CANVAS FOR ELEMENTARY STUDENT GUIDE

Table of Contents

Announcements

How do I view announcements as a student in Canvas for Elementary?

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

When added by your 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 subject, no announcements have been added to the subject.

View Homeroom Announcements

By default, the most recent homeroom announcement displays in the homeroom [1]. The most recent homeroom announcement displays for two weeks or until replaced by another homeroom announcement.

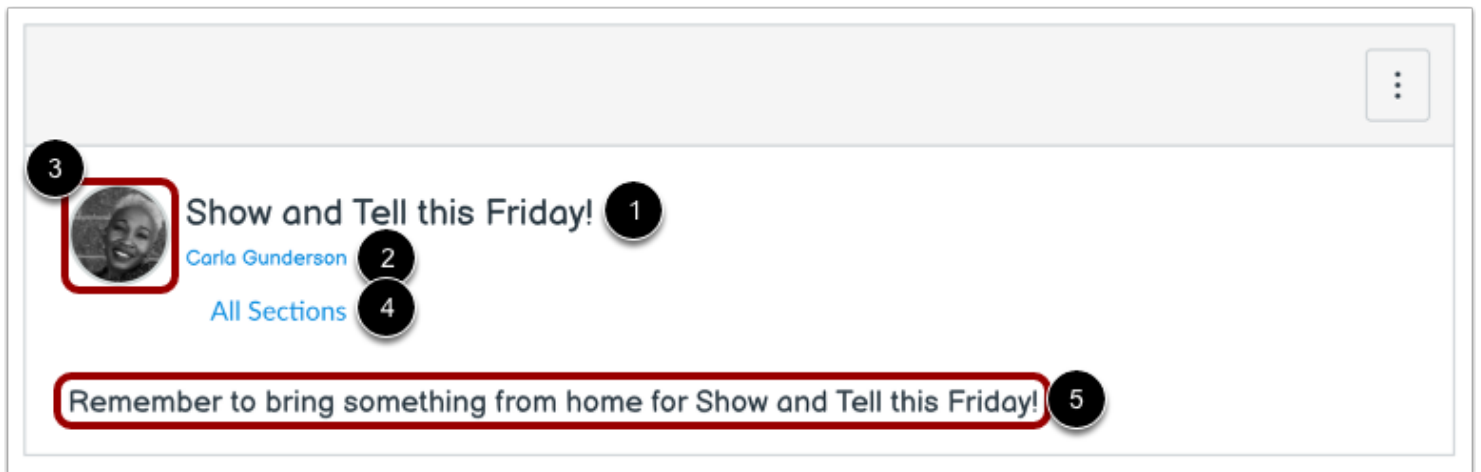You can view the announcement [2] and the post date and time [3].

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

To view details for a homeroom announcement, click the homeroom announcement title [3].

Notes:

- If the announcements section does not display in your homeroom, no homeroom announcements have been added.
- If your 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], the subject sections who can view the announcement [4], and the announcement [5].

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.

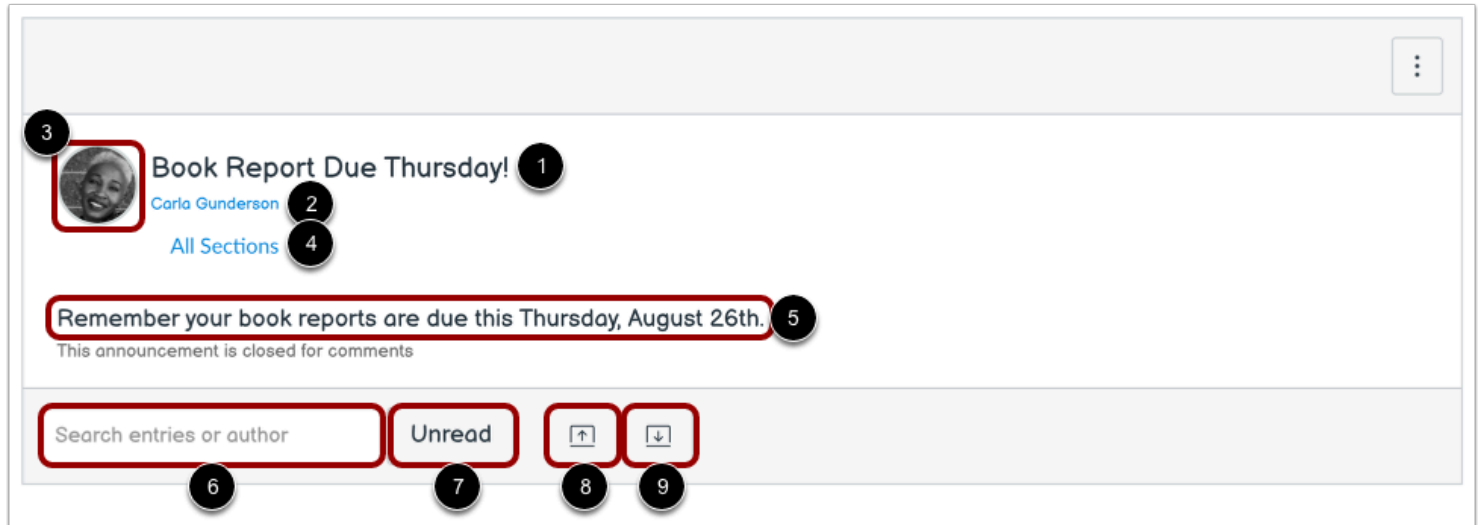You can view the announcement [2] and the post date and time [3].

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 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].

Students 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 Replie**s button [8]. To expand all replies, click the **Expand Replies** button [9].

Assignments

How do I submit an online assignment in Canvas for Elementary?

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

You can submit online assignments in Canvas for Elementary using several submission types. Instructors can choose what kind of online submissions they want you to use. You may also have the option to resubmit assignments if your instructor allows.

This lesson shows how to turn in a standard online assignment.

Third-Party File Application Submissions
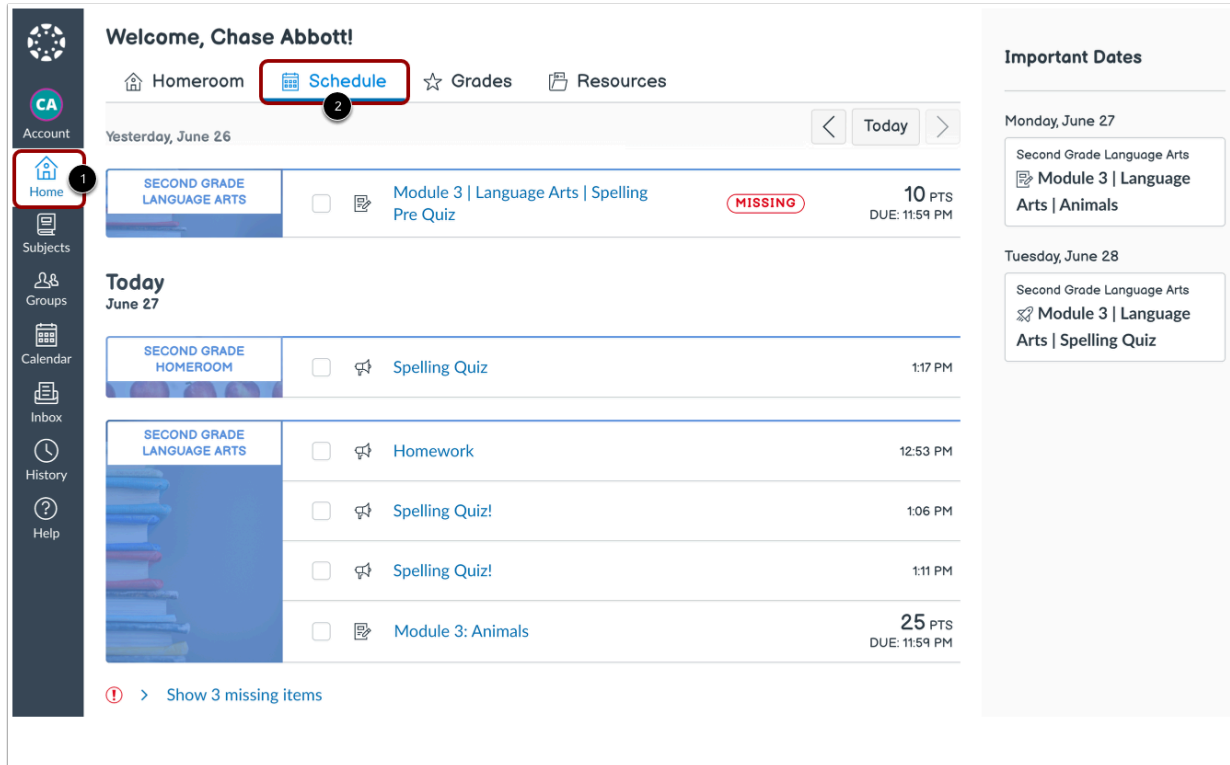
You can submit assignments from Google Drive, Dropbox, or another third-party service via your desktop computer in one of two ways:

1. Download the file to your computer and submit as a File Upload
2. Share the file, copy the file URL, and submit as a Website URL

Notes:

- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- Not all of your assignments may be submitted online. If you cannot see the Submit Assignment link, your instructor may want you to submit your assignment in a different way or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
- Canvas does not support file uploads larger than 5 GB.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can disable this feature setting in your user settings.
- If the assignment you are accessing displays differently than the steps in this lesson, your assignment may be using the Assignment Enhancements feature. Please view this guide for more information.
- Group assignments do not support the student annotation submission type.

Open Schedule

In the Homeroom [1], click the **Schedule** tab [2].

Note: You can also access assignments through your subject's Schedule tab, your subject's Modules tab, or the Calendar link in Global Navigation.

Open Assignment

The Homeroom Schedule displays this week's items for all of your subjects.

To view items for previous or future weeks, click the **Previous** or **Next** buttons [1].

To view your missing assignments, click the **Show missing items** drop-down [2].

To open an assignment, click the assignment name [3].

View Assignment Details

Assignment details display including the due date [1], points [2], allowed submission types [3], allowed submission attempts [4], and the assignment description [5].

If the assignment includes a rubric, the rubric displays [6].

View Submission Attempts

Your instructor may limit the number of submission attempts you are allotted for an assignment. If your assignment has a limited number of submissions, you can view the number of submission attempts you have made [1] and the number of submission allowed for the assignment [2].

Once you have used all your submission attempts, the **New Attempt** button displays as disabled [3].

View Final Grade Notice

A banner may appear above your assignment to indicate that your instructor has removed the assignment from total grade calculations. However, this setting does not affect assignment submissions.

Start Assignment

To begin your assignment, click the **Start Assignment** button.

Note: If you cannot see the Start Assignment button, your instructor may not want you to submit your assignment online or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
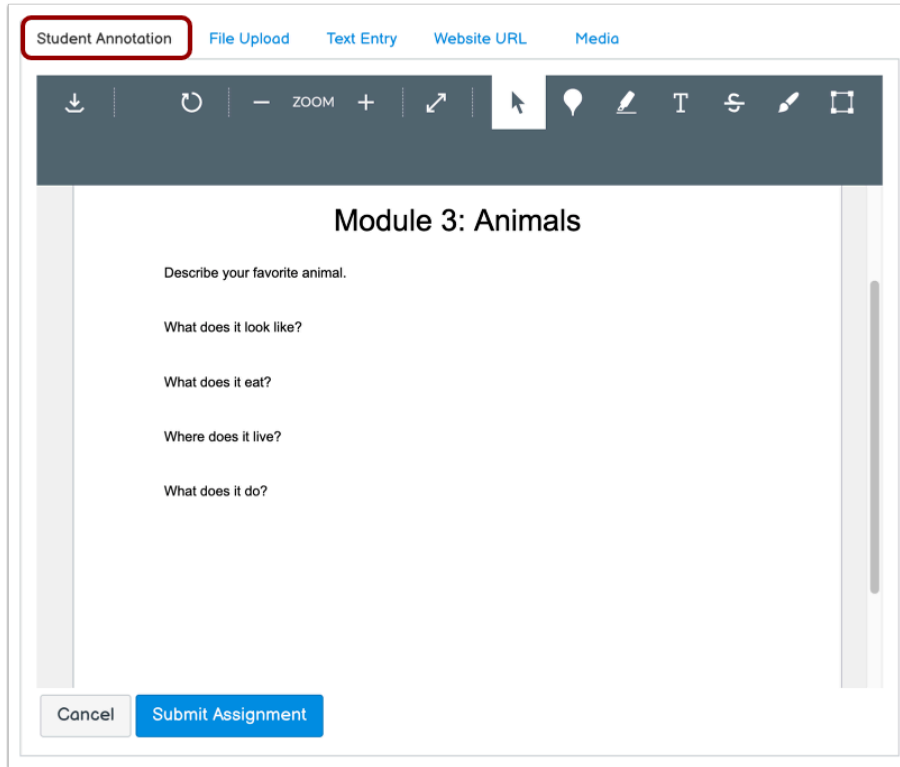
Select Submission Type

Your instructor decides what kinds of submissions are appropriate for each assignment.

There are five submission types: Student Annotation [1], File Upload [2], Text Entry [3], Website URL [4], and Media [5]. You can only select one submission type per submission.

Notes:

- If a subject application can be used to upload submissions, such as the Google Doc app, additional submission options may display [6].
- Your instructor may choose to restrict file types that can be submitted to the assignment.

Submit Student Annotation

To submit an annotated document, click the **Student Annotation** tab.

Note: Group assignments do not support the student annotation submission type.
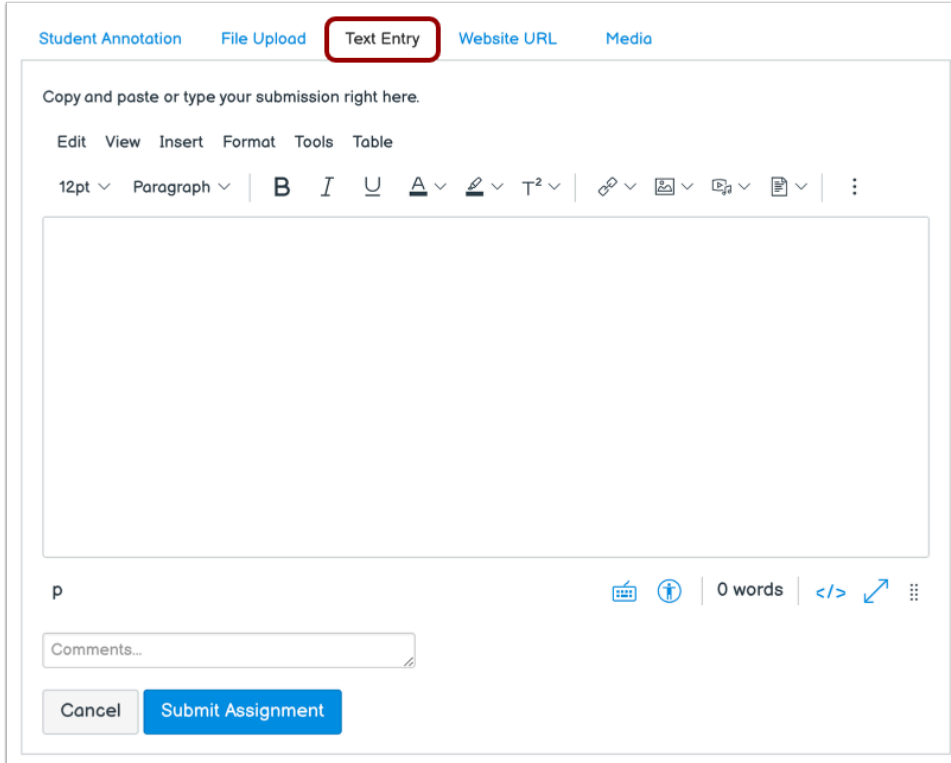
Submit File Upload

To [upload a file](#) from your computer or [take a photo using your webcam](#) and submit it as your assignment, click the **File Upload** tab.
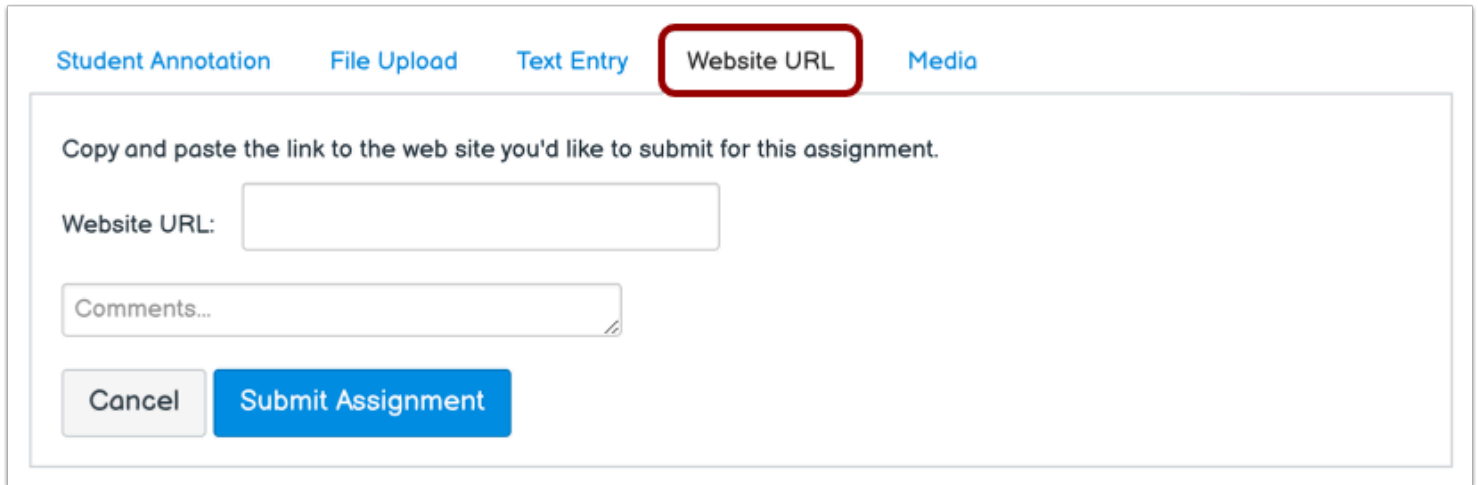
Submit Text Entry

To submit a text entry assignment, click the **Text Entry** tab.

