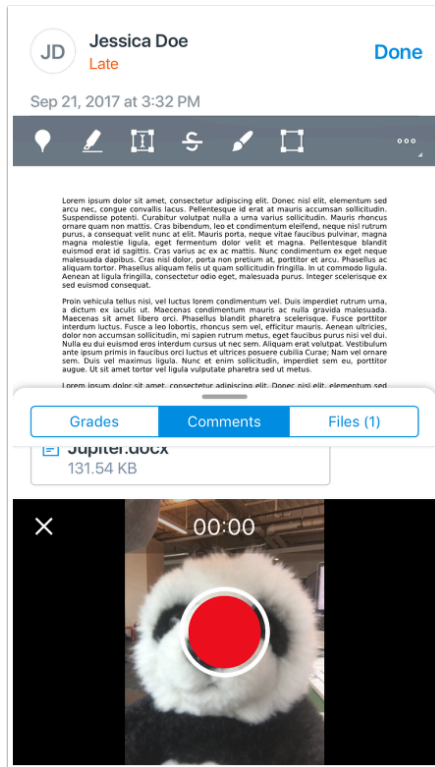
Click the Add icon.

## Record Video Comment



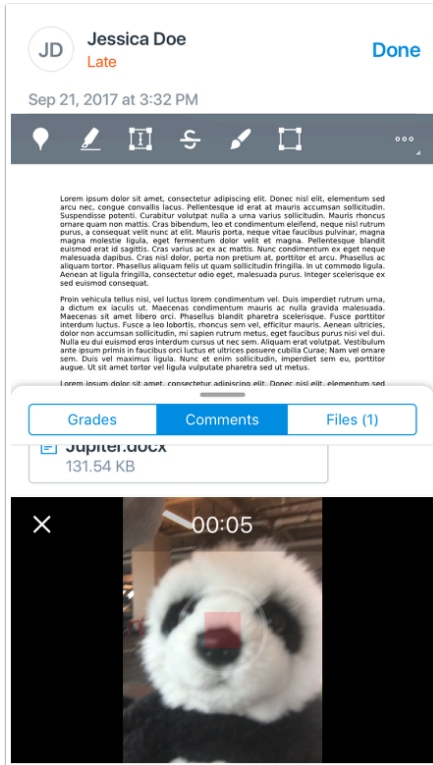
Tap the **Record Video** button.

## Start Video Recording



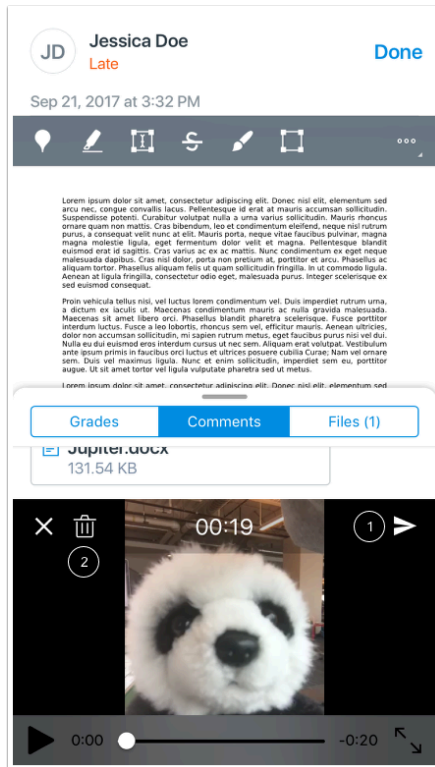
To start recording, tap the **Record** button.

## Stop Video Recording



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

## View Video Recording



View your video recording.

To send your recording as a comment, tap the **Send** icon [1]. To delete the recording, tap the **Delete** icon [2].

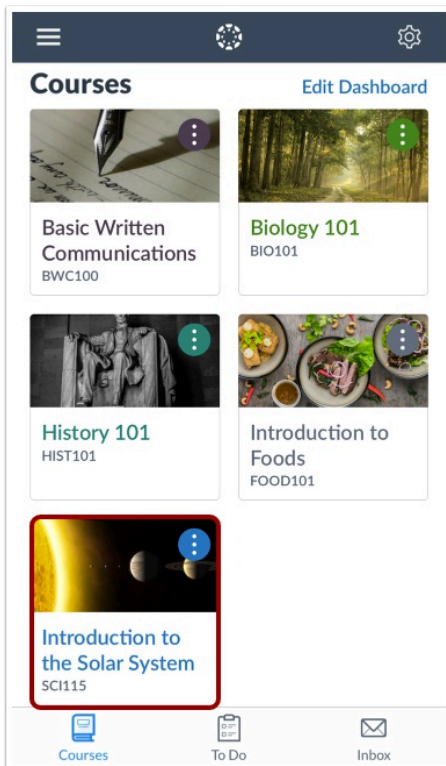
## How do I message students about assignment submissions in the Teacher app on my iOS device?

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.

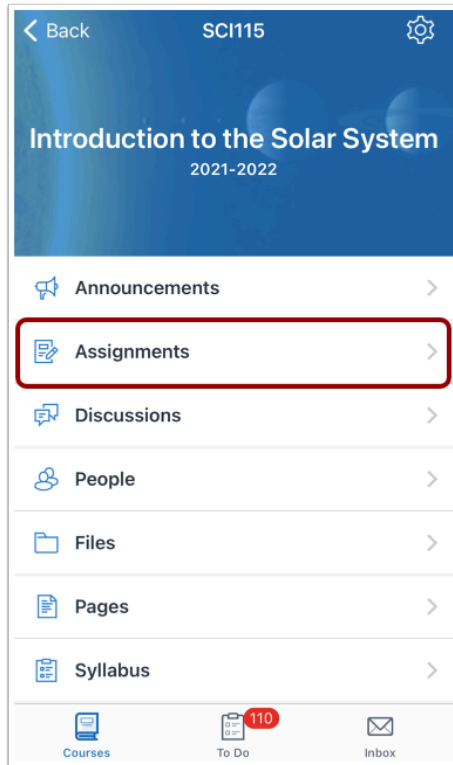
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open Course



In the **Courses** tab, tap the name of the course you'd like to view.

## Open Assignments

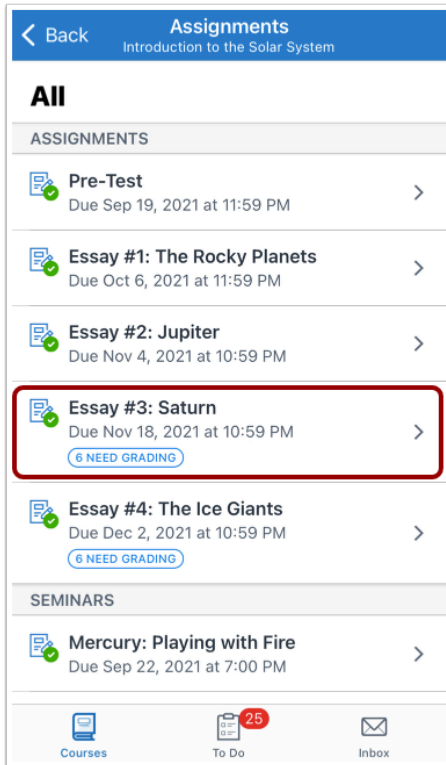


Tap the **Assignments** link.

**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.

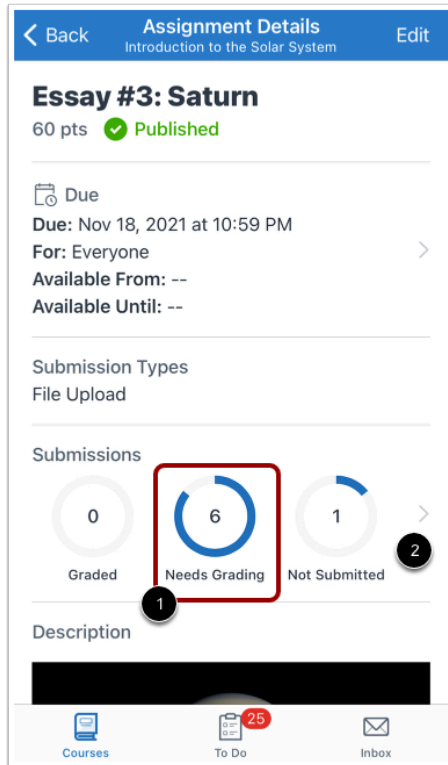


## Open Assignment



Locate the assignment and tap the name of the assignment.

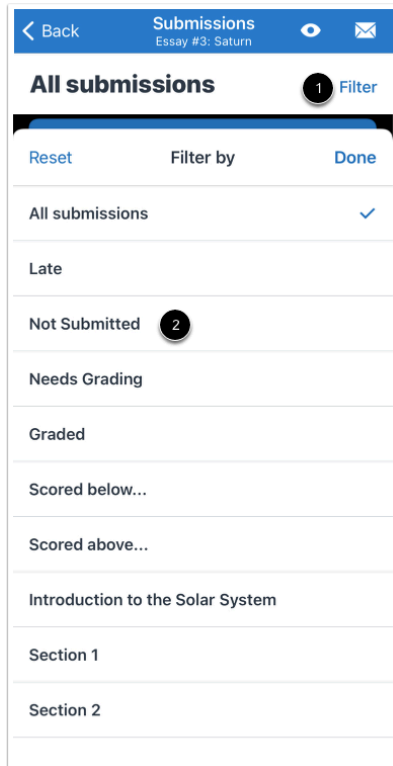
## Open Submissions



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].

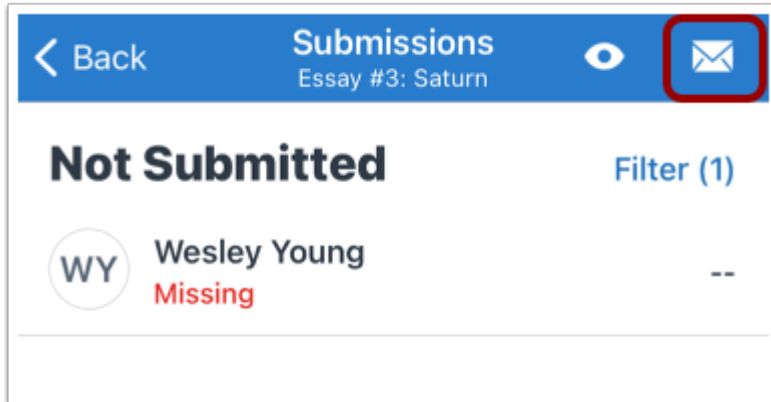
## Filter Submissions



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

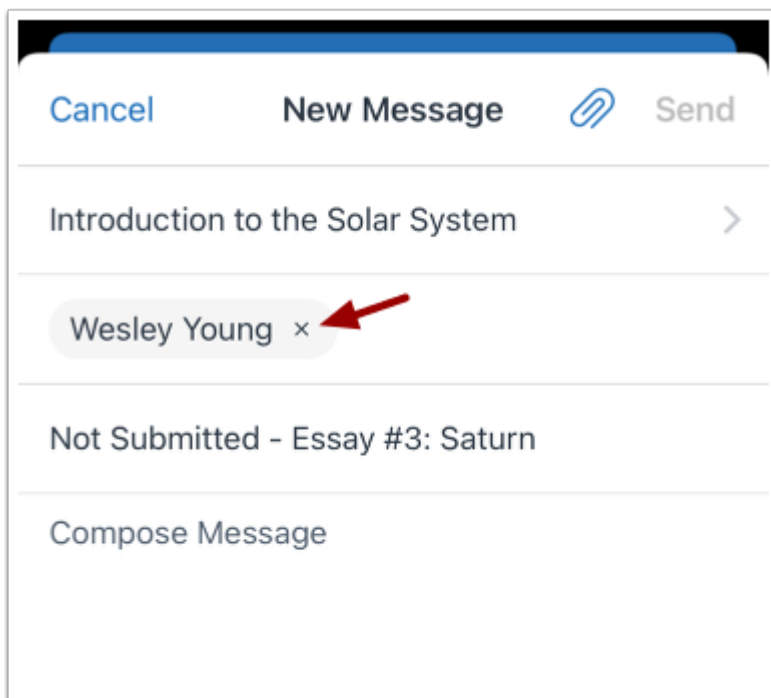
Tap the type of filter you want to apply [2]. You can filter submissions by all submissions, late submissions, students who have not submitted, submissions that have not been graded, graded submissions, submissions with a score less than a specific value, and submissions with a score greater than a specific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

## Message Students



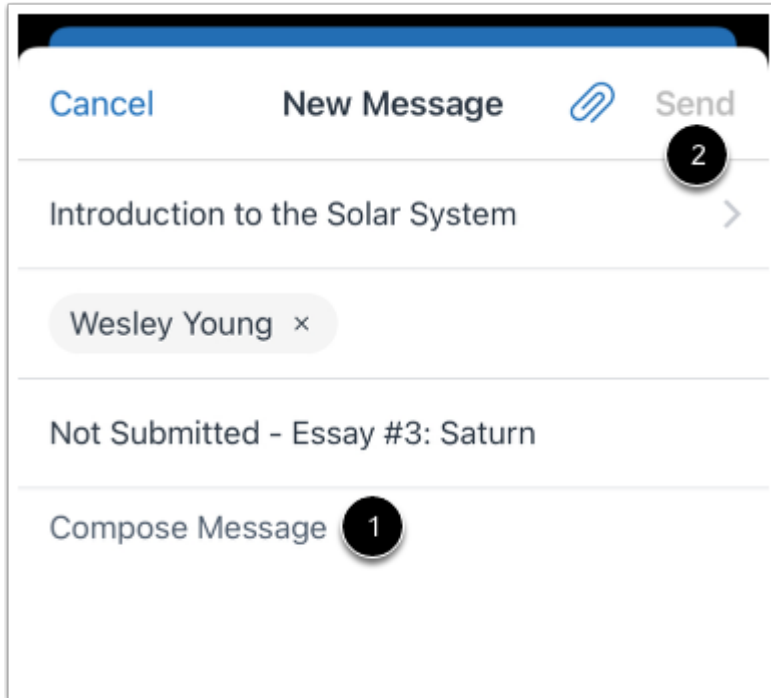
Tap the **Message** icon.

## 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 text field [1], type your message. When you are finished, tap the **Send** link [2].

**Note:** Messages are sent to students individually.

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

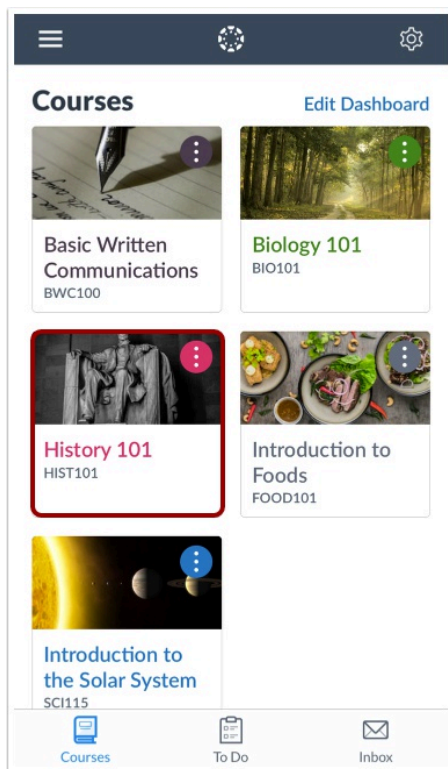
You can take attendance in your course using the Canvas Teacher app on your iOS device.

