INSTRUCTOR GUIDES
Table of Contents

Canvas Quick Guides .......................................................................................................................... 22
  Canvas Quick Guide - Overview ................................................................................................. 23
  Using the Gradebook - Keep Teaching Video Tutorials .......................................................... 24
  Collecting Assignments and Delivering Tests in Canvas - Keep Teaching Video Tutorials .... 26
  Student Engagement and Collaboration in Canvas - Keep Teaching Video Tutorials .......... 29
  Creating Accessible Course Materials - Keep Teaching Video Tutorials .............................. 31
Canvas Quick Guide - Resources ................................................................................................. 33
  Canvas Quick Guide - Options for Starting in Canvas ........................................................... 34
  Canvas Quick Guide - 10 Steps to Creating a Course .............................................................. 36
  Canvas Quick Guide - Moodle to Canvas Content Conversion ............................................. 41
  Canvas Quick Guide - Creating a Canvas Home Page ............................................................. 44
  Canvas Quick Guide - Editing the Front Page Templates ....................................................... 53
  Canvas Quick Guide - Designing your Canvas Course with Modules and Pages ............... 66
  Canvas Quick Guide - End of Semester Checklist ................................................................. 69
Canvas Tips and HSU Quick Guides ............................................................................................ 72
  How do I add Table of Contents in Canvas? ............................................................................. 77
  How do I create a Table of Contents using Pages in Canvas? ............................................... 79
  How do I Create a Table of Contents with HTML in Canvas? ............................................. 84
  How do I get Canva Buttons into my Canvas Course? ......................................................... 93
  How do I create custom Buttons Using Canva? .................................................................... 108
  How Do I Style my Course with HTML Style Codes? ......................................................... 121
  How do I restore to an earlier version of a Canvas page? .................................................... 137
  How do I add emojis to my Canvas Page? ............................................................................. 139
  How do I create expandable sections in my Canvas Page? .................................................. 141
  How do I create Tabs in my Canvas Page? .............................................................................. 144
  How do I add a YouTube video to my Canvas course? ......................................................... 148
  How do I link to a YouTube video in a content page? ......................................................... 150
  How do I embed a YouTube video in a content page? ......................................................... 154
  How do I link to a YouTube video in modules? ...................................................................... 164
My General Answer Comments were Lost when Copied over from Question Bank .............. 167
How do I embed a Guides lesson inside a Canvas course? ................................................................. 168
PDF Space Saving Techniques .............................................................................................................. 169
How do I add Outcomes or Rubrics to other courses? (workaround) ............................................. 176

Introduction ........................................................................................................................................... 178
How does Canvas work as a supplement to face-to-face courses? ..................................................... 179
How do I log in to Canvas? ..................................................................................................................... 180
Instructor Checklist to Creating Your Canvas Course ....................................................................... 182
How Do I Find My Canvas Courses from Past Semesters? ............................................................ 187
Canvas Quick Guide - Gradebook ........................................................................................................ 189
How can I use Canvas on my mobile device as an instructor? ......................................................... 192
How do I restore pages, discussions, etc. in Canvas? ....................................................................... 193

ALLY ................................................................................................................................................... 195
What is Ally? ........................................................................................................................................ 196

Analytics ............................................................................................................................................... 199
How do I view Course Analytics? ........................................................................................................ 200
How do I view analytics for a student in a course? .......................................................................... 201

Announcements ................................................................................................................................. 202
How do I use the Announcements Index Page? .............................................................................. 203
How do I view and sort announcement replies as an instructor? .................................................... 204
How do I make an announcement in a course? ............................................................................... 205
How do I add content to an announcement in a course? ................................................................. 206
How do I edit an announcement in a course? .................................................................................. 207
How do I attach a file to an announcement in a course? ................................................................ 208
How do I delete an announcement in a course? .............................................................................. 209
How do I add an external RSS feed to an announcement as an instructor? ................................. 210
How do I subscribe to the Announcements RSS feed as an instructor? ........................................ 211
How do I view the Announcements RSS feed as an instructor? ..................................................... 212
How do I delay posting an announcement until a specific date in a course? ................................. 213
How do I require students to post to a course announcement before they see replies? ..................... 214
How do I reply to an announcement as an instructor? ................................................................... 215
How do I allow students to like replies in a course announcement? ............................................. 216
How do I like a reply in a course announcement as an instructor? .......................... 217
How do I close an announcement for comments in a course? .............................. 218

Assignments .......................................................................................................................... 219
How do I use the Assignments Index Page? ................................................................. 220
How do I use Draft State in Assignments? ................................................................. 221
What is the difference between a Canvas Assignment and a Canvas Activity? ....... 222
What assignment types can I create in a course? ......................................................... 223
What is the difference between assignment due dates and availability dates? ....... 224
How do I create an assignment? ..................................................................................... 225
How do I create an assignment shell in an assignment group? .................................. 226
How do I move or reorder an assignment group? ....................................................... 227
How do I add an assignment group in a course? ......................................................... 228
How do I weight the final course grade based on assignment groups? ..................... 229
How do I create rules for an assignment group? ......................................................... 231
How do I create an online assignment? ...................................................................... 233
How do I add an assignment using an external app? ................................................... 235
How do I add or edit details in an assignment? ............................................................ 236
How do I add or edit points for an assignment? ........................................................... 237
How do I exclude an assignment from the course's final grades? ............................... 238
How do I give extra credit in a course? ....................................................................... 239
How do I move or reorder an assignment? ................................................................. 240
How do I import SCORM files as an assignment? ....................................................... 241
How do I delete an assignment? ................................................................................... 242
How do I duplicate an assignment? ............................................................................. 243
How do I assign an assignment to everyone in a course? ......................................... 244
How do I assign an assignment to an individual student? ......................................... 245
How do I assign an assignment to a course section? .................................................. 246
How do I assign an assignment to a course group? .................................................... 247
How do I view differentiated assignments with different due dates in a course? ....... 248
How do I add a grading scheme to an assignment? ..................................................... 249
How do I set up a moderated assignment to be graded by multiple reviewers? ....... 250
How do I add and manage students in a moderated assignment as a moderator? .... 251
Can a student resubmit any assignment? ................................................................. 252
How do I use peer review assignments in a course? ............................................. 253
How do I create a peer review assignment? ......................................................... 254
How do I manually assign peer reviews for an assignment? ................................ 255
How do I automatically assign peer reviews for an assignment? ....................... 256
How do I view student peer review comments as an instructor? ....................... 257
How do I create a Turnitin assignment in Canvas? (External Tool Method) ........... 258
How do I change Turnitin settings for an assignment? (External Tool Method) .... 262
How do I manage Turnitin assignments? (External Tool Method) ...................... 264
How do I set up a Google Docs Cloud Assignment in Canvas? ......................... 265

Attendance (Roll Call) .................................................................................................. 271
How do I use the Roll Call Attendance tool in a course? ..................................... 272
How do I create a roll call seating chart using the Attendance tool? ................. 273
How do I edit the Roll Call Attendance assignment? ........................................... 274
How do I take roll call using the Attendance tool? ................................................ 275
How do I use Roll Call Attendance badges in a course? .................................... 276
How do I run Roll Call Attendance reports in a course? ..................................... 277

Calendar ......................................................................................................................... 278
How do I use the Calendar as an instructor? ......................................................... 279
How do I filter the Calendar view by course as an instructor? ............................ 280
How do I add an event to a course calendar? ....................................................... 281
How do I add a repeating event to a course calendar? ........................................ 282
How do I add a personal reminder to the Calendar as an instructor? ................. 284
How do I create an assignment shell from the Calendar? ................................... 285
How do I edit an event or assignment in the Calendar? ....................................... 286
How do I add a conference invitation link to an event in a course calendar? ....... 287
How do I set a different event date for each section in a course calendar? ......... 288
How do I view the Calendar iCal feed to subscribe to an external calendar as an instructor? ................................................................. 289
How do I subscribe to the Calendar feed using Google Calendar as an instructor? .... 290
How do I subscribe to the Calendar feed using Outlook as an instructor? .......... 291
How do I add a Scheduler appointment group in the Scheduler page? ............... 292
How do I view or edit a Scheduler appointment group in the Scheduler page? ..........293
How do I remove students from a Scheduler appointment in the Scheduler page? ......294
How do I add a Scheduler appointment group in a course calendar? .........................295
How do I view or edit a Scheduler appointment group in a course calendar? ..............296
How do I remove students from a Scheduler appointment in a course calendar? ........297

Chat ..........................................................................................................................................................298
How do I use Chat as an instructor? ..................................................................................................299

Collaborations .........................................................................................................................................300
How do I use the Collaborations Index Page? ..................................................................................301
How do I create a Google Drive collaboration as an instructor? ......................................................302
How do I delete a collaboration as an instructor? ..............................................................................307

Commons................................................................................................................................................308
What is Canvas Commons? ..................................................................................................................309
How do I use Commons? ......................................................................................................................310
How do I preview resources in Commons? ..........................................................................................311
How do I import and view a Commons resource in Canvas? ..............................................................312
How can I leave a review for a resource in Commons? .....................................................................313
How do I view my imported and shared resources in Commons? .....................................................314
How do I view updates to resources I previously imported from Commons? ..............................315
What information do I need to share a resource to Commons? .......................................................316
How do I add a thumbnail image to my shared resource? .................................................................317
What types of content licenses are available in Commons? ...............................................................318
What types of sharing options are available in Commons? ...............................................................319
What types of document and media files can be shared to Commons? ..............................................320
How do I share a course to Commons? ...............................................................................................321
How do I share a resource to Commons? ............................................................................................322
How do I share a document, image, video, or audio file to Commons? ..........................................323
How do I update a resource I previously shared to Commons? .......................................................324
How do I edit the details of a resource in Commons? .........................................................................325
How do I manage Groups in Commons? ............................................................................................326
How do I add outcomes to a resource in Commons? .........................................................................327

Conferences..............................................................................................................................................328
How do I use the Conferences Index Page? ................................................................. 329
How do I create a conference in a course? ................................................................. 330
How do I create a long-running conference? .............................................................. 331
How do I delete a conference? ................................................................................. 332
How do I edit a conference? ..................................................................................... 333
How do I record a conference? ................................................................................. 334
How do I start a conference? ..................................................................................... 335
How do I join a conference? ..................................................................................... 336
How do I conclude a conference? ............................................................................. 337
How do I upload files to a conference as a presenter? ............................................. 338
How do I use the Conferences interface as a moderator? ....................................... 339
How do I start a poll in a conference as a presenter? .............................................. 340
How do I share my desktop in a conference as a presenter? ................................... 341
How do I create shared notes in a conference as a presenter? ............................... 342
How do I automatically create a poll using a presentation in a conference as a presenter? ........................................................................................................... 343
How do I use the multi-user whiteboard in a conference as a presenter? ............... 344
How do I create live captioning in a conference as a moderator? ......................... 345

Conversations (Inbox) ............................................................................................... 346
How do I use Conversations as an instructor? ......................................................... 347
How do I find my unread messages in Conversations as an instructor? ................. 348
How do I filter conversations as an instructor? ....................................................... 349
How do I star a conversation as an instructor? ....................................................... 350
How do I send a message to a user in a course in Conversations as an instructor? .... 351
How do I send a message to a user in a group in Conversations as an instructor? .... 352
How do I send a message to all course users in Conversations as an instructor? ....... 353
How do I attach a file to a message as an instructor? ............................................. 354
How do I attach a media comment to a message as an instructor? ....................... 355
How do I reply to a message in Conversations as an instructor? ......................... 356
How do I privately respond to one individual in a group message as an instructor? ... 357
How do I reply to submission comments in Conversations as an instructor? ........ 358
How do I forward a message from a conversation as an instructor? .................... 359
How do I add new people to an existing conversation as an instructor? ............... 360
How do I delete a conversation as an instructor? ................................................................. 361
How do I delete a message from a conversation as an instructor? .................................................. 362
How do I archive a conversation as an instructor? ........................................................................ 363
Why can't I reply to Conversation messages through email? ..................................................... 364

Course Import Tool .................................................................................................................. 367
How do I copy a Canvas course into a new course shell? .............................................................. 368
How do I copy content from another Canvas course? ................................................................. 369
How do I import a Canvas course export package? ....................................................................... 370
How do I import content from Bb Vista/CE, WebCT 6+ into Canvas? .............................................. 371
How do I import content from Moodle into Canvas? ..................................................................... 372
How do I import content from Angel into Canvas? ...................................................................... 373
How do I import content from Common Cartridge or Blackboard 6/7/8/9 into Canvas? 374
How do I import content from Desire 2 Learn (D2L) into Canvas? .............................................. 375
How do I export a Canvas course? .................................................................................................. 376
How do I select specific content as part of a course import? ...................................................... 377
How do I import Thin Common Cartridge files as separate modules? ........................................ 378
How do I adjust events and due dates in a course import? ......................................................... 379
How do I view the status of current and prior course imports? .................................................. 380
How Do I Export and Import Course Material? ............................................................................ 381

Course Navigation ..................................................................................................................... 385
How do I use the Course Home Page as an instructor? ............................................................... 386
How do I use the Course Navigation Menu as an instructor? ..................................................... 387
How do I reorder and hide Course Navigation links? ................................................................... 388
What layout options are available in the Course Home Page as an instructor? ...... 389
How do I change the Course Home Page? .................................................................................... 390
How do I use the Course Activity Stream as an instructor? ....................................................... 391
How do I use the Syllabus as an instructor? .................................................................................. 392
How do I edit the Syllabus description in a course? .................................................................... 393
How do I add a web resource to my course navigation menu? .................................................. 394

Courses and Sections ................................................................................................................. 398
How do I use the Course Setup Checklist? ................................................................................... 399
How do I use the Canvas course setup tutorial as an instructor? .............................................. 400
How do I add a section to a course? ................................................................. 401
How do I edit the details for a course section as an instructor? .................... 402
How do I change the name of a course section? ............................................ 403
How do I delete a course section? ................................................................. 404
How do I view enrollments in a course section? .......................................... 405
How do I remove an enrollment from a course section? ............................ 406
What are the different states of a Canvas course? ....................................... 407
How do I publish a course? ........................................................................... 408
How do I conclude a course at the end of a term? ..................................... 409
How do I Use the HSU Canvas Course Templates? ..................................... 410
How do I reorder courses on my Dashboard? .............................................. 419
How do I import the Transformational Course Redesign Workshop from Canvas Commons? ................................................................. 421

Discussions ...................................................................................................... 425
How do I use the Discussions Index Page? ................................................. 426
How do I use Draft State in Discussions? .................................................... 427
How do I edit a discussion in a course? ..................................................... 428
How do I create a discussion as an instructor? .......................................... 429
How do I duplicate a discussion in a course? ............................................. 430
How do I create a group discussion in a course? ....................................... 431
How do I delete a discussion in a course? .................................................. 432
How do I assign a graded discussion to everyone in a course? .................... 433
How do I assign a graded discussion to an individual student? .................... 434
How do I assign a graded discussion to a course group? ............................ 435
How do I assign a graded discussion to a course section? .......................... 436
How do I enable a podcast feed for a discussion in a course? ..................... 437
How do I create a peer review discussion? .................................................. 438
How do I use peer review discussions in a course? .................................... 439
How do I automatically assign peer reviews for a discussion? ................. 440
How do I pin a discussion in a course? ....................................................... 441
How do I move or reorder a discussion in a course? .................................. 442
How do I delay posting a discussion until a specified date in a course? ........ 443
How do I manually assign peer reviews for a discussion? .......................... 444
How can I require students to reply to a course discussion before they see other replies? .................................................................445
How do I mark discussion replies as read or unread as an instructor? .................................................................446
How do I view and sort discussion replies as an instructor? .................................................................447
How do I embed an image in a discussion reply as an instructor? .................................................................448
How do I change discussion settings to manually mark discussion replies as read as an instructor? .................................................................449
How do I attach a file to a discussion reply as an instructor? .................................................................450
How do I allow students to attach files to a course discussion? .................................................................451
How do I subscribe to a discussion as an instructor? .........................................................................................452
How do I allow students to create a course discussion? .........................................................................................453
How do I link to a YouTube video in a discussion reply as an instructor? .................................................................454
How do I edit or delete student discussion replies in a course? .........................................................................................455
How do I reply to a discussion as an instructor? .........................................................................................456
How do I allow students to edit and delete their own discussion posts in a course? .................................................................457
How do I allow students to like replies in a discussion? .........................................................................................458
How do I close a discussion for comments in a course? .........................................................................................459
How do I like a reply in a course discussion as an instructor? .........................................................................................460
How do I embed a Google Form in a Canvas discussion? .........................................................................................461
ePortfolios ........................................................................................................................................474
How do I use the ePortfolio Getting Started Wizard as an instructor? .................................................................475
How do I create a new ePortfolio as an instructor? .........................................................................................476
How do I create a new ePortfolio section as an instructor? .........................................................................................477
How do I organize my ePortfolio as an instructor? .........................................................................................478
How do I edit the default page in my ePortfolio section as an instructor? .........................................................................................479
How do I create a new page in my ePortfolio section as an instructor? .........................................................................................480
How do I add rich text content to my ePortfolio page as an instructor? .........................................................................................481
How do I upload a file or image to my ePortfolio page as an instructor? .........................................................................................482
How do I organize my ePortfolio pages as an instructor? .........................................................................................483
How do I add HTML/embedded content to my ePortfolio page as an instructor? .........................................................................................484
How do I preview a page in my ePortfolio as an instructor? .........................................................................................485
How do I download the contents of my ePortfolio as an instructor? .........................................................................................486
How do I retrieve assignments from previous courses in my ePortfolio as an
instructor? .................................................................................................................................. 487
How can I share a private ePortfolio as an instructor? ................................................................. 488
How do I make my ePortfolio public as an instructor? ................................................................. 489
How do I enable comments in my ePortfolio as an instructor? .................................................... 490
How do I delete my ePortfolio as an instructor? ........................................................................... 491

External Apps (LTI) .......................................................................................................................... 492
What External Apps are Available for Use in Canvas? ................................................................. 493

Files.......................................................................................................................................................... 498
How do I view my user files as an instructor? .................................................................................. 499
How do I view course files as an instructor? .................................................................................... 500
How do I view group files as an instructor? ...................................................................................... 501
How do I use Files as an instructor? ................................................................................................. 502
How do I move and organize my files as an instructor? ................................................................. 503
How do I rename a file as an instructor? .......................................................................................... 504
How do I create a folder in Files as an instructor? .......................................................................... 505
How do I upload a file to a course? ................................................................................................. 506
How do I preview a file as an instructor? ......................................................................................... 507
How do I upload ZIP files as an instructor? ....................................................................................... 508
How do I bulk upload files to a course? ............................................................................................ 509
How do I delete a file or folder as an instructor? ............................................................................... 510
How do I download a single file as an instructor? ......................................................................... 511
How do I download a folder in ZIP format as an instructor? .......................................................... 512
How do I restrict files and folders to students in Canvas? ............................................................. 513
How do I set usage rights and user access for a course file? ....................................................... 514
How do I set usage rights and user access for a course file folder? .......................................... 515
How do I edit an HTML file in a course? ......................................................................................... 516
What types of documents can be previewed in Canvas? ............................................................... 517
What types of media files can I upload in Canvas as an instructor? ........................................... 518
How do I view my Google Drive files in Canvas as an instructor? ............................................. 519

PDF Space Saving Techniques ........................................................................................................... 520