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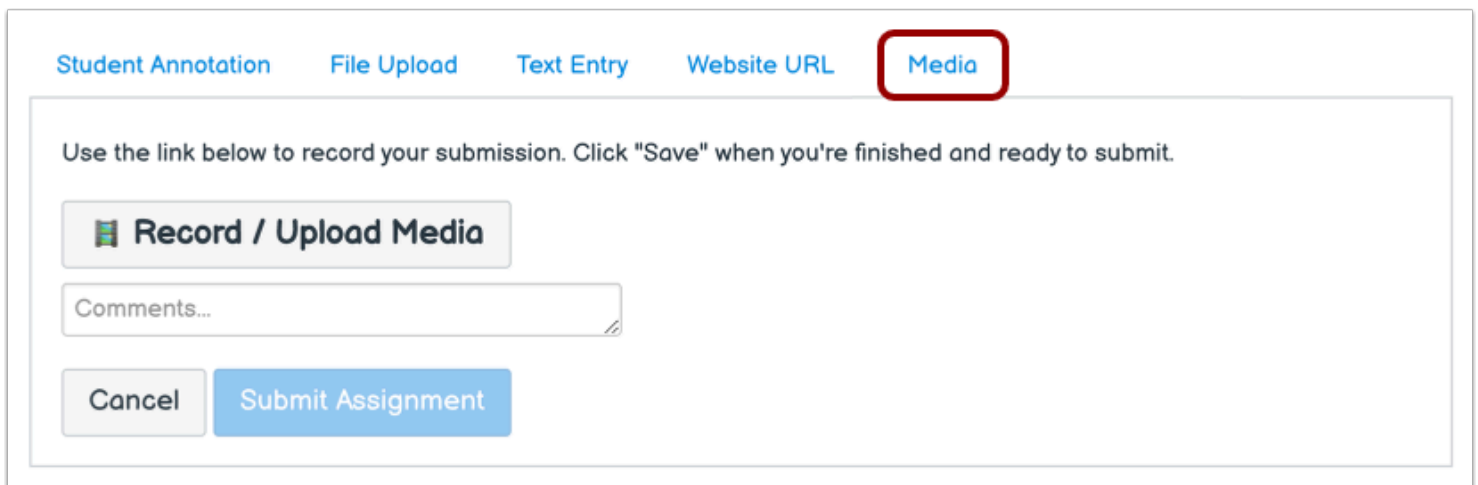
Submit Website URL

To submit a website URL, click the **Website URL** tab.

Submit Media Recording

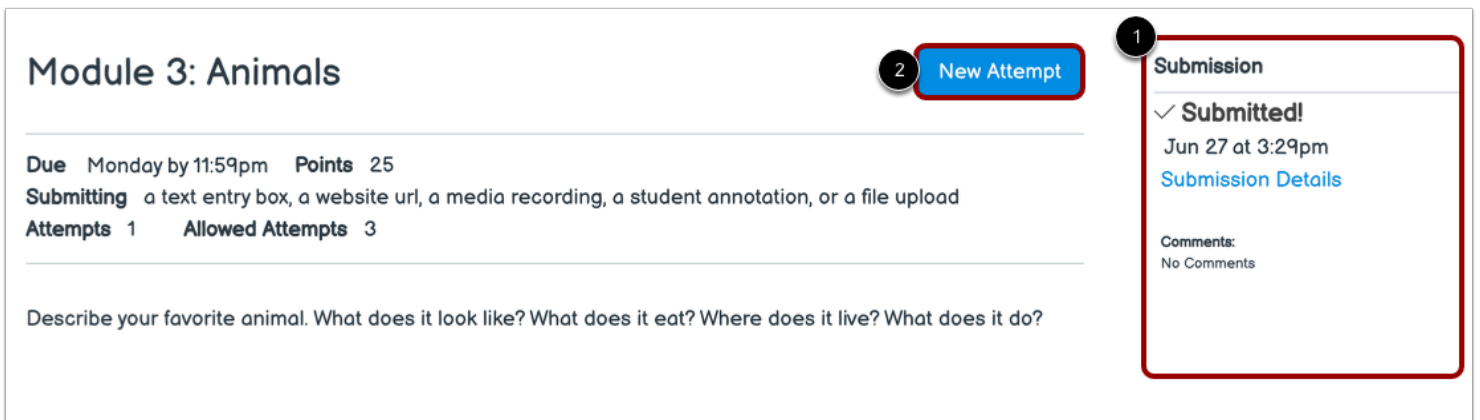To submit a media recording, click the **Media** tab.

Submit Assignment

When you are ready to submit your assignment, click the **Submit Assignment** button.

Note: Large files submitted using the File Upload tab display a submission status indicator.

View Submission

After you have submitted your work, submission information displays in the sidebar [1]. If a file was uploaded, the sidebar provides a link to download your submission.

If you choose, you may resubmit another version of your assignment using the **New Attempt** button [2]. You will only be able to view the details of your most recent submission in the sidebar, but your instructor can see all of your submissions.

Once your instructor has graded your submission, you can view your assignment grade and assignment feedback.

Notes:

- When you submit your assignment, the assignment is automatically marked as completed in your schedule.
- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.

How do I view assignment feedback from my instructor?

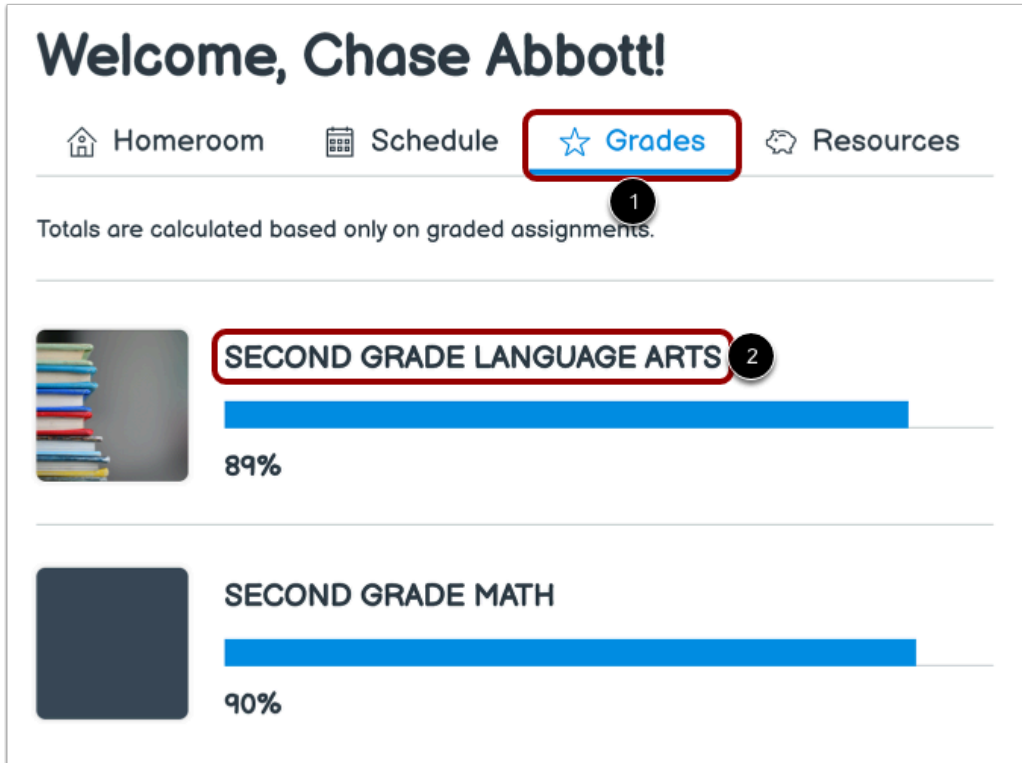*This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.*

You can view most assignment comments in the assignment submission sidebar. However, your 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. You can also use [Canvas DocViewer](#) to reply to any comments or make your own annotations.

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 file is not DocViewer compatible and will not include any annotated comments.
- If you 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 from your Grades page or the Submission Comments folder of the Inbox.

Open Subject Grades

From the Homeroom, click the **Grades** tab [1].

To view grade details for a subject, click the subject name [2].

Open Submission Feedback

If your 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 instructor has left feedback on your submission.
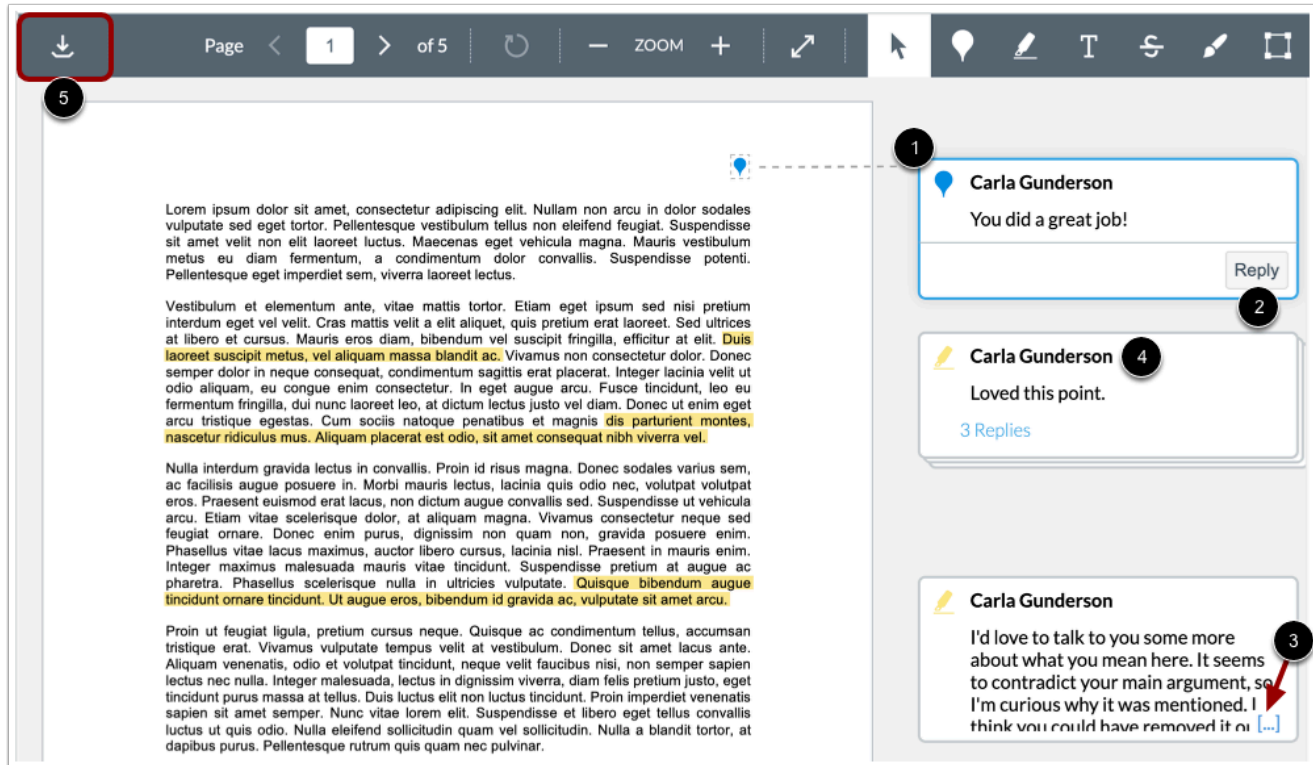
View Submission Feedback

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

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

If you submitted the assignment with a file upload, your instructor may have included annotated feedback in your assignment. If your 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 file is not DocViewer compatible.

View Annotated Feedback

View the annotated comments from your instructor [1].

To reply to a comment, click on the comment and click the **Reply** button [2].

When an annotated comment includes multiple content lines, the content box displays an ellipses link [3]. To expand a comment, click the ellipses link.

To view stacked replies, click the comment to expand all replies [4]. You can also use DocViewer to make your own annotations on your assignment.

To download a PDF of the submission and annotations, click the **Download** icon [5].

Add Comments
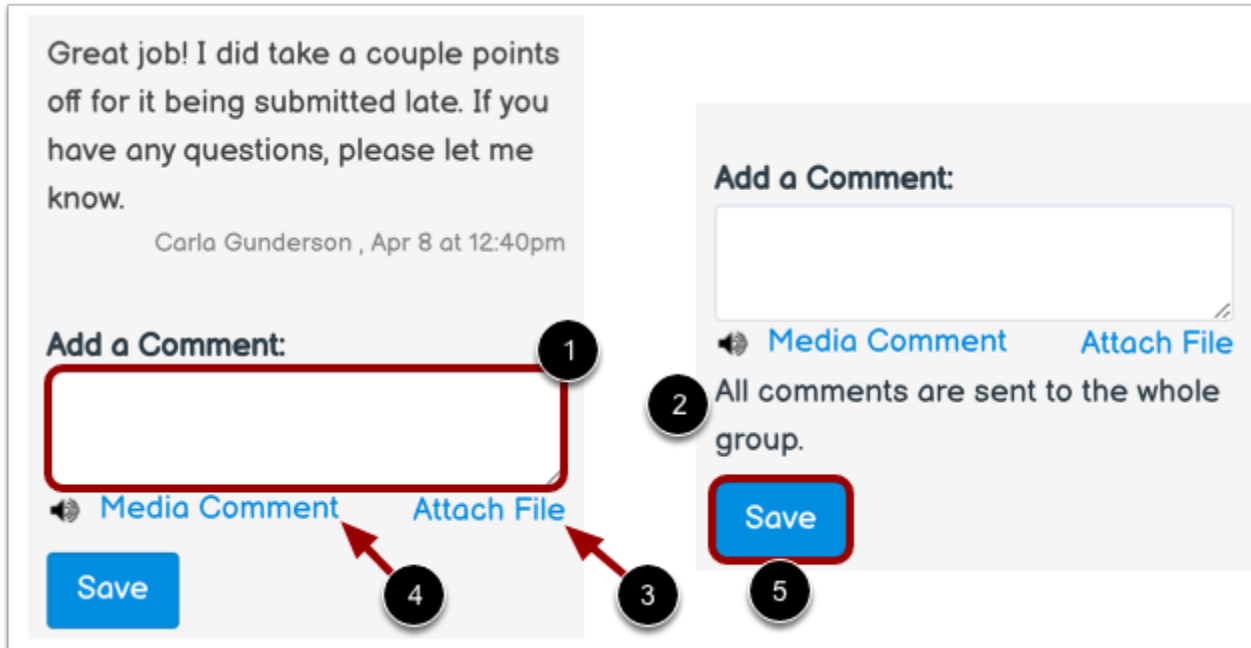
To add a comment to your assignment submission, type your comment in the sidebar's **Add a Comment** field [1]. All comments left on a group assignment submission are sent to the instructor and the whole group [2].

To attach a file, click the **Attach File** link [3].

To add a media comment, click the **Media Comment** link [4]. You can record a video or record an audio comment to send to your instructor.

To submit your comment, click the **Save** button [5].

Assignment Enhancements

How do I submit an online assignment in Canvas for Elementary using Assignment Enhancements?
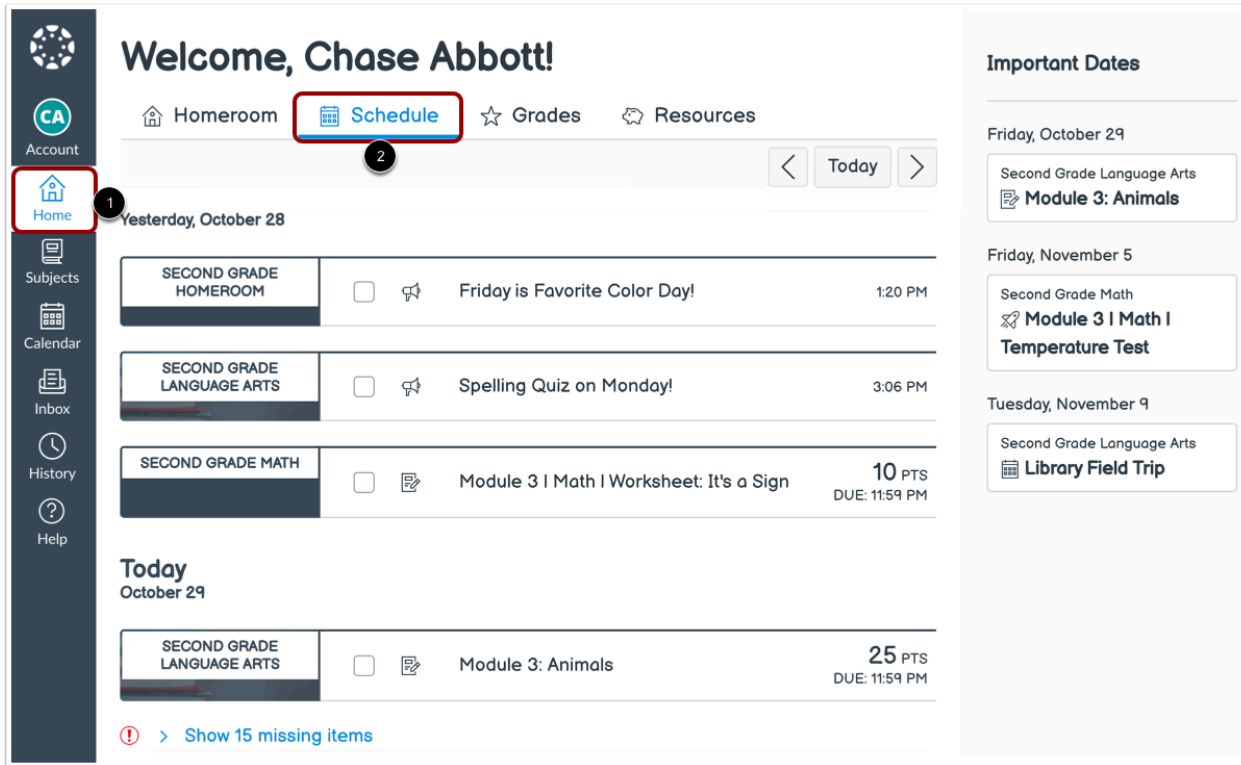
This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

You can submit online assignments in subjects that have enabled Assignment Enhancements. Instructors can choose what kind of online submissions they want you to use. This lesson shows how to turn in a standard online assignment in a course using Assignment Enhancements.