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.

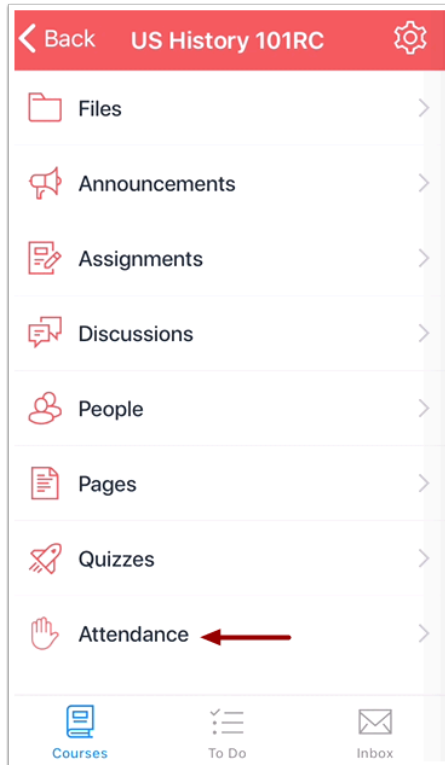
**Note:** The Attendance tool must be enabled by your Canvas admin before it can be used in your course. If you cannot see the Attendance link in the Canvas Teacher app, please contact your administrator.

## Open Course



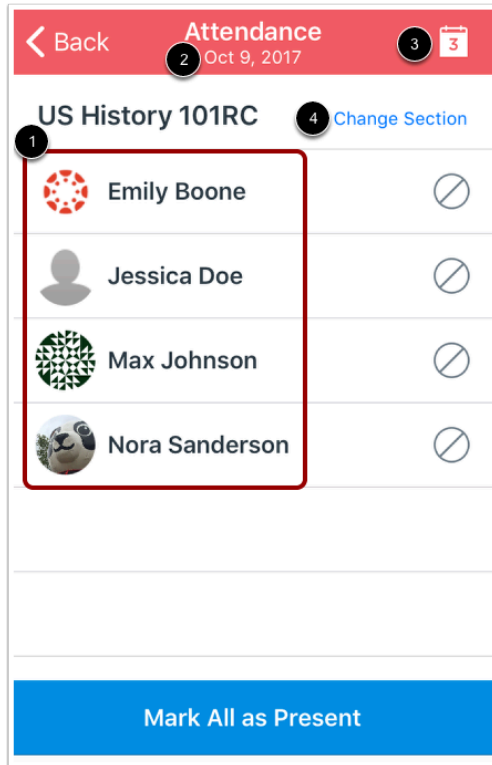
In the **Courses** tab, tap the name of the course you'd like to view.

## Open Attendance



Tap the **Attendance** link.

## View Attendance

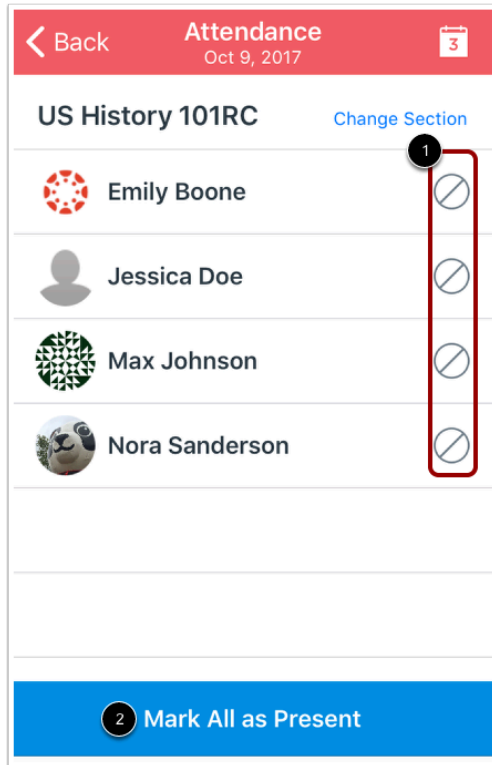


By default, the Attendance tool displays all students in the course [1] and the attendance status for the current date [2]. To change the date displayed for attendance, click the **Calendar** icon [3].

To filter the students displayed in the tool by section, tap the **Change Section** link [4].




## 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. By tapping this button, only unmarked students will be marked as present.









## View Attendance Options

 Back

**Attendance**  
 Oct 9, 2017
 

3

**US History 101RC**
[Change Section](#)

	Emily Boone	1	
	Jessica Doe	2	
	Max Johnson	3	
	Nora Sanderson	4	
<div>Mark Remaining as Present</div>			

There are four attendance options in the Attendance tool:

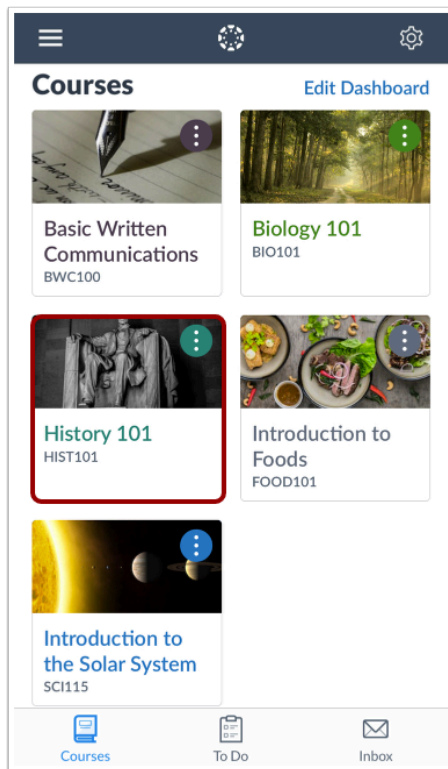
- The gray **No Symbol** icon indicates attendance is unmarked [1].
- The green **Check Mark** icon indicates the student is present and on time [2].
- The red **X** icon indicates the student is not present [3].
- The orange **Clock** icon indicates the student is late [4].

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

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

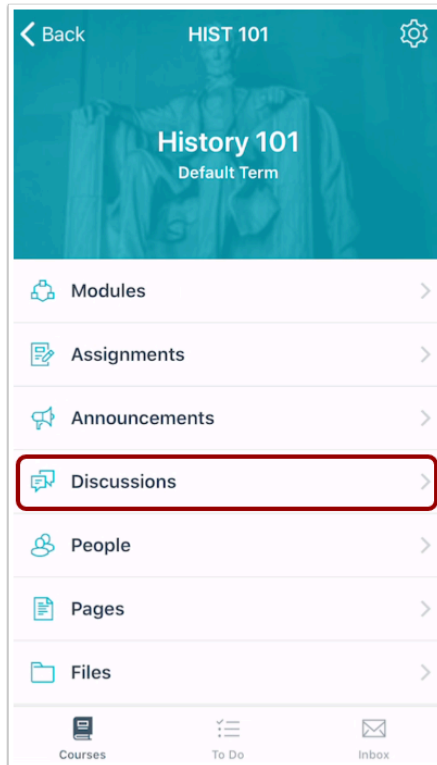
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open Course



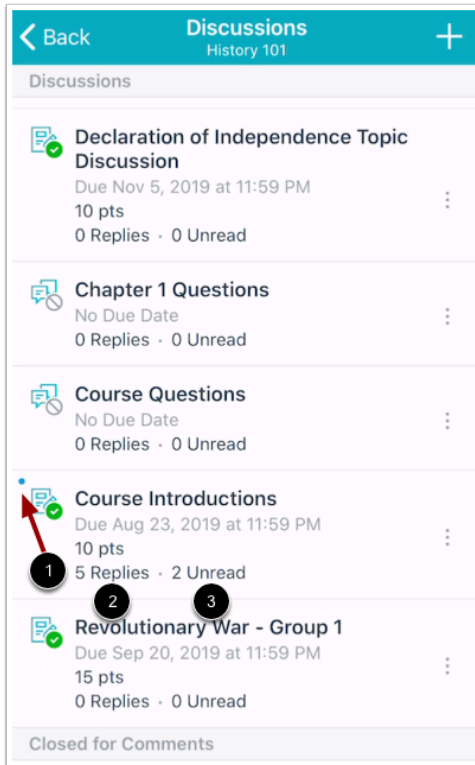
In the **Courses** tab, tap the name of the course you'd like to view.

## Open Discussions



Tap the **Discussions** link.

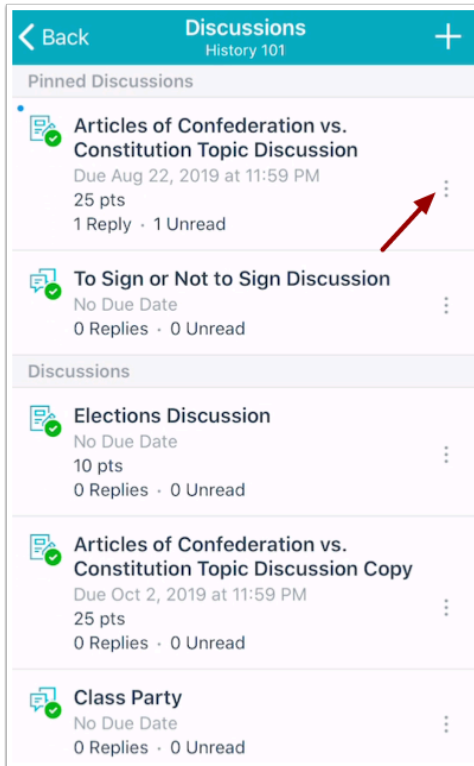
## View Discussions



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].

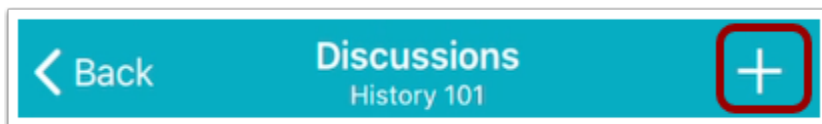
Swipe your device from top to bottom to quickly refresh Discussions.

## Manage Discussions



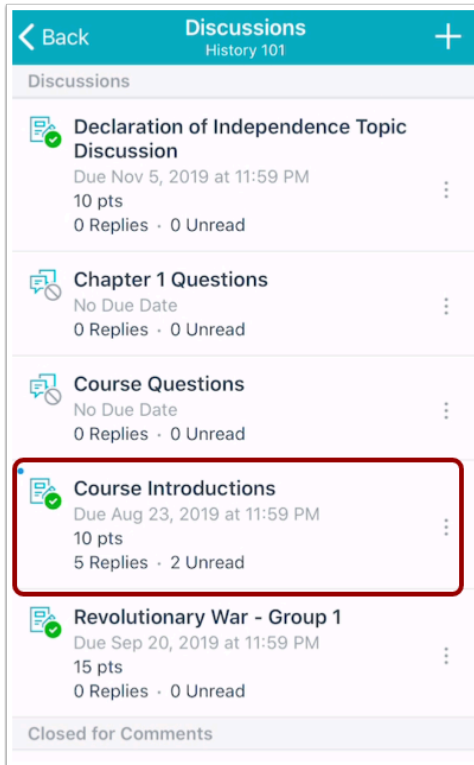
To pin or unpin, close a discussion to comments, or delete a discussion thread, tap the **More Options** icon.

## 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:** Aug 23, 2019 at 11:59 PM  
**For:** Everyone  
**Available From:** --  
**Available Until:** --

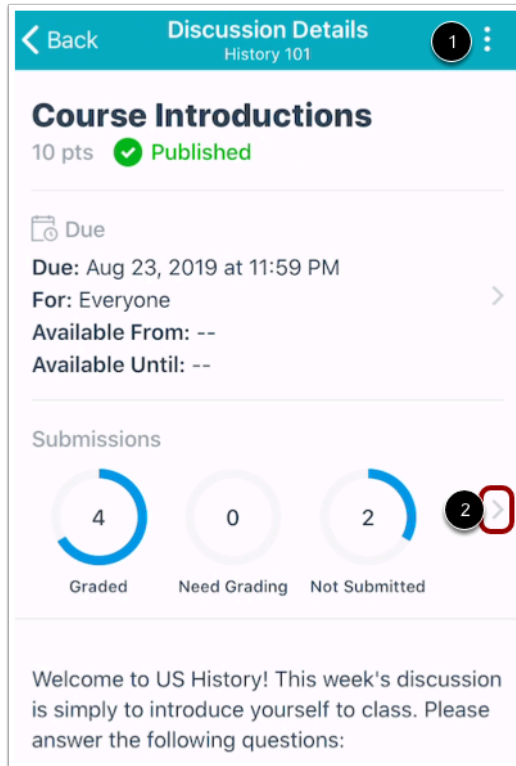
**Submissions**  
 **4**  
Graded  
 **0**  
Need Grading  
 **2**  
Not Submitted

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

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



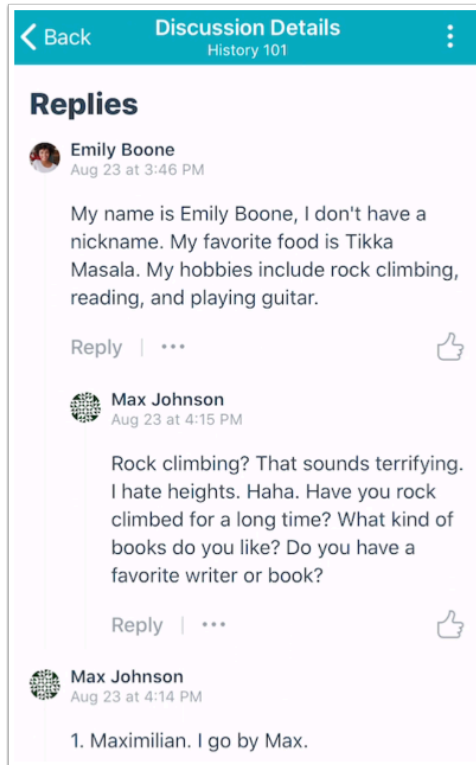
## Manage Discussion



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

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

## View Replies

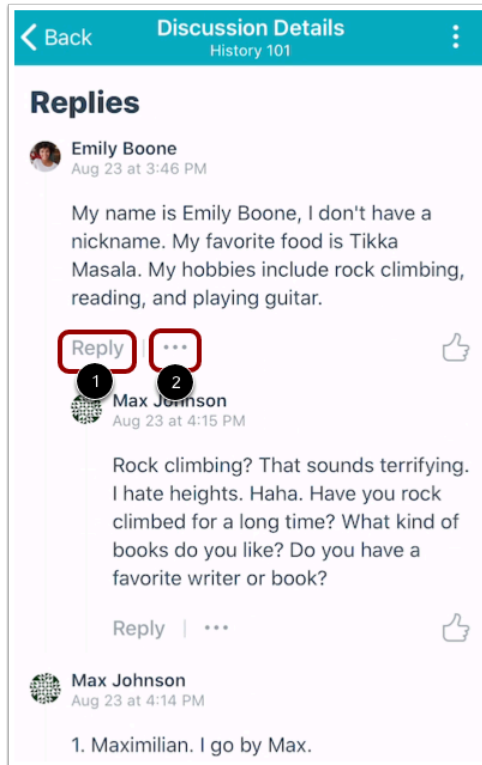


Replies can be viewed below the discussion topic. Swipe down on your device to view all replies.