Global Navigation .............................................................................................................................. 527
How do I log in to Canvas as an instructor? .................................................................................... 528
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I use the Global Navigation Menu as an instructor?</td>
<td>529</td>
</tr>
<tr>
<td>How do I use the Dashboard as an instructor?</td>
<td>530</td>
</tr>
<tr>
<td>How do I view course cards in the Dashboard as an instructor?</td>
<td>531</td>
</tr>
<tr>
<td>How do I use the To Do list and sidebar in the Dashboard as an instructor?</td>
<td>532</td>
</tr>
<tr>
<td>How do I use the Global Activity Stream as an instructor?</td>
<td>533</td>
</tr>
<tr>
<td>How do I view grades in the Dashboard as an instructor?</td>
<td>534</td>
</tr>
<tr>
<td>How do I view my Canvas courses as an instructor?</td>
<td>535</td>
</tr>
<tr>
<td>How do I customize my Courses list as an instructor?</td>
<td>536</td>
</tr>
<tr>
<td>How do I get help with Canvas as an instructor?</td>
<td>537</td>
</tr>
<tr>
<td>How do I log out of Canvas as an instructor?</td>
<td>538</td>
</tr>
<tr>
<td>How do I reorder courses on my Dashboard?</td>
<td>539</td>
</tr>
<tr>
<td>How do I use the Gradebook?</td>
<td>541</td>
</tr>
<tr>
<td>How do I view assignments or students individually in the Gradebook?</td>
<td>542</td>
</tr>
<tr>
<td>How do I use the icons and colors in the Gradebook?</td>
<td>543</td>
</tr>
<tr>
<td>How do I view assignment details in the Gradebook?</td>
<td>544</td>
</tr>
<tr>
<td>How do I create extra assignment columns for non-submission assignments in the Gradebook?</td>
<td>545</td>
</tr>
<tr>
<td>How do I hide student names in the Gradebook?</td>
<td>546</td>
</tr>
<tr>
<td>How do I enter and edit grades in the Gradebook?</td>
<td>547</td>
</tr>
<tr>
<td>How do I excuse an assignment for a student in the Gradebook?</td>
<td>548</td>
</tr>
<tr>
<td>How do I view the history of all Gradebook changes in a course?</td>
<td>549</td>
</tr>
<tr>
<td>How do I leave comments for students in the Gradebook?</td>
<td>550</td>
</tr>
<tr>
<td>How do I send a message to my students from the Gradebook?</td>
<td>551</td>
</tr>
<tr>
<td>How do I set a default grade for an assignment?</td>
<td>552</td>
</tr>
<tr>
<td>How do I curve grades in the Gradebook?</td>
<td>553</td>
</tr>
<tr>
<td>How do I mute or unmute an assignment in the Gradebook?</td>
<td>554</td>
</tr>
<tr>
<td>How do I view a student's Grades page in a course?</td>
<td>555</td>
</tr>
<tr>
<td>How do I view a student's submission details page in a course?</td>
<td>556</td>
</tr>
<tr>
<td>How do I view my students' total grades as a point value instead of a percentage in the Gradebook?</td>
<td>557</td>
</tr>
<tr>
<td>How do I sort columns in the Gradebook?</td>
<td>558</td>
</tr>
<tr>
<td>How do I move the Total column in the Gradebook?</td>
<td>559</td>
</tr>
</tbody>
</table>
How do I use the Notes column in the Gradebook? ................................................................. 562
How do I view grades for concluded student enrollments in the Gradebook? ............................ 563
How do I view grades for inactive student enrollments in the Gradebook? ................................. 564
How do I download all student submissions for an assignment in the Gradebook? .................. 565
How do I upload all student submissions for an assignment in the Gradebook? ....................... 566
How do I download grades from the Gradebook? ....................................................................... 567
How do I upload changes to the Gradebook? ............................................................................. 569
How do I post final grades for a moderated assignment as a moderator? .................................. 571
How do I treat ungraded assignments as zero in the Gradebook? ............................................. 572
How do I get to SpeedGrader from the Gradebook? ................................................................. 573
How do I grade group assignments in SpeedGrader? ............................................................... 574
How do I give extra credit in a course? ....................................................................................... 575
Canvas Quick Guide - Gradebook ............................................................................................. 576

Groups ........................................................................................................................................ 579
How do I view all groups in a course as an instructor? ............................................................... 580
How do I view my Canvas groups as an instructor? .................................................................... 581
How do I add a group set in a course? ....................................................................................... 582
How do I edit a group set? ......................................................................................................... 583
How do I automatically create groups in a group set? ............................................................. 584
How do I manually create groups in a group set? ..................................................................... 585
How do I create self sign-up groups? ....................................................................................... 586
How do I automatically assign students to groups? ................................................................. 587
How do I manually assign students to groups? ......................................................................... 588
How do I assign a student leader to a group? .......................................................................... 589
How do I message students who have not signed up for a self sign-up group? ....................... 590
How do I prevent students from switching groups in self sign-up groups? ............................ 591
How do I move a student into a different group? .................................................................... 592
How do I view student activity within a group as an instructor? ............................................. 593
How do I start a collaboration with a student group as an instructor? .................................... 594
What are the differences between Groups and Sections? ....................................................... 595

Modules ........................................................................................................................................ 596
How do I use the Modules Index Page? .................................................................................... 597
How do I use Draft State in Modules? ................................................................. 598
How do I add a module? ................................................................................... 599
Module Completion Tracking ............................................................................. 600
How do I add prerequisites to a module? ....................................................... 601
How do I add requirements to a module? ....................................................... 602
How do I edit a module? .................................................................................. 604
How do I lock a module? .................................................................................. 605
How do I delete a module? .............................................................................. 606
How do I move or reorder a module? ............................................................ 607
How do I add assignment types, pages, and files as module items? .......... 608
How do I add a text header as a module item? .............................................. 609
How do I add an external tool as a module item? ........................................... 610
How do I add an external URL as a module item? ............................................ 611
How do I duplicate a module item? ................................................................. 612
How do I edit module items? ........................................................................... 613
How do I remove module items? ..................................................................... 614
How do I move or reorder a module item? .................................................... 615
How do I use MasteryPaths in course modules? ............................................ 616
How do I allow a page to be a MasteryPath module item? .......................... 618
How do I add conditional content to a MasteryPath module item? .......... 619
How do I assign a conditional assignment for students to complete in MasteryPaths? .. 621
How do I view the MasteryPaths range breakdown results for an assignment? .......... 622
How do I use modules to view the progress of students in a course? .......... 623

Moodle ........................................................................................................... 624

Need course material Moodle? ....................................................................... 625

Outcomes .......................................................................................................... 626

How do I create an outcome for a course? .................................................... 627
How do I create outcome groups for a course? ............................................. 628
How do I edit or delete an outcome or outcome group in a course? .......... 629
How do I create custom course outcome names for students? .................... 630
How do I move outcomes and outcome groups in a course? ....................... 631
How do I find an existing outcome to add to a course? ............................... 632
How do I align an outcome with a question bank?.................................633
How do I view all aligned items and artifacts within an outcome?........634
How do I use the Learning Mastery Gradebook to view outcome results in a course?...635
How do I view outcomes or student results individually in the Learning Mastery Gradebook?.................................................................636
How do I view the outcomes results report for an individual student in a course?........637
How do I import HSU GEAR Outcomes into my course?.........................638

Pages ...........................................................................................................656
How do I use the Pages Index Page? ..........................................................657
How do I use Draft State in Pages? ............................................................658
How do I create a new page in a course? ...................................................659
How do I change the name of a page in a course? ....................................660
How do I edit a page in a course? ...............................................................661
How do I duplicate a page in a course? ......................................................662
How do I delete a page in a course? ............................................................663
How do I upload a PDF to a page in a course? ..........................................664
How do I link to other Canvas pages in a course? ....................................665
How do I set a Front Page in a course? ......................................................666
How do I embed a video in a page in a course?........................................667
How do I create a file link in a page in a course? ......................................668
How do I view the history of a page in a course? ......................................669

People ..........................................................................................................670
How do I use the People page as an instructor? .......................................671
How do I view a context card for a student in a course? .........................672
How do I add users to a course? .................................................................673
How do I limit a user to only interact with other users in the same course section?......675
How do I view user details for an enrollment in a course? ......................676
How do I view a user's profile in a course as an instructor? ....................677
How do I edit user roles in a course? .........................................................678
How do I edit sections for an enrollment in a course? ............................679
How do I resend student invitations to a course? ....................................680
How do I deactivate an enrollment in a course? .....................................681
How do I conclude an enrollment in a course?.............................................................................682
How do I restore a concluded enrollment in a course?.................................................................683
How do I view concluded enrollments in a course? .......................................................................684
How do I remove an enrollment from a course?.............................................................................685
How do I link a student to an observer in a course? .......................................................................686
How do I view a summary of all my student interactions in a course?...........................................687
How do I view my course interactions with an individual student?..................................................688
How do I view the course access report for an individual student?..................................................689
How do I view registered services for all users in a course?............................................................690

Profile and User Settings ..................................................................................................................691
How do I edit my profile in my user account as an instructor?.......................................................692
How do I add a profile picture in my user account as an instructor?.............................................693
How do I change the settings in my user account as an instructor?..............................................694
How do I change the language preference in my user account as an instructor?.........................695
How do I set a time zone in my user account as an instructor?......................................................696
How do I add contact methods to receive Canvas notifications as an instructor?.........................697
How do I set my Canvas notification preferences as an instructor?................................................698
How do I add an additional email address as a contact method in Canvas as an instructor?.........699
How do I view course content offline as an ePub file as an instructor?..........................................700
How do I change my default email address in my user account as an instructor?.......................702
How do I add a text (SMS) contact method in Canvas as an instructor?.......................................703
What feature options can I enable in my user account as an instructor?........................................704
How do I manage new features in my user account as an instructor?..........................................705

Quizzes...............................................................................................................................................706
How do I use the Quizzes Index Page?..............................................................................................707
How do I use Draft State in Quizzes?...............................................................................................708
What quiz types can I create in a course?..........................................................................................709
What options can I set in a quiz?........................................................................................................710
How do I import quizzes from QTI packages?..................................................................................711
How do I create a quiz with individual questions?............................................................................712
How do I create a quiz with a question group to randomize quiz questions?.................................713
How do I create a quiz by finding questions in a question bank? .................................................. 714
How do I create a quiz with a question group linked to a question bank? .................................. 715
How do I create a Multiple Choice quiz question? ........................................................................ 716
How do I create a True/False quiz question? ................................................................................... 717
How do I create a Fill-in-the-Blank quiz question? ........................................................................ 718
How do I create a Fill-in-Multiple-Blanks quiz question? ................................................................. 719
How do I create a Multiple Answers quiz question? ....................................................................... 720
How do I create a Multiple Dropdown quiz question? .................................................................... 721
How do I create Likert scale quiz questions? ..................................................................................... 722
How do I create a Matching quiz question? ...................................................................................... 723
How do I create a Numerical Answer quiz question? ...................................................................... 724
How do I create a Formula quiz question with a single variable? ..................................................... 725
How do I create a Simple Formula quiz question? ........................................................................... 726
How do I create an Essay quiz question? .......................................................................................... 727
How do I create a File Upload quiz question? ................................................................................... 728
How do I create a Text (no question) quiz question? ...................................................................... 729
How do I link course content to a quiz question? ............................................................................ 730
How do I create a question bank in a course? .................................................................................. 731
How do I bookmark a question bank in a course? ......................................................................... 732
How do I unbookmark a question bank in a course? ....................................................................... 733
How do I delete a question bank in a course? ................................................................................... 734
How do I move multiple questions from one question bank to another? ....................................... 735
How do I move/copy a question from one question bank to another? ......................................... 736
How do I reorder questions or question groups in a quiz? ............................................................... 737
How do I import a question bank from one Canvas course to another? ...................................... 738
How can I create a quiz where students only see one question at a time? ................................. 739
How do I make a quiz available before or after the due date? ....................................................... 740
How do I assign a quiz to an individual student? .......................................................................... 742
How do I assign a quiz to a course section? .................................................................................... 743
How do I delete a quiz? .................................................................................................................... 744
How do I export quiz content from my course? ............................................................................. 745
Once I publish a quiz, how do I make additional changes? ........................................................... 746
Once I publish a quiz, how do I use the Moderate Quiz page? .............................................747
Once I publish a quiz, what kinds of quiz statistics are available?...........................................748
Once I publish a quiz, how can I give my students extra attempts?........................................749
Once I publish a timed quiz, how can I give my students extra time?....................................750
How do I manually submit outstanding student quiz submissions?...........................................751
How do I view student results in a quiz?..................................................................................752
How do I view a quiz log for a student?....................................................................................753
What options can I use to regrade a quiz in a course?............................................................754
How do I regrade a Multiple Choice quiz question? ...............................................................755
How do I regrade a True/False quiz question?........................................................................756
How do I regrade a Multiple Answers quiz question?.............................................................757
How do I create a survey in my course?....................................................................................758
How do I view survey results in a course?................................................................................759
How do I view practice quiz results in a course?.......................................................................760
How do I adjust the point value for an entire quiz using fudge points in SpeedGrader?........761
How do I grade one quiz question at a time in SpeedGrader?...............................................762

Rich Content Editor..................................................................................................................763
How do I align text using the Rich Content Editor?...............................................................764
How do I style text content in the Rich Content Editor?..........................................................765
How do I remove formatting copied from another source in the Rich Content Editor?........766
How do I create a bulleted or numbered list using the Rich Content Editor?.........................767
How do I insert a table using the Rich Content Editor?..........................................................768
How do I use the HTML view in the Rich Content Editor as an instructor?..........................769
How do I embed images from Canvas into the Rich Content Editor?......................................770
How do I embed images from the web in the Rich Content Editor?.......................................771
How do I create a hyperlink in the Rich Content Editor as an instructor?.............................772
How do I create a hyperlink or embed a file from Google Drive into the Rich Content Editor as an instructor? ........................................................................................................773
How do I embed images from Flickr Creative Commons in the Rich Content Editor?.......774
How do I link to a YouTube video in the Rich Content Editor?...............................................775
How do I embed iFrame videos using the Rich Content Editor?............................................776
How do I upload a video using the Rich Content Editor as an instructor?..............................777
How do I upload an audio file using the Rich Content Editor?...............................................778
How do I record a video using the Rich Content Editor as an instructor? .................................................. 779
How do I record audio using the Rich Content Editor? .................................................................................. 780
What should I do if I can’t record video comments with my webcam? ......................................................... 781
How do I use the Math Editor in the Rich Content Editor? ........................................................................ 782
How do I use the Accessibility Checker in Canvas (Rich Content Editor)? .............................................. 783
How do I insert links to course content into the Rich Content Editor using the Content Selector? .............. 785
How do I insert course files into the Rich Content Editor using the Content Selector? .................. 786
How do I insert course images into the Rich Content Editor using the Content Selector? .......................... 787
How do I set the auto-open for inline preview for files using the Rich Content Editor? .................. 788
How do I disable inline previews for files using the Rich Content Editor? ........................................ 789
How do I add captions to an external video as an instructor? ................................................................. 790
How do I add captions to new or uploaded videos in Canvas as an instructor? .................................. 791
How do I create a caption file using the subtitle creation tool as an instructor? .................................. 792
How do I view captions in a video as an instructor? ................................................................................ 793

Rubrics....................................................................................................................................................... 794
How do I create a rubric in a course? ........................................................................................................ 795
How do I add a rubric to an assignment? .................................................................................................. 796
How do I add a rubric to a graded discussion? .......................................................................................... 797
How do I add a rubric to a quiz? ............................................................................................................... 798
How do I edit a rubric in a course? ........................................................................................................... 799
How do I manage rubrics in a course? ...................................................................................................... 800
How do I align an outcome with a rubric in a course? ............................................................................ 801

Settings.................................................................................................................................................... 802
How do I use course settings? .................................................................................................................. 803
How do I set details for a course? ............................................................................................................ 804
How do I add an image to a course card in the Dashboard? ................................................................ 805
How do I set a time zone for a course? ..................................................................................................... 806
How do I change the start and end dates for a course? ............................................................................ 807
How do I change the language preference for a course? ........................................................................ 808
How do I use grading schemes in a course? ............................................................................................. 809
How do I view grading schemes in a course? ........................................................................................... 810
How do I enable a grading scheme for a course?.................................................................811
How do I add a grading scheme in a course?....................................................................812
How do I customize visibility options for a course?.........................................................813
How do I customize visibility options for course content?..............................................814
How do I set a Creative Commons license for a course?..................................................815
How do I restrict student access to a course before or after the course dates?...............816
How do I set a course format?........................................................................................817
How do I change the format of a course ePub export file?................................................818
How do I allow course content to be exported as an offline HTML file?.........................819
How do I enable course self-enrollment with a join code or secret URL?.........................820
How do I show recent announcements in the Course Home Page?.................................821
How do I hide totals in my students' grade summaries?....................................................822
How do I hide grade distribution scoring details from students?.......................................823
How do I disable comments on announcements in a course?..........................................824
How do I validate links in a course?..................................................................................825
How do I view Course Statistics?....................................................................................826
How do I view a course using a test student?.................................................................827
How do I manage new features for a course?.....................................................................828
What feature options are currently available for Canvas courses?..................................829
How do I access the Canvas beta environment as an instructor?.................................830
How do I access the Canvas test environment as an instructor?......................................832

SpeedGrader ..................................................................................................................834
How do I get to SpeedGrader from an assignment, quiz, or graded discussion?..............835
How do I use SpeedGrader?............................................................................................836
How do I use the student list to view student submissions in SpeedGrader?.....................838
How do I sort the student list in SpeedGrader?...............................................................839
How do I grade group assignments in SpeedGrader?......................................................840
How do I view the details of a submission for a student in SpeedGrader?........................841
How do I enable anonymous grading to hide student names in SpeedGrader?...............842
How do I mute or unmute an assignment in SpeedGrader?............................................843
How do I add annotated comments in student submissions using DocViewer in SpeedGrader?.................................................................844
How do I enter and edit grades in SpeedGrader?................................................................846
How do I use a rubric to grade submissions in SpeedGrader? .................................................................847
How do I use free-form comments instead of ratings in a rubric in SpeedGrader? ..................848
How do I leave feedback comments for student submissions in SpeedGrader? ..................849
How do I use Chrome's speech recognition feature to leave a comment in SpeedGrader? .............................850
How do I review moderated assignments in SpeedGrader? .................................................................851
How do I grade Turnitin assignments in SpeedGrader? .................................................................852
How do I download all student submissions for an assignment? .........................................................853
How do I upload all student submissions for an assignment? .............................................................854
How do I grade quiz questions in SpeedGrader? ..................................................................................855
How do I adjust the point value for an entire quiz using fudge points in SpeedGrader? 856
How do I grade one quiz question at a time in SpeedGrader? .................................................................857
How do I grade a graded discussion in SpeedGrader? ............................................................................858
How do I get to SpeedGrader from the Gradebook? ..............................................................................859

Web Services ..............................................................................................................................................860

How do I connect to web services outside of Canvas as an instructor? ..............................861
How do I connect to Delicious as a web service in Canvas as an instructor? .........................862
How do I connect to Twitter as a web service in Canvas as an instructor? ..............................863
How do I connect to Skype as a web service in Canvas as an instructor? .................................864
How do I connect to LinkedIn as a web service in Canvas as an instructor? ..............................865
How do I connect to Yo as a web service in Canvas as an instructor? ..............................................866
The Canvas Learning Management System offers Humboldt State University students and faculty dynamic and engaging tools for learning and teaching. Here is how you can dive into teaching in Canvas LMS.

Exporting and Importing Course Materials

How Do I Export and Import Course Material?

Options for Getting Started in Canvas

Canvas Getting Started Quick Guide - Options

10 Steps to Get Started in Your Canvas Course

Canvas Getting Started Quick Guide - 10 Steps

Canvas Guides and Resources

Canvas Getting Started Guide - Resources
This is a collection of videos curated by the Center for Teaching and Learning to assist instructors with using the Canvas Gradebook at Humboldt State University.

Each of the videos covers a different topic. The link to the associated support guides is included below each video.

Topics:
- Gradebook Overview
- Assignments Overview
- Add Assignments to the Canvas Gradebook
- Creating a Weighted Gradebook
- Extra Credit
- Speedgrader Overview

Gradebook Overview

Look to the Canvas Guides on using the Gradebook for more information.

Assignments Overview

Look to the Canvas Guides on Assignments for more information.

Add Assignments to the Canvas Gradebook

How do I create an assignment? - Canvas Guides

Creating a Weighted Gradebook

How do I weight the final course grade based on assignment groups? - Canvas Guides

Add Extra Credit to the Gradebook

How do I give extra credit in a course? - Canvas Guide
Speedgrader Overview

Look to the Canvas Guides on Speedgrader for more information.

Need More Help?

Don't panic! There are many resources available to help you use Canvas.

Canvas support staff are available, Monday - Friday, 8-5, to answer your questions and make sure your Canvas experience is a success. In your Canvas course, select the Help button at the lower left of the screen. You will see various options to get help.
This is a collection of videos curated by the Center for Teaching and Learning to assist instructors with collecting assignments and delivering test at Humboldt State University. Each of the videos covers a different topic. The link to the associated support guides is included below each video.

Topics:
- Assignments
- Quizzes and Exams
- Rubrics
- Assignment Feedback using Speedgrader
- Analytics

Assignments Overview
Look to the Canvas Guides on using Assignments for more information.

Quizzes and Exams

New Quizzes Overview

💡 You can enable New Quizzes in the course settings as a feature option.