Notes:

- If the assignment you are accessing displays differently than the steps in this lesson, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view this guide for more information.
- Assignment Enhancements does not support the following assignment types: Peer Reviews and Cloud Assignments.
- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- For instruction on completing an assignment, view the assignment details or contact your instructor for assistance.
- Canvas does not support file uploads larger than 5 GB.
- Group assignments do not support the student annotation submission type.

Open Schedule

In the Homeroom [1], click the **Schedule** tab [2].

Note: You can also access assignments through your subject's Schedule tab, your subject's Modules tab, or the Calendar link in Global Navigation.

Open Assignment

The Homeroom Schedule displays this week's items for all of your subjects.

To view items for previous or future weeks, click the **Previous** or **Next** buttons [1].

To view your missing assignments, click the **Show missing items** drop-down [2].

To open an assignment, click the assignment name [3].

View Assignment Details

Assignment details display including the due date [1], points [2], allowed submissions attempts [3], details [4], and allowed submission types [5].

If the assignment includes a rubric, the rubric displays below the assignment description [6].

Select Submission Type

The following submission types are accepted using Assignment Enhancements: Text Entry, Website URL, Media, Annotation, File Upload, and external application. However, your instructor may specify which submission types are appropriate for each assignment.

Select a submission type from the **Choose a submission type** section.

If your instructor only allows one submission type, the Choose a submission type section does not display.

Submit Text Entry

To submit a text entry assignment, enter text in the **Rich Content Editor** [1].

Once added, your text will be saved as an assignment submission draft [2].

Submit Website URL

To submit a website URL, add the URL to the **Website Url** field.

Once added, your website URL will be saved as an assignment submission draft.

Submit Media Recording

To submit a media recording, click the **Record/Upload** button.

Submit Annotation

To submit an annotated document, click the **Annotation** button.

Note: Group assignments do not support the student annotation submission type.

Submit File Upload
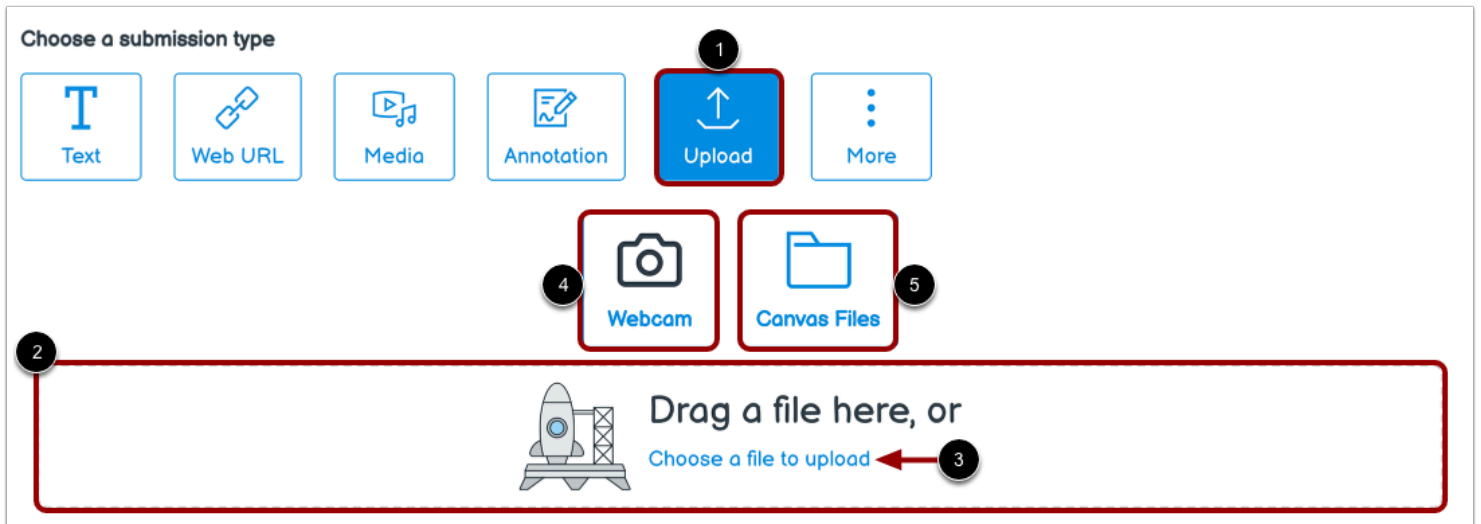
To upload a file as your submission, click the **Upload** button [1].

To upload a file from your computer, drag and drop a file [2], or browse your computer files by clicking the **Choose a file to upload** link [3].

To capture a photo of your assignment using your computer's webcam, click the **Webcam** button [4].

To upload a file from your Canvas user files, click the **Canvas Files** button [5].

Once uploaded, your file will be saved as an assignment submission draft.

Submit Course App File
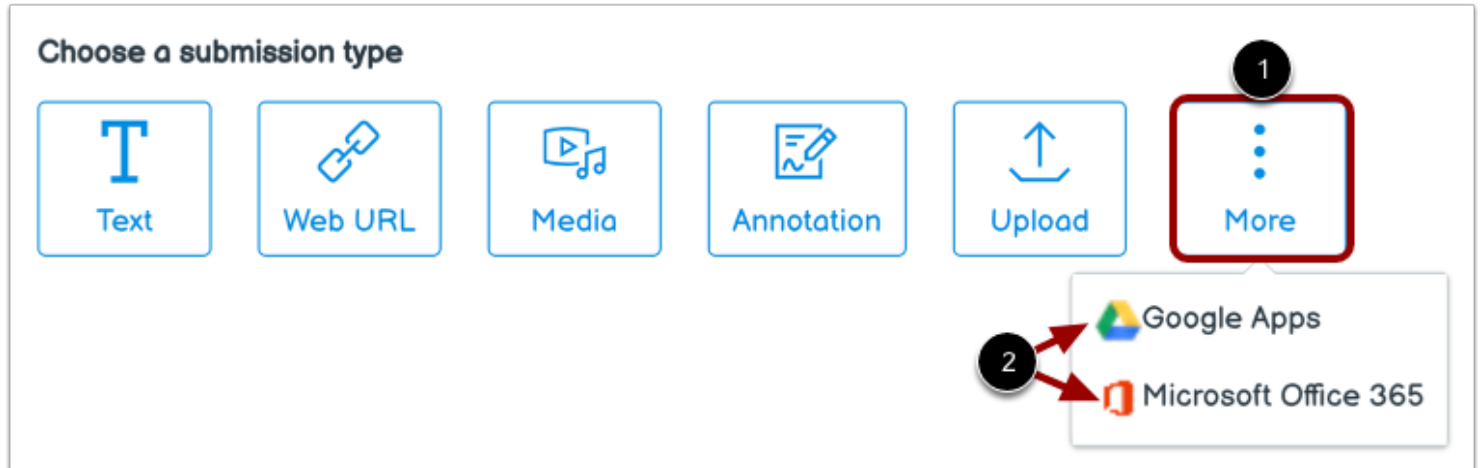
If added to your course, you may see options to upload a file from a course app such as [Google Drive](#) or [Office 365](#).

To upload a file or URL from a course app, click the **More** button [1]. Then click the app name [2].

Once added, your file will be saved as an assignment submission draft.

Submit Assignment
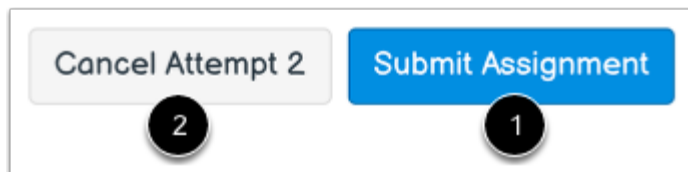
When you are ready to submit your assignment, click the **Submit Assignment** button [1].

If you are working on an additional assignment attempt, you can cancel your submission your assignment attempt by clicking the **Cancel Attempt** button [2].

Note: If you added a text entry submission, you must save the submission draft before you can submit the assignment.

View Submission

When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays [2].

If allowed by your instructor, you may resubmit another version of your assignment using the **Try Again** button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To add an assignment comment for your instructor, click the **Add Comment** button [5].

Notes:

- When you submit your assignment, the assignment is automatically marked as completed in your schedule.
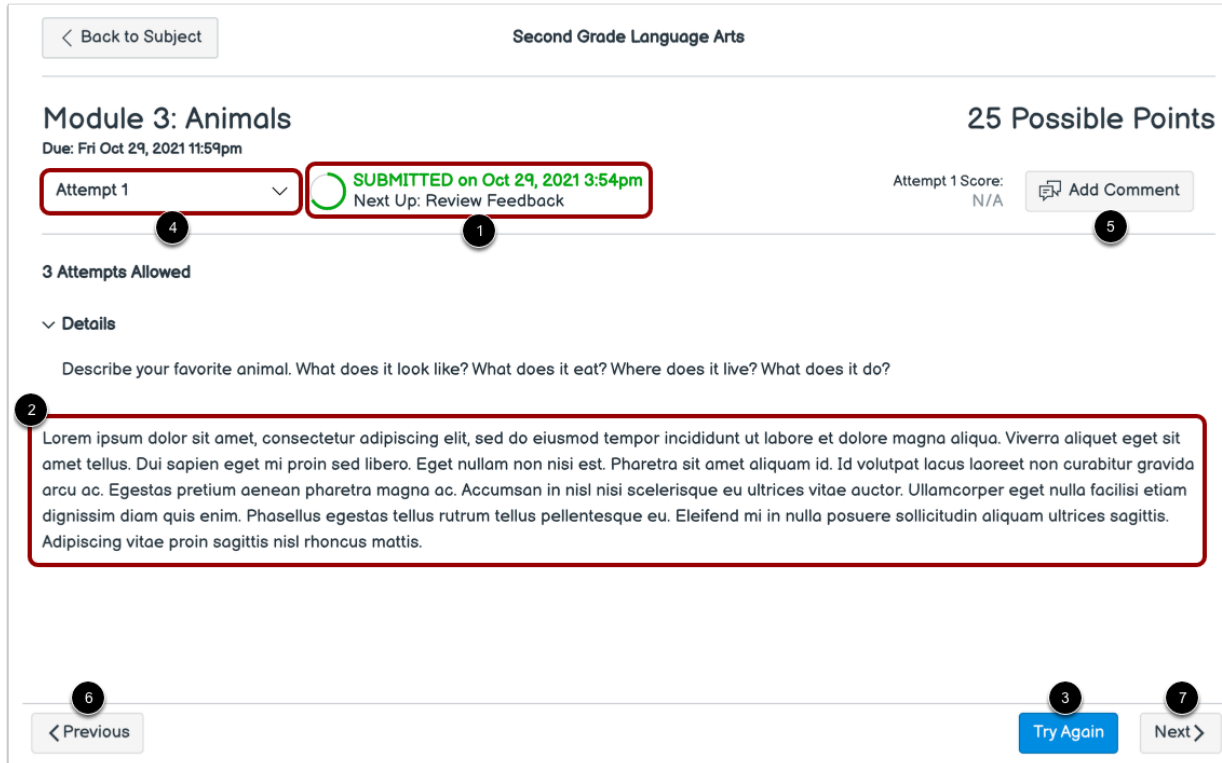- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- If your assignment is part of a module, you can view the previous module item by clicking the **Previous** button [6] and the next module item by clicking the **Next** button [7].

Discussions

How do I reply to a discussion as a student in Canvas for Elementary?
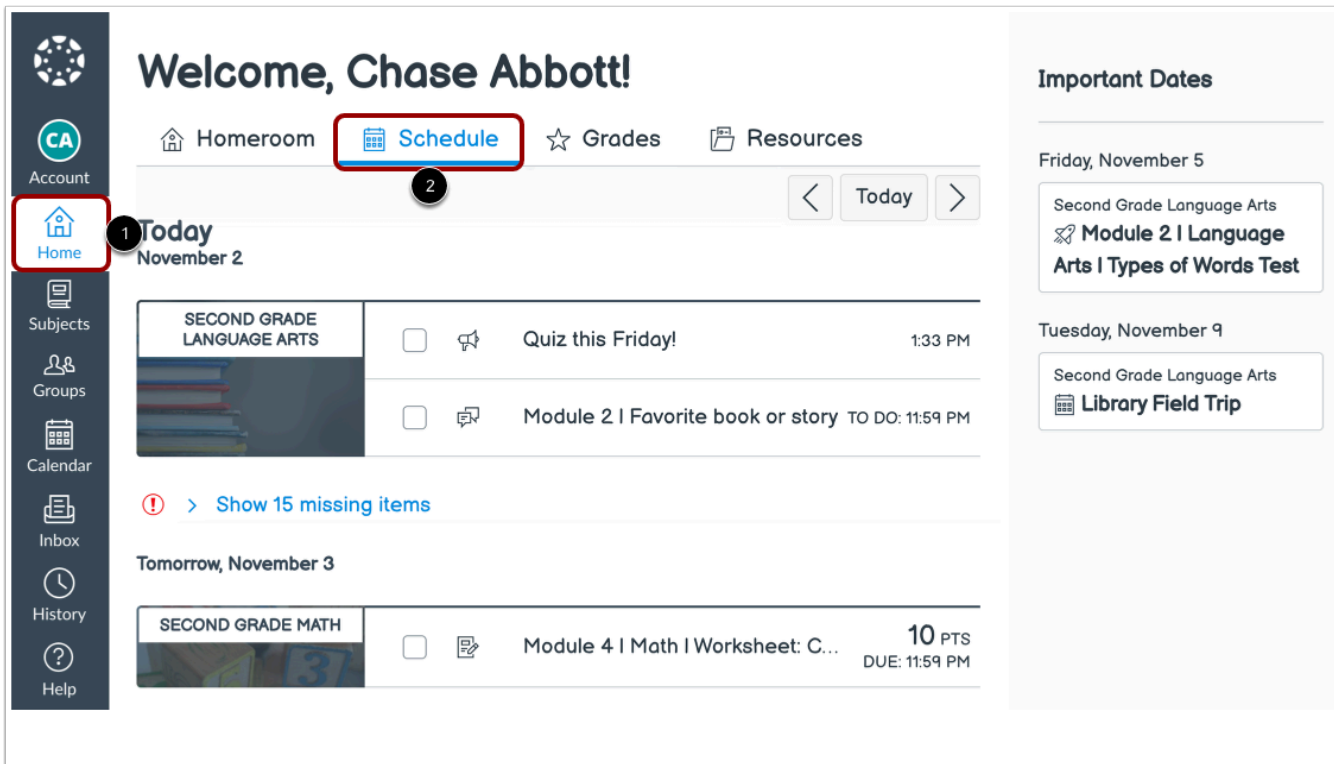
This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

You can easily reply to any discussion. However, the reply option may vary depending upon how your instructor set up the discussion. Discussion replies can be edited or deleted, as long as your instructor has not restricted this setting in your course.

Notes:

- The discussion reply Rich Content Editor includes a word count display below the bottom right corner of the text box.
- If your discussion looks different than what is displayed in this lesson, your instructor may be using Discussions Redesign in your course. Learn how to reply to a discussion in Discussions Redesign.

Open Schedule

In the Homeroom [1], click the **Schedule** tab [2].

Note: You can also access discussions through your subject's Schedule tab, your subject's Modules tab, or the Calendar link in Global Navigation.

Open Discussion

The Homeroom Schedule displays this week's items for all of your subjects.

To view items for previous or future weeks, click the **Previous** or **Next** buttons [1].

To view your missing items, click the **Show missing items** drop-down [2].

Discussion items display a Discussion icon [3].

To open a discussion, click the discussion name [4].

View Discussion Details

Discussion details display including the To-Do date, if assigned [1], points possible [2], allowed submission types [3], allowed submission attempts [4], and the discussion topic [5].

If the discussion includes a rubric, the rubric displays [6].

Reply to Discussion
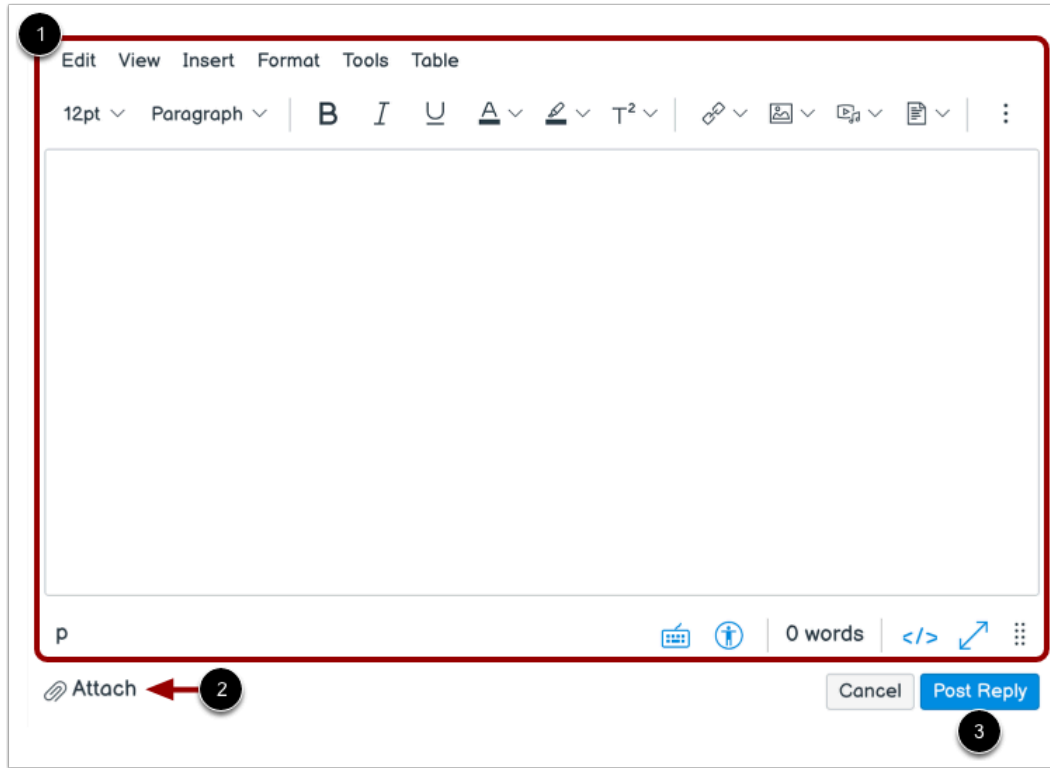
To reply to the main discussion, click the **Reply** field.