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, tap the **More Options** icon [2].

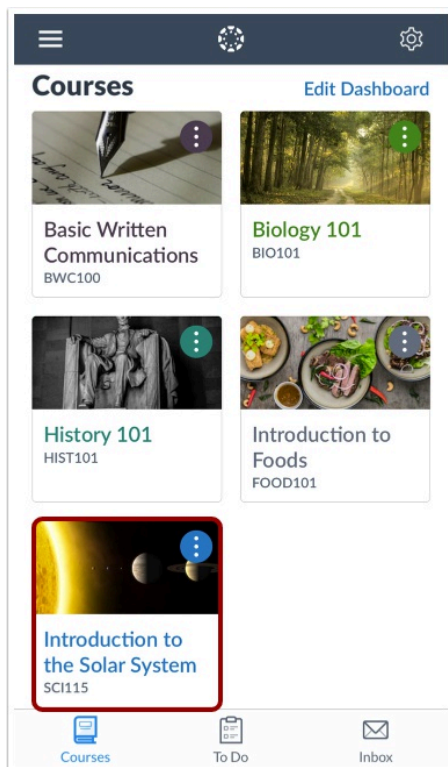
## How do I add a discussion in the Teacher app on my iOS device?

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.

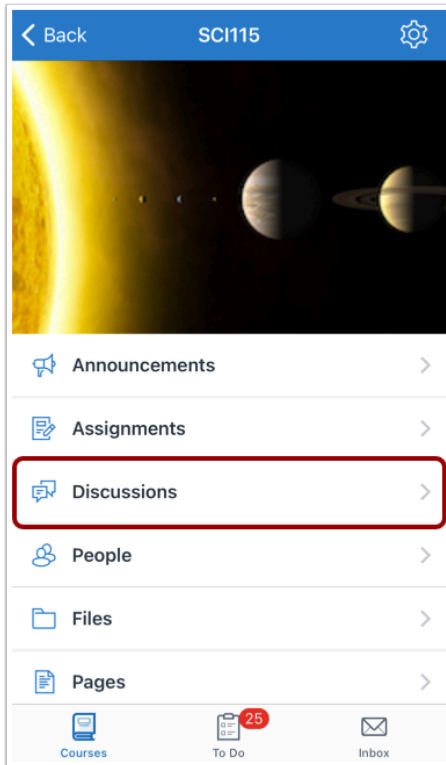
**Note:** Graded discussions cannot be added using the app.

### Open Course



In the **Courses** tab, tap the name of the course you'd like to view.

## Open Discussions



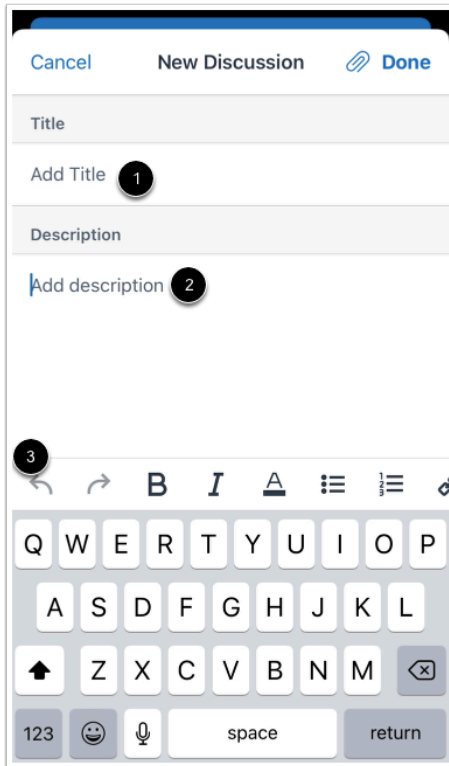
Tap the **Discussions** link.

## Add Discussion



To add a discussion, tap the **Add** icon.

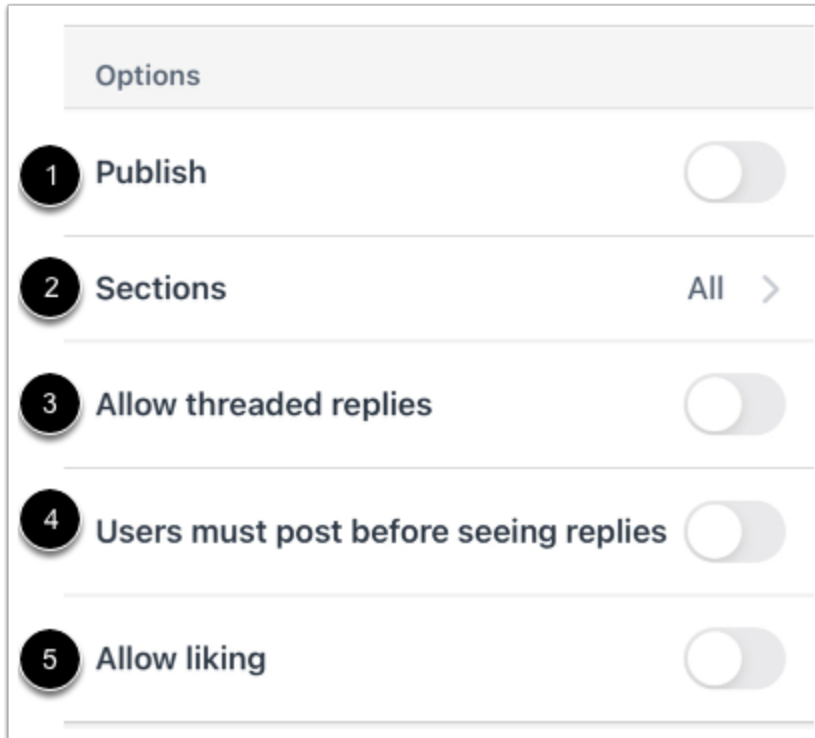
## Add Discussion Details



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 to format your title and description [3]. Learn more about [using the Rich Content Editor](#).

## Set Options



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

To add a section to the discussion, tap the **Sections** link and select a section [2].

To allow threaded replies, tap the **Allow threaded replies** button [3].

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 [4].

To allow users to like posts, tap the **Allow liking** button [5].

## Set Availability

Availability

1


Available from--

2

Available until--

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.

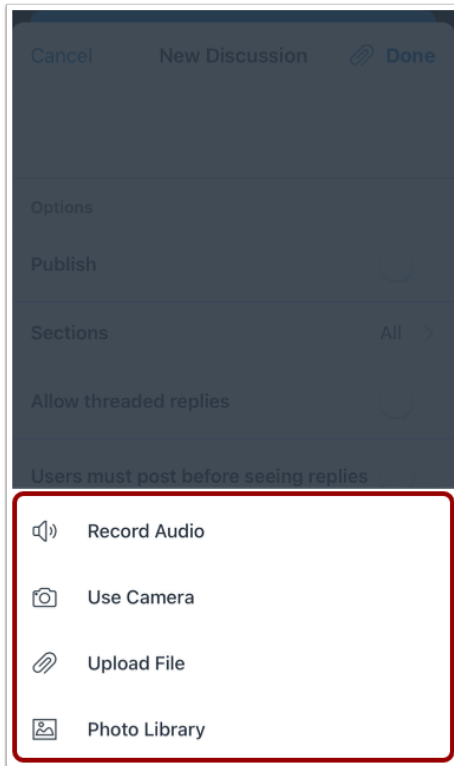
## Attach File

CancelNew DiscussionDone

To attach a file to the message, tap the **Attach** icon.



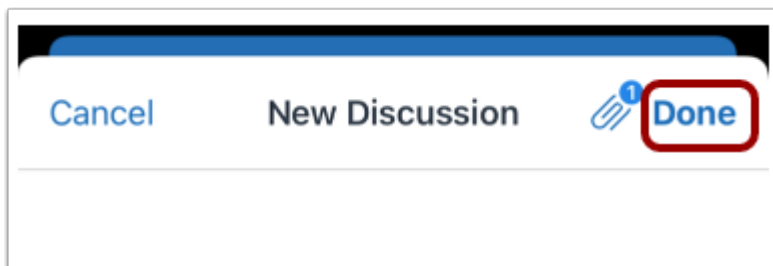
## Select Attachment



Select how you would like to attach a file.

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

## Save Discussion



Tap the **Done** link.

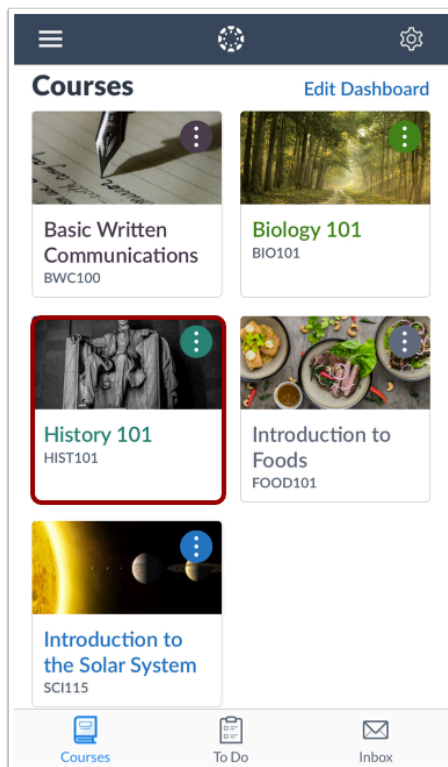
## How do I view Course Files in the Teacher app on my iOS device?

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

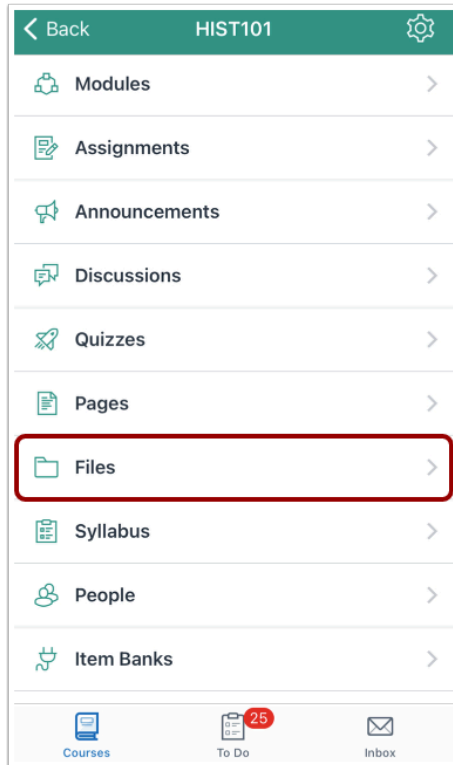
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open Course



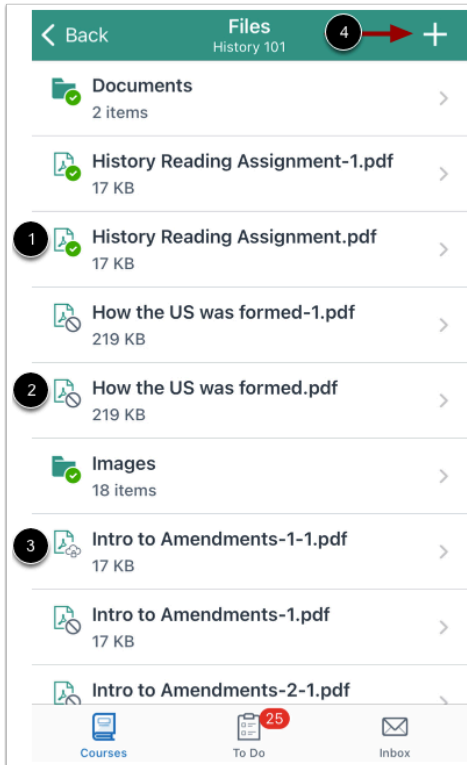
Tap the name of the course you'd like to view.

## Open Files



Tap the **Files** link.

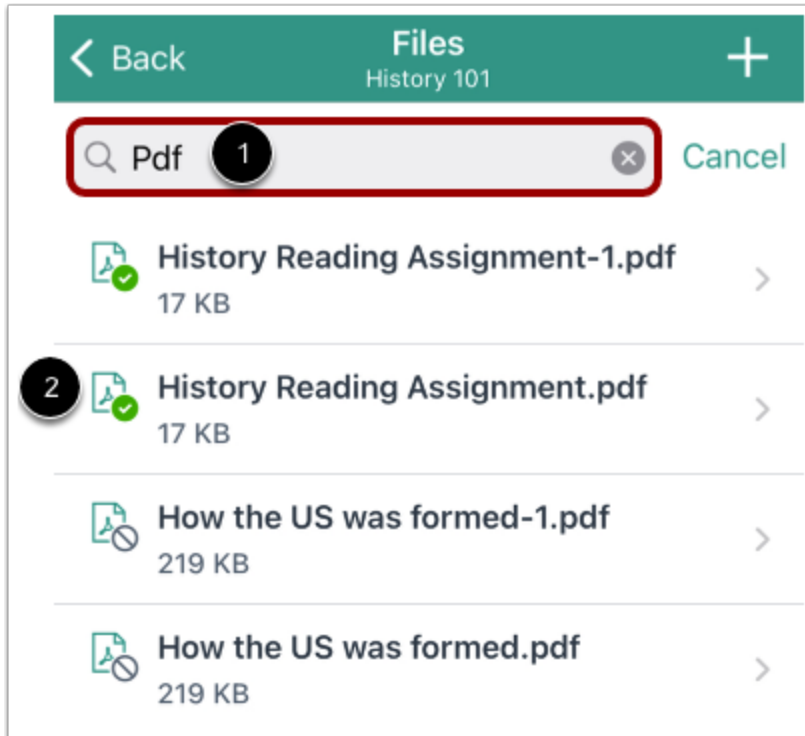
## View Files



Files will display all your course files and file folders. Published files and folders display a **Checkmark** icon [1]. Unpublished files and folders display a **Unpublished** icon [2]. Files and folders with restricted access display a **Cloud** icon [3].

To [add a new file or folder](#) to your course files, tap the **Add** icon [4].

## Search Files



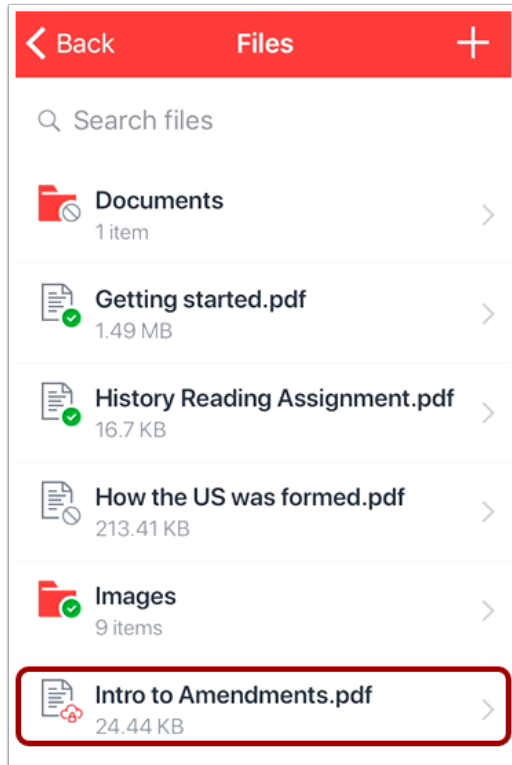
To search for a file, tap the **Search** field [1]. Then enter the name of the file you want to view.