⚠️ Are you new to Canvas?
You may want to just start using New Quizzes now. We anticipate it will be the only option by Summer 2021. If you are just getting started, it might make sense to start in the new platform.
- FAQ New Quizzes
Can New Quizzes be used along with the existing Quizzes in Canvas?

Yes. Until the end of life for Canvas Quizzes, the two tools can both be used in the same Canvas course.

Look to the Canvas Guides on New Quizzes for more information.

Quizzes Overview

Look to the Canvas Guides on Quizzes for more information.

Rubrics

Look to the Canvas Guides on Rubrics for more information.

Speedgrader Overview

Look to the Canvas Guides on Speedgrader for more information.

Analytics

Look to the Canvas Guides on Analytics for more information.

Need More Help?

Don't panic! There are many resources available to help you use Canvas.

Canvas support staff are available, Monday - Friday, 8-5, to answer your questions and make sure your Canvas experience is a success. In your Canvas course, select the Help button at the lower left of the screen. You will see various options to get help.
Help

Ask Your Instructor a Question
Questions are submitted to your instructor

HSU Zoom (External Link)
Zoom is HSU's web conferencing system. HSU Students, Staff and Faculty can login to create a Zoom Pro Account. You do NOT need an account to participate in a Zoom session.

Submit a ticket
Email Canvas Support
Email our support team at canvas@humboldt.edu

Phone 707-826-3623
Canvas Support Office - Virtual Office hours
Monday - Friday 8am - 5pm leave a message, we will get back to you

Search the Canvas Guides
Find answers to common questions

Request Forms
Cross-listing (aka META), development shell, course copy - visit the CTL Canvas Support page for additional help resources

Training Services Portal
Access Canvas training videos and courses

Conference Guides for Remote Classrooms
Get help on how to use and configure conferences in Canvas.

Instructor Guides
Student Engagement and Collaboration in Canvas - Keep Teaching Video Tutorials

This is a collection of videos curated by the Center for Teaching and Learning to assist instructors in using student engagement and collaboration activities in Canvas at Humboldt State University.

Each of the videos covers a different topic. The link to the associated support guides is included below each video.

Topics:

• Groups
• Discussions
• Collaborations
• Peer Review

Groups

Look to the Canvas Guides on Groups for more information.

Discussions

Look to the Canvas Guides on Discussions for more information.

Collaborations

Look to the Canvas Guides on Collaborations for more information.

Peer Review

Are you interested in Peer Review? Please contact us at ctl@humboldt.edu to consult with an instructional designer to assist with the process.

• How do I use peer review assignments in a course?
• How do I create a peer review assignment?
• How do I manually assign peer reviews for an assignment?
• How do I automatically assign peer reviews for an assignment?
• How do I view student peer review comments as an instructor?

Need More Help?

Don't panic! There are many resources available to help you use Canvas.

Canvas support staff are available, Monday - Friday, 8-5, to answer your questions and make sure your Canvas experience is a success. In your Canvas course, select the Help button at the lower left of the screen. You will see various options to get help.
Creating Accessible Course Materials - Keep Teaching Video Tutorials

This is a collection of videos curated by the Center for Teaching and Learning to assist instructors with using Ally, Canvas and Zoom to create accessible course material at Humboldt State University.

Each of the videos covers a different topic. The link to the associated support guides is included below each video.

Topics:

- Creating Accessible Course Material
- Automatic Transcriptions for Cloud Recordings
- Ally for Students - Alternative Formats in Canvas

Creating Accessible Course Material

- Keep Teaching website
- Accessibility Resource Center website
- Ally for Instructors - Support Documentation
- Accessibility Checklist
- Ally Basics
- How do I use the Accessibility Checker in Canvas Rich Content Editor?

Automatic Transcriptions for Cloud Recordings

Captioning using Zoom recording

Ally for Students - Alternative Formats in Canvas

- Ally for Students - Alternative Formats
- Ally for Students - Support Documentation
Need More Help?

Don't panic! There are many resources available to help you use Canvas.

Canvas support staff are available, Monday - Friday, 8-5, to answer your questions and make sure your Canvas experience is a success. In your Canvas course, select the Help button at the lower left of the screen. You will see various options to get help.
A list of Canvas Guides and Resources located outside of AT Guides.

- **Moodle to Canvas Content Conversion Guide** - see how Moodle tools translate into Canvas
- **Canvas Technical Requirements Guide** - view the hardware and software specifications required to use Canvas
- **Quick Guide on Setting up GradeBook** - learn how the Canvas GradeBook works by creating assignments
- **Creating a Canvas Home Page** - get started with Canvas by creating a course Home Page
- **Canvas Quick Guide - Front Page Template Editing** - start with one of our HSU Front Page Templates
- **Designing Your Canvas Course with Modules and Pages** - learn about the differences between Modules and Pages
- **External Apps (LTIs) in Canvas** - view a list of installed LTIs and support information or request a new LTI be added to Canvas
- **Canvas Community** - find answers, share ideas, join groups
- **HSU QLT (Quality Learning & Teaching) Best Practices Guide** - a comprehensive guide focused on designing an optimal learning experience for students
- **HSU Canvas Faculty Guide** - self-enroll in the Canvas course to get acquainted with all the Canvas features
- **HSU Media - Faculty Resources** - see what services are offered by HSU Media Services
- **ATI Professional Development** - take a look at the CSU webpage for Professional Development for Accessible Technology
Canvas Quick Guide - Options for Starting in Canvas

Three tips on starting your Canvas course:

1. Design your Canvas course from the ground up.
2. Design your Canvas course using one of the HSU Canvas Templates.
3. Import content from a Moodle course.

Design your Canvas course from the ground up

This provides the opportunity to reflect on your course materials and design modules with learning activities that meet outcomes and promote collaboration, discovery, discussion, reflection, and problem solving utilizing Canvas tools.

Design your Canvas course using one of the HSU Canvas templates

This option helps to facilitate building and designing modules and lessons quickly.

HSU Canvas templates.

Import content from a Moodle course

This is the opportunity to clean up and only import files that are current. Importing all your materials from Moodle may cause you to exceed your Canvas storage quota.
If you need help importing and exporting course material, check out this [Screensteps Tutorial](#).
Canvas Quick Guide - 10 Steps to Creating a Course

Be sure to preview the HSU Canvas Templates for best practices. Contact Canvas Premier 24/7 Help (Help button in the lower left of your Canvas course or by calling 1-844-344-0177). Also, see Canvas Semester Start Checklist and Canvas End of Semester Checklist.

Request Your Canvas Course

You can request a development course (course to begin adding content and designing your course) and/or your active course (course that holds student enrollment for the active term, e.g., Spring 2017. Request Your Canvas Courses Here

Set-up Canvas Account

In Canvas, click on the Account link and select each of the options to set up your account: Profile (add image and biography), Settings, and Notifications (what and how you'd like to be notified outside of Canvas). You'll want to make sure the email address you are sending email from matches what Canvas has listed on your account.

Customize Course List in Dashboard

To see all your Canvas courses, select Courses from the left global navigation menu. To customize the courses that display in your Dashboard, select the star next to each course name that you’d like to display. We recommend using use Canvas Course Nicknames to identify your courses, e.g., COMM 100 TR 9am. Nicknames are only visible to you. Students can do this, too!
Upload Syllabus

We recommend that you add your syllabus by going to the Syllabus link on the course navigation menu. Select Edit button and paste the contents of your syllabus in the edit window. It's also best practice to upload an accessible, printable version of your syllabus by adding the Word or PDF file to this resource. Review the Document Converter to make your document accessible.

Add Assignments to Build Gradebook

Create an assignment for all graded activities, e.g., quizzes, written assignments, final, discussions, etc. This will add an entry to the gradebook for each assignment. Go to the Assignments link on the course navigation menu to begin adding assignments and setting Assignment Groups (grading category). See the Quick Guide on Setting up GradeBook to ensure your grades calculate as you desire.
Organize Content

Canvas content can be organized by using Modules or Pages, or a combination of both. Modules are recommended if you wish to structure (and/or control access) to your course materials by weeks, units, or topics in a guided learning experience. Pages allow you to use images and links to resources within one area. In most cases, we see an effective combination of both where Modules create structure and Pages provide rich content linked within Modules. Review the Quality Learning & Teaching (QLT) Best Practices for course design. More on Managing Canvas Modules Video.

Files/Content

You can upload or link files in Canvas. There is a 500mb maximum storage per course. Upload files to your Canvas course in order to link them within Modules, Pages, Assignments, Quizzes, etc.

⚠ Do not upload video files to your Canvas course.
• Save your PowerPoint files as .pps to reduce size. (File menu, click Save As, click Save as type and click PowerPoint Show (*.pps)).
• Compress your PDF files (File menu, click Save As Other, Reduced File Size)
• Video files (not links). You will want to move those to YouTube or contact Media Production Services 707-826-3169, to have videos uploaded to the stream server and we will provide a link for you to place in your course.
• Google Drive
  • We recommend uploading your files to your HSU GoogleDrive and link in Canvas. This method makes it easier to update documents without having to download/modify/re-upload. Smaller files also make it much easier for students to access via mobile and slower networks.
  • Upload your file to your HSU GoogleDrive
  • Set file sharing to ‘view’
  • Go to your Canvas course and create a link to your file from within the Rich Content Editor (Page or Assignment) or Module.

Create a Home Page

The default Home Page of your course displays the Recent Activity Dashboard. You can create a custom page; have the Syllabus be the Home Page; use Modules as the Home Page; or have the Assignments List ‘Be’ the Homepage. Whichever you choose, you must Set the Front Page. Some of your HSU peers have shared their home pages and there are templates in the Canvas Commons (search by keyword: HSU). Customizing Your Home Page Video. Here is Quick Guide on importing and customizing the templates for your course with step-by-step instructions.

Hide Unused Course Navigation Items

Evaluate your Course Navigation Menu items and remove/hide items that are not in use or are accessed in other areas. We highly recommend hiding the Files menu item from students as it is not student-friendly and only visible by file names in an unordered list. You can link to files from within Assignments, Discussions, Modules, Pages, etc.
View Course as a Student and Publish Course

Before you publish, use Student View to test the visibility of your course materials. In student view, you can take quizzes, view grades, and access links.

Be sure all resources in the course have been published (if item appears in ‘gray’ it is not visible to students and needs to be published). When you are ready for students to access the course, be sure to publish the course. It is also best practice to send out a welcome announcement (and video!) inviting your students to the course. A course cannot be unpublished. Also, see our Canvas Semester Start Checklist.
Canvas Quick Guide - Moodle to Canvas Content Conversion

This guide will cover the Canvas equivalent (where available) to the Moodle content you are familiar with.

### Tools

<table>
<thead>
<tr>
<th>Moodle Content</th>
<th>Canvas Equivalent</th>
<th>Help Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements</td>
<td>Announcements</td>
<td>Guides</td>
</tr>
<tr>
<td>Assignments</td>
<td>Assignments</td>
<td>Guides</td>
</tr>
<tr>
<td>Books</td>
<td>No equivalent</td>
<td>None</td>
</tr>
<tr>
<td>Calendar</td>
<td>Calendar</td>
<td>Guides</td>
</tr>
<tr>
<td>Files</td>
<td>Files</td>
<td>Guides</td>
</tr>
<tr>
<td>Forums</td>
<td>Discussions</td>
<td>Guides</td>
</tr>
<tr>
<td>Media - docs, images</td>
<td>Files</td>
<td>Guides</td>
</tr>
<tr>
<td>Glossary</td>
<td>No equivalent</td>
<td>None</td>
</tr>
<tr>
<td>Grades</td>
<td>Grade Book</td>
<td>Guides</td>
</tr>
<tr>
<td>Groups</td>
<td>Groups</td>
<td>Guides</td>
</tr>
<tr>
<td>Labels</td>
<td>Text Headers, Module Pages</td>
<td>Guide</td>
</tr>
<tr>
<td>Lessons</td>
<td>No equivalent (Use Modules)</td>
<td>Guides</td>
</tr>
<tr>
<td>Workshops</td>
<td>No equivalent (Use Collaborations)</td>
<td>Guides</td>
</tr>
<tr>
<td>Question Banks</td>
<td>Question Banks</td>
<td>Guides</td>
</tr>
<tr>
<td>SCORM Packages</td>
<td>SCORM Packages</td>
<td>Guides</td>
</tr>
<tr>
<td>Quizzes/Surveys</td>
<td>Quizzes/Surveys</td>
<td>Guides</td>
</tr>
<tr>
<td>Syllabus</td>
<td>Syllabus Menu Item</td>
<td>Guides</td>
</tr>
</tbody>
</table>
## Moodle Content | Canvas Equivalent | Help Resources
---|---|---
Web Links | External URL, embed | Guides
Wikis | Pages | Guides
Rubrics | Rubrics | Guides
Outcomes (not enabled) | Outcomes | Guides

### Quiz Questions

**A couple of challenges you may run into:**

- Some question types available in Moodle are not available in Canvas and will not import with the question bank.
- Very long question text will not import properly.
- Questions rendered by the Moodle equation editor may not import properly.
- Quizzes that have an overall value set will have the point totals changed. For example, if you have a Moodle quiz set to 20 points regardless of the total number of questions, Canvas does not like that. It will set the default value as 1 point per question.

<table>
<thead>
<tr>
<th>Moodle Quizzes</th>
<th>Canvas Quizzes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculated</td>
<td>Formula</td>
</tr>
<tr>
<td>Calculated Multichoice</td>
<td>None</td>
</tr>
<tr>
<td>Calculated Simple</td>
<td>Formula Simple</td>
</tr>
<tr>
<td>Drag and Drop (all types)</td>
<td>None (Alternative: Fill in Multiple Blanks)</td>
</tr>
<tr>
<td>Embedded Answers</td>
<td>None (Alternative: Multiple Dropdown)</td>
</tr>
<tr>
<td>Essay</td>
<td>Essay</td>
</tr>
<tr>
<td>Matching</td>
<td>Matching</td>
</tr>
<tr>
<td>Multiple Choice</td>
<td>Multiple Choice</td>
</tr>
<tr>
<td>Numerical</td>
<td>Numerical</td>
</tr>
<tr>
<td>Random Short Answer</td>
<td>None (Alternative: Matching)</td>
</tr>
<tr>
<td>Moodle Quizzes</td>
<td>Canvas Quizzes</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>Select Missing Word</td>
<td>None (Alternative: Fill in Multiple Blanks)</td>
</tr>
<tr>
<td>Short Answer</td>
<td>Essay</td>
</tr>
<tr>
<td>True/False</td>
<td>True/False</td>
</tr>
<tr>
<td>Description (label)</td>
<td>Text (No question)</td>
</tr>
</tbody>
</table>
In this tutorial you will learn about different options for the Canvas course Home Page and how to go about creating one.

Canvas allows you to choose from the following for the course Home Page:

- Course Activity Stream
- Pages Front Page
- Course Modules
- Assignments List
- Syllabus

The most commonly used are Pages Front Page and Course Modules.

Course Activity Stream

The Course Activity Stream displays recent announcements, conversation messages, and assignment notifications.

This option does not require any page creation. Instead it will automatically use your announcement and assignment dates to create a list of recent activity.
Pages Front Page

The "Pages Front Page" is actually the front page for the Pages course menu item. When a user clicks on Pages, they will be directed to the Pages Front Page instead of a list of all course pages.

It can also be used as the course Home Page.

This option requires creating a page or modifying a template from the Canvas Commons. Pages can be edited with the Canvas Rich Content Editor or with the raw HTML editor.

The following example is from the HSU Canvas Template | Detailed 1 Week | Modules Based template available in the Canvas Commons.

⚠️ To use the Pages Front Page as the course Home Page, you must first create the page and set it as the Pages Front Page.
Welcome to [Course Name Here]

Add your course description here. This course template was created to help users design and develop a Canvas course shell. The template provides a one-week modules-based architecture, detailed teaching samples and links to valuable resources for course design. HSU's Quality Learning & Teaching (QLT) Best Practices are interwoven throughout the template to help improve the design and effectiveness for greater student success.

Guide | How to Use the HSU Canvas Course Templates

HSU’s Quality Learning & Teaching (QLT) Best Practices are demonstrated throughout this template. You may click on the Best Practices icon to the left to view HSU’s QLT Best Practices Guide. Feel free to delete these tips as you develop your course.

This page is an example of a Home Page created to orient and engage students in a welcoming manner. Feel free to design your own Home Page! How to Add a Home Page to Your Canvas Course. To view a variety of layout options for the Home Page, please enroll in the HSU Canvas Faculty Guide.

COURSE RESOURCES

Start Here: Welcome!
Meet Your Instructor
Course Syllabus
Course Schedule
Technical Skills & Requirements
Guidelines for Student Participation in Online Discussion Forums
Need Help?
Canvas App for Android and Apple
Course Modules

Modules allow you to organize course content (assignments, quizzes, pages, files, links, etc) into modular sections.

The most common organizational methods are weekly modules or topic-based modules, but you can organize them in any fashion.

Choosing Course Modules as your Home Page requires some additional setup, but no page creation.
Assignments List

If your Canvas course is mainly used for online assignments, you may want to use Assignments List as your Home Page.

This option requires no additional setup or page creation. The list of assignments will include any published assignment or quiz.

For instructors the assignments are displayed by type (assignment group).

For students the default view is assignments by date, but they have the option of displaying them by type.
Syllabus

Choosing Syllabus as your course Home Page is a good idea if you aren't going to be a heavy Canvas user, but still want to provide your students quick access to the course syllabus.
This option requires no additional setup or page creation, and simply uses the Syllabus Tool (course navigation item) as your Home Page.

Choosing your Home Page

To change your course Home Page:
From the current Home Page, click **Choose Home Page** on the right side of the window.

In the pop-out window:

1. Make a selection
2. Click **Save**
In this tutorial you will learn how to customize the HSU Front Page Templates to fit your needs and course information.

No matter which front page template you choose, this guide is designed to assist you in getting the sample content out and your content in!

Below are links to the three Front Page Templates in the HSU Canvas Faculty Guide for you to preview. The actual templates are currently available to import from the Canvas Commons. Instructions for importing the templates are below.

- Canvas Front Page Template 1
- Canvas Front Page Template 2
- Canvas Front Page Template 3

1. Import the Template into your course

From any Canvas page, click the Commons button in the Global Navigation Bar.
In the search bar type "HSU Canvas Front Page" and the first three results should be templates 1, 2, and 3.

Click on the template you'd like to use.

1. On the right side of the page, select the check box next to the course(s) that you'd like to import into
2. Click **Import into Course**
You should see the following message at the top of the page:

You have successfully started the import! Please note that it may take a while to see changes in your course.

2. **Navigate to your Course**

1. In the Global Navigation Bar on the left, click **Courses**
2. Click on the course that you imported into
3. Inspect the imported page

In the Course Navigation Bar on the left, click Pages

At the top of the page, click View All Pages
Locate and click on the imported template page.

Take a look at the images used on the page, and decide what you'd like to replace them with.

The important thing here is the sizing of the images. When you are browsing for fair use images or cropping your own, keep these sizes in mind.

For example, the course title image at the top of this template needs to be cropped to about 1/2 the height of a standard image with the standard width.

4. Prepare and Upload your Images

If you need assistance uploading files to Canvas please follow this guide.
5. Replace the Template Content

On the template page, click the **Edit** button to open the Rich Content Editor.

To start, rename the page to fit your course.
**ADVANCED CARTOGRAPHY**

Replace the text content with your course information.
5.1. Replace the Images

Click on an image to select it. It should be highlighted in blue.

Use the **Delete** key on your keyboard to remove the image from the page.

Click the **Embed Image** button to bring up the embed options pop out window.
1. Click on the **Canvas** tab to view your Canvas Files
2. Locate the image in the file browser and select it
3. Give the image descriptive alternative text for accessibility
4. (Optional) You can give the image numeric dimensions here, but you will also be able to resize it after embedding
5. Click **Update**
You should see that the template image has been replaced.

Click on the image to select it, and re-size using the boxes in each corner of the embedded image.

Repeat this process as necessary for each image.
5.2. Create Links to Course Content

The images that you've placed in this page can be used as clickable buttons to link to Canvas content.

Click on an image to select it.

In the content selector on the right side of the page, you will see three tabs: Links, Files, and Images.

Decide what content you would like to link and select it.
You should see the image flash yellow when you make your link selection.

Repeat this process as necessary for each image you want to link from.