Post Reply

Add your reply, links, files, and other media in the Rich Content Editor [1]. If allowed in your course, you may also attach files [2].

To post your reply, click the **Post Reply** button [3].

Note: If you post your discussion response before an attached image finishes uploading, Canvas displays a warning message.
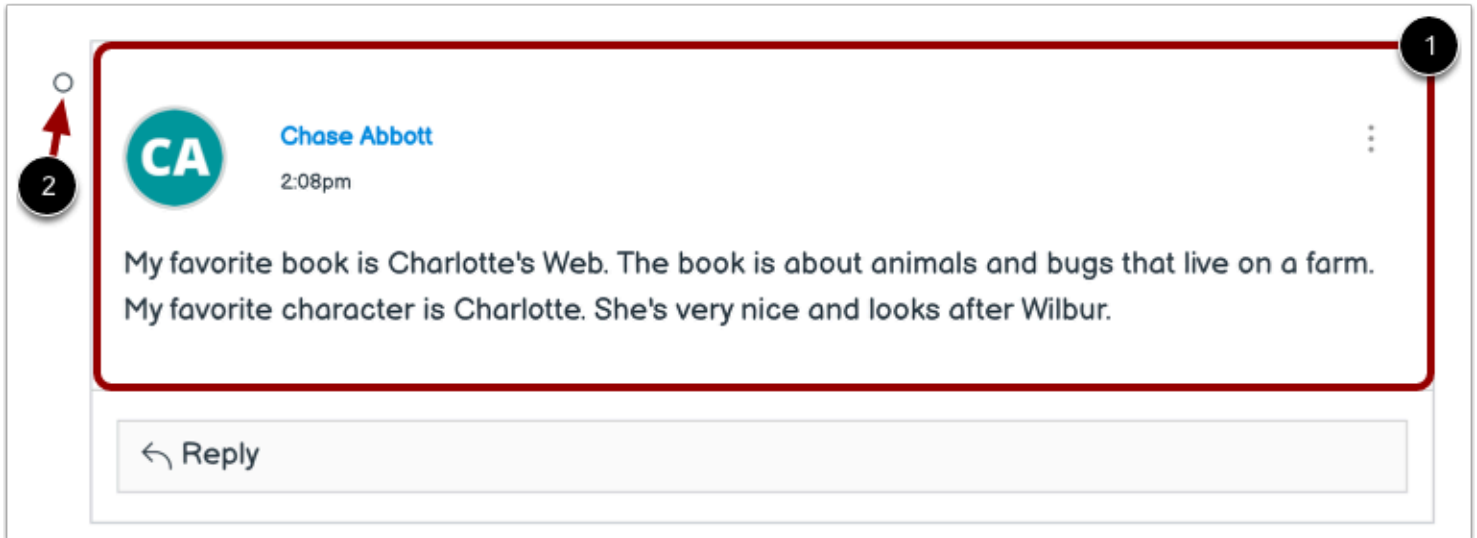
View Your Reply

Your reply is posted at the bottom of the discussion reply thread [1]. The border of your post will flash indicating it has been newly posted.

If your discussion replies are automatically marked as read, your new reply displays a **Read** icon [2]. However, if you manually mark your posts as read, the unread icon will remain until you manually mark it as read.
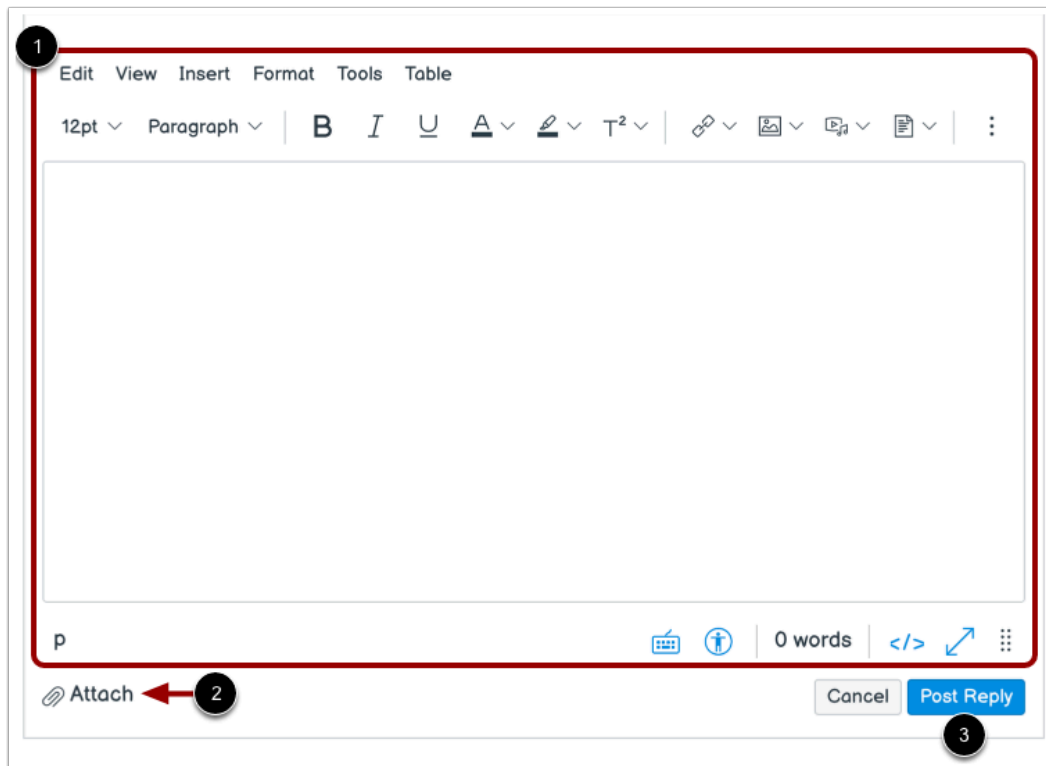
Thread a Discussion Reply
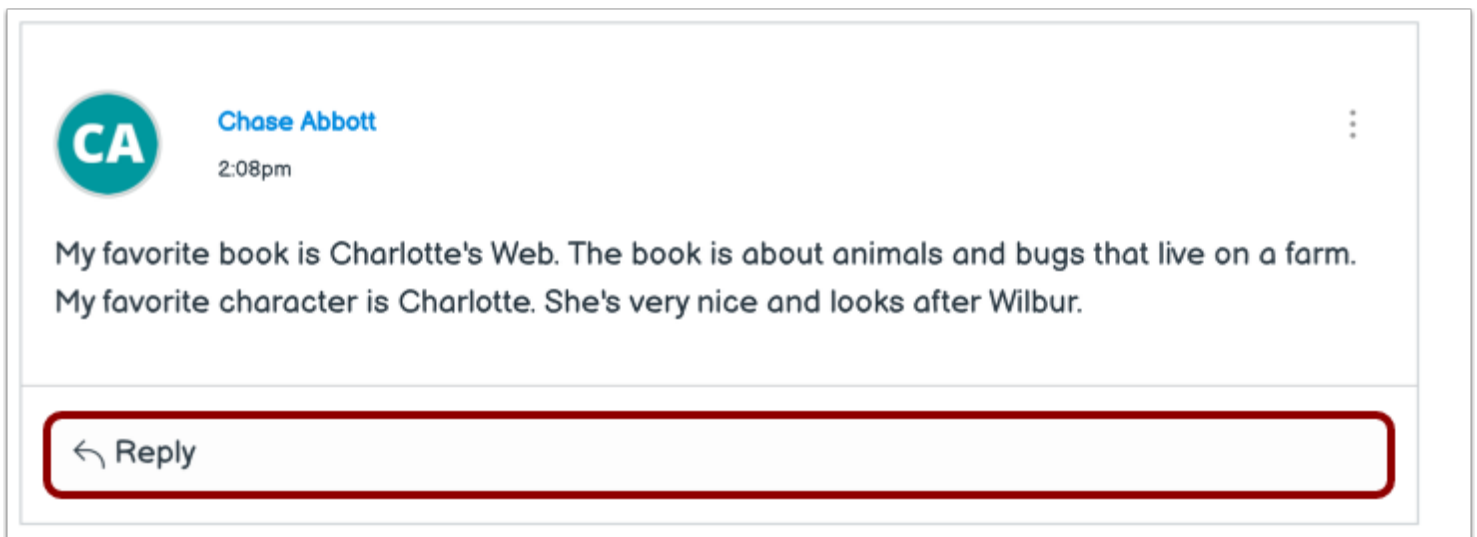
To respond to a discussion reply, click the **Reply** link.

Note: Depending on how your instructor set up the discussion, the reply field may look slightly different.

Post Reply

Add your reply, links, files, and other media in the Rich Content Editor [1]. If allowed in your course, you may also attach files [2].

To post your reply, click the **Post Reply** button [3].

Note: If you post your discussion response before an attached image finishes uploading, Canvas displays a warning message.

View Reply

Your reply displays at the bottom of the discussion thread.

If your discussion replies are automatically marked as read, your new reply displays a **Read** icon [1].

If you have selected to manually mark read discussion posts, your post displays an **Unread** icon [2] until you manually mark it as read.

Discussions Redesign

How do I reply to a discussion using Discussion Redesign in Canvas for Elementary?
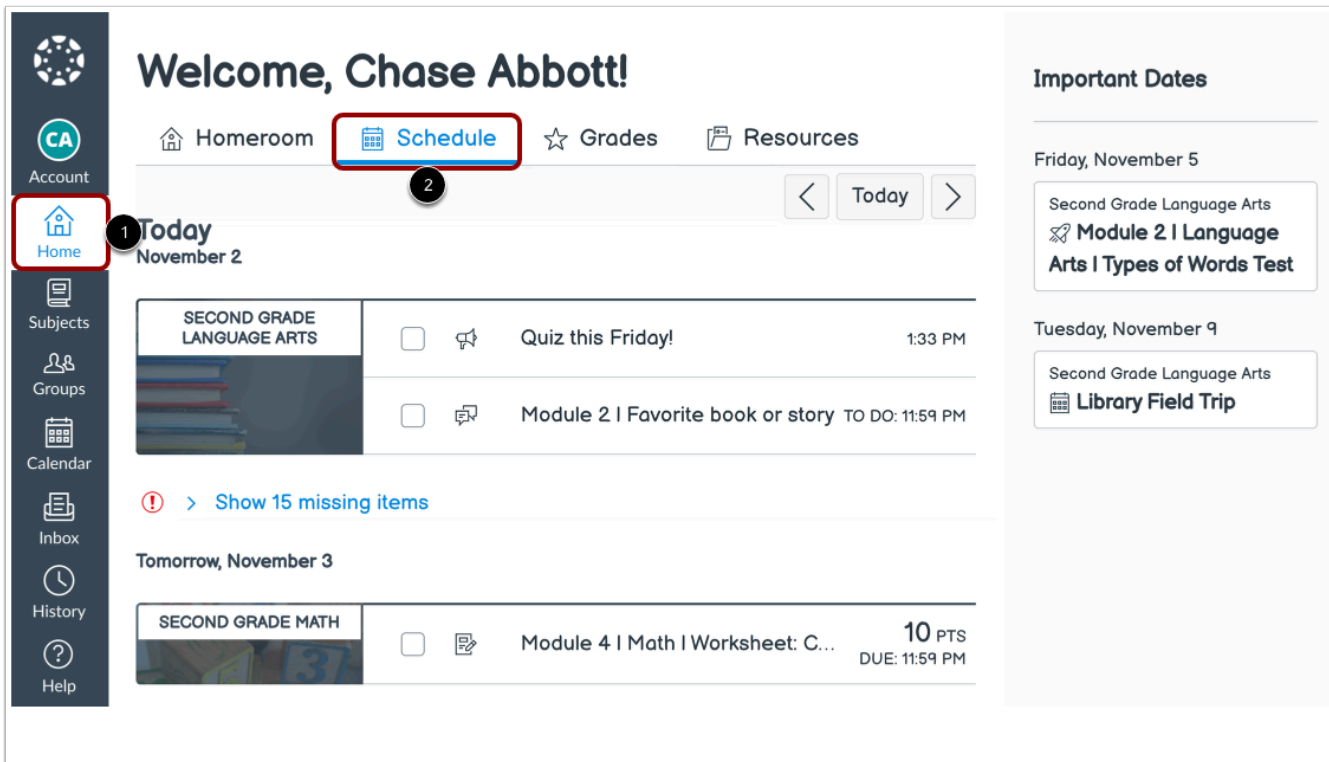
This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

You can easily reply to any discussion. However, the reply option may vary depending upon how your instructor set up the discussion. Discussion replies can be edited or deleted, as long as your instructor has not restricted this setting in your course.

Notes:

- If the discussion you are accessing displays differently than the steps in this lesson, Discussion Redesign may not be enabled in your course. Please view **this guide** for more information.
- The discussion reply Rich Content Editor includes a word count display below the bottom right corner of the text box.
- If you are unable view responses from other students, you may be required to make a reply before you can view them. Once you reply to the discussion, any other replies will be visible.

Open Schedule

In the Homeroom [1], click the **Schedule** tab [2].

Note: You can also access discussions through your subject's Schedule tab, your subject's Modules tab, or the Calendar link in Global Navigation.

Open Discussion

The Homeroom Schedule displays this week's items for all of your subjects.

To view items for previous or future weeks, click the **Previous** or **Next** buttons [1].

To view your missing items, click the **Show missing items** drop-down [2].

Discussion items display a **Discussion** icon [3].

To open a discussion, click the discussion name [4].

Reply to Discussion
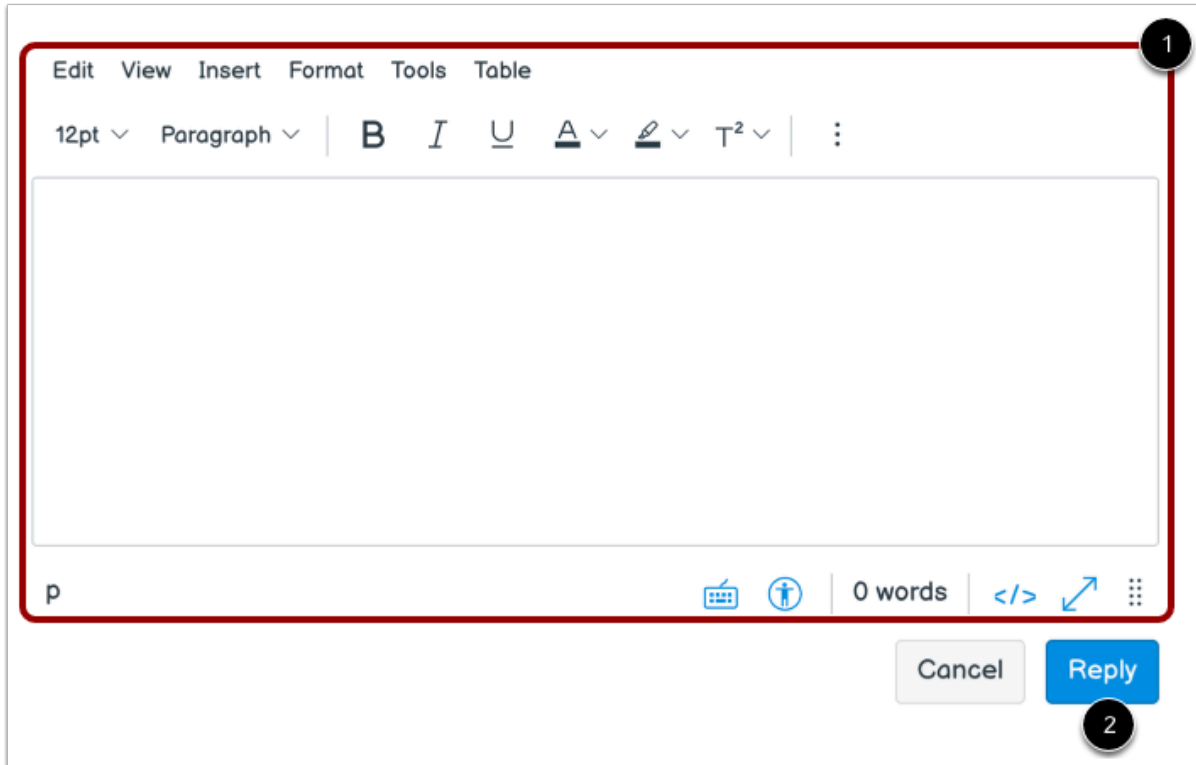
To reply to the main discussion, click the **Reply** button.

Post Reply

Add your reply, links, files, and other media in the Rich Content Editor [1].

To post your reply, click the **Reply** button [2].

Note: If you post your discussion response before an attached image finishes uploading, Canvas displays a warning message.

View Your Reply

Your reply automatically displays at the top of the discussion reply thread.

Thread a Discussion Reply
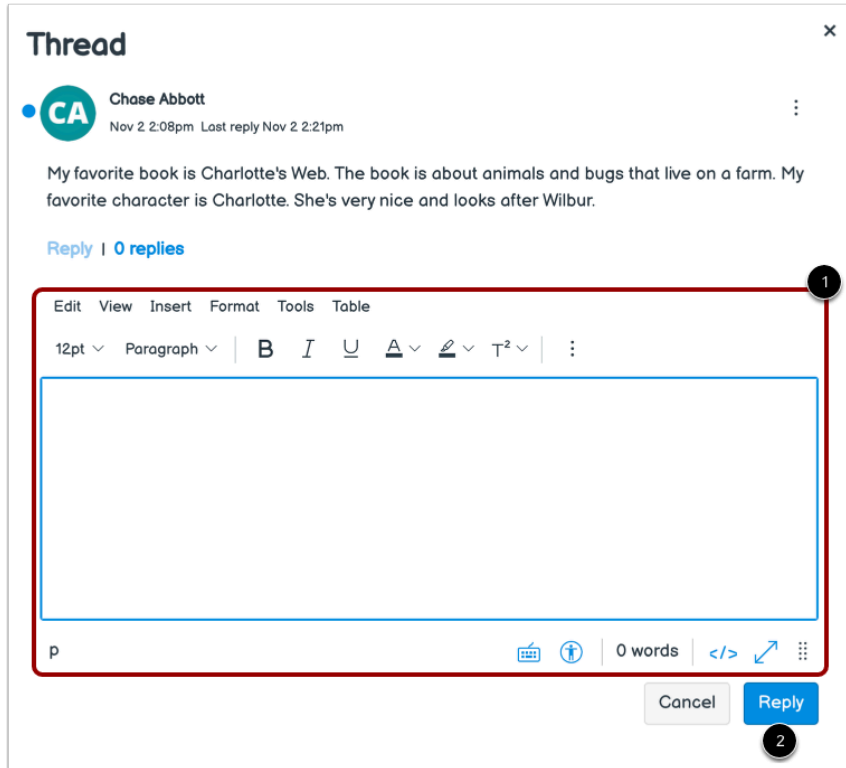
To respond to a discussion reply, click the **Reply** link.