To open the file, tap the name of the file in the search results [2].

### Notes:

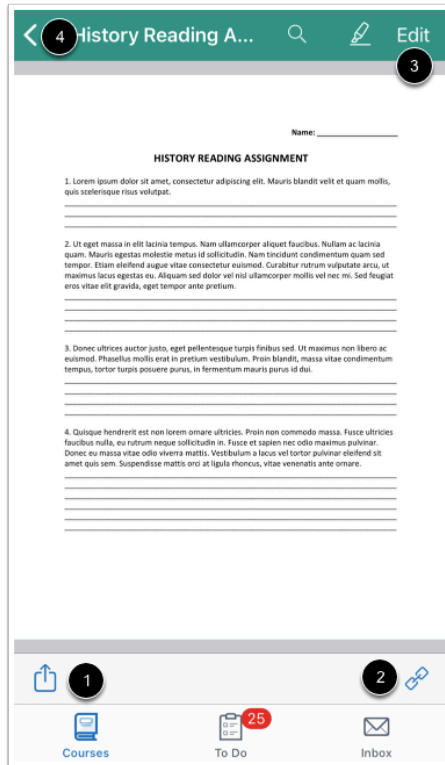
- You must type three or more characters for search results to display.
- Search results will not include file folders.

## Open File



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

## View File

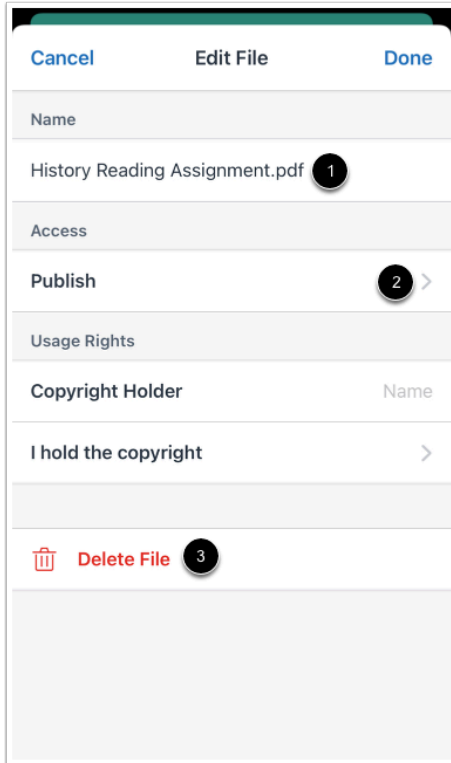


View your file.

To share your file, tap the **Share** icon [1]. To copy your file, tap the **Copy** icon [2].

To edit your file, tap the **Edit** link [3]. To return to your files, tap the **Back** icon [4].

## Edit File



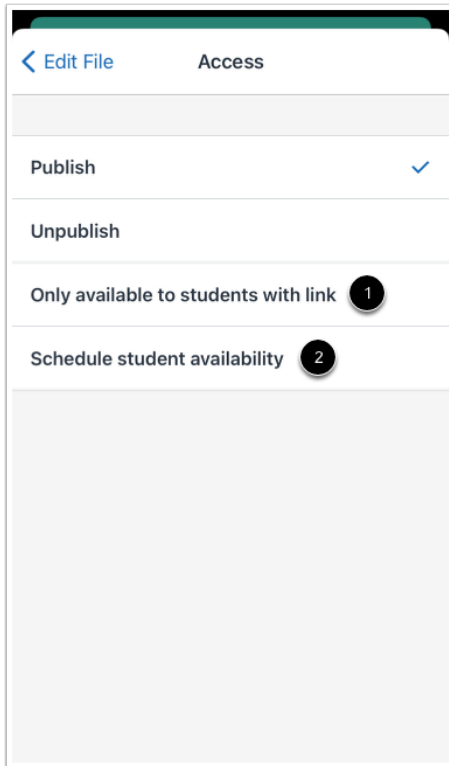
To edit the title of the file, tap the **Title** field [1] and enter the new file title.

To edit the access settings for a file, tap the **Access** menu [2]. Your file access settings can be set to published, unpublished, or restricted access.

To delete the file, tap the **Delete File** link [3].



## Restrict Access



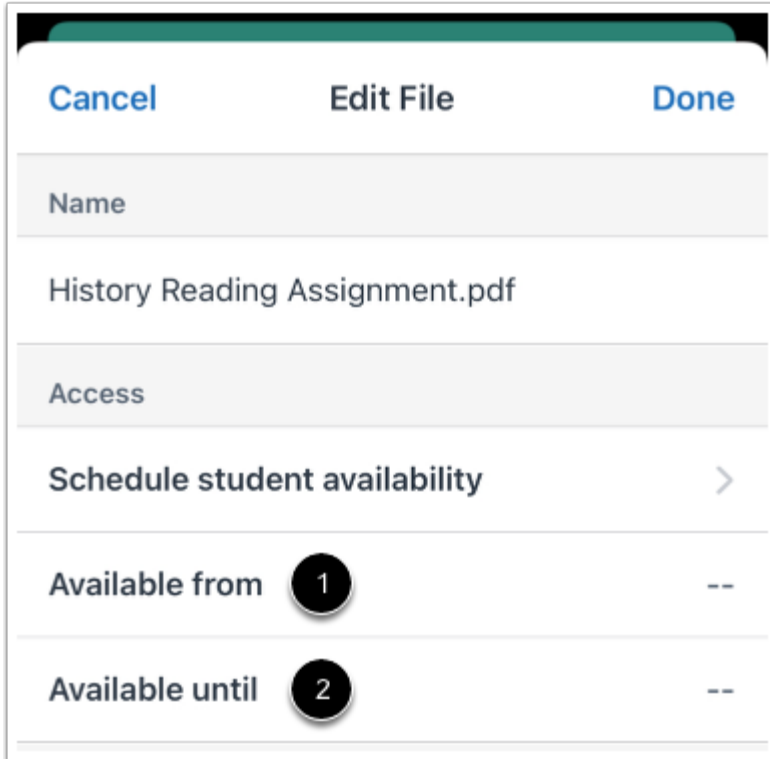
If you select Restricted Access in the Access menu, you can select how to provide access to the file.

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

The **Schedule student availability** option gives students a window of time to view the file [2]. 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' screen in the Canvas Teacher iOS app. At the top, there are three buttons: 'Cancel', 'Edit File', and 'Done'. Below these is a section titled 'Name' with the file name 'History Reading Assignment.pdf'. Underneath is an 'Access' section. The 'Schedule student availability' option is selected, indicated by a right-pointing chevron. Below this, there are two fields: 'Available from' with a circular icon containing the number '1' and a '--' placeholder, and 'Available until' with a circular icon containing the number '2' and a '--' placeholder.

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 for the file to be available in the **Available from** field [1]. If applicable, enter the date when students can no longer view the file in the **Available to** field [2].

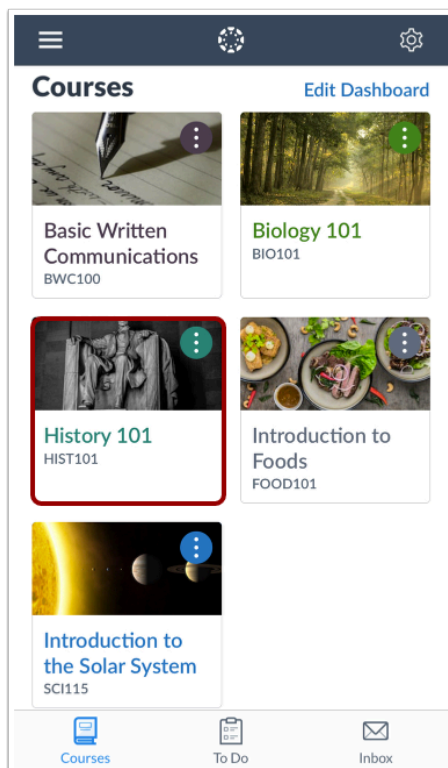
**Note:** The time in the Availability fields will default to the current time and cannot be changed.

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

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

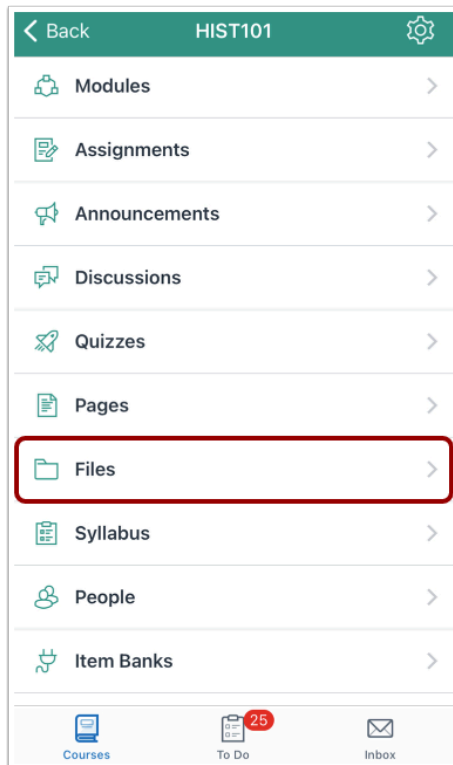
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open Course



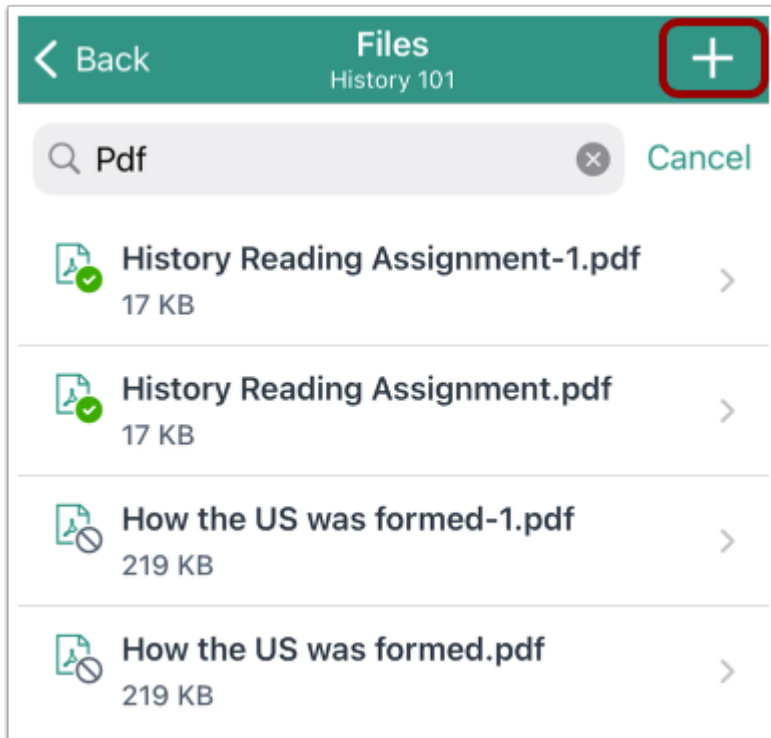
Tap the name of the course you'd like to view.

## Open Files



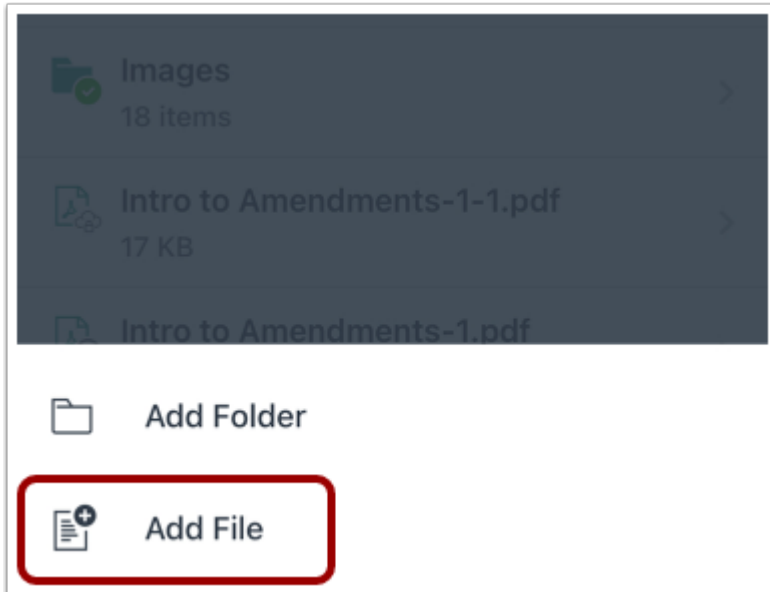
Tap the **Files** link.

## View Files



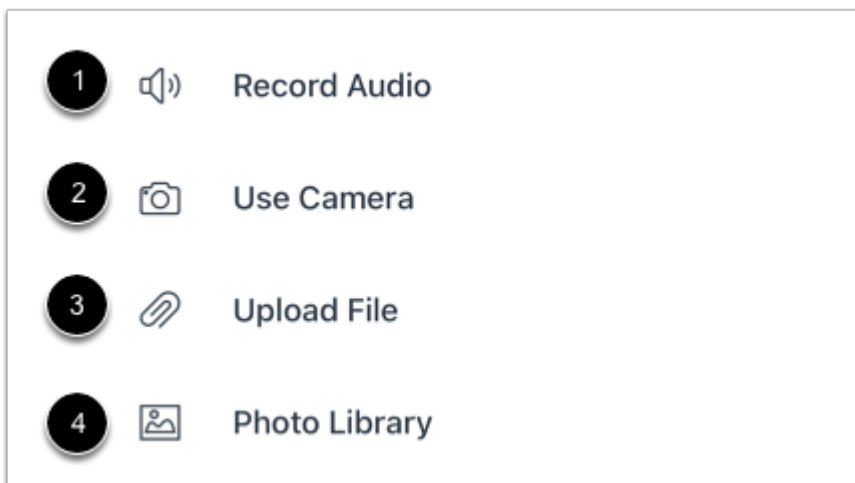
[View your course files.](#) To add a file or folder, tap the **Add** button.

## Add File



To add a new file, tap the **Add File** link.