When you are finished, click Save and test your links.
6. Additional Resources

To learn more about the Rich Content Editor, Front Page, Home Page, and more, follow these guides:

How do I use the Rich Content Editor?
How do I set the Pages Front Page?
How do I set the Course Home Page?
How do I manage my Course Files?

You can also find many more informational tutorials in our Academic Technology Guides.
Designing your Canvas course can be done using Modules, Pages, or a combination of both. Take a look at our HSU Canvas Course Templates that can be easily imported into your course. You can see what modules and pages look like to get an idea of what would work best to guide the student learning in your course.

- **HSU Canvas Course Template | Simple**
  - This simple course template provides a few simple elements to start you off with your Canvas course, including the *Accessible Syllabus Template* and a simple front/home page.

- **HSU Canvas Course Template | Topics-Based**
  - This basic course template provides a topic structure to help users get started with the design and development of a Canvas course.

- **HSU Canvas Course Template | Basic 1 Week**
  - This basic course template provides a 1-week modules-based architectural structure to help users get started with the design and development of a Canvas course. Use the modules provided to enter your own course materials into.

- **HSU Canvas Course Template | Detailed 1 Week**
  - This 1-week course template provides a module structure along with detailed teaching samples and resources.

- **HSU Canvas Course Template | Basic 16 Weeks**
  - This basic course template provides a 16-week module structure to help users get started with the design and development of a Canvas course.

- **HSU Canvas Course Template | Detailed 16 Weeks**
  - This 16-week course template provides a module structure along with detailed teaching samples and resources.

### Using only Modules

Modules organize your course materials by day, week, topic, unit, outcome, or any other organizational structure. A module allows instructors to add files, assignments, quizzes, discussions, and external resources in a guided learning experience. Here is a sample HSU course created using a combination of modules and pages: [Dr. Christine Dobrowolski's HED 446 Course](https://example.com). See more details about *Modules in the Canvas Instructor Guide*. 
### Designing with Modules Pros
- Most useful for learning materials that are set up in sequence
- Can "lock" a module to open on a specific date
- Can create prerequisite activities for student completion before moving on
- Easy way to direct students to all their resources for a given topic/week/unit
- Can use a linear framework for navigating resources, much like a "book"
- Track student progress through a sequence of learning activities

### Designing with Modules Cons
- Images and videos cannot be displayed in a module itself (students must click the specific item to view)
- Text formatting is not available (no bold, italics, etc.)
- Using text headers to organize or explain module items can look cluttered

### Using only Pages
Pages create an opportunity to build organization in one location that is visually appealing. You might use a Canvas page for each week or topic in your course and then create links to the various activities, assignments, resources, and assessments for that week. Or, you might use a homepage structure that has links to each important page in the course based on the content. Within each page, you can use the Rich Content Editor tool to insert text and images, embed a video, create a table, add links, and a link to an external website or other resource. See the Canvas Instructor Guide on Pages for more details. Here is a sample HSU course created using pages linked from the course home page: Dr. Amy Rock’s GSP 270 Course.

<table>
<thead>
<tr>
<th>Designing with Pages Pros</th>
<th>Designing with Pages Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Can include text, images, and video within</td>
<td>• Can be confusing for students to navigate if there are too many Pages or they aren't organized well</td>
</tr>
<tr>
<td>• Text formatting is available (bold, italics, etc.)</td>
<td>• Pages cannot be &quot;locked&quot; to open on a specific date</td>
</tr>
<tr>
<td>• More visually appealing than Modules</td>
<td>• If the Pages button is available in Course Navigation, the View All Pages button will allow students to view an unorganized list of all published course pages</td>
</tr>
<tr>
<td>• Can make student-editable pages</td>
<td></td>
</tr>
</tbody>
</table>

### Using a combination of Modules and Pages
The most common method in organizing course materials is to use a combination of Modules and Pages. In looking at the Pros and Cons above, you might want to consider using Modules and Pages to get the best of both worlds in Canvas. However you choose to guide your
student learning experience in Canvas, it is important to remember three things: welcome the students, engage them, and guide them on where to go and what to do.

**IMPORTANT DESIGN TIPS:**

1. It’s good to have a student-friendly front page regardless of which method you use in organizing the student experience in Canvas.
2. Whichever method you choose, be sure you customize your Course Navigation Menu to make visible only the menu links you would like students to dive into. Making them all visible can be very confusing to the student.

   “The bar on the left with the syllabus, etc. can be a lot. One class has 15 bars on the side... I would suggest consolidating the menu.” - Jacqueline, HSU Student
Canvas Quick Guide - End of Semester Checklist

Using this checklist, you will walk through completing important end-of-semester steps. These include grading, handling incompletes, and maintaining your records.

1. Grades

⚠️ You may have used the Canvas grade book for calculations, but final grades need to be submitted in your HSU Faculty Center.

If you are grading in Canvas, please take a look at the Canvas GradeBook Quick Guide and the reminders below.

Don't forget to double check your grades ensuring they are complete for each student within the gradebook.

• **Reminder #1:** It is a good idea to alert your students of your grading schedule, up to the final submission.

• **Reminder #2:** Make sure assignments don't go ungraded! If an instructor fails to record a “0” grade for a student who does not submit a required assignment, the Canvas gradebook will not calculate the assignment into the final grade; therefore, the missed assignment will not count against the student. If you want to “set it and forget it,” you can set a default grade for individual assignments in your grade book; thus, no assignment will go ungraded.

⚠️ **IMPORTANT:** Setting a default grade for an assignment and "Treating ungraded as 0" are NOT the same. Treating ungraded as 0 is for the instructor's view only and will not affect grade calculation.

• **Reminder #3:** To create weighted grading categories follow this guide on weighting a final grade based on Assignment Groups.

• **Reminder #4:** Download an .xls file of the gradebook, for your records.
TIP! When you download your scores into your Excel spreadsheet, you will see a "Current Score" and a "Final Score" column. Depending on how you have entered your scores, the grades in these two columns may not match. This is NOT a miscalculation by Canvas. It simply indicates that the system does not calculate unsubmitted assignments as "0" grades in the "Current Score" column, but it does calculate unsubmitted assignments as "0" grades in the "Final Score" column. Therefore, if the numbers in these columns do not match, you will need to return to any assignments that you have yet to enter grades for. Why is this necessary? Please see Reminder #2.

2. Incompletes

Please review the information on Handling Incompletes in Canvas. If you have a student who will be assigned an Incomplete for your course, please submit a ticket to athelp@humboldt.edu with the following: course name, CRN, student name, and desired end date for the incomplete work. The LMS Support Team will verify the incomplete with the Registrar's Office and set-up an Incomplete “section” in your course for the student(s) to finish the course during the next academic year.

3. Concluding a Course

There is nothing that you need to do to conclude your Canvas course. Three weeks after grades are due, your Canvas course will be automatically ‘locked’ into a read-only state and placed on your students’ “Past Enrollments” list, where they will continue to have read-only access to it (can download documents but will not be able to submit any assignments or interact with activities). Consider the content available to them. For example, you may want to disable the option of “Show the Correct Answers” in the settings for any quizzes/exams. By default, students will have read-only access for five years after the end of the course. If you want to restrict access to your course so that students cannot access any materials, you will need to restrict student access to a course.

4. Cleaning up your Dashboard

If your Canvas Dashboard has become a bit full, you can customize what courses appear in this view.

Check out this Canvas guide: "How do I customize my Courses list as an instructor?"
5. Need Help?

- 24/7 Canvas Premier Support - via chat, email, phone: 833-685-8351 located via the Help button at the bottom left corner of each Canvas course.
- Course enrollment questions and support for External Apps (Turnitin, Zoom, Clickers) can be directed to Canvas Support @HSU: athelp@humboldt.edu. We are located in the Center for Teaching and Learning on the third floor of the Library, Room 311.
- Contact information for External App vendors

5.1. Self-service Resources

- Academic Technology Guides
- Academic Technology Website
- Canvas Community
- Canvas Video Guides
Canvas Tips and HSU Quick Guides

Canvas Migration Quick Guide

To support you in your move from Moodle to Canvas, we've developed a Canvas Migration Quick Guide to get you started: Canvas Getting Started Quick Guide

Moodle to Canvas Conversion Guide

We've also created a Moodle to Canvas Conversion Guide to help you identity tools with similar functions: Moodle-to-Canvas Content Conversion

General Tips

1. Having issues with Canvas? Make sure to use the latest version of your browser. For best results, DO NOT use Internet Explorer (IE).
2. Canvas courses have a 500mb maximum storage. Check your files to see if you have large videos. These can be hosted on YouTube or streamed on HSU's streaming server (see Technical Tips below).
3. **VERY IMPORTANT** - Set your Notification Preferences to a manageable quantity.
4. Do not forget to **Publish your course**. Students won't be able to access your course until you publish!
5. Do not forget to Publish your quizzes and assignments. Students won't be able to complete the quiz or text until you publish.
6. **Email students** by clicking the Inbox link in the Global Navigation menu to the left. You cannot email students within Canvas if your course is not published.
7. You cannot change the names within the course navigation menu, but you can **hide any course menu items you do not use** (under Settings).
8. Cannot find a menu item? Some menu items gray out when hidden, and some disappear altogether. **Un-hide the item in question** (Settings), and it will reappear in the menu.
9. To create a custom column in the grade book, **create an Assignment that is not submitted in Canvas**. You can also enable or disable a due date in the assignment settings.
10. Be sure to check the Student View of your course to see it from the student perspective (Settings). This will ensure that all links are live, going to the right place, and there are no duplicate quizzes or assignments, etc.
11. Want the name of your course to be different for your own view, try **Canvas course nicknames**.
12. Get immediate 24/7 Canvas assistance from Canvas Help by calling 844-334-0177 or contacting 24/7 Canvas Live Chat (select the Help button at the bottom of the Global Navigation menu on the left side).
Design

Development Course

Start with a fresh, blank Canvas course for best results moving forward. Though it might seem simple to have your Moodle course content copied to your new Canvas development or active course, we highly encourage starting from scratch for Canvas best performance. It is also a good time to clean out those large Moodle courses that may create import problems. Request a development course [here](#).

HSU Canvas Course Templates

If you are developing a new course or redesigning an existing course, consider using one of our HSU Canvas Course Templates. Six template variations are available in the [Canvas Commons*](#). You can locate these templates by searching for "HSU Template". When you import this content into your course, all of your existing content will remain intact. You can then easily revise the content in the templates to develop your course.

*How to import a template from Canvas Commons to your Canvas Course.*

11 Tips for Course Design

Regardless of whether you are teaching a face-to-face, hybrid/blended or fully-online course, the following design tips can help you develop a Canvas course that promotes student learning:

1. Make your course welcoming for a positive first impression of the course. For example, send a welcome message before the course begins using Canvas Announcements or Inbox, and/or create a Homepage with a welcome message that students will see when they first log in.
2. Have consistent navigation throughout. For example, use Modules to create a consistent structure by week or topic. Include instructions for students that explain how to navigate the course and locate materials such as the Syllabus and Assignments.
3. Provide clear instructions and expectations for students. For example, include Get Started instructions and Course Expectations on your Homepage and/or Welcome Announcement. Not all students will know where to begin when they first log into your course.
4. Use a variety of methods to keep students informed and engaged. For example, use Inbox (Conversations) to communicate with students via email, and Announcements to send out occasional reminders and updates.

5. Provide a means for students to ask questions and give feedback. For example, include a Q&A Discussion forum that is available throughout the semester, and/or offer a Survey (via Quizzes) during the 2nd or 3rd week of the course to solicit feedback and identify any problems.

6. Build community from the start. For example, during the first day or week provide an icebreaker activity via Discussion forum, to have students introduce themselves and share learning goals.

7. Use the built-in Canvas tools for Assignments and Quizzes. These tools will build grading columns for you in the Speedgrader and automatically be populated in the Calendar with due dates.

8. Help students locate campus resources. Students often require help beyond the classroom. You can help by including information in your Syllabus about the purpose and location of student support services such as the Learning Center, Academic and Career Advising Center, Writing Studio, Math Tutoring Lab, Canvas support and more.

9. Help students locate technical help. Provide information in your Syllabus to help students find the HSU Help Desk and Canvas Help Resources.

10. Keep Universal Design for Learning (UDL) in mind. Your learners are diverse and will engage with materials in different ways. Consider how you can meet the needs of all of your students. For example provide a variety of materials and activities beyond text, such as videos, blogs, wikis, Collaborations and Discussions.

11. Keep accessibility in mind. Make sure your materials are accessible to all students, including students with disabilities that may affect their learning. In particular, make sure all videos are captioned. Include information in your Syllabus regarding how to contact Student Disability Resource Services, HSU accessibility policies, and invite students to contact you as soon as possible if they require accommodations.

Learn more about best practices in course design: HSU Quality Learning and Teaching Best Practices
Learn more about Universal Design and accessibility: Universal Design and Accessibility

Technical Tips

Audio/Video

- Learn how to create, caption and embed videos for your course: Videos: Create, Caption and add to your Canvas Course.
- Best practice is to upload video content to other servers as Canvas courses have a 500mb maximum storage.
- Upload your video to YouTube and share the link in your course.
• Add video to the HSU video streaming server. Contact Media Production Services ((707) 826-3169 - GH205A) to have the video uploaded to the server and they will provide a link for you to place in your course.

**PowerPoint files**

- **Embed link into a content page (does not work well on mobile).**

- **Alternative: create a PDF downloadable version for mobile.**

Save your PowerPoint as .pps and upload to your course -- this reduces the file size and makes it non-editable.

**External URLs**

> Since Canvas is a secure site (https) it will block insecure http content from displaying until you enable it. There are two options:

Try adding an "s" at the end of http, as that can automatically resolve the issue

1. If that doesn't work, you can "enable" the browser. Usually, you can see it is being blocked by a shield icon in the URL bar at the top of the page, if you click that shield you can enable the content to display.

**Canvas 24/7 Premier Help**

Canvas support staff are available 24 hours a day, seven days a week, to answer your questions and make sure your Canvas experience is a success. In your Canvas course, select the Help button at the lower left of the screen. You will see various options to get help. Live Chat is an incredibly quick method in resolving issues. You can also call Canvas Help at 1-855-9967
Canvas Beyond Basics
How do I add Table of Contents in Canvas?

Learn how to create a table of contents in your course for easy navigation when pages have a lot of content.

Adding a Table of Contents allows students to directly navigate to the sections of the Content Page they would like to read and refer back to, without having to scroll through the entire page.

There are two ways to do this. The first option involves creating separate Pages per section of information. The second option is to add HTML code to link to sections of information. Using HTML code allows all content to be "housed" on one Page.

1. Option 1: Create a Table of Contents by Using Pages

How do I create a Table of Contents using Pages in Canvas?
2. Option 2: Create a Table of Contents by Using HTML

How do I create a Table of Contents using HTML in Canvas?
How do I create a Table of Contents using Pages in Canvas?

Learn how to create a Table of Contents in Canvas by using Pages.

Introduction

This tutorial will show how to create a table of contents within the Syllabus feature in Canvas, but you can use this method for any Canvas Page that holds a lot of content.

Creating a table of content using Pages can help break up a long page of text and make it easier to navigate.

Resources You May Need

⚠️ You will need to know how to:

• create and edit a Syllabus
• create and edit Pages
• link pages across Canvas course
• create tables using the rich content editor

The following sub-sections will help you with these tasks. You may skip to the next section if you are ready to create the Table of Contents.

Syllabus

Creating or uploading your syllabus into Canvas.

Creating Pages

How do I create a new page in a course?
How do I edit a page in a course?

Linking Pages

How do I link to other Canvas pages in a course?

Accessibility Basics on Canvas Pages - Headers, Colors, and Tables

Creating Tables

How do I insert a table using the Rich Content Editor?

Steps to Creating a Table of Contents in a Syllabus

Step 1: Adding Syllabus

Add (or copy and paste) your Syllabus into the Syllabus Page.

Go to Syllabus, then Edit to paste or create your syllabus in the Rich Content Editor.

If you need help adding your syllabus check out this Canvas tutorial: Creating or uploading your syllabus into Canvas.
Step 2: List your Headers

Take note of each header and section within your syllabus.

Type each header out either at the top of your syllabus or in a table.
If you need help creating a table, refer to the Canvas Guide: How do I insert a table using the Rich Content Editor?

Step 3: Create Corresponding Pages

Create a new Page for each header and section of your syllabus, copy and paste the appropriate information onto each Page.
Step 4: Linking Corresponding Pages to Syllabus

Go back to your Syllabus and open the editor.

As you can see in the image below, your syllabus editor will show the pages you’ve created in the right hand side. Select the header in the table of contents then select the corresponding page to create the link.

If you need help linking Pages to text, check out this Canvas tutorial: How do I link to other Canvas pages in a course?
How do I Create a Table of Contents with HTML in Canvas?

Learn how to create a Table of Contents in Canvas by using three blocks of HTML code snippets in five steps. This method is not recommended for beginners. Please use the Pages method if you are not a confident HTML editor.

Introduction

By creating a Table of Contents using HTML, you can help break up a long page of text and make it easier to navigate.

This tutorial will walk you through creating a Table of Contents within a Syllabus, but this same process can be used in any Page within Canvas.

⚠️ You will need a prepared Syllabus page in Canvas. Follow this guide for help with adding a Syllabus.
• You will need to know how to edit pages using HTML. Follow this guide for help with HTML in the Rich Content Editor.

⚠️ For this tutorial we will be using “First Header” as the example. So you will see this in the code and in the following images. The "First Header" text is what will be replaced with your own header's names.

1. Step One: Setup | Table of Contents HTML Code (a)

1. Navigate to your Syllabus page and take note of each header for each section of your syllabus.

2. Copy the code snippet below to the clipboard.

   ```html
   <div style="border: 3px groove #336666; margin: 15px; padding: 10px; position: relative; left: 6px; font-weight: normal; font-size: 9pt; float: right; width: 20%; background-color: #d1dfcd;">
     <span style="font-size: medium; font-family: arial,helvetica,sans-serif;">
       Table of Contents<br />
     </span>
     <span style="font-family: arial,helvetica,sans-serif;">
       <a href="#instructor" name="Week1">Instructor Information</a><br />
       <a href="#learningoutcomes">Learning Outcomes</a><br />
       <a href="#courseoverview" target="">Course Overview</a><br />
       <a href="#policies">Course Policies</a><br />
       <a href="#materials" target="">Required Materials</a><br />
       <a href="#discussion" target="">Discussion</a><br />
       <a href="#website" target="">Website</a><br />
       <a href="#quizzes">Quizzes &amp; Exams</a><br />
       <a href="#accommodations">Accommodations</a><br />
       <a href="#latework">Late Work</a><br />
       <a href="#evaluation">Grading</a><br />
       <a href="#resources">Resources</a>
     </span>
   </div>
   ```

3. Enter your HTML editor and paste the code below which we will call Code (a) above the other text.

💡 The image below is what your HTML editor will look like after you paste in Code (a).
Now you will view the Table of Contents you just created. Switch back to Rich Content Editor.

**Note:** When in HTML view, you can toggle back by clicking the Rich Content Editor link.

Your Table of Contents will now be on your content page.

### 2. Step Two: Inputting Table of Contents Header(s)

1. Delete the default headers.
2. Then type in the Table with your own headers.
3. Step Three: Locate Your Headers in the HTML Code

1. Switch back to the HTML editor and search for your header(s) within the HTML code.

💡 To quickly search your code, select (for MAC) `command+f`, (for PC) `control+f` to bring up the document search; type in the header you're looking for.
4. Step Four: Inputing HTML Code (b) | Creating the Tag in the Table of Contents

1. Notice the headers you just located in the HTML code then paste Code (b) [listed below], in front of the header you just located.

```html
<a href="#firstheader">First Header</a></li>
```

2. Next delete the text "First Header" within Code (b), then type in your own header in that same spot.

The image below shows where you will type in your header within the code.
3. Now create your anchor by replacing the tag "firstheader" with the name of your header but in one word. The image below shows where you type in your header within the code.

⚠️ It's important to keep the hashtag (#) and label this as a single-word-no-spaces.

5. Step Five: Inputing HTML Code (c) | Connecting the Tag to the content in the page

**Overview**

1. Copy Code (c) and paste it in the code before the Header in your content.
2. Adjust the code to match Code (b).

💡 You have already searched for your header name, now you will work on actual header in the body of the document (#2) in the image below.
1. You will copy, paste and replace Code (c) into the content header within the HTML editor which is the yellow highlight in the image above.

