CANVAS FOR ELEMENTARY OBSERVER GUIDE
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How do I view announcements as an observer in Canvas for Elementary?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

When added by your student's instructor, you can view current and past homeroom and subject announcements. You can also receive new announcements via Canvas notifications.

Notes:
- By default, the most recent homeroom announcement displays on the Homeroom for two weeks or until replaced by another homeroom announcement. Similarly, the most recent subject announcement displays on the subject's Home page for two weeks or until replaced by another subject announcement.
- If the announcements section does not display in your student's subject, no announcements have been added to the subject.

View Homeroom Announcements

In the Homeroom, you can use the drop-down menu to switch between students you are observing [1].
By default, the most recent homeroom announcement displays in the homeroom [2]. The most recent homeroom announcement displays for two weeks or until replaced by another homeroom announcement.

You can view the announcement [3] and the post date and time [4]. You are not allowed to reply to Homeroom and subject announcements, however, instructors and TA's may reply.

To navigate through homeroom announcements, use the Next and Previous buttons [5].

To view details for a homeroom announcement, click the homeroom announcement title [6].

**Notes:**
- If the announcements section does not display in the homeroom, no homeroom announcements have been added.
- If your student’s instructor has not posted a homeroom announcement in the past two weeks but has posted announcements previously, the "No recent announcements" message displays.

**View Homeroom Announcement Details**

The Announcement Details page displays the announcement title [1], the announcement author’s name [2] and profile picture [3], and the announcement [4].

Students are not allowed to reply to homeroom announcements, however, instructors and TA's may reply.
Open Subject

The most recent subject announcement displays in the subject card with an announcement icon [1]. To view subject announcement details, click the subject's announcement title.

To view the current and past subject announcements in a subject's Home page, click the subject name [2].
View Subject Announcements

By default, the most recent subject announcement displays in the subject’s Home tab [1]. The most recent subject announcement displays for two weeks or until replaced by another subject announcement.

You can view the announcement [2] and the post date and time [3].

To navigate through subject announcements, use the **Next** and **Previous** buttons [4].

To view details for a subject announcement, click the subject announcement title [5].

Notes:

- If the announcements section does not display in your subject, no subject announcements have been added.
- If your student’s instructor has not posted a subject announcement in the past two weeks but has posted announcements previously, the "No recent announcements" message displays.
View Subject Announcement Details

The Announcement Details page displays the announcement title [1], the announcement author's name [2] and profile picture [3], the subject sections who can view the announcement [4], and the announcement [5].

You are not allowed to reply to Homeroom and subject announcements, however, instructors and TA's may reply.

To search announcement replies, enter keywords in the Search field [6].

To sort announcement replies by unread replies, click the Unread button [7].

To collapse all replies, click the Collapse Replies button [8]. To expand all replies, click the Expand Replies button [9].
Assignments
How do I view my student's assignment feedback as an observer?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

You can view most assignment comments added by your student's instructor in the assignment submission sidebar. However, your student's instructor may choose to include comments directly in an assignment submission using inline comments, or annotations. If an assignment's submission details page includes a View Feedback button, you can view these annotated comments through a preview tool called Canvas DocViewer.

Some browsers may not initially render comments correctly when viewing feedback. If your browser includes a built-in PDF viewer, select the option to view the PDF in the system viewer. You can also download PDF files with comments to view on your computer. The settings required to view or print the annotations in the PDF vary based on the software installed on your computer.

Notes:

- If the assignment attachment displays a Preview button instead of the View Feedback button, your student's file is not DocViewer compatible and will not include any annotated comments.
- If your student submitted a group assignment but are not a member of a group, instructor comments may not display in the Submission Details page. You can view comments in Grades page or the Submission Comments folder of the Inbox.
Open Subject Grades

If you are observing more than one student, select the name of the student you’d like to view feedback for in the Observing drop-down menu [1].

From the Homeroom, click the Grades tab [2].

To view your student's grade details for a subject, click the subject name [3].
Open Submission Feedback

If your student’s instructor has added feedback to your submission, you can view their feedback by clicking the View Feedback link.

Note: The View Feedback link only displays if your student’s instructor has left feedback on your student’s submission.
View Submission Feedback

Any instructor comments added to your student's submission, as well as any comments added by your student, appear in the Comments portion of the sidebar [1].

If your assignment includes a rubric, your student's instructor may also leave comments in the rubric [2].

If your student submitted the assignment with a file upload, your student's instructor may have included annotated feedback in the assignment. If your student’s instructor included annotated feedback, you can view it by clicking the View Feedback link [3].

**Note:** If the assignment attachment displays a Preview button, your student's file is not DocViewer compatible.
View the annotated comments from your student’s instructor [1].

When an annotated comment includes multiple content lines, the content box displays an ellipses link [2]. To expand a comment, click the ellipses link.

To view stacked replies, click the comment to expand all replies [3].

To download a PDF of the submission and annotations, click the Download icon [4].
Grades
How do I view my student's grades in a current subject?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

The Subject Grades page displays your student's grades for all subject assignments. If your student's institution has enabled grading periods, you can also filter grades by grading period.