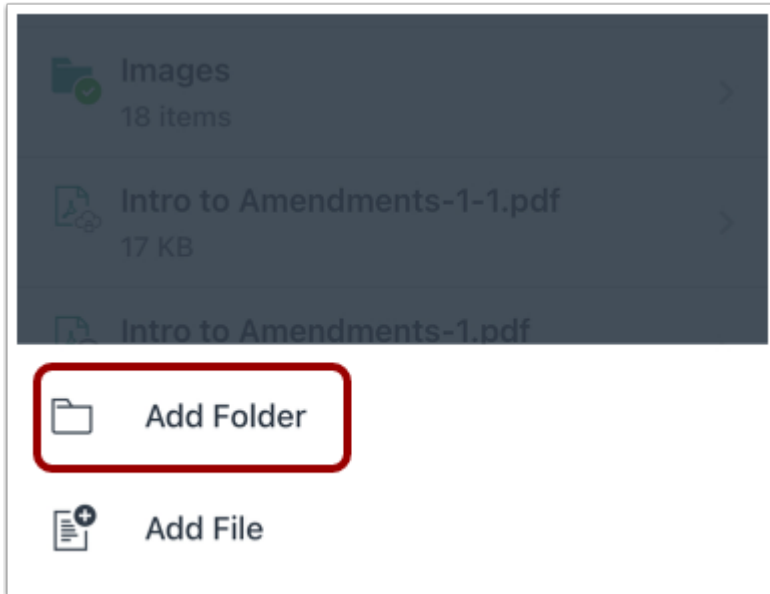
## Select File Location



Select the location of your file. You can record audio [1], take a new photo from your camera [2], upload a file [3], or find a file in your library [4]

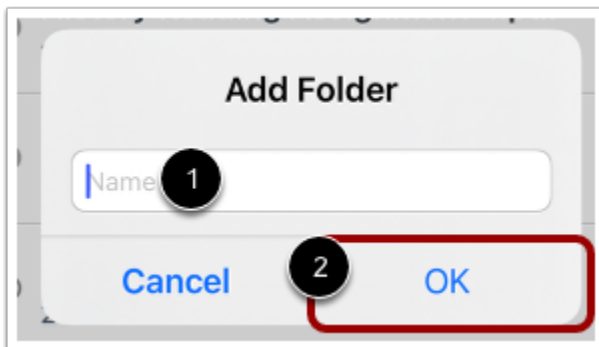
**Note:** To learn more about media uploads, view the [Canvas Media Comparison PDF](#).

## Add Folder



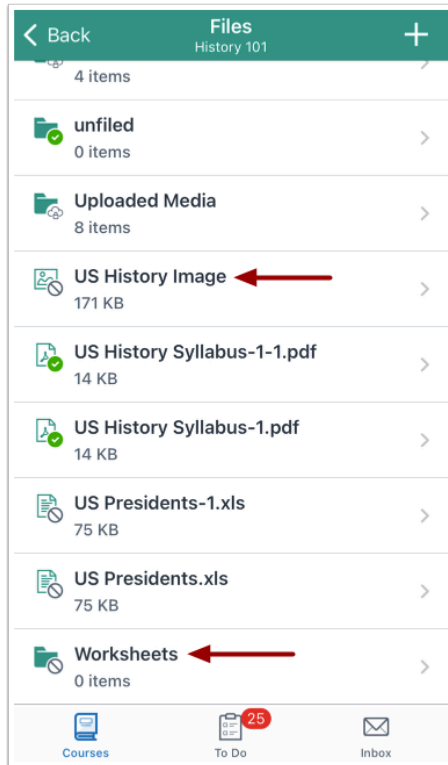
To add a new folder, tap the **Add Folder** link.

## 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.



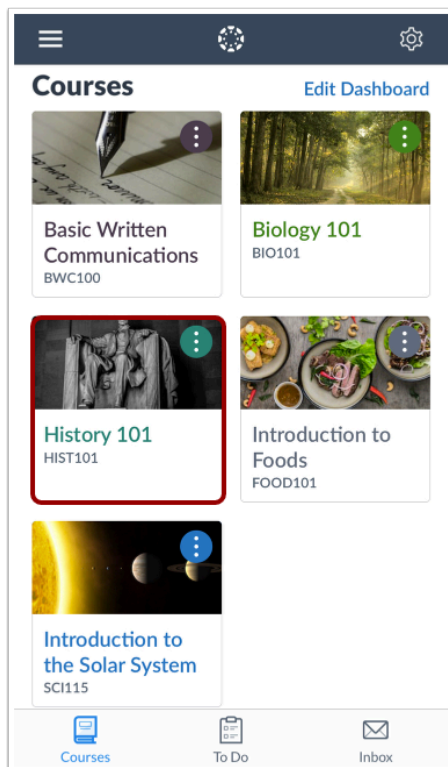
## How do I view Modules in the Teacher app on my iOS device?

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.

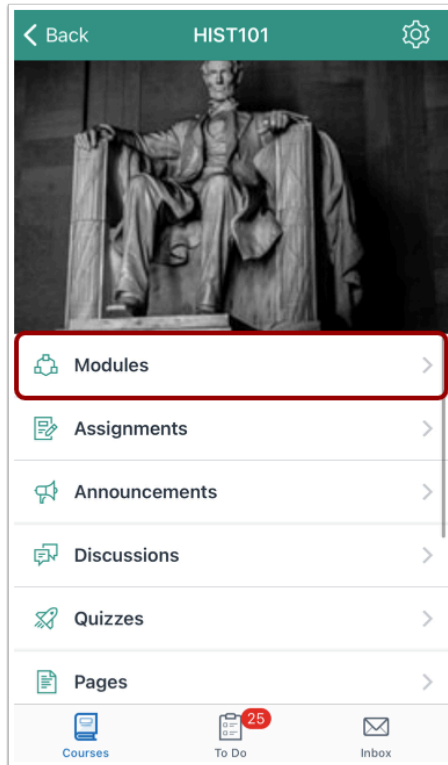
**Note:** You cannot add modules, edit modules, or manage module settings from the Teacher app.

### Open Course



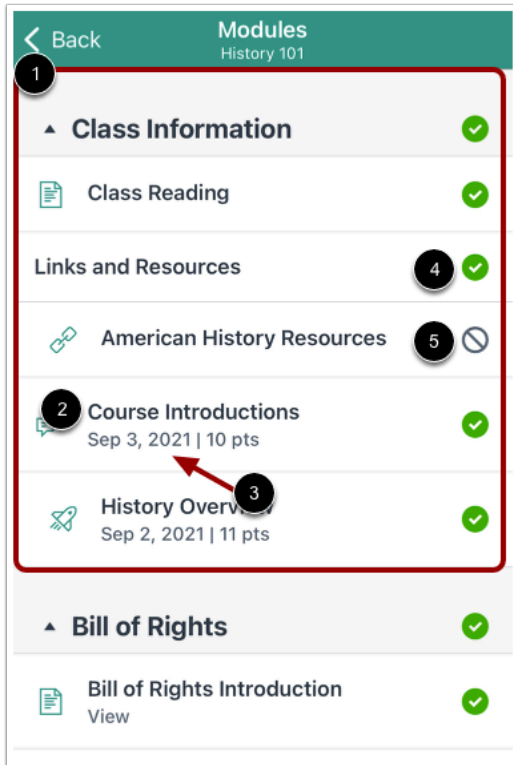
In the **Courses** tab [1], tap the name of the course you'd like to view [2].

## Open Modules



Tap the **Modules** link.

## View Modules



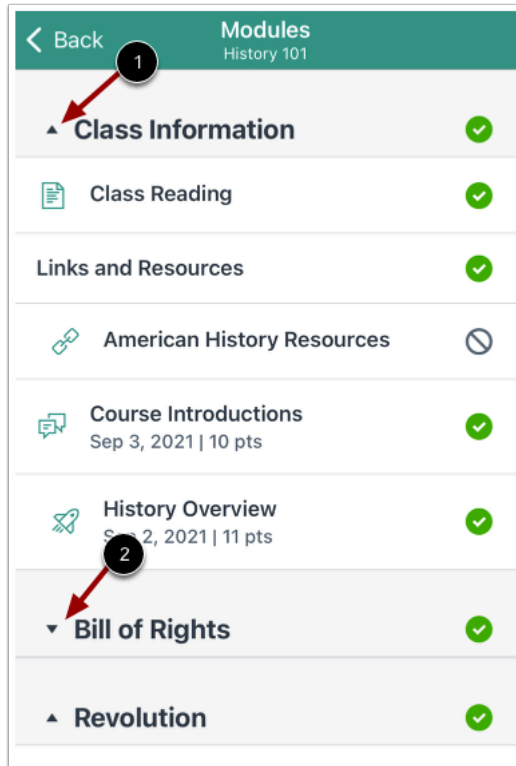
View your course modules [1]. Modules contain the module items within each module.

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.

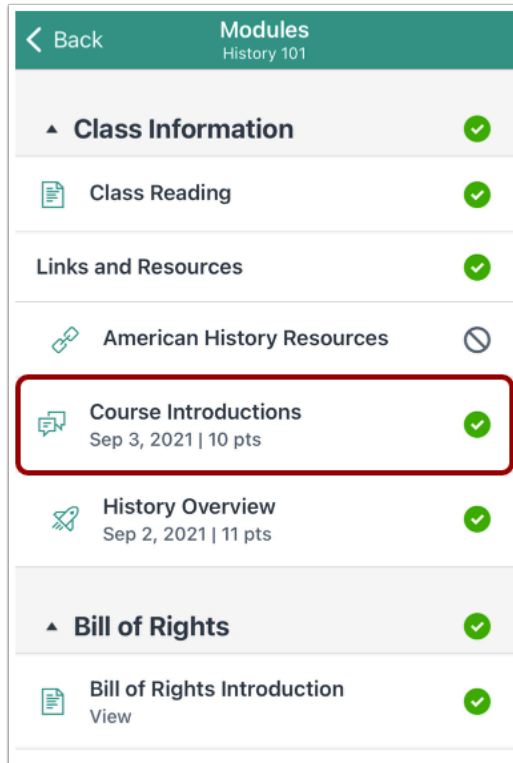
## Collapse or Expand Modules



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



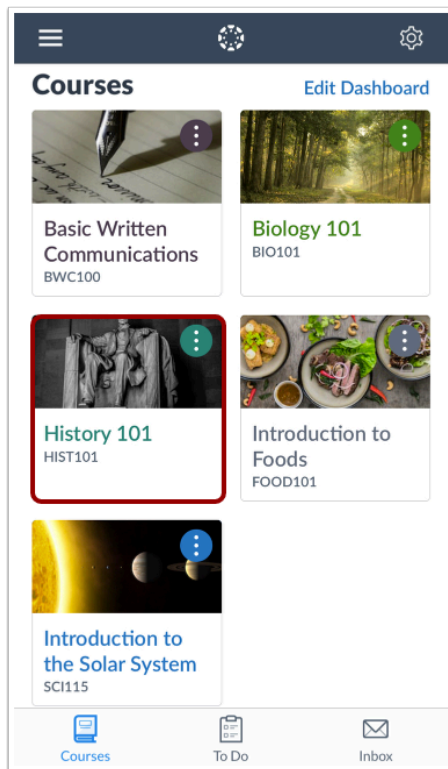
To open an module item, tap the name of the item.

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

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

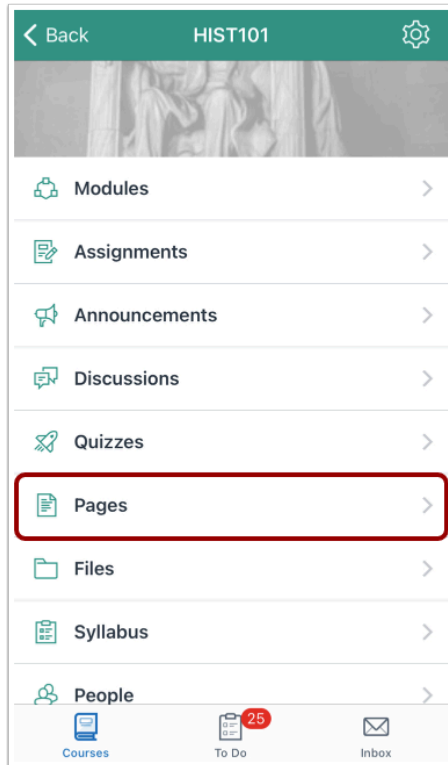
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open Course



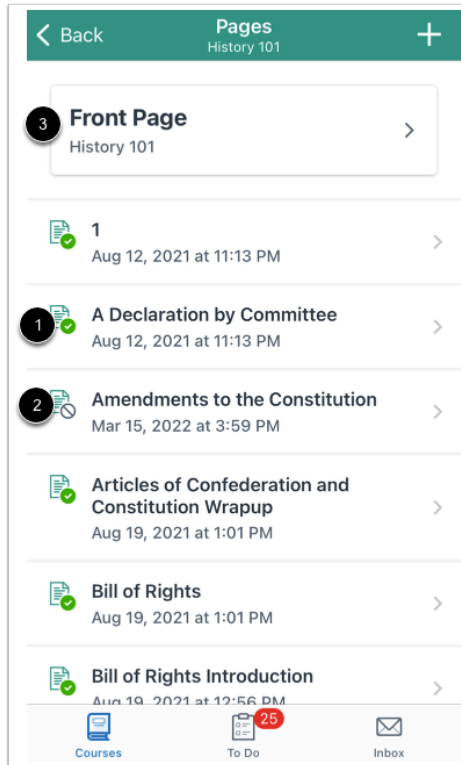
In the **Courses** tab, tap the name of the course you'd like to view.

## Open Pages



Tap the **Pages** link.

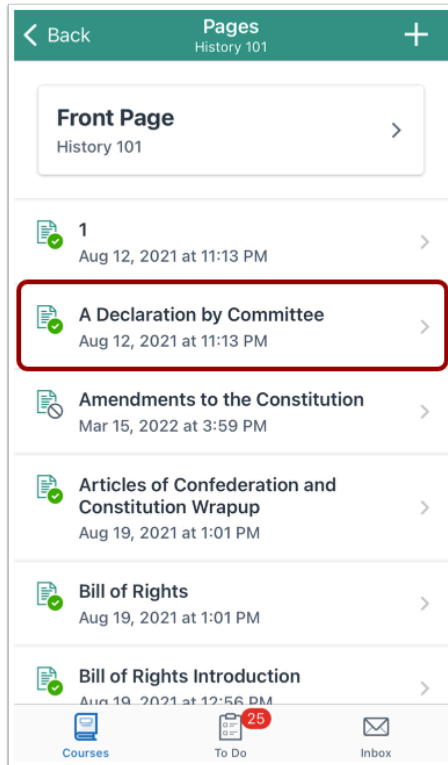
## View Pages



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




## Open Page



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

## View Page




 Back A Declaration by Committee  
History 101

The following are key elements leading up to the Declaration of Independence. You may [sign up for a group](#). Your group will edit this page to add details for each heading. The first is completed as an example. Be sure that you adequately, succinctly, and correctly describe the concept as well as the people involved. Make sure to provide a reference for your information.

Developing the idea

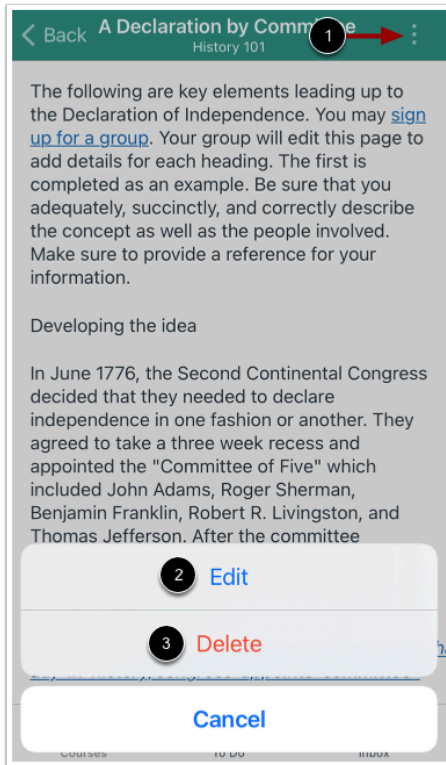
In June 1776, the Second Continental Congress decided that they needed to declare independence in one fashion or another. They agreed to take a three week recess and appointed the "Committee of Five" which included John Adams, Roger Sherman, Benjamin Franklin, Robert R. Livingston, and Thomas Jefferson. After the committee discussed the general direction that the document would take, they asked Jefferson to write the first draft.