Code (c) is below.

```html
<a id="firstheader"></a>First Header
```

2. The image below is what your code should look like after you paste and replace your header with Code (c).

```
<h2 id="firstheader"></h2>First Header
```

1. Replace "First Header" within Code (c) with your own header(s).
2. Replace "firstheader" within Code (c) with the same one-word text you created in step 3 with Code (b).

⚠️ Do not copy the hashtag, "#" in Code (c).
Double check and make sure all your heading match each other. Hit save then repeat for your other headings.

Code (a), (b), and (c) at a Glance

Code (a)

```html
<div style="border: 3px groove #336666; margin: 15px; padding: 10px; position: relative; left: 6px; font-weight: normal; font-size: 9pt; float: right; width: 20%; background-color: #d1dfcd;" style="font-size: medium; font-family: arial,helvetica,sans-serif;" id="firstheader">First Header</div>
```

Code (b)

```html
<a href="#firstheader">First Header</a></li>
```

Code (c)

```html
<a id="firstheader"></a>First Header
```

Troubleshooting

You may encounter one problem after pasting Code (a), but it is easy to fix.
Occasionally when you want to type in a new line, and you press **Enter**, a new box will appear. To fix this, instead of pressing just **Enter**, press **Shift+Enter**.
How do I get Canva Buttons into my Canvas Course?

This tutorial will walk you through how to add your Canva buttons into your Canvas course, and how to tile them for an aesthetic homepage.

You will need to know how to

• Use the Canvas Rich Content Editor
• Make Tables in Canvas
• Make buttons using Canva

Refresher: What You Need To Know

Canvas Rich Content Editor

Canvas' Rich Content Editor (RCE) allows you to edit the information in your page, assignment, quizzes etc...

You will need to have a general knowledge on how to use this. You can check out Canvas' tutorials here on the Rich Content Editor to learn more.

Making Tables in Canvas

This tutorial will require you to have knowledge on how tables work and how to set it up to create cells. This will enable you to embed your Canva Buttons into your page.

To learn more about creating Tables in Canvas, check out these Canvas tutorials here

• How do I insert a table using the Rich Content Editor?
• Canvas Community Forum Formatting tables in Rich Content Editor
• Creating Accessible Tables in the Rich Content Editor
• (optional) HTML Design Tips for Tables

Canva Buttons

If you need help creating Canva buttons, check out this Screensteps tutorial here.

If you would like to see an example of a course that utilizes Canva buttons, take a look at this course here.
How to Embed Canva Buttons into Your Page

Upload items into your files

After you have created your buttons in Canva and saved them to your desktop, you will need to upload these buttons into Canvas.

You can check out this Canvas tutorial on how to upload items into your Course Files.

We recommend that you create Folders in your course and organize them according to your needs, i.e., "documents", "images", "buttons." This enables you to maintain organization in your files folder and prevents broken links if you decide to reorganize your content later.

Once you're in your course's Files page, create your Buttons Folder.

1. In the upper right hand corner, select the "+ Folder" button.
2. Name your folder by typing in the text box,
3. then select the checkmark.

Select your folder by clicking on it to enter it.

and then locate the Upload button in the upper right hand corner.
A new dialogue box will pop up on your screen, locate where you saved your Canva buttons on your computer,

1. select the folder
2. select your button(s)
3. select Open

If you want/need to select multiple items within your folder at once, hold down Shift on your keyboard, and select each item with your mouse.

Your Canva Buttons will now be in your course files.
Edit Page

Once your Canva Buttons are within your course's files, you can begin editing the page you desire to place your buttons. You will need to know how to edit a Page in Canvas for this step.

Create and Format Table

Next you will need to create and format a table to embed your Canva Buttons in. You will need to know how to add and edit a table in Canvas for this step.

Within your Rich Content Editor, select the table button and hover over "Table" to set the dimension of your table. For a full page, we recommend a width of 3 or width of 4.
You will now see a table created in your editor. Select the first tab on the table editor titled Table Properties.

You will now be prompted to add properties to your table.

If you'd like your table to go fully across the page, add 100% to the Width box. You can see what this looks like here.

If you would like it to form around your buttons, leave this blank.

You can decide how much of a border and cell padding your would like.
Next, select your alignment for your table in the Alignment tab, a drop down menu will show on your screen.

Now, you will select the cell where you would like to put your Canva Button.
Then you will select the Canva Button, provide alt text, for example, "week one". Then set your dimensions finally select "Update."
You will now see that your Canva Button is in your first cell. Repeat this process for the remaining cells.

💡 For a perfect grid look, make sure your dimensions for each image is the same.

Place all your images into each individual cell.
Press save, and you will now have a grid on your course with your customized Canva buttons.
You can find templates for different grid templates here. You will simply create your Canva buttons, download and then save them in your Canvas course, and embed your button in place of the template buttons.

Canva Button Template 3x3

Link to Canva Button Template 3X3
| Instructor Guides | Page 103 |
Canva Button Template 4x4

Canva Button Template 4x4

![Canva Button Template 4x4](https://canvas.humboldt.edu/courses/13290/files/264766/preview)

**Link to Canva Button Template 4x4**

Canvas Page code below.

```html
<table style="margin-left: auto; margin-right: auto;">
	<tbody>
	<tr>
	</tr>
	<tr>
	</tr>
</tbody>
</table>
```
Button Page Template Header + 4x4 Table

<table>
<thead>
<tr>
<th><img src="https://canvas.humboldt.edu/courses/13290/files/265092/preview" alt="Header Image" /></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="https://canvas.humboldt.edu/courses/13290/files/264766/preview" alt="Additional Information" /></td>
</tr>
</tbody>
</table>

Canvas Page HTML code bellow

```html
<table style="margin-left: auto; margin-right: auto;">
  <tbody>
    <tr>
    </tr>
    <tr>
      <td>You can put additional information in this cell, you can put class name, crn, instructor info etc..</td>
    </tr>
  </tbody>
</table>
```

Link to Button Page Template Header + 4x4 Table
<table>
<thead>
<tr>
<th>Instructor Guides</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page 107</td>
</tr>
</tbody>
</table>
How do I create custom Buttons Using Canva?

Canva is a free image editing website where you can customize different sized templates, upload your own images, and add text. Here is the link to Canva: https://www.canva.com/

This tutorial will show you how to edit your Canva button(s) for your course.

Introduction

Creating a Canva account is simple and easy, and creating the dimensions is as simple as a click with Canva’s templates.

Create your account using either your email, facebook or with your Google account.
After you create your account, you will see the header bar that showcases different options for dimensions and social media. You can create custom dimensions. You can also select more to see even more design templates.

💡 To create buttons on a home page that lay like a grid, the best option will be to use the Social Media template. But you can use any of these templates to create banners, and other buttons for your course. Choose the dimension that works best for you and your course.
Once you select the template, or create your own dimensions, you will be taken to the editor page where you can use a preexisting layout, or create your own from scratch.

💡 The default screen that pops up is where you can create your design from scratch.
Navigation

To edit your button, you will become familiar with the three different editing options.

- There is an editor tool box along the side of the edit screen.
- There are two types of element editor tool boxes that will pop up at the top of the window when you select your element
  1. If you choose preexisting layout to edit
  2. If you edit your own design

Editor along the side of the screen is where you can

Number: the order of your button(s)

Move: An arrow that will organize the order of multiple buttons you've created

Duplicate: this feature will copy the button you've created and paste it below it

Delete: this will remove the whole button
The image below is when you edit a preexisting layout.

- Color editor
- Filter: add effects to image
- Crop: Crop specific parts of the image Flip image (mirror image)
- Spacing: Adjust image distance from border
- Copy in order to duplicate an image. Copy and paste keyboard shortcuts also work
- Arrange order of elements within the editor
- Opacity changes the translucency of the element
- Link will not work when using this site for creating Canvas buttons.
- Delete an element

The image below is the editor when you create your own design without a layout,

- Filter: add effects to image
- Crop: Crop specific parts of the image
- Flip image (mirror image)
• Arrange order of elements within the editor
• Oppacity changes the translucency of the element
• Link will not work when using this site for creating Canvas buttons.
• Delete an element

Edit Design

You can upload your own images, or choose a preexisting layout, and create your own by adding different elements. There are tones of free elements and layouts you can choose from, and some you can even buy.

Upload your image in the left hand navigation bar. Once you upload your image, select it, or drag and drop it into the button editor and you can then resize and adjust the location and orientation of the image.

To edit a pre-existing layout, select the desired layout, and drag and drop your preferred image into the layout. Edit the text just like you would when creating your own design.
Adding Text

You can add text to your button by choosing any of the preexisting text formats, or you can use the default text style and edit the text size and font style.

The text editor is located in the left hand navigation bar and includes different text options. When you select your text, it will pop up in the editor screen. Select the text to bring up the text editor.

You can edit the font color, style, bold, italic, etc...

After you select and edit your text, you can select and drag the text where ever you need it to be.

Adding Elements

You can also add elements, shapes, illustrations, and more. Play around with each element to design your custom button.
To edit the color of the shape, select the shape in your editor, then in the upper left corner, select the square, then choose your color.

You can add more colors by selecting the plus sigh. It'll open a drag color wheel, and you can also edit using HTML color codes. You can find these codes online. This website helps pick HTML color codes as well as provides complimentary color pallets.
You can also group elements together by selecting each one. This allows you to move them as one unit and edit them together. Canva has a [great tutorial](#) that can demonstrate this in more detail.

First select the first element, then select and hold **Shift**, to select the other elements, or drag your mouse over the elements you want selected.

Then, in the editor bar in the upper right, select **group**, and your elements will be grouped together.

**Group will only show up in the editor bar after you select multiple elements.**
Making Multiple Buttons

When making multiple buttons for the same course, it would be preferred to maintain consistency with the elements in your button.

In your editor, on the right side of the image is a duplicate button. Select this and below a copy of your design will show up.

Scroll to the duplicated button, upload the image you would like, delete the previous one, and drag and drop the new image into the design and adjust the text.

💡 You may have to reorder the image after you insert it by using the Arrange tool as discussed in the Navigation section above.
Conclusion and Download

Once you are satisfied with your design, select download in the upper right corner above the editor and save it as a PNG. The download dialogue box will pop forward after you select it.
You have the option to change the file type, but for Canvas buttons, save it as a PNG. You also have the option to download all the pages (your buttons), or by specific page numbers. After you set these, select the download button at the bottom of this pop up window.

💡 Find the location of page numbers is mentioned above in Navigation.
⚠️ Downloading all buttons or multiple will download them all as a ZIP file, so it's important to make sure you have the ability to open up ZIP files.
How Do I Style my Course with HTML Style Codes?

This is a cumulative guide of various HTML style codes for Canvas.

This collection of HTML codes will help manage your course content. Learn how to copy and paste HTML code into your course and make your content accessible and visually appealing. Please click on each topic to discover different HTML codes and how to use them.

Introduction to HTML and Additional Resources

Canvas created a really nifty HTML style guide, but it’s pretty confusing if you’re not HTML savvy. This hack guide should make things simple and easy for you to customize your course. This list will continue to be updated as new information is discovered and problems arise. If you need any help, please refer to the eLearning support page to find out how to contact an instructional designer.

⚠️ Note: Style guide options may not work on the mobile app. The content will still be available for the students using the app, it will however not look the same. Tables, images, and video style options will be expressed much of the same way on mobile.

Basic HTML Vocabulary

Introduction to Buttons

Canvas HTML Editor Whitelist
“a id”- this tag will help navigate a long line of text. Think of it like an anchor point. If there is a long line of text, with seemingly endless scrolling, once you hit the bottom, it's back to the top. But if you use “a id” it'll provide an anchor to the top, and with a simple link at the bottom, it'll take you all the way back up. No scrolling!

“Class”- “Specifies one or more class names for an element” (w3schools.com). Class helps with customizing certain attributes like buttons, borders and more. Many of the special features in the Canvas style guide utilizes “class”

“Title”- We've all seen what a title code does. Whenever your mouse hovers over an image, or a graphic, and a small yellow text icon appears over the item, this is thanks to the “title” html code. It's useful and rather important to help certain screen readers, but also those who have slow browsers or slow internet. A good description of the element will help see what might not show up on other’s screens.

“Href”- This code is where you would link to whatever source you'd like to. Be this an outside source, a video, a different page in your course, or even a destination on the same page.

“Target”- The target tag in the code will help dedicate where the link will open at. In a new tab, same tab, or different window.

“Style”- This tag is used to determine the size of an element in your code, or even the dimensions of it.

Canvas Styles

Buttons

Buttons can make your page look more appealing. By using the button HTML codes shown below, you can add some emphasis to your course links. You can also edit the size of your buttons.
Changing the button code for personalization

Depending on what button style you desire, look at the code and corresponding button below. Copy and paste the code into the HTML editor. Then, within your button code, fill in the correct button name, link and title.

To change the title of the button where the current title of the button is, for example, &lt;Info Button&gt;. The image below highlights the area you will change.

To change the title of the button, in the code look for title="Front Page", change the "Front page" to the right title of the button. Keep the quotation marks.

To change the link, look for, href="link", delete the word link and paste your URL in between the two quotation marks.

To change the button's size, insert the following code in front of the "title" section of the code. The image below illustrates this. You can adjust what ever percent you desire by changing the number.
Button Codes

- **Primary Button**

- **Info Button**

- **Success Button**

- **Warning Button**

- **Inverse Button**
Color Codes

Colors can make your course more appealing and easier to navigate.

⚠️ Make sure to follow color code accessibility guidelines when designing your course. You can check your color pallets with this [Color Safe website](#).

This [color scheme editor](#) can help you begin to organize your color pallet choice. Select from their list of colors to be transported to a list of Complimentary Colors, Brighter Colors, Darker Colors, Mix of Black, and Mix of White.

You can also provide your own HTML code, or drag along the color diagram to find your personal color.

To use a color picker for a more specific color choice from an image, use this website, [Color Code Picker](#), upload your image, and drag over the color you desire, click your mouse, and to the right, your color HTML code will be generated next to "HEX Code." Copy and paste that into what you desire to be colored.
You can combine these methods to create a visually appealing and accessible color pallet.

**Image Title**

The image title is the little box with a description it when your cursor hovers over an image and button. This is important for instances where the image gets broken, or the image doesn't load. It can explain what the image is, or where the button links to. You will learn how to insert and edit this code into the HTML editor.

```html
<title="TITLE GOES HERE"

When you embed an image into your page, go into the HTML editor, and paste the title code directly after the "image" text in the code.
Document iFrame

With this HTML code, you can embed a PDF and Word Document right into the page to reduce the amount students need to download. You will need to manually type in, "auto_open" in the HTML code to do this.

First create the content of your page, and in the editor section to the right you will see a dialogue box, select the "Files" tab. Find the file you are looking for, select it, and it will appear in your editor as a link.
Now go into the HTML editor and locate the file name within the code.
In the highlighted section above, where it says, `<p>` `<span>` `<a class="instructure_file_link instructure_scribd_file" title="SegLeeAmRh2saYCSP20Y_UnderstandingPrejudiceActivity2Fall2016doc.docx" href="https://canvas.humboldt.edu/files/199320/download?verifier=6Mf/hileD9N3896t1Ki1g4TqmLFvoS1Ls1cJ9KJ8&amp;amp;wrap=1">SegLeeAmRh2saYCSP20Y_UnderstandingPrejudiceActivity2Fall2016doc.docx</a>` `<p>` `<span>` `<a class="instructure_file_link instructure_scribd_file auto_open"... Select save and now your document will open up on the page.

Decorative Dividers

Line separators are a great way to visually organize content from one section to the next.
Code for Line One

This code will allow you to create a rectangle that can hold its own message. The color can also be edited. The code for this separator is below.

```html
<div style="background: #30759b;">
  <p style="text-align: right; color: #ffffff;">&nbsp;<br /><i class="icon-arrow-right"></i>&nbsp;Make sure you reviewed both the Readiness and Netiquette information above before clicking "Next" &nbsp; &nbsp;<br />&nbsp;</p>
</div>
```

💡 To change the color, where the code says, "background: #30759b" replace the color code (the number before the hashtag) to any HTML color code. To find color codes, follow this link to the HTML generator.

```html
<div style="background: #FF5733;">
  <p style="text-align: right; color: #ffffff;">&nbsp;</p>
</div>
```

ℹ️ You can change the text and color of the text in the Rich Content Editor. Simply click the default text, delete it and retype what you need. To change the color, highlight the text, the in the editor tool bar, select "text color".

Code for Line Two

This code is thin and a nice visual separator between information. This code's color and size can also be changed.

```html
<hr style="border: 1px solid #919299;" />
```
To change the color, use any HTML color code. To get a color code, go to this [HTML color code generator](#). In the code where it says, "#919299", replace the number with the color you choose.

To change the width of the separator, within the code where it says, "border: 1px", change the "1px" to the number you would like it to be.

---

**Links - Open in New Window**

You will learn how to make your links open in a new web browser window using HTML code.

1. After you have created your link within the Rich Content Editor, go to the HTML editor and find your link which will look similar to this:

   ```html
   <a href="websitename.com">
   ```

2. Insert this code with a space after the website link:

   ```html
   target="_blank" rel="noopener noreferrer"
   ```

3. Your final HTML code will look like this:

   ```html
   <a href="websitename.com" target="_blank" rel="noopener noreferrer">
   ```
Tabs

Tabs are another way to organize your page to reduce scrolling. This guide will show you how to input the HTML code for tabs, add more tabs, and input your content into the code.

First, create content into a temporary page. Then, copy and paste the tab HTML code below and paste it into the HTML editor, located at the top of the page.

```html
<div class="enhanceable_content tabs">
  <ul>
    <li><a href="#fragment-1"><span>Online Readiness</span></a></li>
    <li><a href="#fragment-2"><span>Netiquette</span></a></li>
  </ul>
  <div id="fragment-1">
    content
  </div>
  <div id="fragment-2">
    Content
  </div>
</div>
```

In the image bellow, locate where it says "Tab 1" and "Tab 2." Delete this and label the tabs what you desire.
Next, as seen in the image below, locate where it says "CONTENT." Delete this, and instead replace it with the content you created in the other page. Copy and paste the code for your content, and paste it where you deleted "CONTENT."

💡 To add more tabs, you will need two more parts of the TAB code,

```html
<li><a href="#fragment-1"><span>Tab 1</span></a></li>
```

and

```html
<div id="fragment-1">CONTENT</div>
```

First, copy the code listed below, and paste it under the area highlighted in the image below. Adjust the "fragment" number to the appropriate tab number.
Next, copy and paste the code below into the next section shown in the image below. Once again, change the "fragment" number to match the appropriate tab number.