You can also view concluded subject grades.

Note: Some details in the Grades page, such as scoring details and the total grade, may be restricted in your student's subject.

Open Subject Grades

In the Homeroom, you can use the drop-down menu to switch between students you are observing [1].

From the Homeroom, click the Grades tab [2].

If allowed by your student's instructor, your student's total subject grades display [3].
To view grade details for a subject, click the subject name [4].

**Note:** If your student’s instructor has hidden total subject grades, dashes display in place of the total subject grade [5].

### View Subject Grades

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Assignment Group</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1 Language Arts</td>
<td>Wed Aug 25, 2021 11:59pm</td>
<td>Language Arts &amp; Reading Activities</td>
<td>7 pts Out of 10 pts View feedback</td>
</tr>
<tr>
<td>Module 1 Language Arts</td>
<td>Mon Aug 30, 2021 11:59pm</td>
<td>Language Arts &amp; Reading Activities</td>
<td>— pts Out of 16 pts</td>
</tr>
<tr>
<td>Module 1 Language Arts</td>
<td>Wed May 26, 2021 11:59pm</td>
<td>Language Arts &amp; Reading Activities</td>
<td>7 pts Out of 10 pts</td>
</tr>
</tbody>
</table>

If your student’s institution has enabled grading periods, you can view grading periods using the **Grading Period** dropdown [1].

If allowed by your student’s instructor, your student’s overall subject grade displays [2].

To view assignment group totals, click the **View Assignment Group Totals** arrow [3].

By default, grades are sorted chronologically by assignment due date.

You can view the name of the assignment [4], the assignment due date [5], the assignment group [6], and your student's assignment score and total assignment points [7]. You may also view whether the assignment includes unread scoring details or comments [8].

A dash icon in the score column indicates grades have not been posted [9]. Once the assignment is graded, the icon will be replaced by your score.

The submission status displays below the assignment name [10].
View Grading Periods

If your student's institution has enabled grading periods, you can view your student's grades according to grading period. By default the Grades page displays the current grading period [1]. If an assignment does not include a due date, it displays as a part of the last grading period.

If your student's subject includes weighted assignment groups, assignment groups may vary depending on which grading period you are viewing. An assignment group displays if the group has at least one assignment due in the selected grading period.

When grading periods are weighted and you select the All Grading Periods option [2], the weights of each grading period display.

View Assignment Groups

Assignment groups allow instructors to organize assignments, discussions, and quizzes into groups and apply specific grading rules or weights to those groups. You can view the percentage score your student earned for each group [1]. If your student has not been graded on assignments in an assignment group, a percentage does not display [2].

Note: Assignment group percentages may be restricted by your student’s instructor.
Change Gradebook

If the Learning Mastery Gradebook has been enabled for students, you can view your student's standards-based scores in the Learning Mastery tab.
Homeroom Navigation
How do I use the Homeroom as an observer?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

If you have an active observer enrollment in a Canvas for Elementary subject, the Homeroom is the first thing you see when you log into Canvas. The Homeroom helps you see what is happening in all your student’s current subjects.

You can return to the Homeroom at any time by clicking the Homeroom link in Global Navigation.

Notes:

• If you do not have an active observer enrollment in a Canvas for Elementary subject, the Classic View Dashboard displays.
• The Canvas for Elementary homeroom does not display favorited subjects. However, any subjects favorited from the Classic View Dashboard are retained and display in the Classic View Dashboard.

Open Homeroom

In Global Navigation, click the Home link.
View Homeroom

In the Homeroom, you can use the drop-down menu to switch between students you are observing [1]. The Homeroom displays only subjects where the selected student is enrolled. Additionally, the Subjects link in the Global Navigation Menu displays the same subjects.

In the Homeroom tab [2], you can view a homeroom announcement, if one has been added by your student's instructor [3].

You can also view your student's subjects [4] and subject details such as assignments that are due today [5], missing assignments [6], or subject announcements [7].

To view more subject details, click the name of the subject [8].

Items that your instructor has marked with an important date display in the sidebar [9].
View Homeroom Schedule

In the **Schedule** tab [1], you can view various action items for all of your student’s subjects by date.

Each item displays the subject name [2], item name [3], number of points (if points have been assigned) [4], and the due date [5].

Each item also displays an icon to differentiate between different assignment types and other items in the Schedule [6].

When an online assignment is submitted, the item is automatically marked as completed. To view completed assignments, click the **Show completed item** dropdown [7].

To view item details, click the name of the item [8].
View Homeroom Grades

In the Grades tab [1], you can view grades for each of your student’s subjects if allowed by your student’s instructor [2].

To view grade details for a subject, click the subject name [3].

Note: If your student’s instructor has hidden total subject grades, dashes display in place of the total subject grade [4].
View Homeroom Resources

In the Resources tab [1], you can view important information your student's instructor has added to the homeroom [2].

Notes:
- If content has not been added to Important Information, the Important Information section does not display.
- If student applications have not been added to the homeroom, the Student Applications section does not display.
How do I view Important Dates as an observer?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

You can view assignments, discussions, quizzes, and events that your instructor has marked as important in the Important Dates sidebar in the Homeroom.