(References: <http://www.archives.gov/exhibits/ch-day-in-history/congress-appoints-committee-of-five-to-draft-the-declaration-of->

 Courses  
 To Do 25  
 Inbox

View your page.

## Edit Page

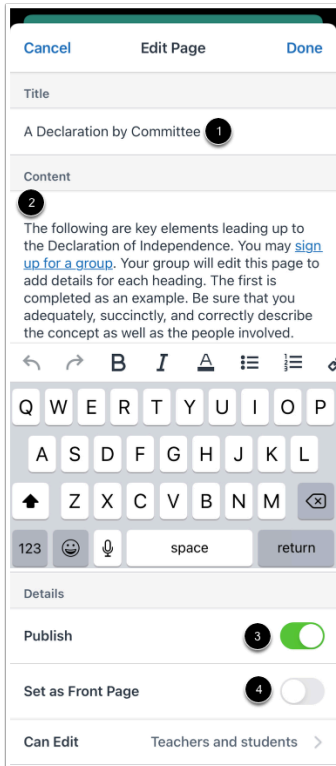


To edit your page, tap the **Options** icon [1] then tap the **Edit** link [2].

To delete your page, tap the **Delete** link [3].

**Note:** Pages that are set as the Front Page cannot be deleted.

## Edit Page Details

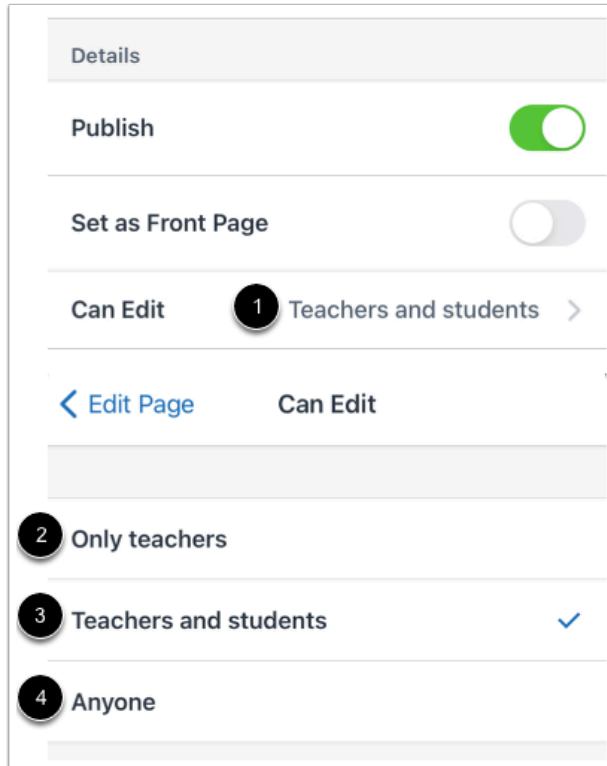


To edit the title of the page, enter the page name in the **Title** field [1].

To edit the content, enter your changes in the **Content** field [2].

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

## Manage Editing Settings



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].

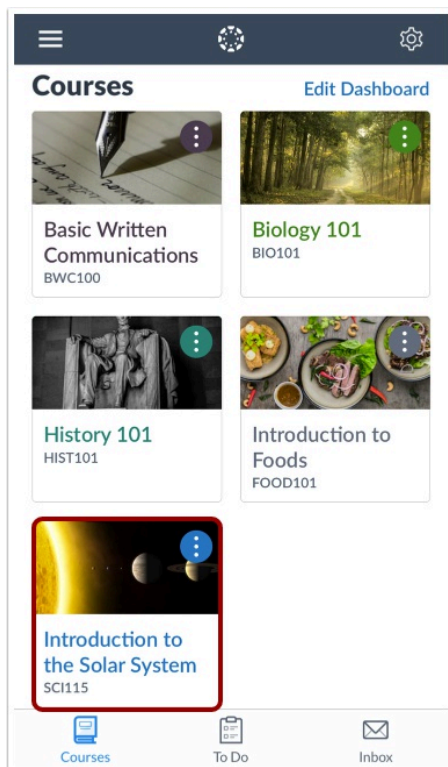
## How do I view People in the Teacher app on my iOS device?

In Canvas Teacher, you can view all users that belong to a course. Users can also be filtered by user role.

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

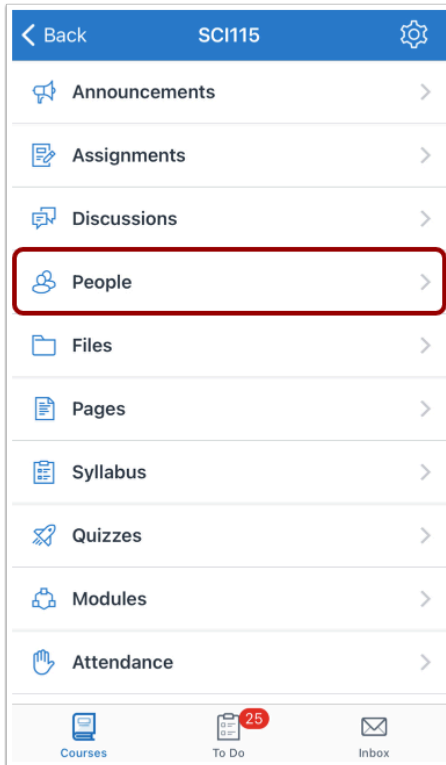
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open Course



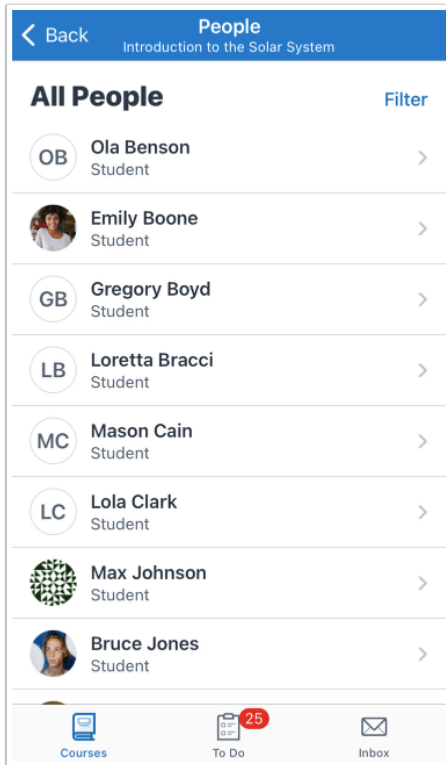
In the **Courses** tab, tap the name of the course you'd like to view.

## Open People



Tap the **People** link.

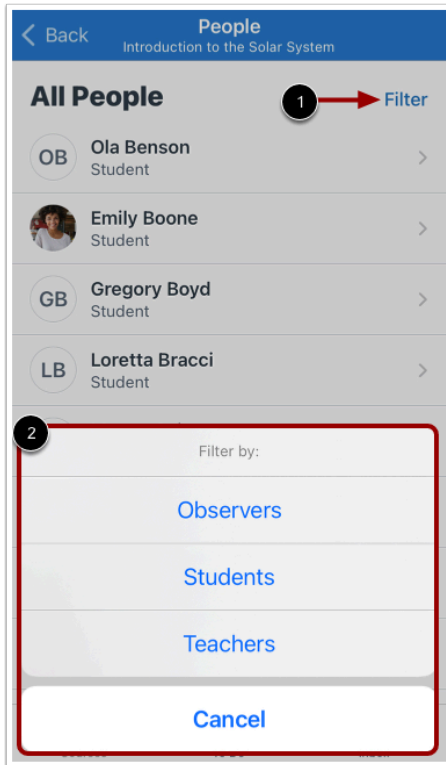
## View People



People displays all the users that belong to the course.

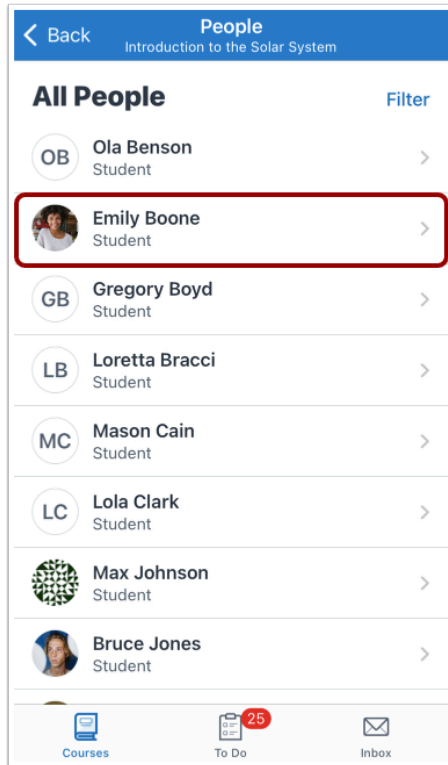


## Filter People



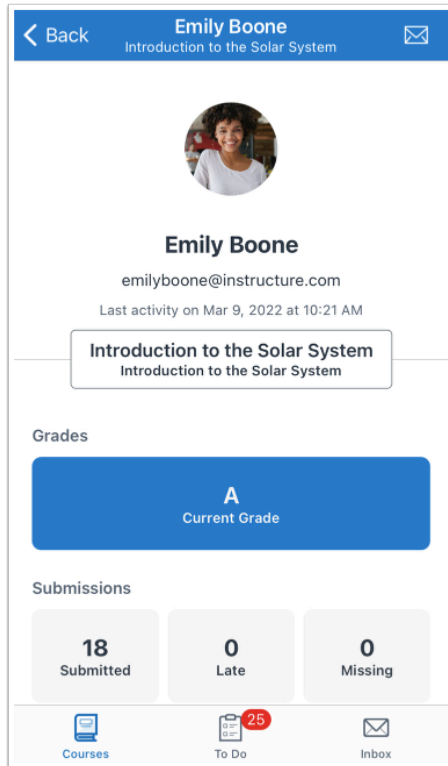
To filter the people displayed on the page, tap the **Filter** link [1]. Then tap the user role filter button for the role you want to view [2].

## Open Context Card



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

## View Context Card



The screenshot shows the Canvas Teacher iOS app interface for a user named Emily Boone. At the top, there is a blue header bar with a back arrow, the name "Emily Boone", and the course name "Introduction to the Solar System". Below the header, there is a circular profile picture of Emily Boone. Underneath the picture, her name "Emily Boone" is displayed, followed by her email address "emilyboone@instructure.com" and her last activity "Last activity on Mar 9, 2022 at 10:21 AM". A box below this information contains the course name "Introduction to the Solar System" and the section name "Introduction to the Solar System".

**Grades**

A blue box displays the current grade: **A**  
Current Grade

**Submissions**

Submitted	Late	Missing
18	0	0

At the bottom of the screen, there is a navigation bar with three icons: "Courses" (a book icon), "To Do" (a calendar icon with a red badge showing "25"), and "Inbox" (an envelope icon).

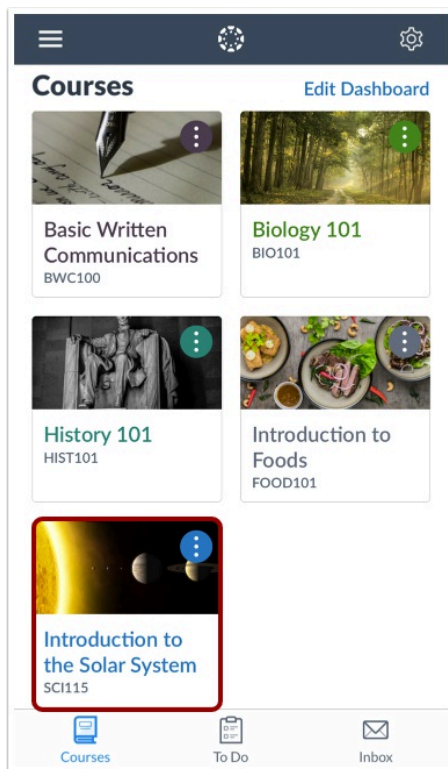
[View the user's context card.](#)

## How do I view context cards in the Teacher app on my iOS 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.

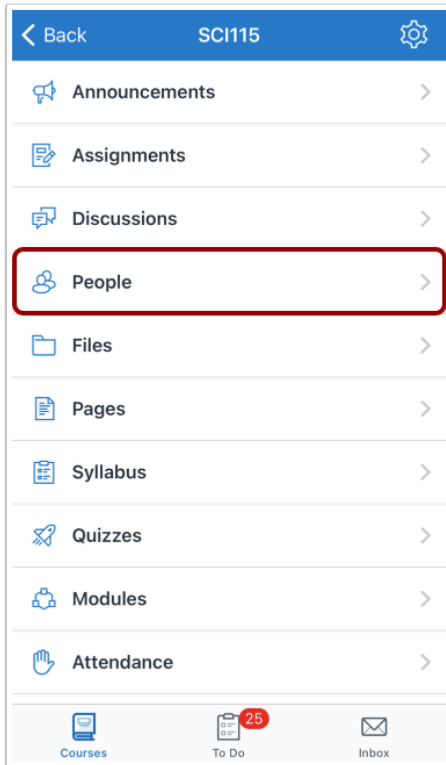
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open Course



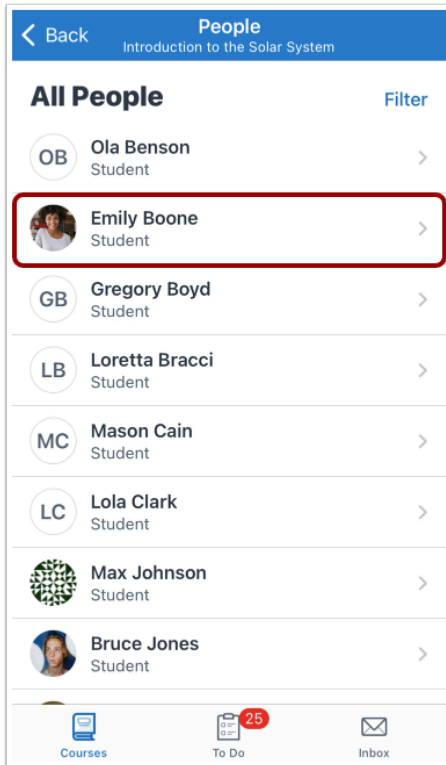
In the **Courses** tab, tap the name of the course you'd like to view.