```html
<div id="fragment-1">CONTENT</div>
```

Your tabs should now represent the amount of tabs desired. Follow the steps listed above to edit the tab header as well as the content within the tab.
Table of Contents

Adding a Table of Contents allows students to directly navigate to the sections of the Content Page they would like to read and refer back to, without having to scroll through the entire page.

There are two ways to do this. The first option involves creating separate Pages per section of information. The second option is to add HTML code to link to sections of information. Using html code allows all content to be "housed" on one Page.
Canvas and Google Slides Embed Code

Powerpoint documents can take up a lot of your storage space in Canvas. One of the ways to avoid this, is to use your Powerpoint as a Google Slide, and embed the presentation right into a Content Page.

💡 First you'll need to upload your Powerpoint into Google Slides. [This link shows you how to do this.]

1. In your Google Slide, go to file < publish to web
2. Select embed on the pop up
3. Select Publish
4. Copy Embed code

Next step would be to paste the code you just copied into a Content Page. If you need help knowing how to embed content into a page, follow [this Canvas link.]

The Canvas tutorial is about embedding a video into Canvas, however, it's the same process with any embed code.
How do I restore to an earlier version of a Canvas page?

You will learn how to restore an earlier version of a Canvas page.

1. Navigate to the Page

Open the Page that you would like to restore an earlier version of.

2. View the Page History

In the top right, click the Settings Gear and select View Page History.

⚠️ While you can restore to an earlier version of a page, you can't restore a page if it was completely deleted.
3. Restore an Earlier Version

Find the earlier version you want to restore and click on it to view the changes to the page. Click **Restore this revision** to restore your page to the earlier version.
How do I add emojis to my Canvas Page?

Emojis are a fun way to enhance the content in your course. You can add emojis anywhere in your Canvas course including Pages, Rubrics, Discussions, etc. This guide will show you how to add emojis to Pages in Canvas, but you can add emojis anywhere you can edit text!

1. Create a new page in Canvas

How do I create a new page in a course?

2. Search for the emoji of interest

The following website has many different emojis you can copy to your page:
Emojipedia - these emojis can be pasted directly into the Rich Content Editor

3. Copy and paste the emoji into the text box

This is a fox emoji from Emojipedia and is shown in the Rich Content Editor:

4. Finish editing your content in the Rich Content Editor

Article Summary

Congratulations! you have successfully added emojis to a page in Canvas.
Need help? Please visit these Canvas Discussions to see what else you can do with emojis in Canvas!

- Using Emojis in Rubrics
- Grade with Emoji

Page with Emojis

Lorem ipsum dolor sit amet, vel ei debet perfecto. Illud feugait id vel, purto civibus molestiae nec no. Cu nam libris impetus, sit eu iuvaret corpora, fugit postea vocibus usu id. Eu qui modus minimum copiosae, eos et illud corruppit accommodare.

No nam nisire perpetua. Verear feugait inciderint vel ut, in essent scripta his, pro at quosdi virtute debitis. Has dicam eleifend intellegat et, putent tractatos mei ei, cu sed assum aequae quaerendum. No mucus facete putant est. Ei dicant consulatu qui.
How do I create expandable sections in my Canvas Page?

Expandable sections are referred to as Togglers in Canvas. In this guide, you will learn how to input the HTML code for Togglers and how to edit that code within Pages in Canvas. This guide is for people comfortable with HTML coding.

1. Create a new page in Canvas

1. Navigate to Pages from the Course Navigation menu
2. Click on the + Page button.

2. In edit mode, switch to HTML Editor

3. Copy and paste this code into the HTML Editor text box

```html
<h4><span class="element_toggler btn btn-primary" role="button" aria-controls="instructions" aria-label="Toggler toggle list visibility" aria-expanded="false"> TITLE BUTTON HERE</span></h4>

<ul id="instructions" style="list-style: none; display: none;">
<li>
</li>
</ul>
```
4. Input your content while in the HTML Editor

Replace the highlighted text with the title you want for the Toggler Button [1] and the content you want within this toggled section [2].

⚠️ Each paragraph within the content section must start with `<p>` and end with `</p>` in the HTML Editor.

5. Click Save
6. Test your Toggler Button!

The image below shows the Toggler Button contracted, i.e. the content is hidden.

The image below shows the Toggler Button content expanded.

For additional information, please visit this Canvas Commons Discussion post where this HTML code was generated.
How do I create Tabs in my Canvas Page?

Tabs are useful for organizing the content of a page within Canvas to reduce scrolling. This guide will show you how to input the Tabs HTML code into pages, add more tabs, and editing your content within each tab.

1. Create a new page in Canvas

Need help creating a new page? Please view this Canvas Guide: [How do I Create a new page in a course?](#)

2. In the edit stage of your new page, click on HTML Editor

2. Copy and paste this code into the HTML Editor text box.

```html
<div class="enhanceable_content tabs">
  <ul>
    <li><a href="#fragment-1">PUT TITLE FOR TAB HERE</a></li>
    <li><a href="#fragment-2">PUT TITLE FOR TAB HERE</a></li>
    <li><a href="#fragment-3">PUT TITLE FOR TAB HERE</a></li>
  </ul>
  <div id="fragment-1">PUT THE CONTENT FOR THE FIRST TAB HERE</div>
  <div id="fragment-2">PUT THE CONTENT FOR THE SECOND TAB HERE.</div>
  <div id="fragment-3">PUT THE CONTENT FOR THE THIRD TAB HERE</div>
</div>
```
3. Edit the title of each tab

In the HTML Editor, highlight "PUT TITLE FOR TAB HERE" and type in your chosen titles for each tab.

4. Edit the content for each tab

If you are comfortable with coding, you can input your content directly into the HTML Editor by replacing "PUT THE CONTENT FOR THE FIRST TAB HERE" with the code for your content.

If you are not comfortable with coding, you can input your desired content by following this guide:

1. Create a temporary new page in Canvas ([How do I Create a new page in a course?]?)
2. Create your content in the Rich Content Editor
3. Switch to the HTML Editor, select the whole code (CRTL+A) and copy the code of your content (CRTL+C)
4. Go back to the page with the Tab code, and in the HTML Editor, and paste (CRTL+V) the code of your content into the Tab code; this will replace "PUT THE CONTENT FOR THE FIRST TAB HERE" with your copied code.

5. How do I add more tabs?

💡 For your information, "fragment-1" is associated with the first tab's title and its content. "Fragment-2" is associated with the second tab's title content, and so on.
To add more tabs, first, copy the code below and paste it directly below that same code in the HTML Editor [1]. Second, change the number after `fragment` so the numbers appear in consecutive order [2].

```html
<li><a href="#fragment-3">PUT TITLE FOR TAB HERE</a></li>
```

Next, copy the code below and paste it directly below that same code in the HTML Editor [1]. Then, change the number after `fragment` so the numbers appear in consecutive order [2].