Post Reply

In the discussion thread replies sidebar, add your reply, links, files, and other media in the Rich Content Editor [1].

To post your reply, click the **Reply** button [2].

View Reply

Your reply displays at the bottom of the discussion thread.

Grades

How do I view my grades in a current subject?

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

The Grades page in a course displays all current grades for all course assignments. You can also view scoring details, comments, and rubrics. If your institution has enabled grading periods, you can also filter grades by grading period.

If you have any courses that have concluded and are able to access their content, you can view those grades from any active course. You can also view concluded course grades from the Global Navigation Menu.

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

Open Subject Grades
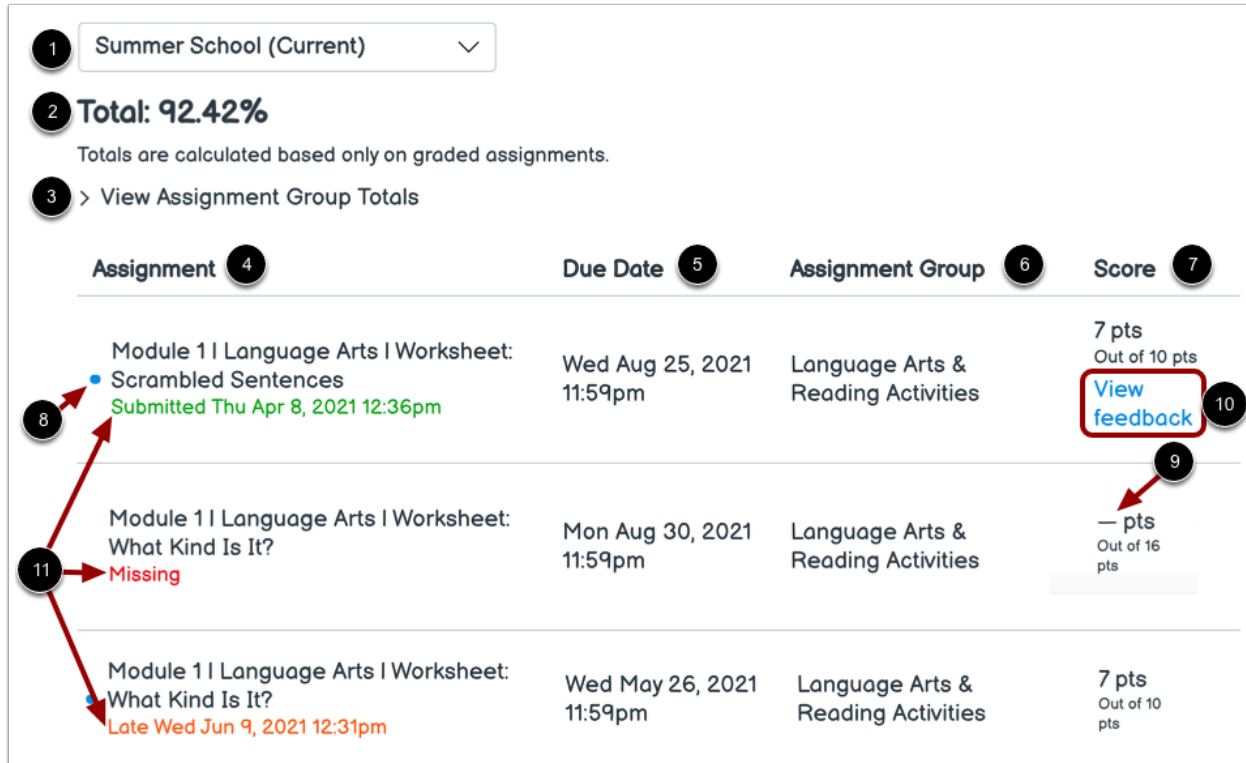
From the Homeroom, click the **Grades** tab [1].

If allowed by your instructor, your total subject grades display [2].

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

Note: If your instructor has hidden total subject grades, dashes display in place of the total subject grade [4].

View Subject Grades

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

If allowed by your instructor, your 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 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.

If grading feedback has been added to your submission, you can view feedback by clicking the assignment's **View Feedback** link [10].

The submission status displays below the assignment name [11].

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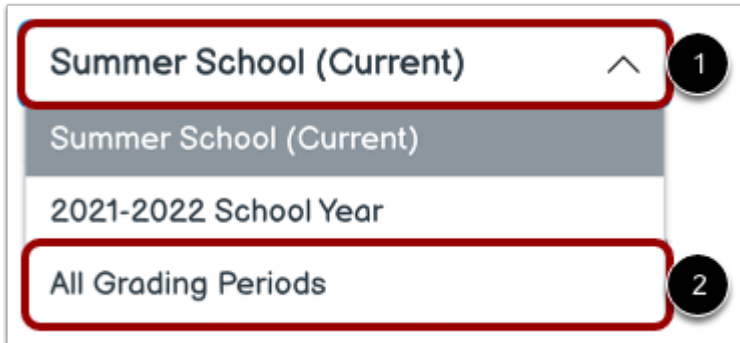
If your institution has enabled grading periods, you can view your grades according to grading period. By default the Grades page displays the current grading period [1]. If an assignment does not include a due date, it will display as a part of the last grading period.

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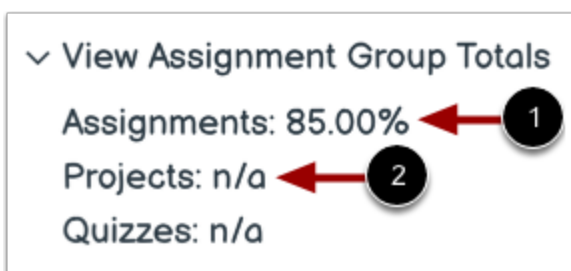
Assignment groups allow instructors to organize assignments, discussions, and quizzes into groups and apply specific grading rules or weights to those groups. You can view the percentage score you've earned for each group [1]. If you have not been graded on assignments in an assignment group, a percentage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

Note: Assignment group percentages may be restricted by your instructor.

Open Feedback

Module 1 | Language Arts | Worksheet: What Kind Is It?
Late Tue Sep 7, 2021 11:13am · Mon Sep 6, 2021 11:59pm · Language Arts & Reading Activities · 7 pts · Out of 10 pts · View feedback

If your instructor has left feedback, you can view feedback by clicking the **View Feedback** link.

View Submission Details

The Submission Details page displays submission information and submission feedback.

You can view your submission date and time [1] and your overall submission grade [2].

If a rubric was used to grade the assignment you can view the rubric by clicking the **Show Rubric** link [3].

If your instructor added assignment comments, comments display in the sidebar [4]. You can can add submission comments using the **Add a Comment** field [5].

If your instructor has added annotation feedback comments, use DocViewer to view submission feedback [6]. If DocViewer does not automatically display, you may need to click the View Feedback link.

If you are allowed to add a new submission to the assignment, the **Re-Submit** button or **New Attempt** button may display [7].

To return to the subject, click the **Back to Subject** button [8].

View Rubric

If you selected to view the rubric evaluation, the rubric details display.

If multiple graders used the rubric to score your assignment, you can view the rubric evaluation from a particular grader using the **Show Assessment By** dropdown menu [1].

The rubric displays rubric criteria [2], assigned ratings [3], awarded and total points for a criteria [4], and the total rubric score [5].

To close the rubric, click the **Close** icon [6].

Note: The total rubric score may be restricted by your instructor.

View Late Submission

Your instructor may enforce an automatic late policy in your course.

Any assignments submitted after the due date displays a Late label [1].

The late policy automatically deducts a percentage of the grade from the total score. View your grade, the late penalty deduction, and the final grade [2].

View Grade Info

If the assignment does not count toward the final grade, a message displays. You should still submit this assignment unless it has been excused by your instructor.

Change Gradebook
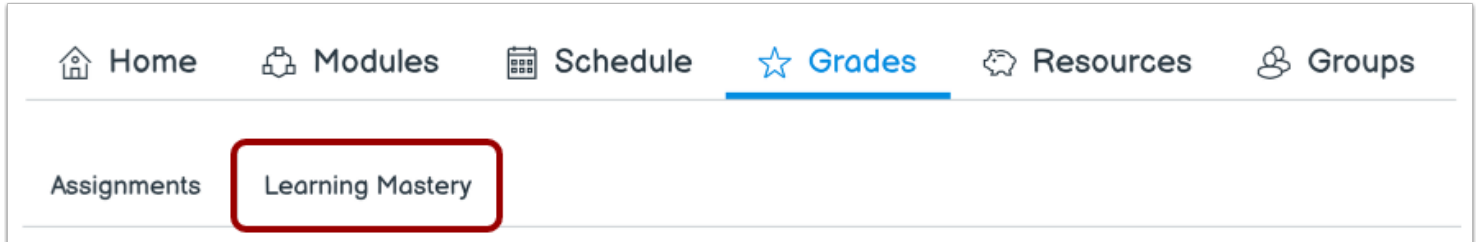
If the Learning Mastery Gradebook has been enabled for students, you can view your standards-based scores in the Learning Mastery tab.

How do I view my Learning Mastery scores for a subject?

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

Learning Mastery scores are used by your instructor to measure performance based on classroom standards, or outcomes. Outcome scores may be tied to assignments and other items throughout Canvas.

If your subject Grades page shows Assignments and Learning Mastery tabs on the Grades page, you can view standards-based scores in the Learning Mastery tab.

Open Subject

From the Homeroom, click the **Grades** tab [1].

To view grade details for a subject, click the subject name [2].

View Subject's Learning Mastery Gradebook
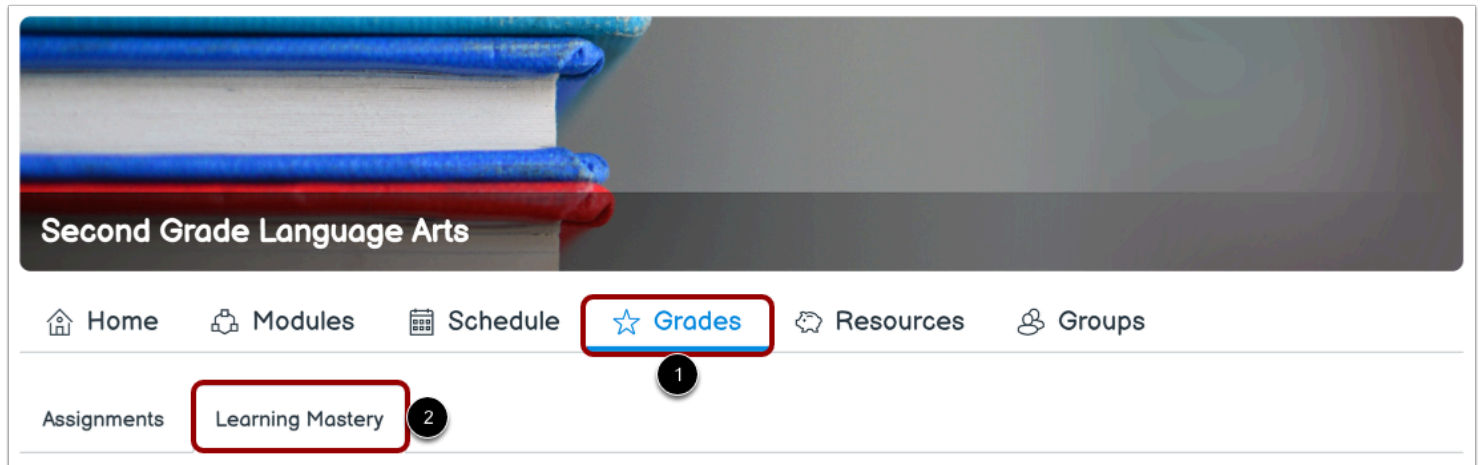
Click the **Grades** tab [1]. Then click the **Learning Mastery** tab [2].

View Outcomes Overview
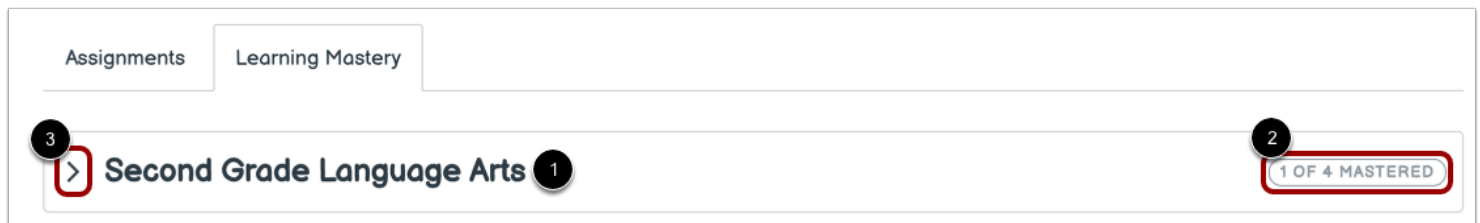
In the Learning Mastery tab, you can view overall details about the outcomes available in your course. Grades will show you the name of each outcome group [1], as well as the outcome summary [2]. The outcome summary displays the number of outcomes you have mastered out of the total number of outcomes within the group.

Click the down arrow [3] or the name of the outcome group to expand the overall achievement for the entire outcome group.

View Outcomes
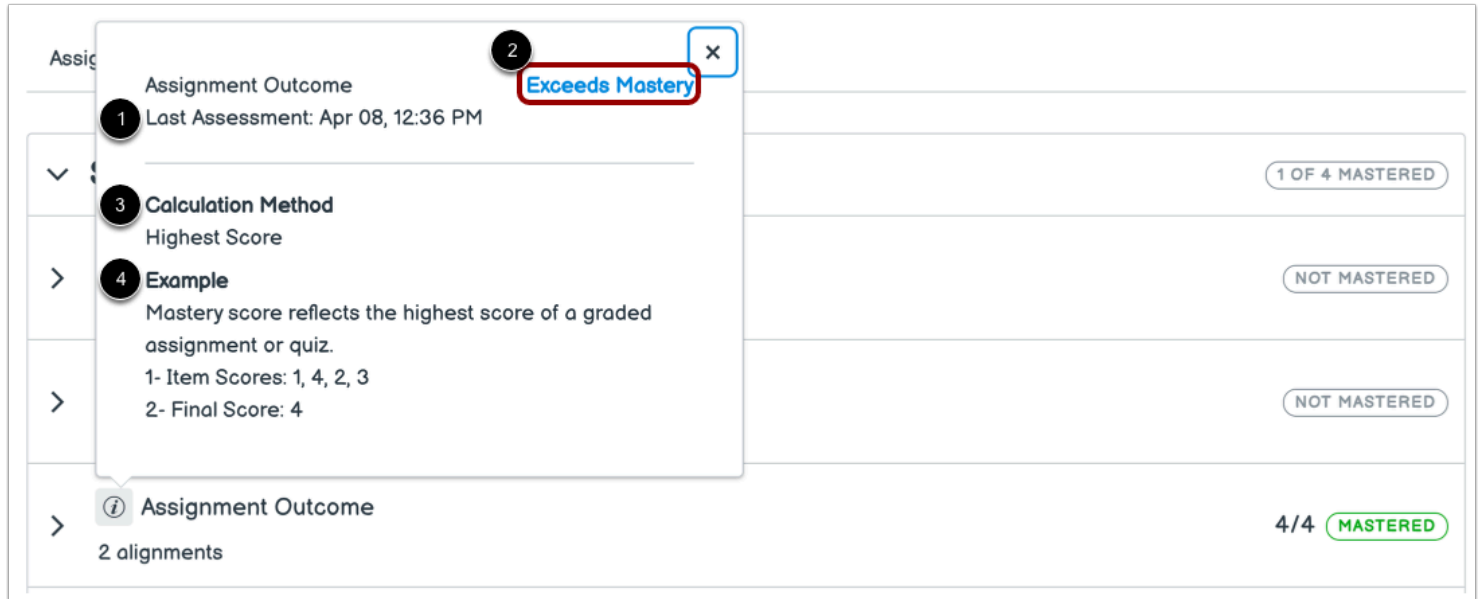
When an outcome group is expanded, each outcome is displayed with the outcome name [1]. To view more information about an outcome, hover over the information icon [2].

Each outcome also displays an icon indicating mastery [3].

To view information about outcome alignments, click the **arrow** icon [4].

View Outcome Information

The information window displays the assessment of the outcome.

You can view the date for the most recent assessment of the outcome [1] and the assessed mastery level [2].

You can also view the calculation method for the outcome [3] and an example of the calculation method [4].