## Open People



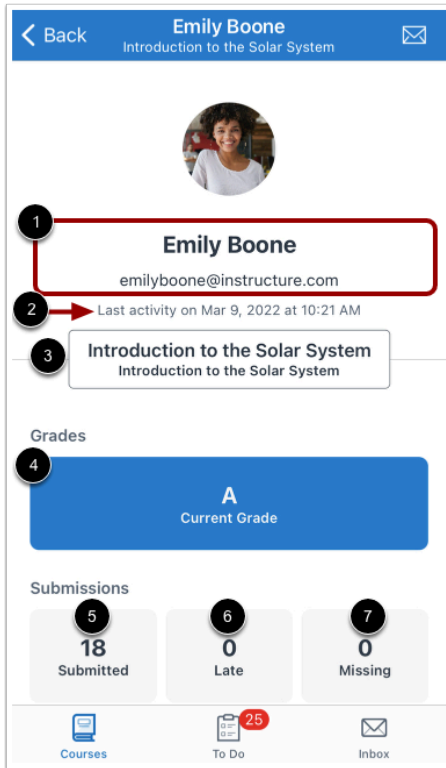
Tap the **People** link.

## Open Context Card



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

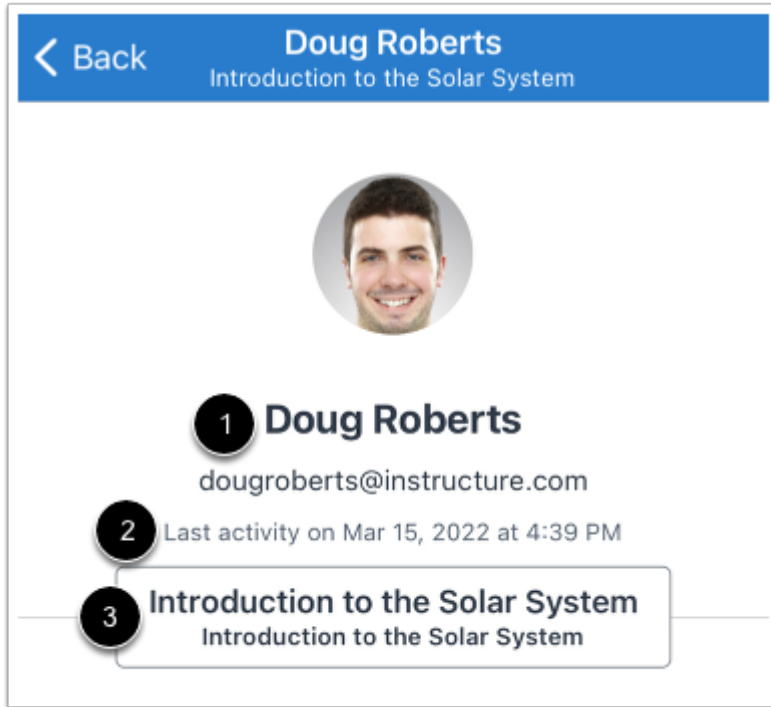
## View Student Context Card



The context card for a student includes their contact information [1], date/time of last activity [2], section [3], grade [4], number of submitted assignments [5], number of late assignments [6], and number of missing assignments [7].

If a final grade override has been applied for the student, the override grade will also display on the context card.

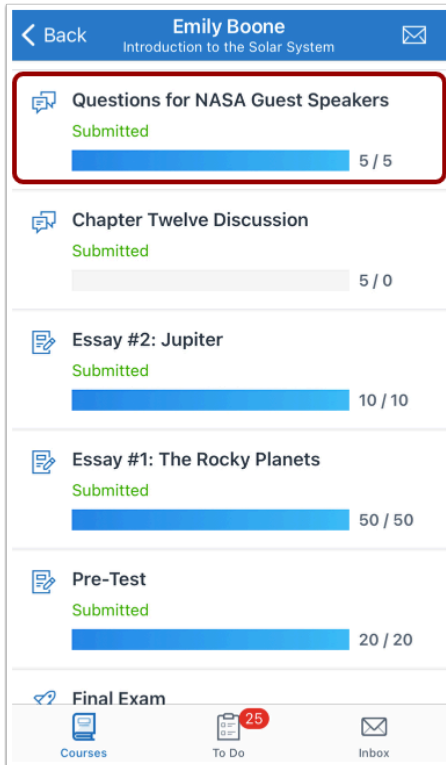
## View User Context Card



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



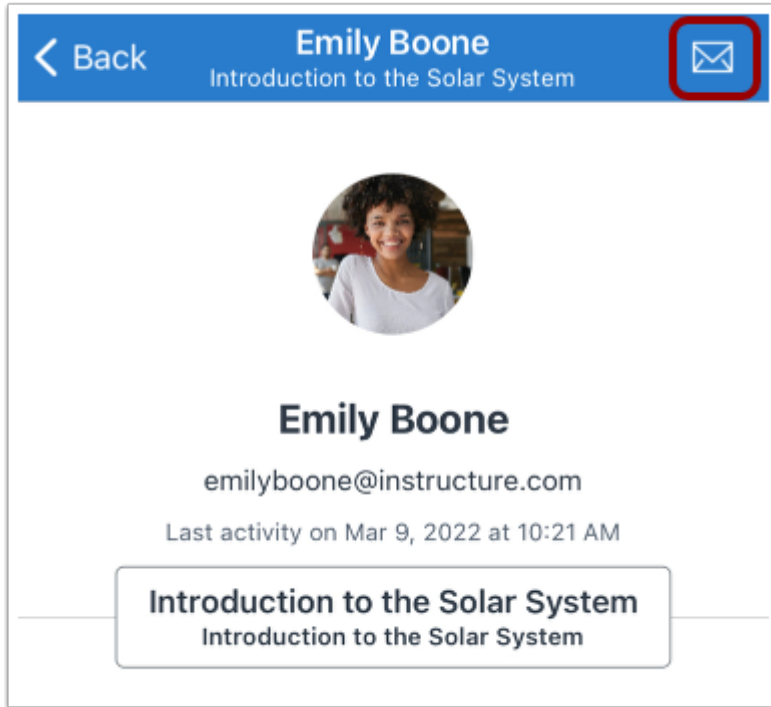
## View Assignments



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 iOS device?

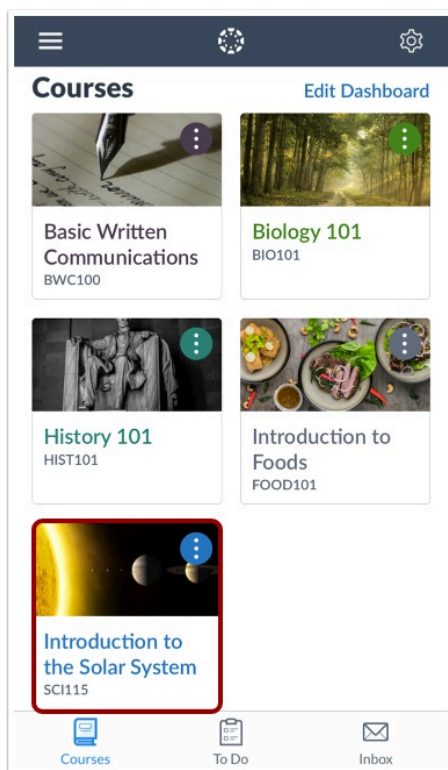
Canvas lets you view Quizzes from your mobile device. For each quiz, you can view the details of the quiz including the due date, points, number of questions, the time limit, and number of allowed attempts.

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.

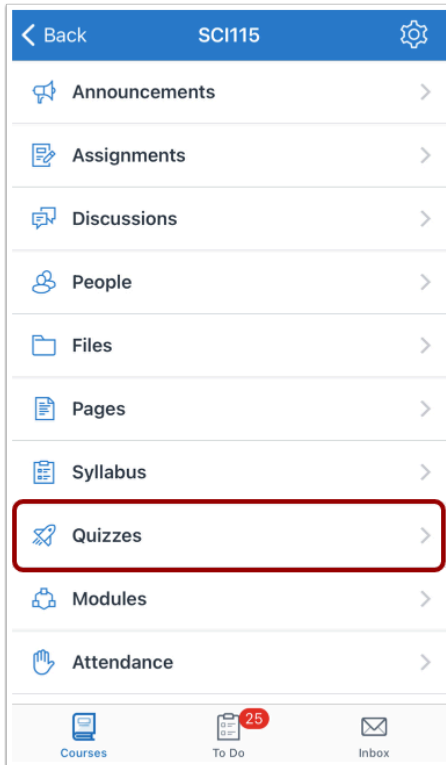
**Note:** Quiz questions cannot be edited in the Teacher app.

## Open Course



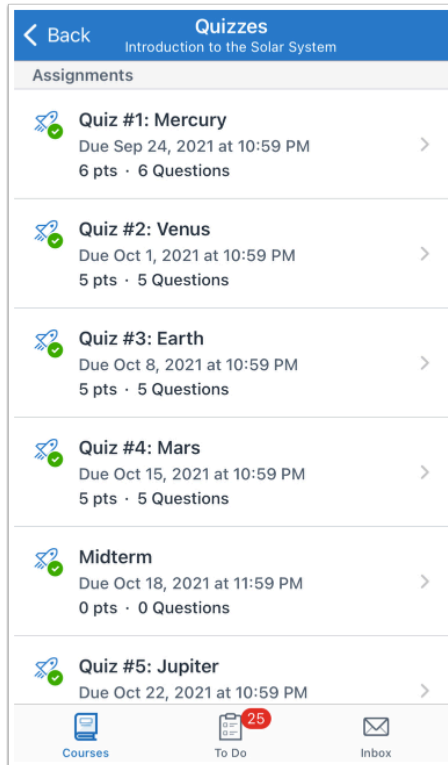
In the **Courses** tab, tap the name of the course you'd like to view.

## Open Quizzes



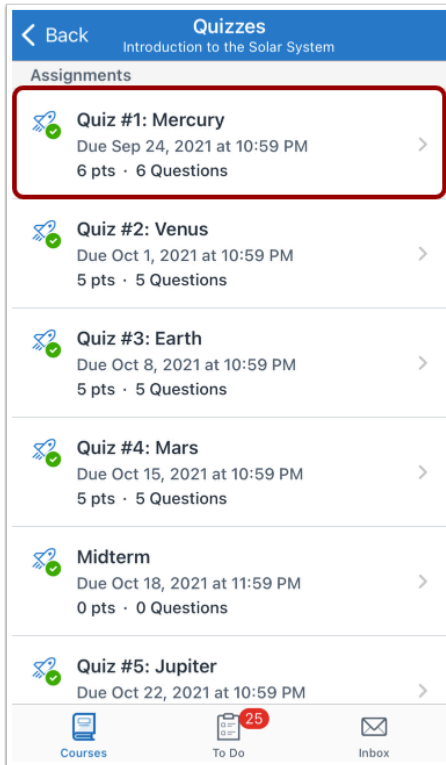
Tap the **Quizzes** link.

## View Quizzes



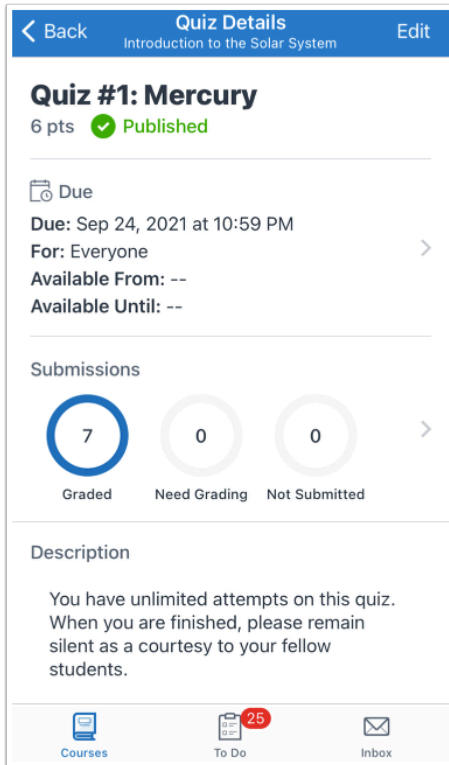
Quizzes are organized by assignment group and due date.

## Open Quiz



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

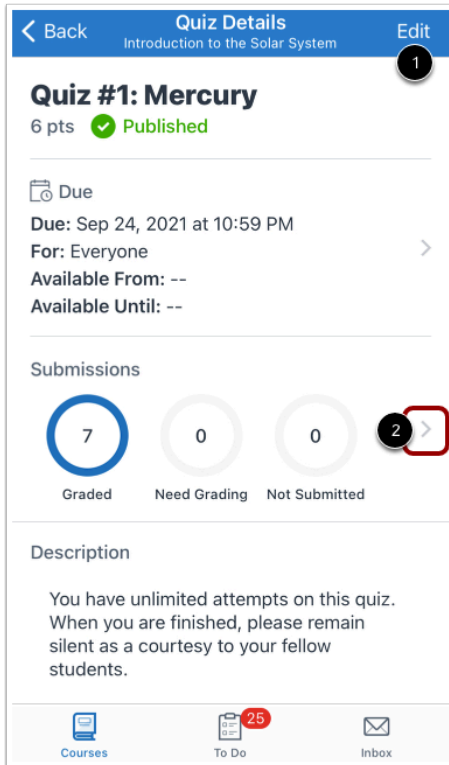
## View Quiz



The screenshot shows the 'Quiz Details' screen in the Canvas Teacher iOS app. At the top, there's a blue header with a back arrow, the title 'Quiz Details', the course name 'Introduction to the Solar System', and an 'Edit' button. Below the header, the quiz title 'Quiz #1: Mercury' is displayed, followed by '6 pts' and a green checkmark with the word 'Published'. A section titled 'Due' shows the due date 'Sep 24, 2021 at 10:59 PM', 'For: Everyone', and 'Available From' and 'Available Until' both set to '--'. Below this, a 'Submissions' section shows three circular progress indicators: 'Graded' with the number 7, 'Need Grading' with 0, and 'Not Submitted' with 0. A 'Description' section follows, stating 'You have unlimited attempts on this quiz. When you are finished, please remain silent as a courtesy to your fellow students.' At the bottom, there's a navigation bar with icons for 'Courses', 'To Do' (with a red badge showing 25), and 'Inbox'.

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



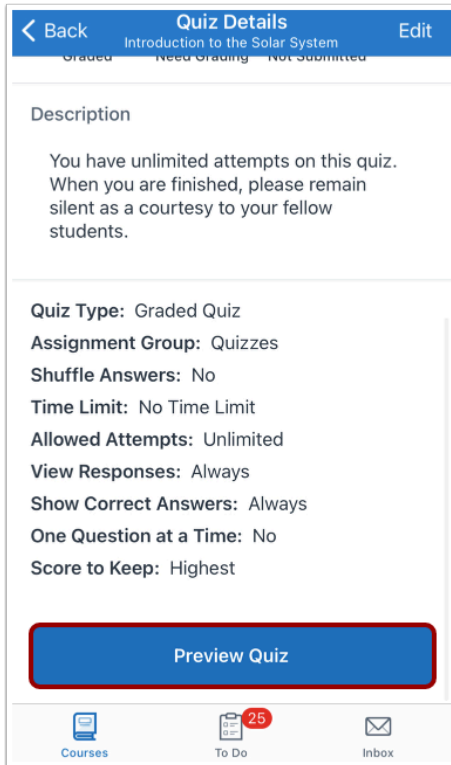
To edit the quiz details, tap the **Edit** link [1]. You can manage all quiz options as well as due and availability dates.

