Students GETTING STARTED WITH CANVAS IN 10 STEPS

Get Help Using Canvas

- In Global Navigation, click the Help link.
- The Report a Problem link allows you to submit problems with Canvas to our support team.
- The Ask your Instructor a Question link allows you to contact an instructor or one of your active courses directly from the Help page.
- The Search the Canvas Guides link helps you search Canvas documentation for information about features in Canvas.
- The Submit a Feature Idea link allows you to submit ideas about how to make Canvas better.

Check Your Grades

- By default, grades are sorted chronologically by assignment due date.
- In Course Navigation, click the Grades link.

Take a Quiz

- In Course Navigation, click the Quizzes link and find an available quiz that you would like to take and click the title of the quiz.
- To begin the quiz, click the Take the Quiz button.
- Complete the quiz to receive a final grade. Quizzes will either have all the questions on one page or each question will be shown one at a time.
- Canvas will save your quiz as you go through it. When you are finished, submit your quiz and view the quiz results in Grades and your course.

Note: Your instructor may choose to hide the Quizzes link in Course Navigation. If the Quizzes link is not available, you can still access Quizzes through other areas of Canvas, such as the Modules area.

Submit an Assignment

- In Course Navigation, click the Assignments link. You can also access your Assignments through your view or course dashboard, the Sidebar, Gradebook, Calendar, or Modules.
- Click the name of an assignment.
- Click the Submit Assignment button and complete the assignment as instructed.
- Click the Submit Assignment button to submit your work.

Note: If you cannot see the Submit 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.

Participate in a Discussion

- In Course Navigation, click the Discussions link.
- To view the details of a discussion, click the name of the discussion.
- When a discussion is available for participation, you can see the Reply header beneath the discussion topic. To reply to the discussion, click the Reply button.
- Write or reply to your response and click Post Reply.

The Discussion Index page allows you to view all the discussions within a course.

Announcements Index Page allows you to view and filter announcements in your course.

View Course Announcements

- In Global Navigation, click the Canvas link.
- Courses that are available to you are listed in reverse chronological order with the newest appearing first and the older Announcements appearing towards the bottom.
- In Course Navigation, click the Announcements link.
- To view an Announcement, click the name of the announcement.

Canvas supports notifications through email, SMS text messages, and other external services. You will need to sign up to Contact in order to receive notification preferences.
- In Global Navigation, click the Account link and go to the Settings link.
- Under Ways to Contact on the right, add any additional contact methods to hone messages from Canvas (e.g., add a second email address or SMS/text messaging phone) and Register each as directed.
- Click the Notifications link, at the left. Review each item and select how and where you want to be notified.

Note: Notification preferences apply to all of your courses.

Use the Calendar

- In Global Navigation, click the Calendar link.
- In the navigation bar, you can choose to view the calendar in Week, Month, or Agenda view. The view you choose dictates the style of the calendar window.
- By default, the calendar appears in Month view.
- The calendar shows a quick-view calendar, your list of courses and groups, and updated items for your courses and groups.

Note: Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Canvas will assign an arbitrary color for each calendar unless a custom color is chosen.

Access a Canvas Course

- In Global Navigation, click the Courses link, then click the All Courses link.
- To open a course, click the name of the course.

The Calendar is a great way to view everything you have to do for your courses in one place. The Calendar displays everything you are enrolled in since the Calendar spans across all courses.

When you are logged into Canvas, you access your courses under the Course menu. All Courses are courses that are part of the current semester or term.

The Announcements Index Page allows you to view and filter announcements in your course.

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The Discussion Index page allows you to view all the discussions within a course.

Note: Your instructor may choose to hide the Discussions link in Course Navigation. If the Discussions link is not available, you can still access Discussions through other areas of Canvas. If you are unable to reply from other students, you may be required to make a reply before you can view responses. Once you reply to the discussion, any other replies will be visible.