View Alignments
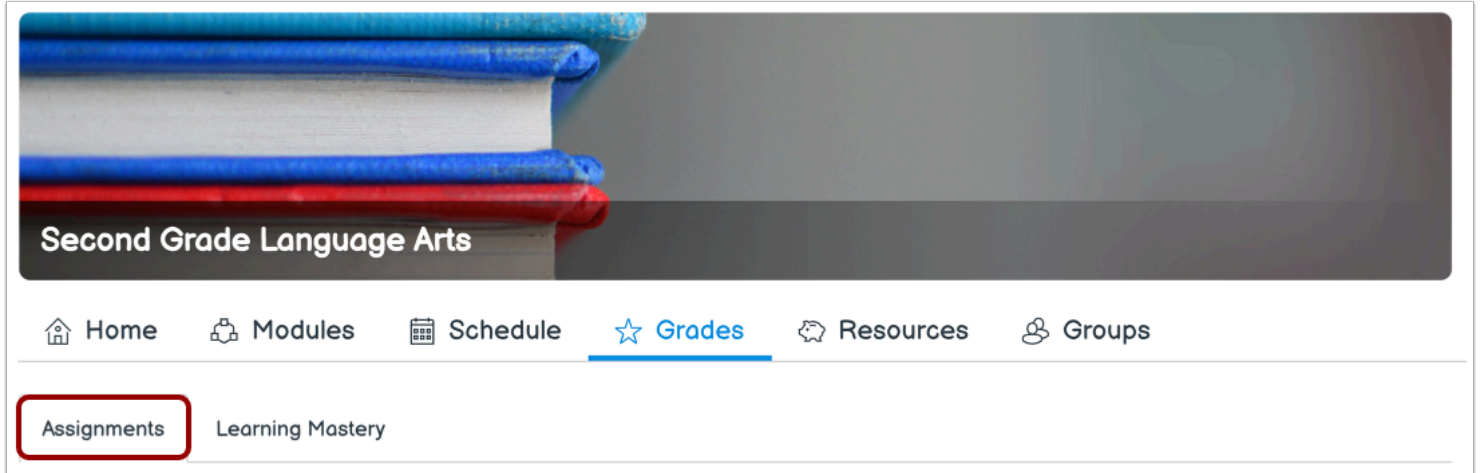
Alignments are the assignments and other Canvas items that are linked to an outcome. These alignments show what course assignments you participated in to earn your score. Not all items may be aligned to an outcome.

To view alignments for an outcome, click the **arrow** icon [1].

Each outcome displays a link for each aligned item [2], as well as your assessed mastery level for each aligned item [3].

Change Gradebook

To view the standard grades page for your course, click the **Assignments** link. You can toggle between assignments and outcome scores at any time.
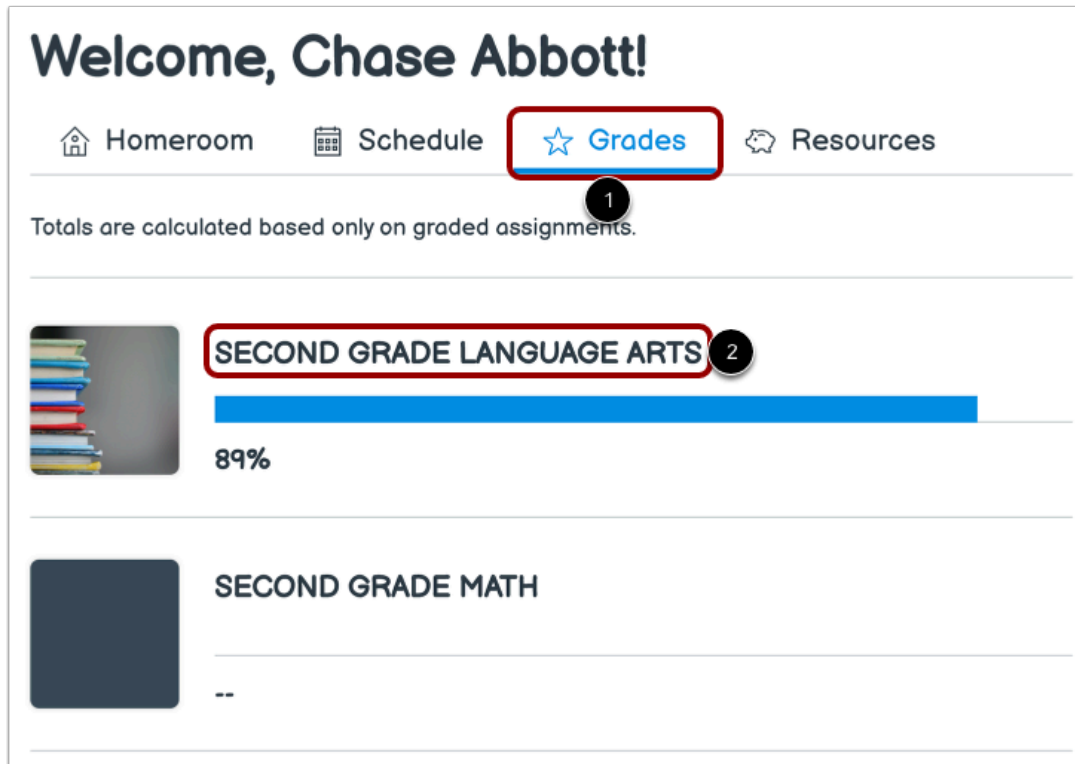
Homeroom Navigation

How do I use my Homeroom as a student?

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

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

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

Notes:
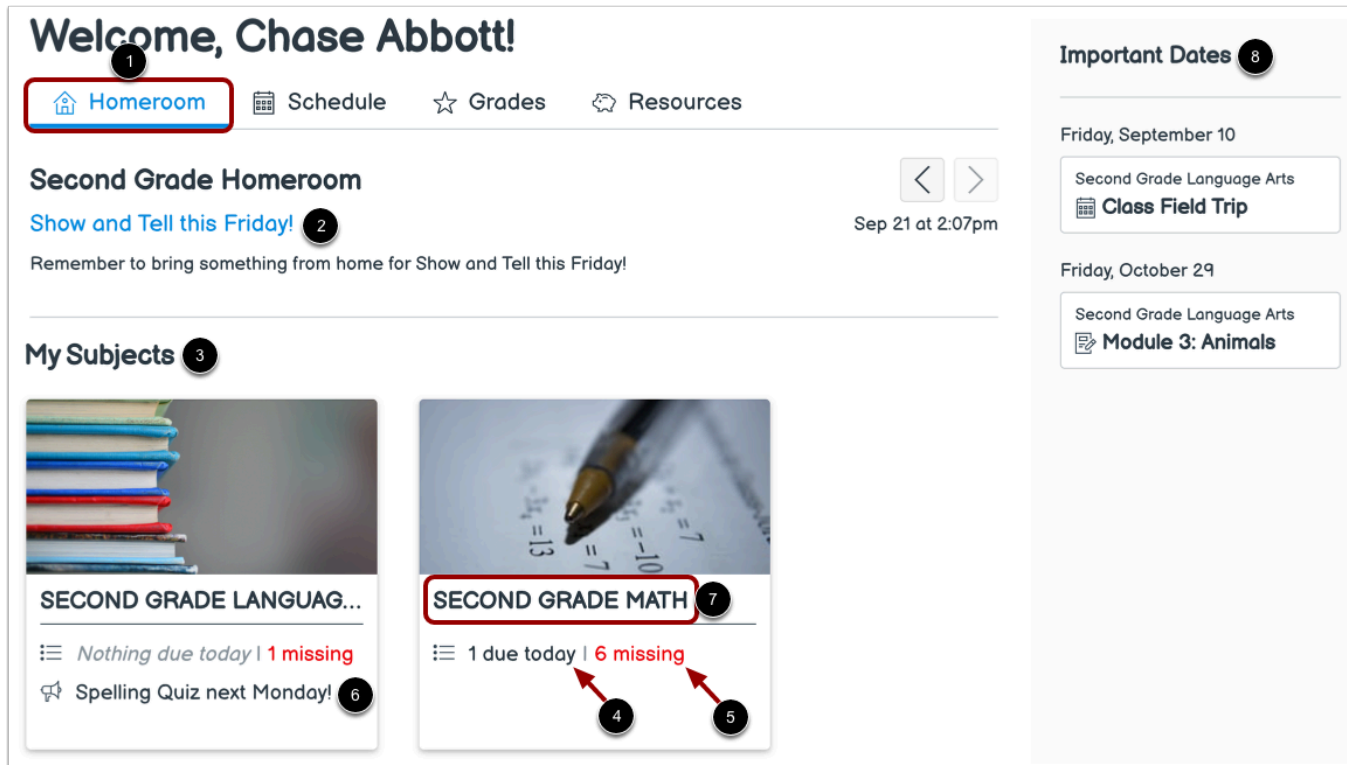
- If you do not have an active enrollment in a Canvas for Elementary subject, the [Classic View Dashboard](#) displays.
- The Canvas for Elementary homeroom does not display favorited subjects. However, any subjects favorited from the Classic View Dashboard are retained and display in the Classic View Dashboard.

Open Homeroom

In Global Navigation, click the **Homeroom** link.

View Homeroom

The Homeroom is your landing page in Canvas.

In the **Homeroom** tab [1], you can view a homeroom announcement, if one has been added by your instructor [2].
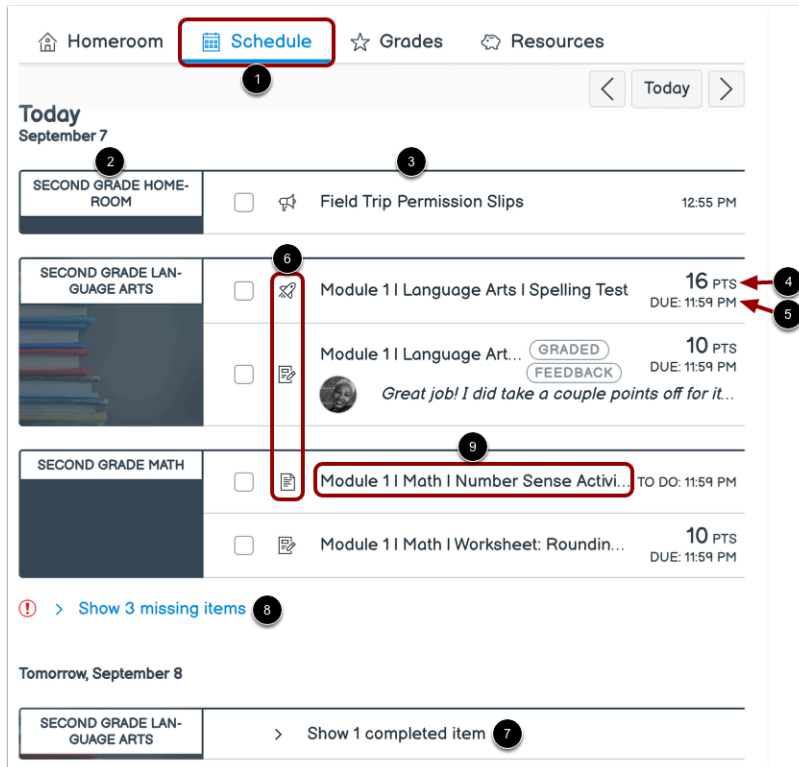
You can also view your subjects [3] and subject details such as assignments that are due today [4], missing assignments [5], or subject announcements [6].

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

Items that your instructor has marked with an important date display in the sidebar [8].

Note: By default, your published and unpublished subjects display in the Homeroom tab. However, if you have an additional enrollment type, such as an instructor enrollment type, you can favorite subjects. If subjects are favorited, only favorited subjects display in the Homeroom.

View Homeroom Schedule

In the **Schedule** tab [1], you can view various action items for all of your 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].
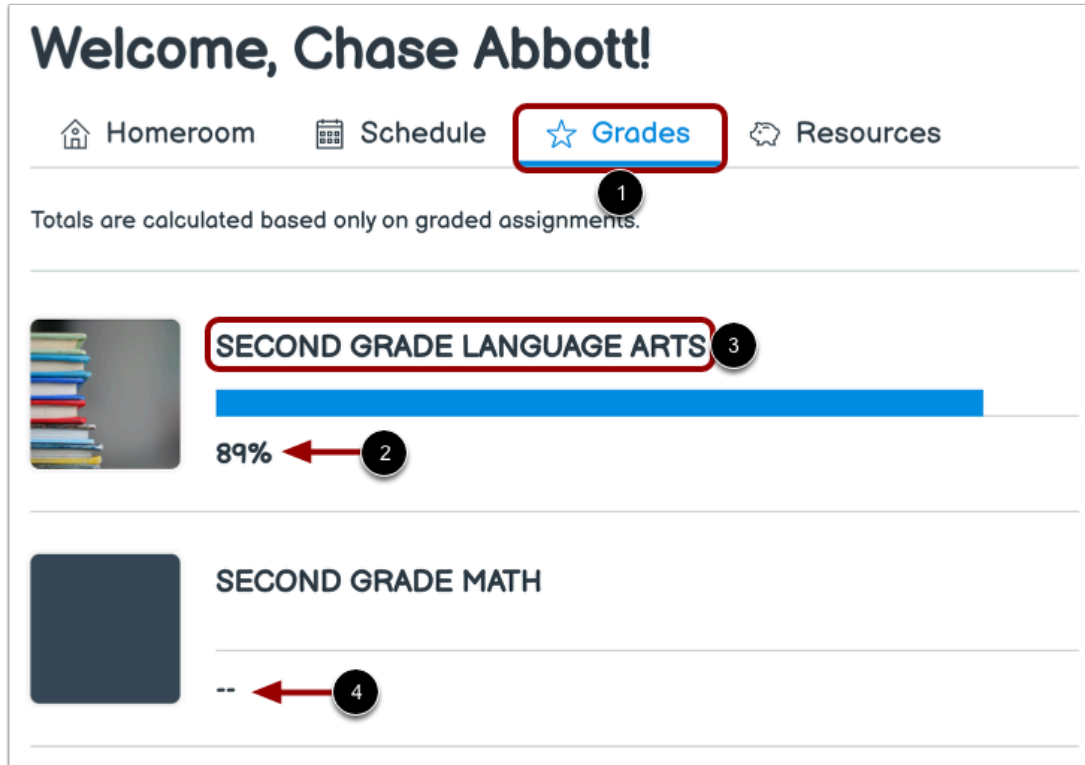
When an online assignment is submitted, the item is automatically marked as completed. To view completed assignments, click the **Show completed item** dropdown [7].

To view missing tasks, click the **Show missing items** dropdown [8]

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

[Learn more about your schedule.](#)

View Homeroom Grades
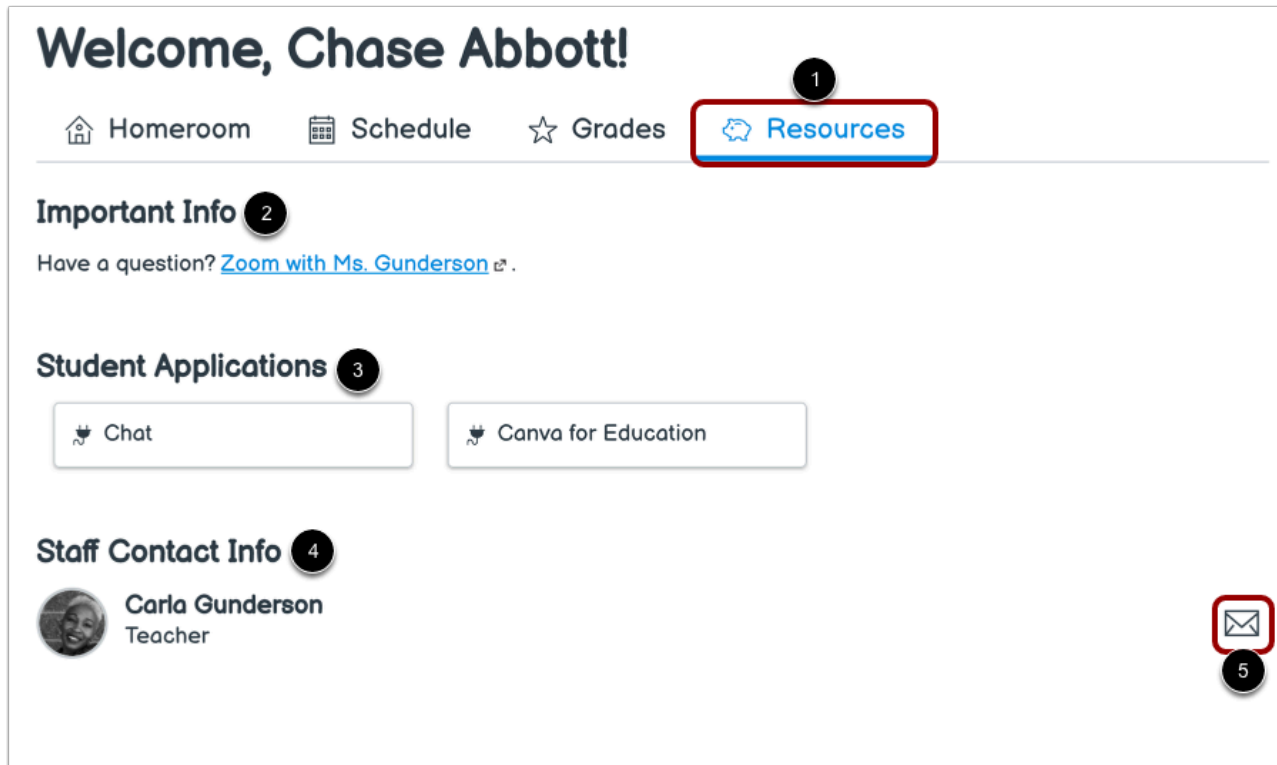
In the **Grades** tab [1], you can view grades for each of your subjects if allowed by your instructor [2].

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

Note: If your 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 instructor has added to your homeroom [2].

If student applications have been added, you can view them in the Student Applications section [3].

You can also view staff contact information [4] and send a message to your instructor by clicking the **Message** icon [5].