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

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



## Preview Quiz



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.

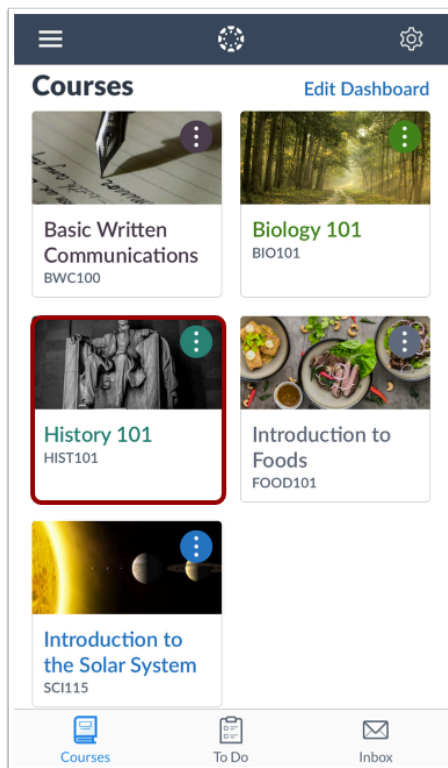
## How do I view and edit the Syllabus in the Teacher app on my iOS device?

If you are using a syllabus in your course, Canvas lets you access the Syllabus page and course summary list from the Teacher app. 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.

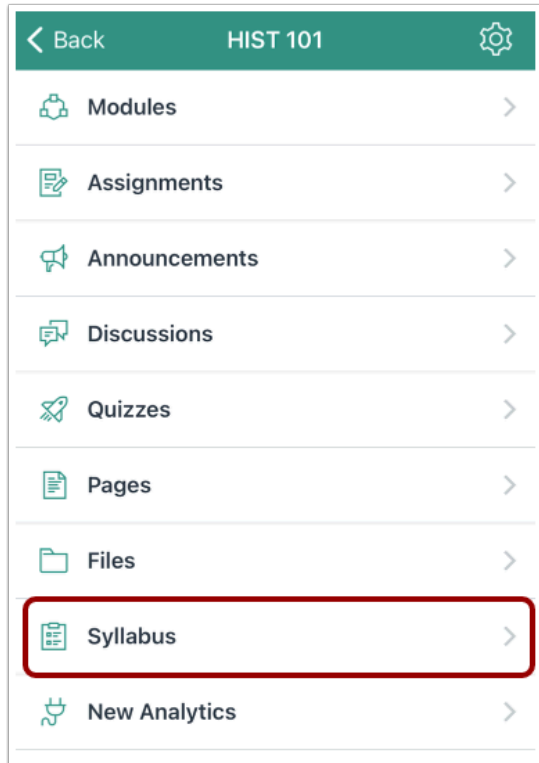
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

### Open Course



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

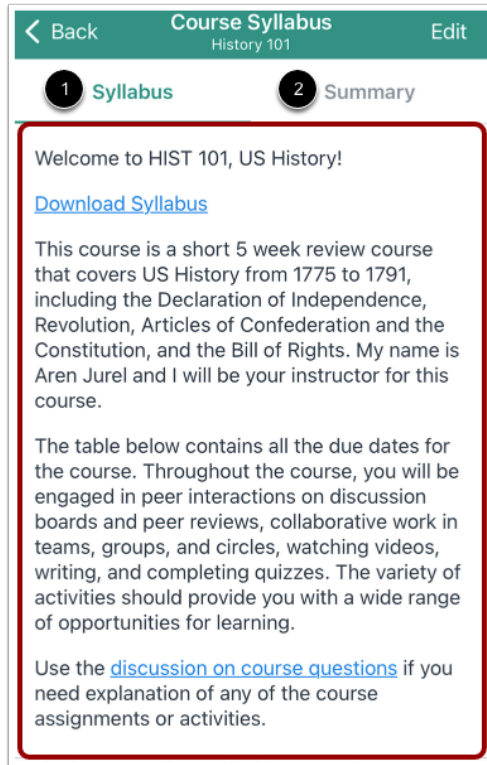
## Open Syllabus



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

[< Back](#) **Course Syllabus** [Edit](#)  
History 101


[Syllabus](#) [Summary](#)




**Course Introductions**  
Jan 4, 2021 at 11:59 PM




**Road to Revolution: Patriotism or Treason**  
Feb 7, 2021 at 11:59 PM




**Patriotism or Treason? Colonist vs. British Citizen Point of View Essay**  
Feb 11, 2021 at 11:59 PM




**Articles of Confederation vs. Constitution Topic Discussion Copy**  
Feb 13, 2021 at 11:59 PM



**Articles of Confederation vs. Constitution Topic Discussion**  
Feb 19, 2021 at 11:59 PM



**American Revolution Assignment**  
Feb 23, 2021 at 11:59 PM

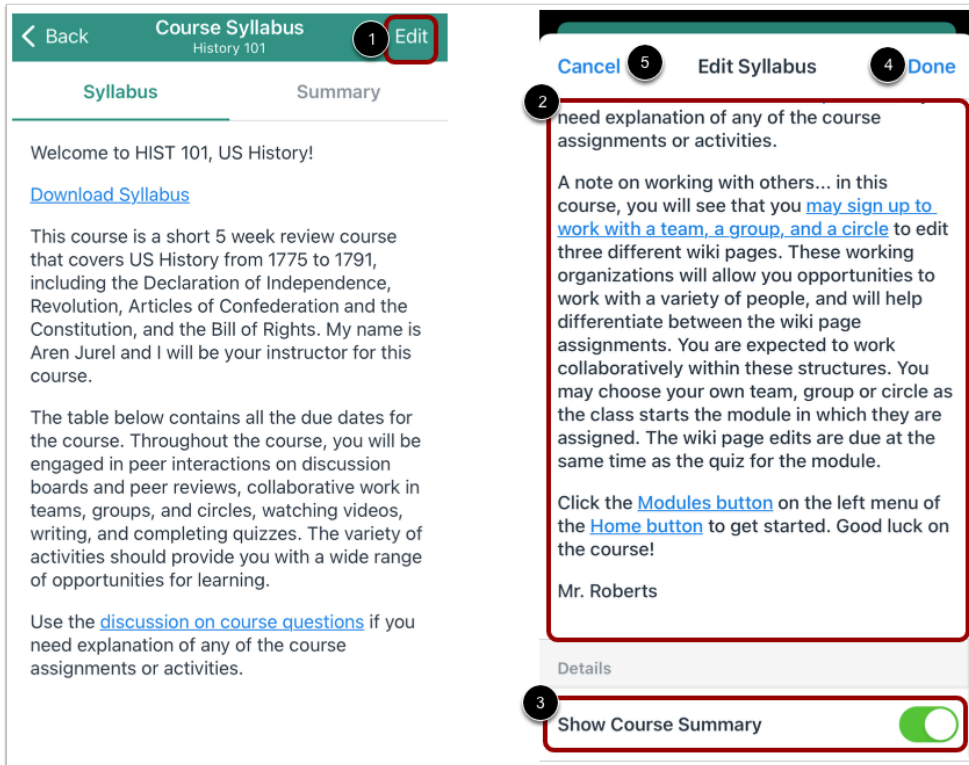


**Revolution Quiz**  
Feb 25, 2021 at 11:59 PM

View the course summary list. The course summary list includes course events, discussions, assignments, and quizzes. Items in the course summary list are organized by date.

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

## Edit Syllabus



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

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

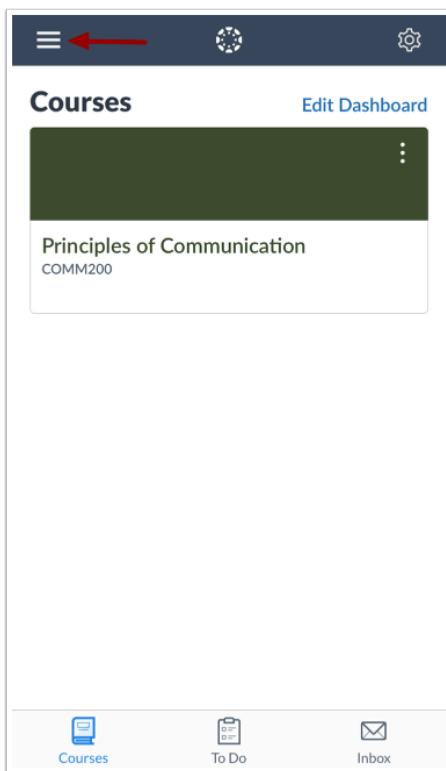
When you are finished making changes, tap the **Done** link [4]. To cancel making changes, tap the **Cancel** link [5].

## Admin Features

## How do I act as a user in the Teacher app on my iOS 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.

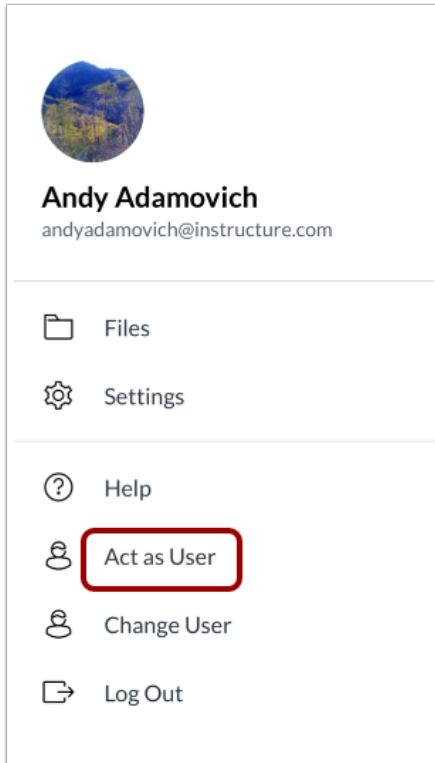
### Open User Menu



Click the **Menu** icon.



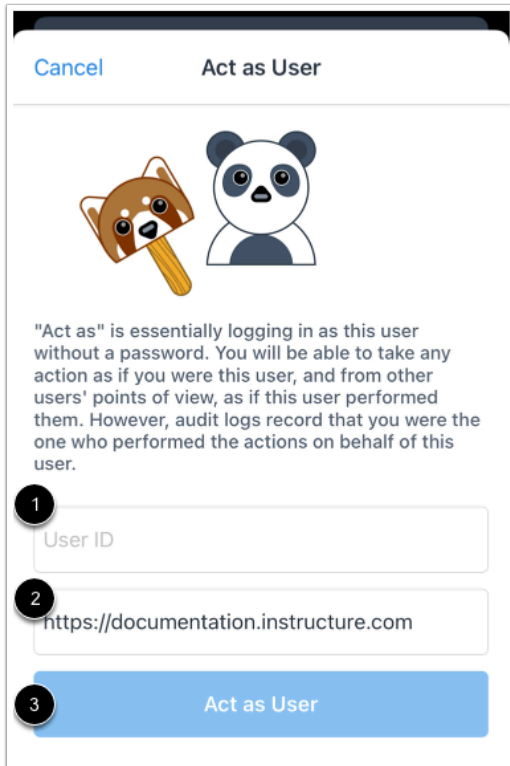
## Act as User





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



Cancel 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 view, 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 User ID

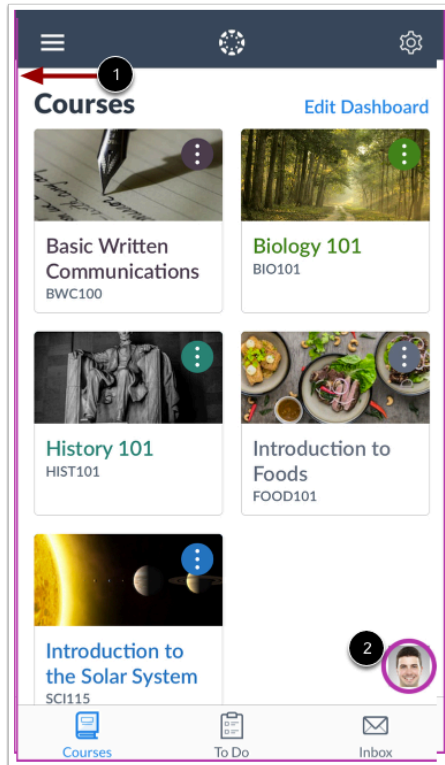
2 <https://documentation.instructure.com>

3 Act as User

In the **User ID** field [1], enter the Canvas ID number for the user. The domain will already be populated for you [2]. Then tap the **Act as User** button [3].

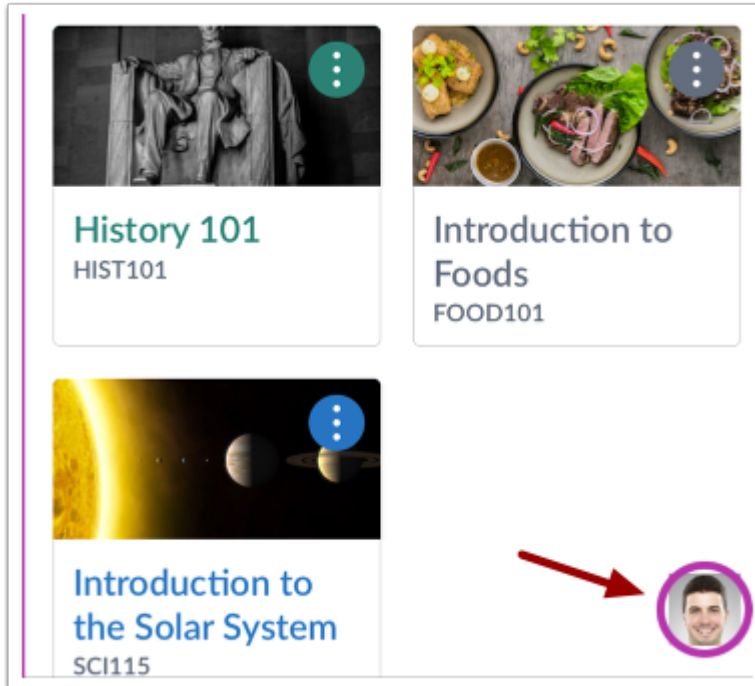
**Note:** The user's Canvas ID can be found as part of the user's URL in the web version of Canvas. Make sure you have the user's ID associated with the correct Canvas URL.

## View App as User



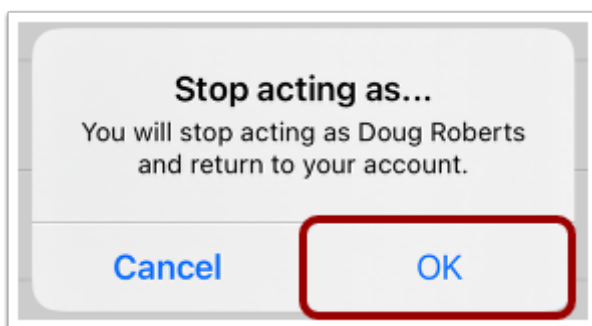
View the Teacher app as the user. A magenta border [1] and the user's **Profile** icon display on every page while you are acting as the user [2].

## Stop Acting as User



To stop acting as user, tap the user's **Profile** icon.

## Return to Account



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