View Important Dates

In the Homeroom [1], you can view assignments, discussions, quizzes, and events that your student's instructor has marked as important in the Important Dates sidebar [2].

If you are observing more than one student, only the selected student's important dates display. To switch between students, use the Observing drop-down menu [3].

Items in the Important Dates sidebar are organized by the associated due date or event date [4].

Each item displays an icon with the event or assignment type [5] as well as the subject name [6], and item name [7].

To view item details, click the item's name [8].
Schedule
How do I view the schedule for a student as an observer?

_This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface._

You can view upcoming assignments, discussions, quizzes, and events for each of your student’s subjects in the Homeroom Schedule.

You can view upcoming assignments, discussions, quizzes, and events for a subject in the Subject Schedule.

**Note:** If the Schedule tab does not display in your homeroom or subject, it has been hidden by your student's instructor.

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**Open Homeroom Schedule**

You can view various action items scheduled for all of your student's subjects this week in the Homeroom Schedule.

To view the Homeroom Schedule, click the **Home** link in Global Navigation [1], then click the **Schedule** tab [2].

The schedule displays for the selected student. If you are observing more than one student, use the **Observing** drop-down menu to switch between students [3].
View Homeroom Schedule

To view previous or future week schedules, use the Previous or Next buttons [1].

Each item displays the subject name [2], an icon to indicate the item type [3], and the item name [4].

If assigned, items may display the number of points [5], due date [6] or To Do date [7].

Labels display for graded assignments [8].

To view item details, click the name of the item [9].
Open Subject

You can view upcoming tasks for an individual subject in the subject.

To open your student’s subject, click the Subjects link in Global Navigation [1]. Then click the subject name link [2].
In the **Schedule** tab [1], you can view various action items for your student's subject this week.

To view previous or future week schedules, use the **Previous** or **Next** buttons [2].

Each item displays an icon to indicate the item type [3] and the item name [4].

If assigned, items may display the number of points [5], due date [6] or To Do date [7].

Labels display for graded assignments [8].

To view completed assignments, click the **Show completed item** dropdown [9].

To view item details, click the name of the item [10].
Subject Navigation
How do I navigate my student's subject as an observer?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

If you are enrolled as an observer in a Canvas for Elementary subject, the Subject Home Page helps you navigate your student's subject and manage their coursework.

Note: If you do not have an active observer enrollment in a Canvas for Elementary subject, the classic Course view displays.

Open Subject

In Global Navigation, click the Subjects link [1], then click the name of the subject [2].
View Subject Home Page

In the **Home** tab [1], you can view subject announcements, if added by your student's instructor [2]. You can also view the Subject Home Page [3].

**Notes:**

- Only the most recent subject announcement displays on the Subject Home page.
- Subject announcements are automatically hidden after two weeks.
- If the Home tab does not display in your student’s subject, it has been hidden by your student's instructor.
In the Schedule tab [1], you can view various action items for your student's subject this week.

Each item displays the item name [2], number of points (if points have been assigned) [3], and the due date [4].

Each item also displays an icon to differentiate between different assignment types and other items in the Schedule [5].

When an online assignment is submitted, the item is automatically marked as completed. To view completed assignments, click the Show completed item dropdown [6].

To view item details, click the name of the item [7].

To view missing tasks (if any), click the Show missing items dropdown.
View Subject Modules

In the Modules tab, you can view modules for your student's subject [1]. Modules can include assignments, discussions, quizzes, pages, files, links, and external tools.

To collapse an individual module, click the module's collapse icon [2].

To collapse all modules, click the Collapse All button [3].

To view details for a module item, click the item's title [4].

Note: If the Modules tab does not display in your student's subject, it has been hidden by your student's instructor.
View Subject Grades

In the Grades tab [1], you can view your student’s overall subject grade if allowed by their instructor [2].

To view assignment group totals, click the View Assignment Group Totals dropdown [3].

You can view an assignment’s submission status in the Assignment column [4].

Graded items display scores in the Score column [5].

To view assignment details for an item, click the item name [6].

Notes:

- If your student's instructor has hidden total subject grades, dashes display in place of the total subject grade.
- If the Grades tab does not display in your student's subject, it has been hidden by your student's instructor.
View Subject Resources

In the Resources tab [1], you can view important information your student's instructor has added to the subject [2].

Notes:
- If content has not been added to Important Information, the Important Information section does not display.
- If student applications have not been added to the homeroom, the Student Applications section does not display.
- If student applications and important information has not been added to the subject, the Resources tab does not display.
View Subject Groups

If the subject includes at least one active group, the Groups tab displays [1].

In the Groups tab, you can view all subject groups.

To search for a group or person, use the Search field [2].

To view group users, click the group's Expand icon [3].

If your student is a member of a group, you can visit their group page. To visit your student's group page, click the Visit link [4].

A Lock icon appears for groups in which your student is not a member [5].

Note: If the Groups tab does not display, your student's subject does not have any active groups.