Notes:
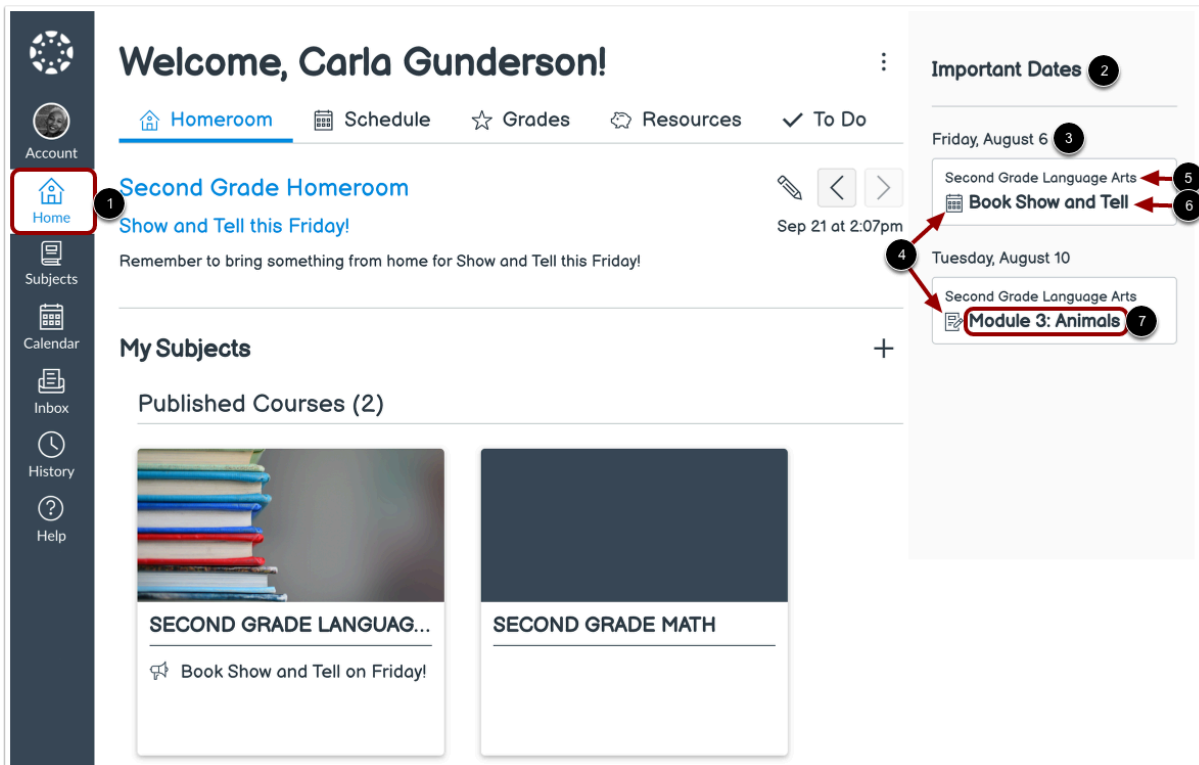
- If content has not been added to Important Information, the Important Information section does not display.
- If student applications have not been added to the homeroom, the Student Applications section does not display.

How do I view Important Dates as a student?

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 instrutor has marked as important in the **Important Dates** sidebar [2].

Items in the Important Dates sidebar are organized by the associated due date or event date [3].

Each item displays an icon with the event or assignment type [4] as well as the subject name [5], and item name [6].

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

Schedule

How do I view my schedule as a student?
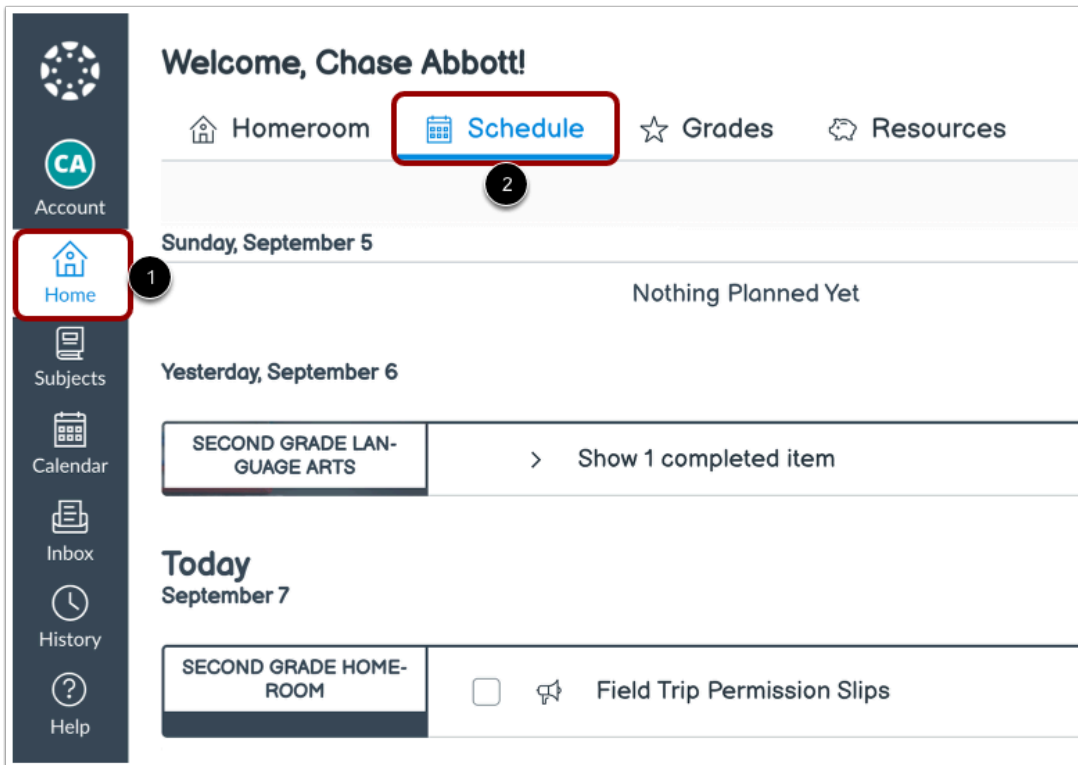
This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

You can view upcoming assignments, discussions, quizzes, and events for each of your 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 instructor.

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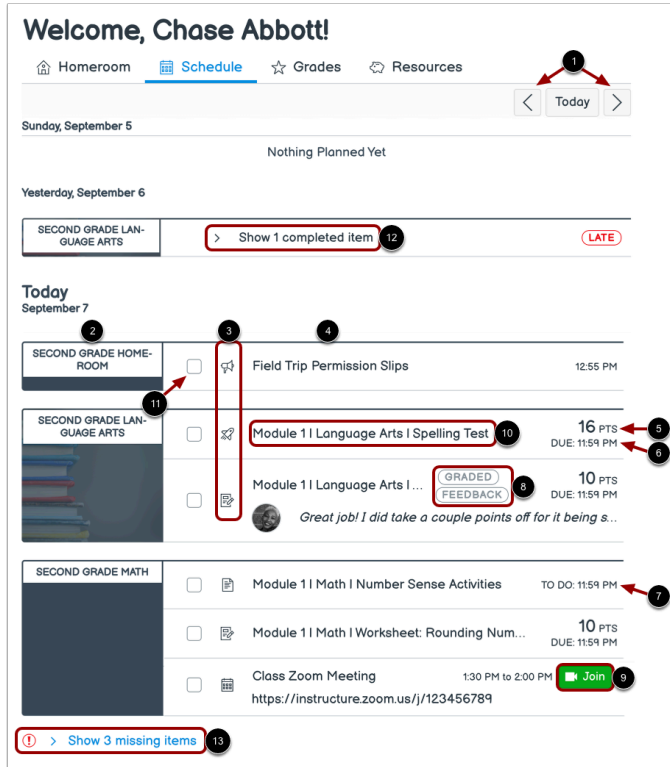
You can view various action items scheduled for all of your subjects this week in the Homeroom Schedule.

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

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 or assignments that include instructor feedback [8].

If your instructor included a Zoom, Microsoft Teams, WebEx, or Google Meet conferencing link in an event's description or location, you can join the meeting by clicking the **Join** button [9]. If an event is within its set time, the Join button displays in green. A grey Join button displays if the event is outside of the set time.

To view item details, click the name of the item [10].

When an online assignment is submitted, the item is automatically marked as completed. You can manually mark non-submission items as complete by clicking the item's checkbox [11]. To view completed assignments, click the **Show completed item** dropdown [12].

To view past tasks you have not completed, click the **Show missing items** dropdown [13].

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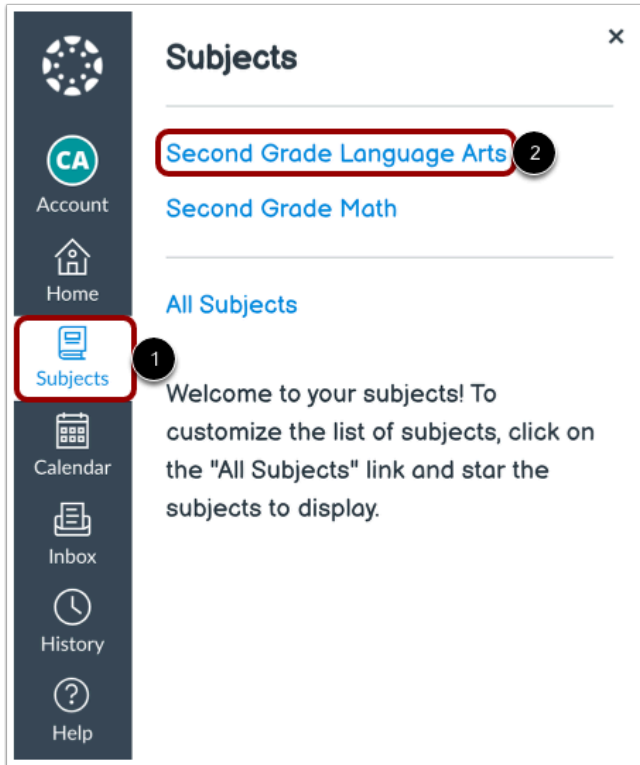
You can view upcoming tasks for an individual subject in the subject.

To open your subject, click the **Subjects** link in Global Navigation [1]. Then click the subject name link [2].

View Subject Schedule

In the **Schedule** tab [1], you can view various action items for your 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 or assignments that include instructor feedback [8].

If your instructor included a Zoom, Microsoft Teams, WebEx, or Google Meet conferencing link in an event's description or location, you can join the meeting by clicking the **Join** button [9]. If an event is within its set time, the Join button displays in green. A grey Join button displays if the event is outside of the set time.

To view item details, click the name of the item [10].

When an online assignment is submitted, the item is automatically marked as completed. You can manually mark non-submission items as complete by clicking the item's checkbox [11]. To view completed assignments, click the **Show completed item** dropdown [12].

To view past tasks you have not completed, click the **Show missing items** dropdown [13].

Subject Navigation

How do I navigate my subject as a student?

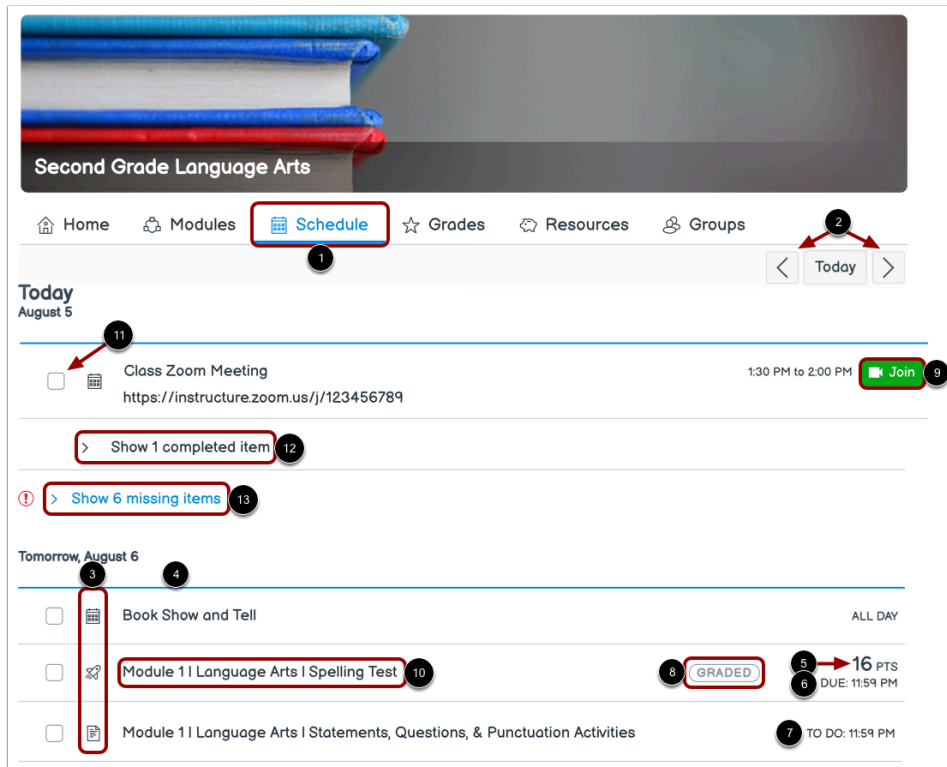*This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.*

If you are enrolled in a Canvas for Elementary subject, the Course Home Page helps you navigate your subject and manage your coursework.
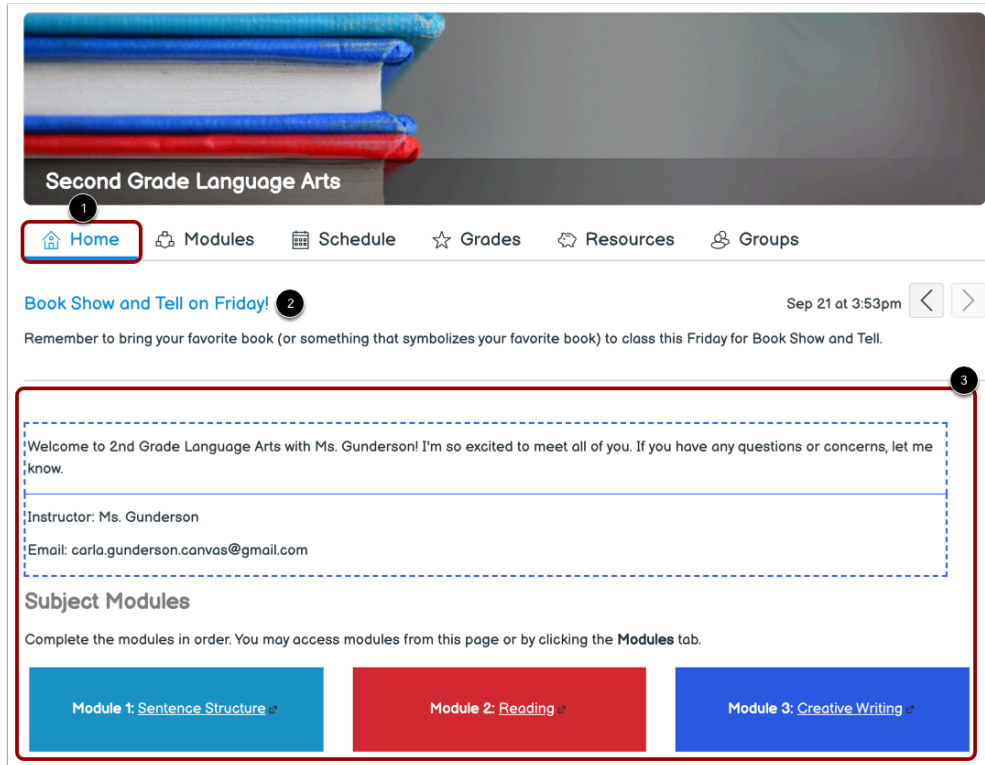
Note: If you do not have an active enrollment in a Canvas for Elementary subject, the **classic Course view** displays.

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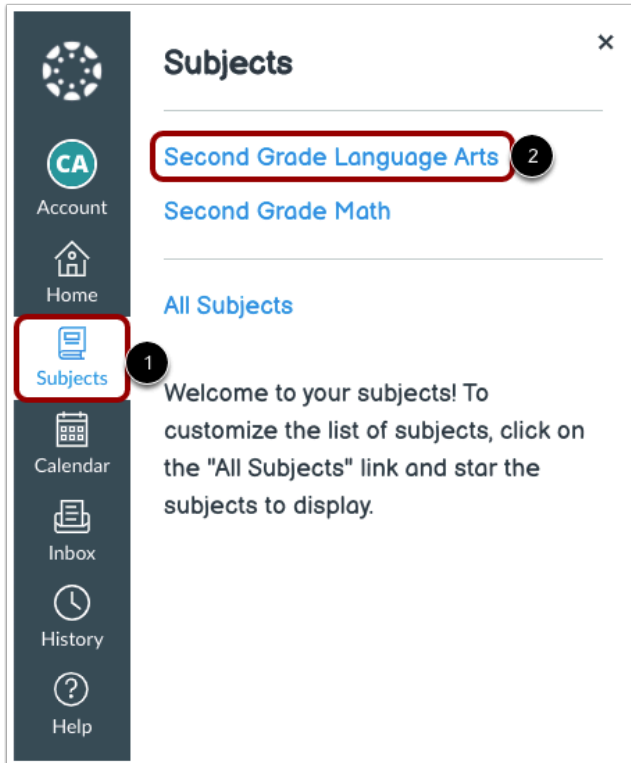
In Global Navigation, click the **Subjects** link [1], then click the name of the course [2].

View Subject Home Page

In the **Home** tab [1], you can view subject announcements, if added by your instructor [2].

You can also view your 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 subject, it has been hidden by your instructor.

View Subject Modules
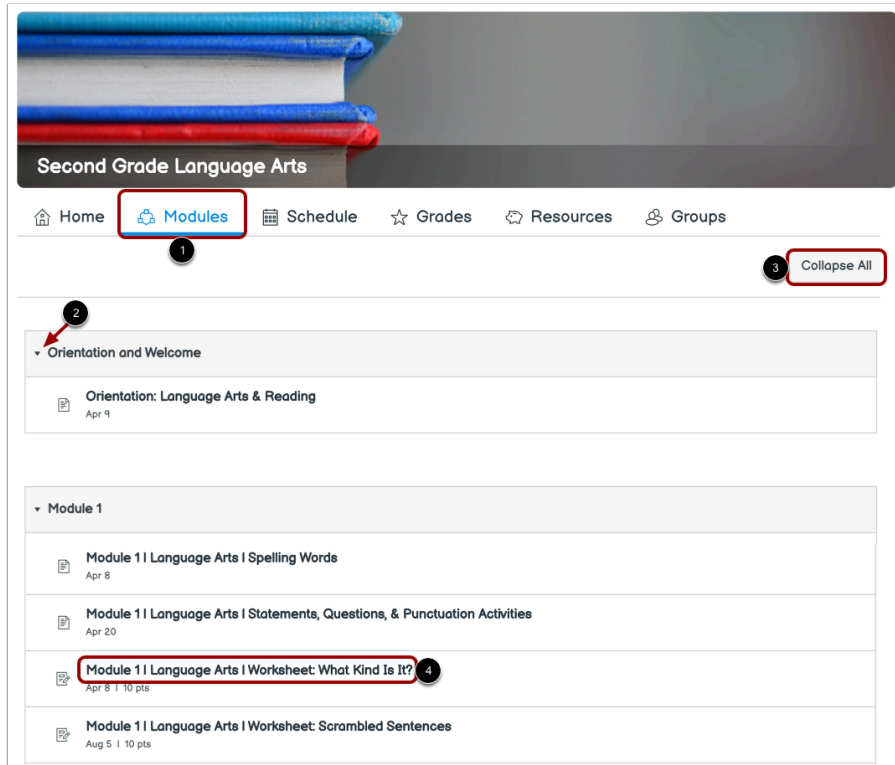
In the **Modules** tab, you can view modules for your subject [1]. Modules can include assignments, discussions, quizzes, pages, files, links, and external tools.
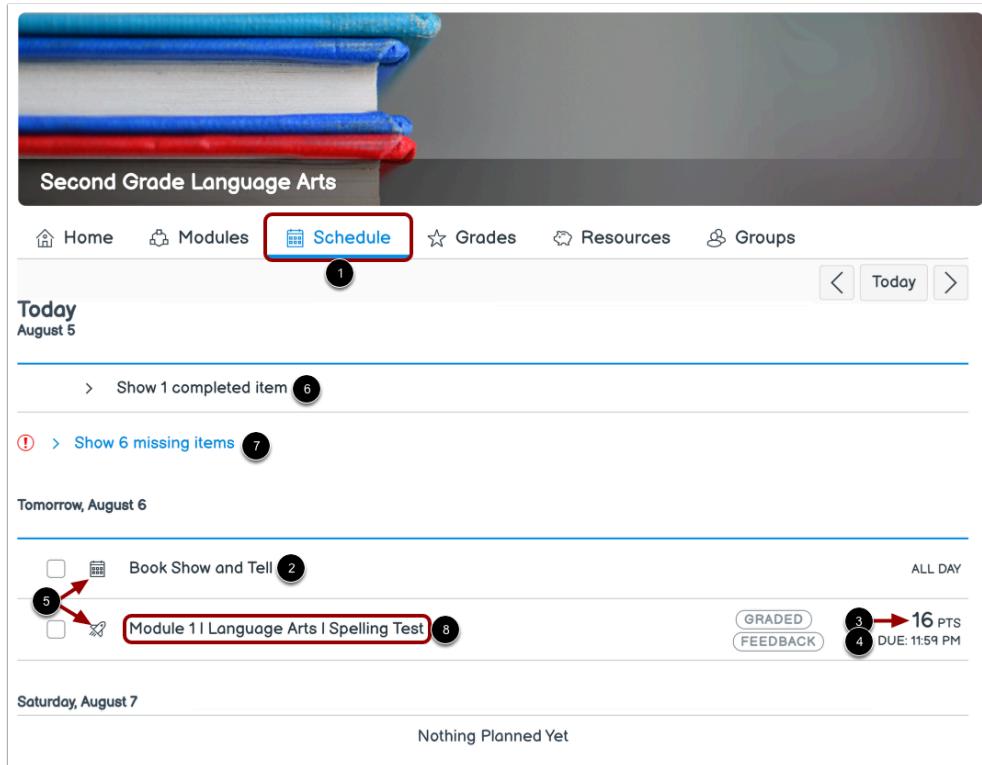
To collapse an individual module, click the module's collapse icon [3].

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 subject, it has been hidden by your instructor.

View Subject Schedule

In the **Schedule** tab [1], you can view various action items for your 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 missing tasks, click the **Show missing items** dropdown [7].

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

[Learn more about your schedule.](#)

View Subject Grades

In the **Grades** tab [1], you can view your subject grade if allowed by your instructor [2].

To view assignment group totals, click the **View Assignment Group Totals** dropdown [3].
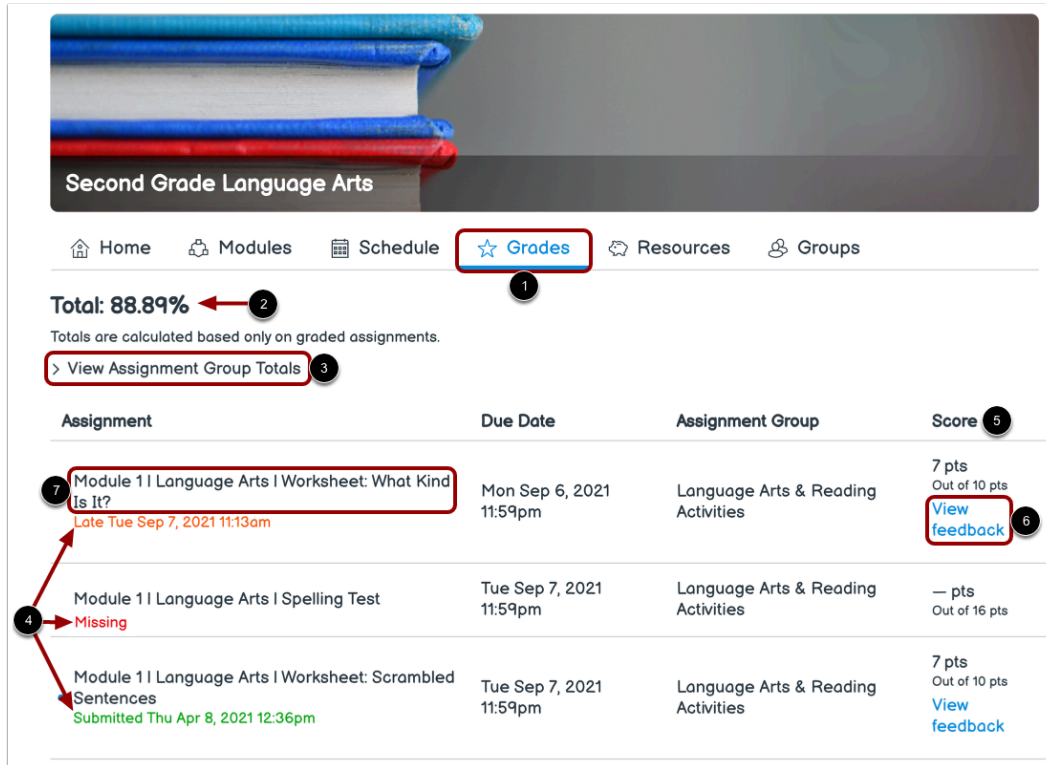
You can view an assignment's submission status in the **Assignment** column [4].

Graded items display scores in the **Score** column [5].
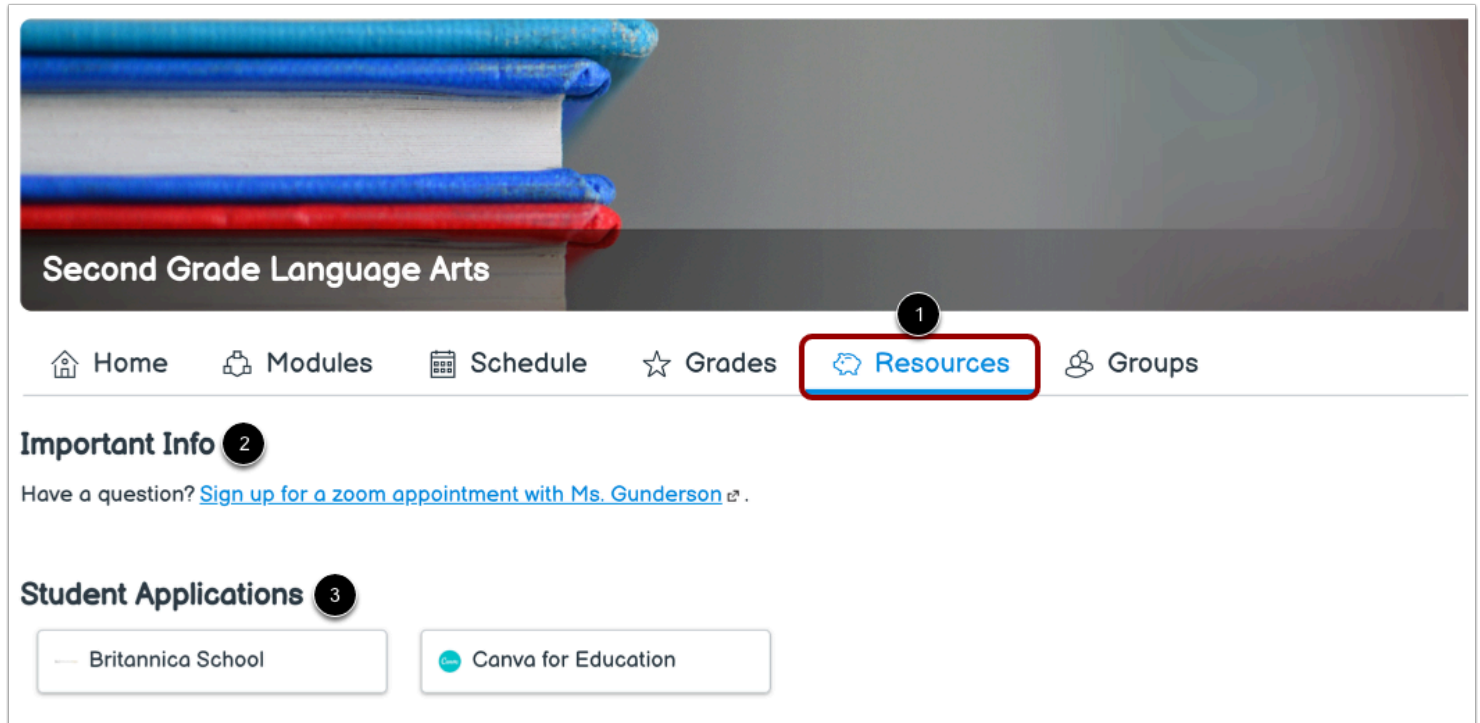
If your instructor has added feedback to your submission, click the **View Feedback** link [6].

To view grade details for an item, click the item name [7].

Notes:

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

View Subject Resources
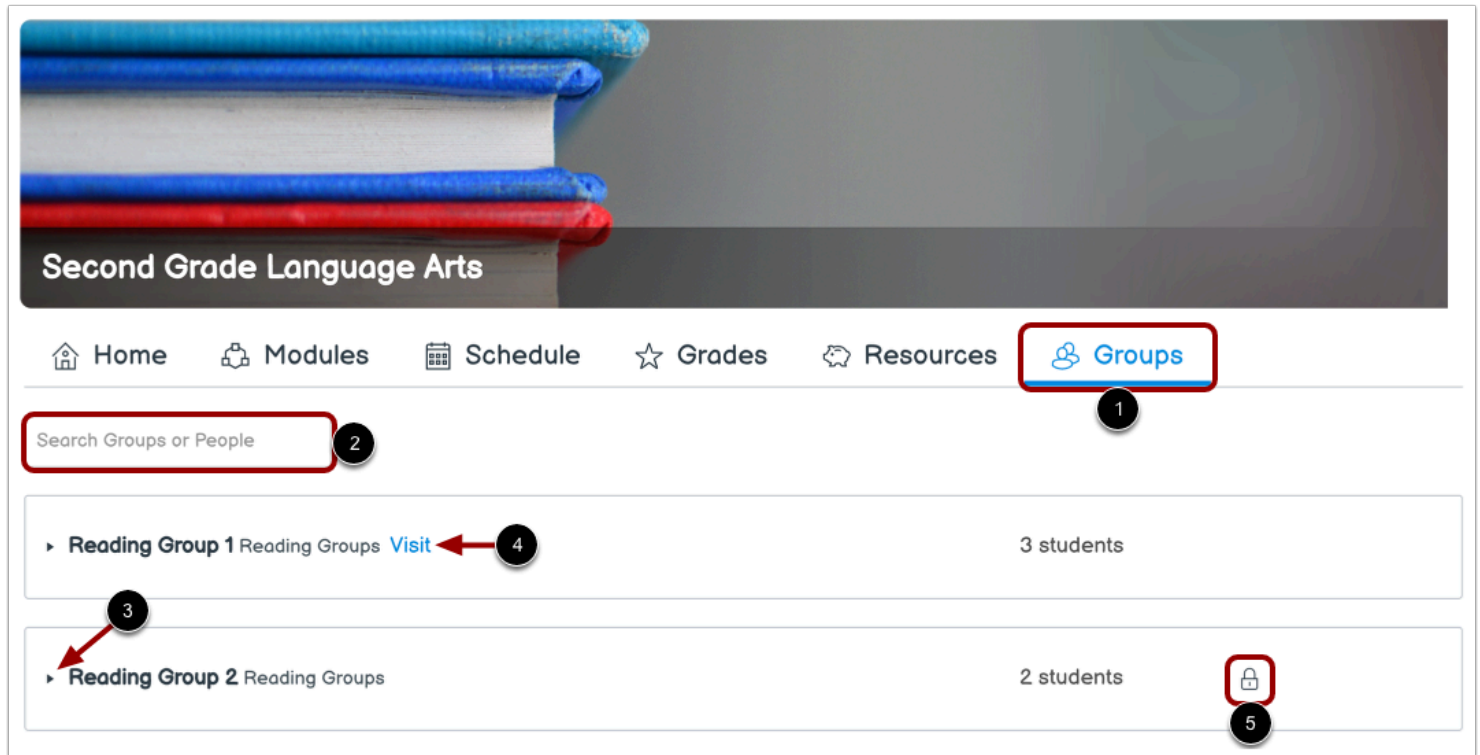
In the **Resources** tab [1], you can view important information your instructor has added to your subject [2].

If student applications have been added, you can view them in the Student Applications section [3].

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 your 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 you are a member of a group, you can visit your group page. To visit your group page, click the **Visit** link [4].

A **Lock** icon appears for groups in which you are not a member [5].

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

## How do I drop a self-enrolled Canvas for Elementary subject?

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

If needed, you can drop a self-enrolled Canvas for Elementary subject.

Notes:

- You can only drop a self-enrolled Canvas for Elementary subject while the subject is within its participation dates.
- If you did not self-enroll in the subject, contact your instructor or institution for assistance to be removed from the subject.
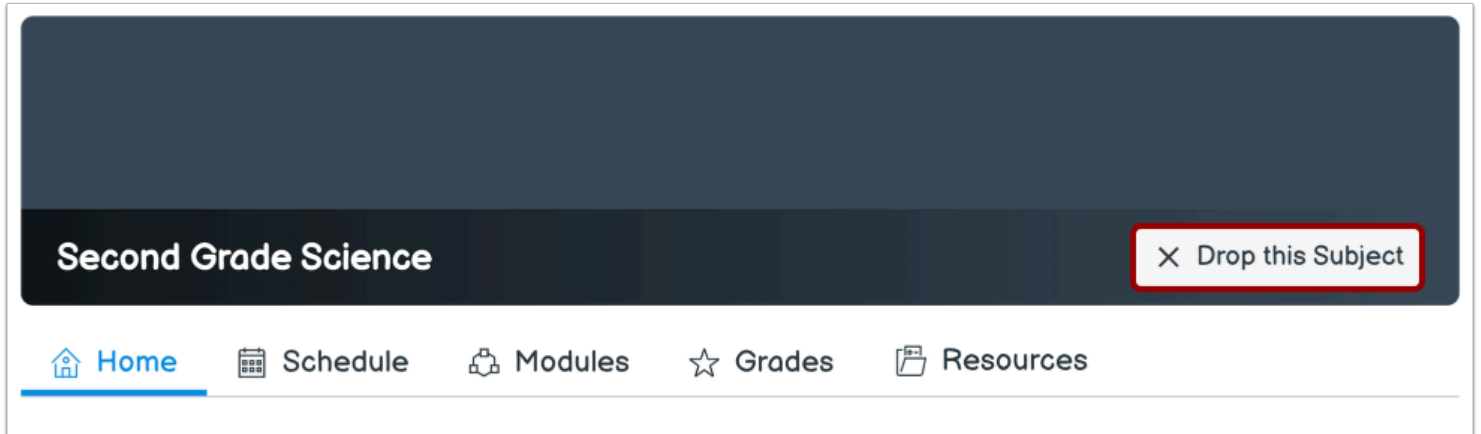
Open Subject
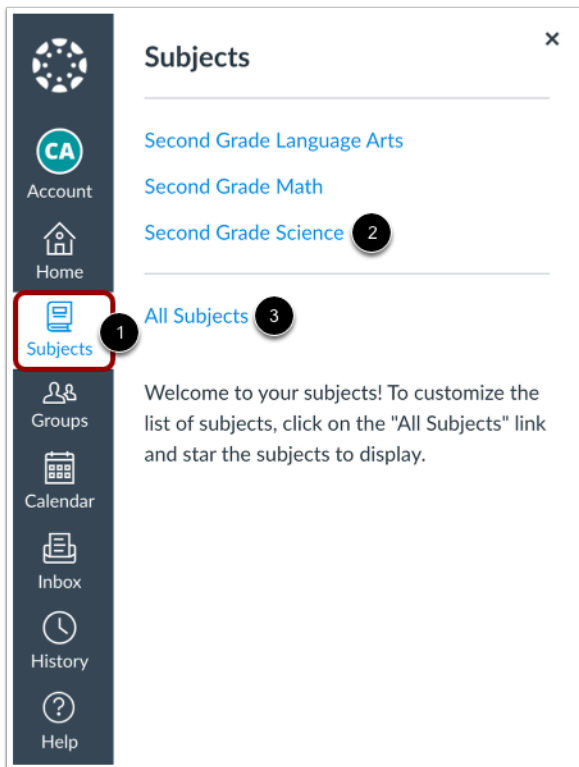
In Global Navigation, click the **Subjects** link [1]. Then click the subject name [2].

To view all of your subjects, click the **All Subjects** link [3].

Drop Subject

In the subject banner, click the **Drop this Subject** button.

Notes:

- You can only drop a self-enrolled Canvas for Elementary subject while the subject is active.
- If you did not self-enroll in the subject, contact your instructor or institution for assistance to be removed from the subject.

Confirm Unenrollment

Click the **Drop this Subject** button to un-enroll from the subject. You will no longer be able to see the subject roster, communicate with people in the subject, and see subject events or notifications.