```html
<div id="fragment-3">PUT THE CONTENT FOR THE THIRD TAB HERE</div>
```

6. Click Save

Article Summary

Congratulations! You have successfully created tabs within your page in Canvas.
How do I add a YouTube video to my Canvas course?

There are several ways to add a YouTube video to your Canvas course. You can add a link in a page, add a link as a module item, or embed the video directly in a page.

In this tutorial you will learn how to add a YouTube video to your Canvas course in each of these three ways.

Get the link to a YouTube video

Retrieve the share link from YouTube

In YouTube, locate the video you wish to add to your course and click the 'Share' button above the video description. This will display the sharing menu.

Copy the share link

The link will be automatically highlighted.

For Windows users: right-click the link and select copy or use keyboard shortcut <ctrl>+c

For Mac users: right-click (<ctrl>-click) the link and select copy or use keyboard shortcut <cmd>+c
Click the link below for the method you'd like to use

- Add a link to a Canvas content page
- Add a link as a Canvas module item
- Embed a video in a Canvas content page
How do I link to a YouTube video in a content page?

In this tutorial you will learn how to link to a YouTube video in a Canvas content page.

Find your content page

Open the Canvas page where you would like to add your link and click 'Edit' in the top right corner.

Decide how you want your link to appear

The text for your link can be the link itself or any text you'd like.

Option #1 (Link text)

Paste your link

Paste the link into the text area following your description.

- For Windows users: right-click in the text area and select paste or use keyboard shortcut <ctrl>+v
- For Mac users: right-click (<ctrl>-click) the text area and select paste or use keyboard shortcut <cmd>+v

**Edit hyperlink options**

Highlight the link text and click on the chain symbol to edit the hyperlink options.

Paste the link again into the textbox then click the checkbox to 'Disable inline previews for this link'.

Finally, click 'Insert Link'.

- The following is a YouTube video:
  - https://youtu.be/dQw4w9WgXcQ
Option #2 (Alternate text)

Enter your alternate text

Type the text that you would like to make a link and highlight it.

For the YouTube video click here

Edit hyperlink options

Click on the chain symbol to edit the hyperlink options.
Paste the link into the textbox then click the checkbox to 'Disable inline previews for this link'.

- For Windows users: right-click in the textbox and select paste or use keyboard shortcut <ctrl>+v
- For Mac users: right-click (<ctrl>-click) the textbox and select paste or use keyboard shortcut <cmd>+v

Finally, click 'Insert Link'.
Link to Website URL

This will make the selected text a link, or insert a new link if nothing is selected.

Paste or type a url or wiki page in the box below:

https://youtu.be/dQw4w9WgXcC

Insert Link

Alt text for inline preview:

Disable inline previews for this link
How do I embed a YouTube video in a content page?

In this tutorial you will learn how to embed a YouTube video in a Canvas content page in several ways.

- Using the Rich Content Editor's YouTube button
- Using the Rich Content Editor's inline preview function
- Using YouTube's embedded video link

Method #1 : Using the Rich Content Editor's YouTube button

⚠️ This method will not work if your YouTube video is shared as 'Unlisted'! For unlisted videos see Method #3, the 'Using YouTube's embedded video link' section.

Find your content page

Open the Canvas page where you would like to add your link and click 'Edit' in the top right corner.

Open the YouTube finder

Click on the 'YouTube' button in the toolbar.
Locate your video

Use the search bar to find the video you would like to embed.

Use the 'Embed' button

Click on 'Embed' to embed a medium video or use the dropdown arrow to choose a video size.
Method #2 : Using the Rich Content Editor's inline preview function

Find your content page

Open the Canvas page where you would like to add your link and click 'Edit' in the top right corner.

Paste your link

Paste the link into the text area.

- For Windows users: right-click in the text area and select paste or use keyboard shortcut <ctrl>+v

- For Mac users: right-click (<ctrl>-click) the text area and select paste or use keyboard shortcut <cmd>+v
The following is a YouTube video:

https://youtu.be/dQw4w9WgXcQ

**Edit hyperlink options**

Then highlight the link text and click on the chain symbol to edit the hyperlink options. Paste the link again into the textbox then click 'Insert Link'.
From inside the editor the link should look like this:

![YouTube Video](https://youtu.be/dQw4w9WgXcQ)

Click 'Save' to update the content page. From the page view, the embedded video should look like this:

![Embedded Video](https://youtu.be/dQw4w9WgXcQ)
Method #3: Using YouTube's embedded video link

Locate your YouTube video and click the Share button

Whether you're using your own video or someone else's, navigate to that video on YouTube and locate the 'Share' button.

Get the embedded video code

In the share menu, click on the "Embed" button on the bottom.
Edit the embedding options

From this menu you can choose a start time, decide whether to show suggested videos, decide whether to show player controls and video title, and decide whether to enable privacy-enhanced mode.

When you are satisfied with your options, copy the HTML code by clicking 'Copy' in the bottom right.

Navigate to your Canvas course and the desired content page

From within the content page, click on the 'Edit' button in the top right.

Switch from the Rich Content Editor to the HTML Editor

In the top right corner, click the 'HTML Editor' button to switch modes.
This button is a toggle and you can click on 'Rich Content Editor' to switch modes again.

Paste the YouTube embed code

These instructions assume you are editing a blank content page. If not, you will need to look through the HTML code to find where you want to embed the video.

In the text area, paste the YouTube embed code you copied earlier.

- For Windows users: right-click in the text area and select paste or use keyboard shortcut <ctrl>+v
- For Mac users: right-click (<ctrl>-click) the text area and select paste or use keyboard shortcut <cmd>+v
Edit the width and height

If you'd like, you can edit the width and height fields in the HTML code to change the size of the video in the content page.

Save your changes

Click the 'Save' button on the bottom right to update the content page with your changes
How do I link to a YouTube video in modules?

In this tutorial you will learn how to link to a YouTube video as an item in a module.

Create a new module item

Locate or create the module where you would like to add the YouTube link and click the '+' button to add an item.

From the upper dropdown menu, select 'External URL'.

Add Item to Videos
Link this module item to your YouTube video

Paste the link you copied earlier into the URL textbox.

- For Windows users: right-click in the textbox and select paste or use keyboard shortcut <ctrl>+v
- For Mac users: right-click (<ctrl>-click) the textbox and select paste or use keyboard shortcut <cmd>+v

Set the module item's properties

Add a descriptive name for the video link. If you would like, select the checkbox to 'Load in a new tab'.
Add Item to Videos

Add External URL to Videos

Enter a URL and page name to add a link to any website URL to this module.

URL: https://youtu.be/dQw4w9WgXct
Page Name: YouTube Video

Load in a new tab
Indentation: Don't Indent

Finally, click 'Add item' to finish.
My General Answer Comments were Lost when Copied over from Question Bank

Did you notice that your general answer comments associated with your question bank were lost when you copied your course Canvas to Canvas? This Canvas community discussion post will inform you why this occurred.

Canvas Community discussion post below:

https://community.canvaslms.com/thread/18293-general-answer-comments-lost-when-copied-over
How do I embed a Guides lesson inside a Canvas course?

The existing community (guides.canvaslms.com) doesn't allow embedding.

Content is available for embedding at guides.instructure.com; however, this site will be discontinued at a future date. For referencing content, consider linking lessons from the community into your course content.

Many of our clients are using Canvas Guides to build their own training modules inside Canvas. We think this is a great idea since our product is changing so quickly. By embedding lessons in your course with iFrames, you can be sure that our most recent documentation is available to your learners. You can also link to the Guides in Modules.

Note: Some browsers such as Firefox and Chrome create security restrictions as noted in our general browsers lesson. If you visit a page in your Canvas course with an embedded iFrame that is linked to insecure content, you may see a shield icon in the browser address bar. You can choose to override the security restriction and display the content anyway by clicking the shield icon and then choosing Disable Protection on This Page or Load unsafe script.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10086-415256665
PDF Space Saving Techniques

In this tutorial you will learn how to save file space in your canvas course by compressing large PDFs with Adobe Acrobat.

1. Log into canvas

   Need help with getting into Canvas? Please click here for help.

2. Navigate to your course

   Proceed to the course containing the PDFs that you'd like to compress. For example, a course with a file quota cap nearing max capacity.

3. Identify large PDF files in your course

   Click Files in the Course Navigation Bar.
Your list of files will display, separated into columns labeled: "Name", "Date Created", "Date Modified", "Modified By", and "Size".

Click the **Size** column. This will sort your course files from largest to smallest down the page. The top of the list is now displaying the largest file in your course.

### 4. Download large PDFs

1. Download files to your computer by clicking the **Gear button** that appears when hovering over the files on the very right side of the screen.
5. Launch Acrobat Pro

From your local applications folder open Adobe Acrobat XI Pro. Your HSU computer should have this program already installed.

Using Windows 10:

1. Click the Start Menu
2. Type **acrobat** and hit the Enter key
Using Mac OSX:

1. Click the **Magnifying Glass** in the top-right corner of the screen to search
2. Type **Adobe Acrobat** and hit the **Return** key or click on the Adobe Acrobat program from the search results

1. With Acrobat loaded click **File** in the upper left corner.
2. Click **Open**...

3. Locate your downloaded PDF and **open** it

4. Again click **File** in the upper left corner

5. Select **Save As**...
The **File Name** field will be highlighted

6. **Rename** the document so you know which one is the compressed version

7. Click the **Save as Type** dropdown

8. From the list select: **Adobe PDF Files, Optimized ( *.pdf)**

9. Click **Save**
6. Re-upload your compressed PDF to Canvas

1. Proceed back to your Canvas course, to the Files section.

2. Click the green Upload button in the upper right.

3. Select the newly compressed file from where you saved it locally to your computer.

The compressed file will now be in your list of files.
How do I add Outcomes or Rubrics to other courses? (workaround)

Outcomes can be transferred from one course to another as long as the faculty member is a teacher in each of the courses.

1. Add the teacher to the course with the outcome to the recipient course

Need assistance? Here is a tutorial on how to add a teacher to a Canvas Course.

2. Isolate the Outcome to Transfer

This is helpful if there is already other content and Outcomes in the donor course.

Follow these instructions for Isolating the Outcome to Transfer:

1. Create a Development Course
2. Copy the course content using the “Select Specific Content” - Only check the box for Learning Outcomes
3. Delete the Outcomes that are not to be shared
3. Copy the Outcomes course to the recipient course

Need assistance? Use this tutorial.

4. Remove the donor teacher from the recipient course

Use this tutorial to remove the donor teacher.

5. Repeat step 3-4 as needed for the remaining courses

⚠️ The imported outcomes will still need to be added to a Rubric.

The rubric can then be attached to an assignment.

The assignment can be graded with the Rubric in Speedgrader.

⚠️ Need further assistance? Please contact us at at@humboldt.edu or x3633.
Introduction
How does Canvas work as a supplement to face-to-face courses?

Canvas provides tools that supplement face-to-face courses by providing additional information online. Students will be able to access content for courses they are enrolled in through Canvas. Some institutions provide Canvas course sites for face-to-face courses automatically, while others require their instructors to request course sites in Canvas.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10179-4152103949
How do I log in to Canvas?

You will learn how to log into HSU Portal and then into Canvas to see your list of courses.

1. Go to my. humboldt.edu

Type my.humboldt.edu in your web browser address bar and hit Enter.

2. Sign into the Portal

1. Type your HSU username.
2. Type your password.
3. Click the Log In button.

3. Go to Canvas

Click on the Canvas button on the myHumboldt page.
Instructor Checklist to Creating Your Canvas Course

The beginning of a semester is an exciting time! This Instructor Checklist can help to ensure that your semester starts smoothly as you create your course in Canvas.

Dive in!

CANVAS ASSISTANCE IS AVAILABLE 24/7

Pulling an all-nighter? Your Canvas questions can be answered any time of day or night! Solutions are just a click or call away.

24/7 Canvas Premier Support is available via chat, email, phone: 844-334-0177. Look for the “?” button at the bottom left corner of each course to contact 24/7 Canvas Premier Support.

Canvas Migration Website has self-service resources, a schedule of workshops, numerous Canvas Guides including the Canvas HSU Faculty Guide, and more.

Instructor Guides
Course enrollment questions or support for apps/third party tools (Turnitin, Zoom, Clickers) can be directed to the AT team: at help@humboldt.edu

WORK WITH YOUR CONTENT

The links below will provide you information on any assistance you need with your course content.

- Import previous semester content
- Update syllabus
- Update any imported Announcements
- Simplify course navigation
- Publish or schedule modules
- Choose course homepage
- Review course in “Student View”
- Review course start and end dates
- Publish course
- Check the student roster
- Ensure your quizzes are set up correctly
  - Check that the correct points are set for each question in Canvas.
  - Publish your quizzes.
  - If a quiz is taken in-class and not in Canvas, create a No Submission assignment for the quiz. This will create a column for the quiz in the gradebook.
- Check for broken links in Pages.
  - Verify that links refer to the current course.
  - Use the Link Validation tool in Canvas for easy checks.
- Add the link to the HSU Canvas Student Guide and point to the Canvas 24/7 Support Help button on your course home page for student Canvas support
GENERAL TIPS AND TRICKS FOR INSTRUCTOR

Bellow are some simple tips that will help your students. The small details are easy to skip, so be diligent in looking over these tips.

• Conversation messages will not be delivered to users if the course is unpublished.
• You cannot send messages using the Conversations tool to users not enrolled within your courses.
• Use 11:59 p.m. instead of 12:00 a.m. midnight for course end dates as midnight is the start of the day you specify and not the end of that day.
• Check that term dates are valid.
  • If students are to have access up until 12:00 a.m. midnight on a specific date, make sure to set up the term end date for one day after your specified date.
• View Visibility options can prevent students from seeing their courses in the courses drop-down menu.

CONTACTING STUDENTS PRIOR TO THE SEMESTER START

Overview on contacting your students before the semester.

If you need to communicate with students before the start date, you can send an email through HSU Faculty Center. Be sure to review the practices and decisions that have been made on the use of Canvas at HSU, e.g. enrollment, timelines, permissions, etc., Find out in the Decisions by the Canvas Approver Group. You can also send a link solely to the syllabus (if you are using the built in syllabus tool in Canvas), by following the directions below to make your syllabus visible publicly. If you would like to communicate with your student via Canvas, your course must be published AND the start date of the course must have passed.

• Publish your Course
• Changing the Start Date
RESOURCES FOR STUDENTS

Some students may be new to Canvas. Here are some guides to help them get started.

- Canvas Student Quickstart Guide
- HSU Student Guide to Canvas

Canvas can also be used with smartphones and tablets.
- Canvas for iOS
- Canvas for Android
- SpeedGrader for iPad

FILES

You may want to hide unused course menu buttons from the left navigation menu to reduce confusion. In addition, hiding the “Files” button in your Canvas course restricts student access to your course files area. This means that your students will only have access to the files that you distribute throughout your course.

Hide Unused Course Menu Button Instructions

ASSIGNMENT SUBMISSION OPTIONS

If you have an assignment that requires students to upload a document, make sure you choose “Online” Submission from assignment options. After choosing Online, be sure to “Allow File Uploads.”

SYSTEM & BROWSER RECOMMENDATIONS

Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser. Canvas works best with the latest browser versions of Chrome, Firefox, and Safari. Internet Explorer is not recommended and may cause lack of certain functionalities. Canvas Browser Recommendations

NEW RELEASES

"Change is good“ is the motto for the Canvas Learning Management System. Enhancements or changes to the system can take place every 3 weeks, without the system being down. This allows Canvas to improve regularly and not wait for upgrades to add new features. Release notes are posted to the Canvas website three weeks in advance.
USE STUDENT VIEW

Use Student View to see your course exactly as your students will. This option is accessible from the course menu, Settings>Student View.
How Do I Find My Canvas Courses from Past Semesters?

This guide answers some common questions regarding what you can do with your Canvas courses from past semesters.

What happened to my old Canvas courses?

Canvas Support has removed Canvas courses of past semesters from users' Courses menu and enabled date restrictions on past courses in Canvas to make them read-only. This prevents both students and instructors from making any additional changes to the site. This action was taken to resolve some issues where instructors were editing past sites (instead of current ones) and for basic housekeeping (since these courses get moved out of a user's current course list). This action also protects student data in the case of a grade challenge. The courses will be maintained for grade challenges for five years.

How do I find my old Canvas courses?

To access a Canvas course from a past semester:

1. Log into Canvas
2. Click on the Courses tab from the Global Navigation menu.
3. Then, click on the All Courses link.
4. On the next page, scroll down to view Past Enrollments, where you will be able to view your past courses.
5. Enter a course by clicking on its link.

Why can't I access certain content in my old courses?

The read-only status affects your access to certain content in your old Canvas courses.

For instructors:

If there is any content in any previous courses you have problems accessing, please let Canvas Support know and we can copy the content to a development shell so that you can access the material.
If you need to have a student with an incomplete added to the course to complete coursework after the term end date, please submit a ticket with the student name, course id, and term. For more information about incompletes.

For students:

Please ask your instructor for permission to access this content, and if they allow it, have them send an email to Canvas Support at canvas@humboldt.edu in which they request to have their site re-enabled.

Why can't I enroll people in my old Canvas courses?

As with content access, the read-only status prevents you from editing your old Canvas courses, including any attempts at enrolling new people. If you want someone to have access to your old Canvas course, please contact Canvas Support.

Is there anything else I should know?

Yes! Please note that the read-only status for past courses does not affect the ability for instructors to copy old course content into new Canvas courses. Copying content from an old course into a new course occurs during the course-site creation process.

For more information about requesting Canvas courses and copying content, please see:

- Copy Existing Moodle Course into Canvas Development Shell
- How do I copy content from another Canvas course?

Also, please note that the read-only status affects how your course links display in your Courses menu from Global Navigation, as only Canvas courses for current semester courses appear on it.

If you are a student and your course is not visible in the Past Enrollments section, your instructor may have restricted access to the course. In that case, you would need to contact the instructor.

What should I do if I need help?

Please contact Canvas Support at athelp@humboldt.edu if you need assistance.
The **Gradebook in Canvas** is accessed via the **Grades tool**. Only graded assignments, graded discussions, graded quizzes, and graded surveys that have been published appear in the Gradebook. The Gradebook helps instructors easily input and distribute grades for students. Grades for each assignment can be calculated as points, percentages, complete or incomplete, pass or fail, GPA scale, and letter grades.

Further information about the Gradebook and grades can be found by following this [link](#), this resource lists a variety of different questions you may have.

Grades

All Gradebook items are built using Assignments including in-class or on paper assignments.

Create an Assignment Group (Grading Category)

Create Assignment Groups to create subtotal columns and/or use weighted grades.

Create an Assignment Group

*Note: If your course was imported from Moodle, many of the assignment may be nested in the group called “Imported Assignments”. Assignments can be moved to other groups (categories) by dragging the item. Click and hold on the double row of four dots to move items in Canvas.*

*Note: Assignment Groups give you the option of setting rules, e.g., dropping the lowest score.*

Set Up Weighted Grades

- Follow this link to find out how to [create weighted grades](#).
Note: If your course was imported from Moodle, you may want to delete the Group labeled “Imported Assignments” after the grade items are moved to other groups (categories).

Enable the Letter Grade

By default, a Letter Grade will not appear to students but the instructor can enable and modify the letter scheme in a course.

How do I enable a grading scheme for a course?

Toggle Display Percentage or Point Total to Students

By default, Canvas displays the Final Grade to students as a Percentage. Instructors have the option to change this default to Points. This option is not available when weighted grades are used in a course.

Canvas Instructor’s Guide to Changing Course Grades between Points and Percentage

Toggle View Missing Grades as Zero

Instructors can view student grades as if all ungraded assignments are worth zero points in the Gradebook. This feature called Treat Ungraded as 0 is located in the Gradebook Settings and is only a visual change that does not actually affect any grades—it only helps instructors to see the change in Gradebook calculations if ungraded assignments were given scores of zero. Enabling this option has no effect outside of the Gradebook; students cannot see any difference in their grade pages. Similarly, TAs or other instructors in the course will not see any change in their view of the Gradebook. Only the user who enables this option will see the affected grades.

Canvas Instructor’s Guide on Treating Ungraded Assignments as Zero

Set Default Grade to Zero (or another value)

Instructors may wish to set all the missing assignment grades to zero toward the end of the semester. Additionally, instructors may want to give everyone a score on a particular assignment, without individually entering the grades. The set default grades feature will allow you to make these changes. This setting will work similar to the Excludes Empty Grades setting in Moodle.
Hide Course Grade from Students

Instructors can hide totals in students' grade summaries. By default, totals are visible to students. For courses using weighted assignment groups, assignment group totals are also hidden from students.

Canvas Instructor's Guide on Hiding Course Grade Summary from Students

Additional Resources

The Canvas Instructor's Guide has valuable information about Grades settings and the Gradebook in Canvas. Here are links to few topics worth mentioning:

- Add Extra Credit in Canvas
- Change default view to view individual students grades.
- Adding weights to the gradebook is done via the Assignments tool.
- Grades can be downloaded from Canvas to a CSV file for editing.
- Grades can be uploaded to Canvas from a CSV file.
How can I use Canvas on my mobile device as an instructor?

Canvas is built on open web standards and uses minimal instances of Flash, so most features are supported on mobile devices. With the growing use of mobile devices, you should build your courses with best practices for mobile in mind.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10196-4152719659
How do I restore pages, discussions, etc. in Canvas?

Instructors will learn how to "undelete" and restore things in Canvas. These things include, but are not limited to, pages, discussions, and quizzes, etc.

1. Navigate to your course homepage.

   Need help? Please view this tutorial.

2. In the url, type "/undelete"

   From your course homepage, navigate to the url link and type /undelete immediately after the website link. Press Enter on your keyboard.

3. Choose the item you would like to restore

   Then click Restore.
Article Summary

You have successfully "undeleted" your page or document in Canvas.

⚠️ Need help? Please view this Canvas Guide.
ALLY
What is Ally?

Humboldt State University has deployed Ally accessibility tool in all courses in Canvas. If you have questions about the tool, please contact HSU Canvas Support at canvas@humboldt.edu or 707-826-3633.

- Click here to visit ALLY's support website for instructors.
- Click here to visit ALLY's support website for students.

Ally is a Tool Designed to Make Your Content Accessible to All Learners

Your class is full of diverse students with unique learning abilities. Providing them with more accessible content means they can choose formats that work best for them: HTML for improved reading on mobile phones, Electronic Braille for the visually impaired, and Audio for learning on the go. Ally automatically scans your original content, and performs a series of steps to make them more accessible.

Ally Generates Alternative Accessible Formats for Your Content Automatically

Ally automatically creates these alternative formats for all of your course files, and makes them available for you and your students to download. Your original file will not be affected by the alternative formats.
Ally Gives You Simple Feedback to Help You Make Your Content Accessible to Everyone

Ally integrates directly with Canvas and provides feedback within your course workflow. Next to your course files and content, you can find small speedometers designed to display the levels of accessibility that your documents have reached. Click the indicator to view your accessibility feedback, and follow along step-by-step to make your content accessible to all.

These indicators are only visible to Canvas users with a Teacher or Administrator role in your course.

It's easy!

The Ally indicators are almost exactly like a stoplight. When the indicators are dark green, your content is ready to be accessed by students of all abilities.

Depending on the color of your indicator, Ally provides feedback with descriptions that will help guide you every step of the way.

- Needs help!
- A little better
- Almost there
- Perfect!
Do you have more questions about Ally?

There are many layers of support to help you implement Ally in your courses. The Canvas Support Team in Library 311 is available Monday-Friday (8am-5pm) to aid in your understanding of this new system. For support available, any time, click here to visit Ally's support website for instructors or here to visit ALLY's support website for students.
Analytics
How do I view Course Analytics?

Course analytics will show you activity, assignment submissions, grades, and students. You can view analytics in both active and concluded courses.

Notes:

• Viewing analytics is a course permission. If you cannot view analytics, your institution has restricted this feature.
• The Analytics button only displays once students have been enrolled and students have started to participate in the course.
• Currently, analytics does not measure activity on mobile devices.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10299-415266790
How do I view analytics for a student in a course?

Student analytics show you how well a particular student is doing in your course. You can also view student analytics after your course has concluded.

Your institution may allow students to view their own course analytics, which helps show them accurate information about their course activity and interactions. If this permission is enabled, your view and the student's view of their analytics is the same.

**Notes:**

- Viewing analytics is a course permission. If you cannot view analytics, your institution has restricted this feature.
- Currently, analytics does not measure activity on mobile devices.
- Analytics can also be accessed through the People page and viewing a student's user details page.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10297-415266791
Announcements
How do I use the Announcements Index Page?

You can view all your course announcements in the Announcements Index Page. As an instructor, you can also create announcements and modify announcement settings.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10214-415276768
How do I view and sort announcement replies as an instructor?

You can view all replies in an announcement by scrolling or searching content. Announcement replies are hierarchical, collapsible, and expandable.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9931-415250726
How do I make an announcement in a course?

You can create an announcement to share important information with all users within your course. In your notification preferences, you can choose to receive notifications for announcements created by you as well as replies to announcements you've created.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10405-415250731
How do I add content to an announcement in a course?

You can add text, images, files, and link to course content if you have permission to create or edit announcements.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10116-415266009
How do I edit an announcement in a course?

If you forgot to add something to your announcement, you can easily edit and add more information.

**Note:** Editing an announcement will create a notification on the User Dashboard and Course Activity Stream. If you want users to receive the edited announcement via their notification preferences, you will need to create a new announcement.

**Canvas tutorial below:**

https://community.canvaslms.com/docs/DOC-10407-415250732
How do I attach a file to an announcement in a course?

You can attach a file to an announcement for users to download.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9925-415250720
How do I delete an announcement in a course?

If you need to remove an announcement from your course, you can easily delete it in Canvas.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10420-415250733
How do I add an external RSS feed to an announcement as an instructor?

RSS, also known as Rich Site Summary or Really Simple Syndication, is a web feed format that publishes frequently updated information from external websites such as blogs, news headlines, audio, and video. RSS feeds benefit users who want to receive timely updates from favorite websites or to aggregate data from many sites.

You can add an external RSS feed to a course announcement. Please note that when you create the RSS feed, only future feed content will be pulled into the announcement; it will not pull any existing or backdated content.

**Note:** Adding an RSS feed will create an announcement for every new item added to that feed. Users that have chosen to be notified of new announcements in their Canvas notification preferences may see a substantial increase in the amount of notifications they receive.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10111-4152719660
How do I subscribe to the Announcements RSS feed as an instructor?

You can subscribe to the Announcement RSS feed in your course or group and receive announcements via any RSS feed reader. This lesson shows how to subscribe in a course, but the steps are the same as in a group.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10123-4152719662
How do I view the Announcements RSS feed as an instructor?

When set up as part of Announcements, the Announcement RSS Feed displays the last 15 posts within Announcements. These posts can be from an announcement or from external RSS feeds on the Announcement Index Page.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10119-4152719661
How do I delay posting an announcement until a specific date in a course?

You can set new announcements to post at a certain date and time.

Notes:

• If you create an announcement in an unpublished course, the delay posting date must take place after the course has been published for notifications to send to those who have chosen to receive notifications for new announcements.
• If you check the Delay Posting checkbox and don't set a date the announcement will post immediately.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10422-415250735
How do I require students to post to a course announcement before they see replies?

You can require students to post to an announcement before they can see replies.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10351-415250740
How do I reply to an announcement as an instructor?

If you have a question or comment about an announcement, you can reply directly to that announcement.

You can reply in both course and group announcements. This lesson shows how to reply in a course, but the steps are the same.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10115-4152719663
How do I allow students to like replies in a course announcement?

If you allow students to reply to announcements, you can also allow students to like replies in an announcement. If an announcement allows liking, users will see a Like icon within each announcement reply. By default, liking is available to all users in the course; however, you can choose to restrict the option to graders only.

The Like icon is enabled on a per-assignment basis.

Learn how to like an announcement reply.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9982-4152501193
How do I like a reply in a course announcement as an instructor?

You can like announcement replies in your course. To view the Like icon on announcements, you must allow users to like replies in a course announcement.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10117-4152719664
How do I close an announcement for comments in a course?

To stop students from posting replies to individual announcements, you can close an announcement to comments.

If necessary, you can also disable comments for all announcements in a course.

Notes:

• If your announcements display a lock icon, announcement comments have already been closed to comments. Based on your institution's preference, comments may be disabled by default.
• You may be able to open individual announcements for comments that have been closed. However, if the option to open a comment is not available, your institution has restricted this feature.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10183-415266010
Assignments
How do I use the Assignments Index Page?

You can view all your course assignments on the Assignments Index page. As an instructor, you can also add assignment groups, create an assignment, and modify assignment settings. You can also reorder assignments and assignment groups.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10061-415267000
How do I use Draft State in Assignments?

Draft State allows content in Assignments to exist in an unpublished (draft) state. Unpublished assignments are invisible to students and excluded from grade calculations. You can manage the state of all assignments on the Assignments Index Page, or you can manage each assignment individually.

**Note:** If you use Modules in your course and add an Assignment to a Module, please be aware that the state of the Module overrides the state of all module items. You may want to consider leaving Assignments unpublished until you are ready to publish the entire Module. For more information please see the [Modules Draft State lesson](https://community.canvaslms.com/docs/DOC-10101-4152180493).

Canvas tutorial below:

[https://community.canvaslms.com/docs/DOC-10101-4152180493](https://community.canvaslms.com/docs/DOC-10101-4152180493)
What is the difference between a Canvas Assignment and a Canvas Activity?

Anything that appears in the Activity Stream is considered an activity. Some activities are graded (assignments) and others are not (events).

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10063-415246543
What assignment types can I create in a course?

Canvas supports five assignment types: Assignments, Discussions, Quizzes, External Tools, and Not Graded.

As an instructor, you can select an assignment type when creating an assignment shell. However, you can also create assignments within an assignment type by visiting each type's respective Index Page.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10092-415254365
What is the difference between assignment due dates and availability dates?

In addition to setting a due date for an assignment, instructors can specify a specific date range when students can submit the assignment. These dates are called availability dates. These dates are optional and can be set depending how you want to manage the assignment.

In Quizzes, availability dates may affect student submissions. For more details, view the Quiz availability dates lesson.

Notes:

• Beneath the Due Date and Availability date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for an assignment, the course and local times will be displayed for reference.
• When Multiple Grading Periods are enabled in a course, only due dates are validated against closed grading periods. Availability dates do not apply.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10327-415273044
How do I create an assignment?

You can create assignments on the Assignments page. You can create an assignment shell, which is a placeholder for an assignment within an assignment group, or you can create an entire assignment with all the assignment details at the same time.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9873-415267003
How do I create an assignment shell in an assignment group?

Assignment shells are placeholders for Assignments until you edit the Assignment details. You can create an Assignment shell on the Assignments index page. Assignment shells are saved as unpublished assignments.

Assignment shells can only be created as part of an assignment group. Learn how to add assignment groups.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9934-415241283
How do I move or reorder an assignment group?

You can move or reorder assignment groups after you've created them. You can manually drag and drop the assignment group, or you can use the Move To option, which is also accessible for keyboard users. You can also move or reorder Individual assignments.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-13343-4152807375
How do I add an assignment group in a course?

Using Assignment Groups allows you to organize the assignments in your course.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10149-415241291
How do I weight the final course grade based on assignment groups?

You can weight final grades based on assignment groups. Selecting this option assigns a weight to each assignment group, not the assignments themselves. Within each assignment group, a percentage is calculated by dividing the total points a student has earned by the total points possible for all assignments in that group.

For example, if an assignment group included three assignments totaling 25 points, and a student's scores totaled 15 points, the student would earn 60% for the assignment group (15/25). This percentage is then multiplied by the selected group weight. Each assignment group calculation is added together to create the final grade.

For example, an instructor may create three assignment groups (A, B, and C) weighted at 20%, 50%, and 30%, respectively. The total score equation for a course with three assignment groups would be (percentage A x weight A) + (percentage B x weight B) + (percentage C x weight C) = final course percentage. If a student scores 75% in Group A, 98% in Group B, and 87% in Group C, the final score would be calculated as (.20 x .75) + (.50 x .98) + (.30 x .87) = .901, or 90.1%.

The final score calculation is changed if there are no graded items in an assignment group and the Treat Ungraded as 0 option is not selected. In this case, all assignment groups with graded items will be divided by their combined weight, and the assignment groups without graded items are removed from the equation. If the previous example were adjusted so Group C contained no graded discussions, assignments, or quizzes, the calculation for final score would be [(.20 x .75) + (.50 x .98)] ÷ .70 = .9143, or 91.43%.

Multiple Grading Periods

If your course includes Multiple Grading Periods, you cannot change assignment group weights once an assignment group has assignments in a closed grading period. Additionally, weighted grading periods can also support weighted assignment groups in a course. The weight of an assignment group is applied to the grading period's final grade, and each grading period's final grade is added together to calculate the overall grade.
If you choose to use weighted assignment groups, separate assignment groups should be created for each grading period in the course. If an assignment group contains assignments that fall into multiple grading periods with different weighted percentages, grades may have unintended consequences.

**Canvas tutorial below:**

https://community.canvaslms.com/docs/DOC-10059-415267002
How do I create rules for an assignment group?

Once you have added assignments to your assignment group, you can create rules for the entire assignment group. Assignment group rules determine how Canvas handles any exceptions you want to create for grade calculations. Assignment groups can be weighted or unweighted.

When using the lowest or highest score rule, an assignment group must include at least one score, plus the number of dropped scores and the number of assignments that should not be dropped. For instance, if you have a rule for dropping three scores and one Never Drop assignment, you would need five student scores in the assignment group to have all three lowest or highest scores dropped.

Canvas considers how the rule most negatively or positively affects the student's overall score. A rule to drop the lowest score will remove the assignment score(s) from a student's group percentage calculation that will result in the best possible score for that group. A rule to drop the highest score will remove the assignment score(s) from a student's group percentage calculation that will result in the lowest possible score for that group.

In some cases, the point value may be considered more important than percentage score when determining which assignment to drop. For example, an instructor may set a rule to drop the lowest score in an assignment group, where a student earns a 100% on a 50-point assignment, 65% on a 100-point assignment, and 50% on a 24-point assignment. The 50% score is the lowest percentage, but the 65% score will be dropped as this action provides the student with a better total score for the assignment group than dropping the 50% score.

Multiple Grading Periods

If your course includes Multiple Grading Periods, you cannot change assignment group rules once an assignment group has assignments in a closed grading period.

Additionally, if an assignment group contains assignments that fall into multiple grading periods, grades may have unintended consequences when calculating assignment group rules.
Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9880-4152232976
How do I create an online assignment?

You can create online assignments for students to submit their assignments through Canvas.

When allowing file uploads as an online entry option, you can restrict certain types of files for assignment submissions. In the case of restricting assignments with an odd or unusual file type, try adding it to your course to confirm the file is accepted before requesting students to submit the file type.

If your institution has enabled Google Docs, the Google Apps LTI, or the Microsoft Office 365 LTI, students can upload files from their respective Google Drive or OneDrive account directly. (If only Google Docs are enabled for your institution, students must connect to Google Drive as a web service to submit an assignment as a Google Doc, Google Sheet, or Google Slide.) You can allow Google Drive and OneDrive files as submission types by selecting the File Uploads checkbox when creating an assignment.

**Google Drive File Types**

Students can submit Google Doc (.gdoc), Google Sheet (.gsheet), or Google Slide (.gslide) files. They can also use Google Docs to submit uploaded Word (.doc/.docx), Excel (.xls/.xlsx), PowerPoint (.ppt/.pptx), and PDF files not converted to Google Docs formatting.

When Google file types are submitted as an assignment submission, those files will convert to their Microsoft counterpart file types and appear in the submission as respective Word, Excel, or PowerPoint files. Canvas uses the conversion file type for submissions (and to render supported file types as Crocodoc files in SpeedGrader), so if you want to restrict file types to only include Google file types, you must also include the file types for each respective Microsoft file type as well. For instance, if you want to only allow Google Slide submissions, you must include .pptx as a restrictive file type, otherwise Canvas will not show the .gslide files in the Google Doc tab.

**Turnitin File Types**

If your institution has enabled Turnitin, you can create a Turnitin assignment. Turnitin accepts various file types and images.
Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10151-415241295
How do I add an assignment using an external app?

When you create an assignment, you can choose to add an external app (LTI tool) as a submission type. External apps must be added in your course before they can be added to an assignment.

Note: The External Tool submission type does not support group assignments or peer reviews.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10384-4152501360
How do I add or edit details in an assignment?

When you create an assignment, you'll add details for the assignment such as the description, file submission types, and point value.

If you create an assignment shell, you must edit the assignment to add the assignment details.

Assignment settings are persistent to always remember and display the settings created or edited in the previous assignment in the course. Please note that this feature only applies to settings; it does not include assignment due dates.

Note: When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods. Some attributes may not be available to editing.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10113-415241285
How do I add or edit points for an assignment?

You can add or edit the amount of points on a given Assignment.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10145-415254240
How do I exclude an assignment from the course's final grades?

When creating an assignment, you can choose to not count assignments toward the final grade. This feature allows you to provide feedback for assignments without the assignment counting toward Gradebook calculations. By default, everyone in the course will have the grade excluded unless you specifically assign course sections, assign individual students, or assign course groups to the assignment.

Assignments that are excluded from the final grade include a banner at the top of the assignment page and the assignment details page. The Gradebook and student Grades page also includes an icon showing the grade has been excluded.

Note: This feature is only available in assignments; it does not apply to graded discussions or quizzes.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10120-4152618765
You can give students extra credit in Canvas using several options.

**Notes:**

- If you are weighing your assignment groups, please pay attention to how weighted groups can affect the Gradebook if assignments are worth zero points.
- If you have [drop rules](https://community.canvaslms.com/docs/DOC-9940-415278195) set in an assignment group, adding extra points may affect your students' scores.
How do I move or reorder an assignment?

You can move or reorder assignments after you've created them. You can manually drag and drop the assignment, or you can use the Move To option, which is also accessible for keyboard users. You can also move all assignments in an assignment group to another assignment group.

**Note:** If you are using Multiple Grading Periods, you cannot move assignments and quizzes that are part of a closed grading period to another assignment group. However, you can move open assignments and quizzes to another assignment group.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-13342-4152807365
How do I import SCORM files as an assignment?

If your institution has enabled the SCORM LTI, you can upload SCORM ZIP files as assignments, discussions, or quizzes in your course (per the applicable package content). SCORM is a technical standard for many e-learning products and is often used to create course content. Once enabled, the SCORM Link will appear in the Course Navigation menu. SCORM packages are imported as External Tool Assignment submissions.

To enable your SCORM content as a stand-alone HTML site, you may need to re-export your SCORM content.

If you are interested in uploading non-assignment SCORM content into a course, learn how to [import .zip content into Course Files](https://community.canvaslms.com/docs/DOC-10312-4152340211).

**Notes:**

- The SCORM LTI must be enabled in External Apps at the account level before it can be used in courses. If you are an administrator, please contact your Customer Success Manager for assistance.
- If you delete a SCORM assignment from the Assignments, Discussions, or Quizzes pages, the assignment will still appear on the SCORM page, and if you try to open the assignment, Canvas will generate an error. However, if you delete the assignment from the SCORM page, the assignment will also be deleted from all other applicable Canvas locations.
- Canvas supports the following versions of SCORM: SCORM 1.2 and SCORM 2004 (2nd, 3rd, and 4th Edition).
- SCORM is not available in beta or test environments of Canvas.

**Canvas tutorial below:**

[https://community.canvaslms.com/docs/DOC-10312-4152340211](https://community.canvaslms.com/docs/DOC-10312-4152340211)
How do I delete an assignment?

You can delete an assignment from your course if necessary.

**Notes:**

- Deleting a graded assignment also removes the assignment from the Gradebook.
- When Multiple Grading Periods are enabled in a course, you cannot delete individual assignments for any student, group, or section in a closed grading period.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10088-415254246
You can duplicate an assignment in your course. When an assignment is duplicated, the word Copy is added to the end of the assignment name.

Duplicating an assignment defaults the copied assignment to an unpublished status. All items in the assignment are duplicated including the name, description, point value, and options, except for the following situations:

- Copied peer review assignments retain the peer review setting and Assign Review date, but the number of reviews per user will be set to zero.
- Copied assignments are always assigned to everyone in the course; differentiated assignments are not retained for individual users, groups, or sections.
  - If a differentiated assignment includes an Everyone Else date, the copied assignment retains the Everyone Else due date, if any.
  - If a differentiated assignment does not include an Everyone Else date, the copied assignment does not include a due date.
- Copied external tool (LTI) assignments may need to be reconfigured.

**Note:** Assignments currently cannot be duplicated for quizzes.

**Canvas tutorial below:**

https://community.canvaslms.com/docs/DOC-11793-4152768840
How do I assign an assignment to everyone in a course?

By default, assignments you create in your course will be assigned to everyone. You can specify a due date and availability dates that apply to everyone. You can also assign an assignment to an individual student, course section, or course group.

When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-13898-4152810845
How do I assign an assignment to an individual student?

When creating or editing an assignment, you can assign an assignment to individual students. You can also set different due and availability dates for a student within an assignment that is assigned to the rest of the class. Availability date functionality is still available for each assignment.

Only the student(s) specified in the assignment details can view the assignment.

When using differentiated assignments with the Gradebook, the assignment appears as a column for all students, but grade cells are grayed out for students who have not been included in the assignment. Grades cannot be assigned for students who have not been included in the assignment, and assignments that are not assigned to a student are not factored into overall grades.

When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

Note: If your course is using MasteryPaths, you do not have to manually assign assignments to individual students. Learn how to assign an assignment using MasteryPaths.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9973-4152101242
How do I assign an assignment to a course section?

When creating or editing an assignment, you can assign an assignment to a specific course section. You can also set different due and availability dates for a section within an assignment that is assigned to the rest of the class. Availability date functionality is still available for each assignment.

Only the section(s) specified in the assignment details can view the assignment.

When using differentiated assignments with the Gradebook, the assignment appears as a column for all students, but grade cells are grayed out for students who have not been included in the assignment. Grades cannot be assigned for students who have not been included in the assignment, and assignments that are not assigned to a student are not factored into overall grades.

When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10434-4152669141
How do I assign an assignment to a course group?

You can create a group assignment by using the Group Assignment checkbox. Canvas uses group sets to assign group assignments, and each group within the group set that is assigned to the assignment is required to complete the assignment. When creating or editing a group assignment, you can assign an assignment to specific groups. You can also set different due dates and availability dates for a group within an assignment that is assigned to the rest of the class.

You will need to assign a group set as part of the assignment. You can add an existing group set, or you can create a new group set as part of the assignment and add students to groups later. However, if you create a group set with self sign-up or manual group assignments, you will not be able to use the group set until users have been added to the subgroups.

When differentiating groups in assignments, students can only view the assignment if they are a member of an assigned group. Otherwise the assignment does not appear in the student's assignments page. Grades cannot be assigned for students who have not been included in the assignment, and assignments that are not assigned to a student are not factored into overall grades.

When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

Notes:

• In group assignments, one submission will count for the entire group. Learn more about evaluating group work.
• Group assignments cannot be used with External Tool assignments.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10107-415254248
How do I view differentiated assignments with different due dates in a course?

Differentiated Assignments is a Canvas feature that lets you create different due dates and availability dates for assignments, quizzes, and discussions. Assignments and graded discussions can be differentiated for individual students, sections, or groups; quizzes can only be differentiated for individual students or sections. You can designate if the assignment will be limited to those students, sections, or groups or if it will also be assigned to everyone else in the course. Differentiated assignments are also used in MasteryPaths.

When using differentiated assignments with the Gradebook, the assignment appears as a column for all students, but grade cells are grayed out for students who have not been included in the assignment. Grades cannot be assigned for students who have not been included in the assignment. Additionally, assignments that are not assigned to students—whether individually or as part of a section, group, or entire course—are not factored into overall grades. Differentiated assignments are also respected in Multiple Grading Periods.

On the student grades page, students can only view assignments that have been assigned to them.

This lesson is an overview of placement throughout Canvas. Differentiated assignments do not affect your students since they will only see the assignment that have been assigned to them. However, when an assignment includes more than one section, group, or user, Multiple Due Dates will appear across your entire course including Quizzes, Assignments, Discussions, Syllabus, Modules, Course Analytics, Calendar, and SpeedGrader.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10036-4152101241
How do I add a grading scheme to an assignment?

You can add a grading scheme to an assignment. You can use search for grading schemes created by your institution or you can create a new grading scheme.

Notes:

• When an assignment is part of selected content in a course export, the grading scheme for the assignment will also be imported.
• Using an account-level grading scheme built by your institution links the scheme into your course—it does not import as a new scheme on the course level.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10216-415282270
How do I set up a moderated assignment to be graded by multiple reviewers?

When creating an assignment, you can choose to set up an assignment with moderated grading, which allows multiple reviewers to grade a student's work and create draft or provisional grades. Moderated grading is enabled on a per-assignment basis.

Once you publish the assignment you can add students to the assignment moderation set.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10412-4152477015
How do I add and manage students in a moderated assignment as a moderator?

If an assignment has been set up as a moderated assignment, and you have permission to moderate assignments, you can add students to the moderation set.

If a student is added to a moderation set, any grade assigned to the student by a review is treated as a provisional grade until you review the assignment, select the final grade, and post the final grade. Moderated assignments include up to two reviewers and one moderator. Reviewers can be any user with a role to edit grades (commonly TAs or other instructors) and interact with SpeedGrader the same way as when grading any other assignment.

Courses with Multiple Moderators

An assignment supports only one moderator grade, which can be edited or overwritten by any user with the moderate grades permission. However, sometimes a course may contain more than one user with permission to moderate grades If more than one moderator exists in a course, you may want to discuss a policy for your course as to which of you will control official grade posting for the assignment.

Note: Your assignment must be published before you can add students to the moderation set.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10385-4152477016
Can a student resubmit any assignment?

Students always have the option to resubmit their assignments. As an instructor, you can decide how to handle assignment resubmissions.

You do have the option to set availability dates for each assignment. Availability dates can restrict the dates that an assignment can be submitted.

All assignment submissions can be viewed in SpeedGrader. Students will not be able to view their previous submissions after resubmitting unless you reupload the assignments to Canvas.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10082-415254251
How do I use peer review assignments in a course?

A peer review assignment enables students to provide feedback on another student's assignment submission. Peer reviews are a tool that allows communication between students and can help students master the concepts of a course and learn from each other. Peer reviews can be assigned to show student names or display anonymously.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10256-4152719640
How do I create a peer review assignment?

When creating an assignment, you can require students to complete a peer review of another student's work. Learn more about peer review assignments.

For peer reviews, you can manually assign peer reviews or choose to have Canvas automatically assign peer reviews for you. You can also choose to allow students to see other students' names in peer reviews or make them anonymous. When anonymous peer reviews are enabled, instructors and TAs can still view the names of student reviewers in SpeedGrader and in the student submission page. However, if anonymous grading is enabled in SpeedGrader, the names of both students will be hidden in SpeedGrader but not in the student submission page.

To complete the peer review, students are required to leave at least one comment. If you include a rubric, they are also required to complete the rubric.

Notes:

• To learn how assignment and peer review due dates appear in a student's To Do list, view the Peer Review Tips PDF.
• Peer reviews cannot be used with External Tool assignments.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10094-415254249
How do I manually assign peer reviews for an assignment?

When you create a peer review assignment with manual peer reviews, you can choose which students will be assigned peer reviews.

Note: When manually assigning peer reviews, students can complete their assigned peer reviews without having to submit their own assignment first. If you require students to complete their own assignment before being able to complete a peer review, you must automatically assign peer reviews.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10080-415254250
How do I automatically assign peer reviews for an assignment?

When you create a peer review assignment with automatic peer reviews, Canvas will assign peer reviews to students automatically once they have submitted their own assignment.

You can also tell Canvas to automatically assign peer reviews after an assignment due date has passed.

Notes:

• It may take up to one hour for Canvas to assign peer reviews.
• If a student has not submitted the assignment or submits the assignment after the due date, the student will not automatically be assigned a peer review and you must manually assign one.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10400-415278747
How do I view student peer review comments as an instructor?

You can verify if students completed an assigned peer review. In the peer review page, you can view all peer reviews left on a student's submission. You can also view a single review left by a student for an assigned peer review. Peer review comments also display in SpeedGrader along with any other comments left on the assignment.

Students don't automatically receive a grade for completing a peer review. If you want to award points for peer reviews, you can create a no submission assignment in the gradebook and assign points manually.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-13950-4152821850
In this tutorial you will learn how to create a Turnitin assignment with the Canvas External Tool, and how to edit it.

⚠️ By default, the Turnitin assignment will set the due date a week after the creation date. This can prevent students from submitting an assignment. You must change the dates within the Turnitin settings after you've created the assignment.

1. Create a new assignment

In Canvas, go to the Assignments tab and click the green + Assignment button.

2. Configure the assignment Submission Type

1. Under Submission Type, select External Tool from the drop down menu.
2. Click on the Find button to pop up a list of tools.
4. Finish editing the assignment settings and click Save or Save & Publish at the bottom.
The Edit Assignment Settings will only edit the Canvas assignment settings, not the settings for the Turnitin Inbox.

3. Now, you must edit the Due Date settings within Turnitin

Click on your assignment to open Turnitin, then click the Settings button.

Make sure the Start Date, Due Date, and Feedback Release Date fields are all correctly filled out to match the Canvas assignment settings.

IMPORTANT! Allow late submissions? - This feature allows late submissions but NOT late re-submissions!

To allow a student who has submitted on time to re-submit, you must extend the Due Date in Turnitin settings.

Find more settings by clicking on the Optional Settings gear, and read a short description of each setting by hovering over the blue question marks.
Click **Submit** to save the Turnitin due date settings.

**Congratulations, your Turnitin assignment is now created**
How do I change Turnitin settings for an assignment? (External Tool Method)

⚠️ This guide is for use of the Turnitin Canvas External Tool.
If you are attempting to manage an assignment using the Canvas built-in Plagiarism Review feature, please follow the Turnitin Guides.

How do I change Turnitin settings for an assignment?

As of May 15, all Turnitin documentation will be maintained directly by Turnitin, and this document will be removed from the Canvas Guides on August 4. For assistance with Turnitin, please reference the Turnitin Canvas User Guides.

As part of a Turnitin assignment, you must specify the settings that are allowed for student submissions. Turnitin settings must be created or confirmed before students can view the assignment.

The LTI currently includes a few limitations in Turnitin settings:

• By default Turnitin always allows students to submit their assignment as a text entry or upload files that can generate Originality Reports: Text (.txt), Microsoft Word (.doc/.docx), Microsoft PowerPoint (.ppt/.pptx/.pps/.ppsx), Microsoft Excel (.xls/.xlsx), PostScript (.ps/.eps), Portable Document Format (.pdf), Rich Text Format (.rtf), HyperText Markup Language (.html), WordPerfect (.wpd), Hangul (.hwp), and Open Office Text (.odt). They can also upload an assignment from Google Drive or Dropbox. In Turnitin settings, you can also allow students to submit any file that is less than 40 MB, has a minimum of 20 words, and is less than 400 pages.

• Assignments honor Turnitin resubmission settings; they do not automatically allow resubmissions like regular Canvas assignments.

Note: The Turnitin LTI is responsive to the size of your browser window. Your view of the Turnitin LTI may vary from the images shown in this lesson.
Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10291-4152467829
How do I manage Turnitin assignments? (External Tool Method)

⚠️ This guide is for use of the Turnitin Canvas External Tool.

If you are attempting to manage an assignment using the Canvas built-in Plagiarism Review feature, please follow the Turnitin Guides.

How do I manage Turnitin assignments?

As of May 15, all Turnitin documentation will be maintained directly by Turnitin, and this document will be removed from the Canvas Guides on August 4. For assistance with Turnitin, please reference the Turnitin Canvas User Guides.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-13080-4152467867
How do I set up a Google Docs Cloud Assignment in Canvas?

In this tutorial, you will learn how to set up a Google Docs Cloud assignment. This will allow you to embed a Google Document that students will be able to modify and submit a copy of through Canvas.

1. Create an assignment

If you need additional help creating a Canvas assignment, it can be found here.

2. Set the Submission Type

In the assignment options, under Submission Type select External Tool.

![Submission Type and Online Entry Options](image-url)
1) Select the drop down in the **Submission Type** options.

2) Select **External Tool** for the drop down.

### 3. Find Google Docs Cloud Assignment

In the **External Tool Options**, click **Find** and then locate **Google Docs Cloud Assignment**.
4. Find the document to embed

In the Google Docs file browser, locate and select the document you would like students to modify and click submit.
5. Finish the configuration

Click Select on the Canvas External Tool configuration screen to finish the embedding process.

6. Review

Review/Finish your assignment options and Save or Save & Publish your assignment.

Instructor view of Google Docs Cloud assignment

The highlighted (yellow) portion is the assignment description.

The contents of the red box are automatically displayed when using the Google Docs Cloud Assignment external tool.
You’ve created a Cloud Assignment external tool submission type from your Google account. Students will receive a copy of this document that they can modify for their assignment submissions.

Student view of Google Docs Cloud assignment

The student view will be the same other than the automatically displayed content explaining the embedded document and the presence of the **Submit** button.
Students who have not authorized Google Docs in Canvas

If students receive the following message, they will just have to click **Authorize** on the bottom of the page.

Assignment Description goes here.

**Students: Modify this copy of the document and click the Submit button at the top of the page.**

Log In

You need to authorize this integration in order to use it.

Please sign in to your Google account and authorize this integration.
Attendance (Roll Call)
How do I use the Roll Call Attendance tool in a course?

After the Attendance tool has been enabled for your course, you can configure the attendance tool to meet the needs of your students. However, some items cannot be configured until after your course is published and students have accepted the course invitation.

**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 Course Navigation, please contact your administrator.

Canvas tutorial below:

[https://community.canvaslms.com/docs/DOC-10427-4152107406](https://community.canvaslms.com/docs/DOC-10427-4152107406)
How do I create a roll call seating chart using the Attendance tool?

You can drag and drop the students in your course to create a seating chart for your classroom.

Once you have created your seating chart, learn how to take roll call in your course.

**Note:** Currently Roll Call does not support a seating chart print option. However, you can always print the screen image from your browser.

Canvas tutorial below:

[https://community.canvaslms.com/docs/DOC-10437-4152107416](https://community.canvaslms.com/docs/DOC-10437-4152107416)
How do I edit the Roll Call Attendance assignment?

After the first time you take roll call, Canvas automatically creates an assignment for Roll Call Attendance and adds a column to the Gradebook. By default, attendance is worth 100 points.

To avoid Attendance calculation errors, never delete, rename, or unpublish the Attendance assignment.

Instructors can edit several components of the Roll Call Attendance assignment:

- If you are using weighted assignment groups, you can create a new weighted assignment group and move the attendance assignment into that group.
- You can edit the assignment and change the point value.
- You can remove Attendance from the Gradebook completely by changing the assignment type.
- You can exclude the attendance assignment from the final grade.

Note: The Attendance assignment will not appear until you have taken roll for at least one student.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10147-4152430299
How do I take roll call using the Attendance tool?

Once the attendance tool is set up in your course, and your course is published, you can start to take attendance using Roll Call.

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.

Currently you can only view Roll Call on a day-by-day basis. To view additional dates you can run an attendance report for your course.

**Notes:** 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.

**Canvas tutorial below:**

https://community.canvaslms.com/docs/DOC-9957-4152107412
How do I use Roll Call Attendance badges in a course?

Once you have configured the Attendance tool, Roll Call Badges are a versatile way to make quick notations about your students using the Roll Call attendance tool. For example, you can quickly mark when a student is disruptive or actively participating in the class so that you have a record of that student's activities.

You can add and manage any course-level attendance badges in any student's attendance information profile. New badges are always available to all students and will not/cannot be created for individual students. Badges may be created, however, that are only applicable in certain circumstances such as "Absent due to death in family" or "Absent due to school-sanctioned activity."

Canvas admins have the right to delete any course-level badges that may be considered inappropriate.

**Note:** Roll Call Attendance Badges are not visible to students.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9938-4152107413
How do I run Roll Call Attendance reports in a course?

You can run reports to review attendance data for your students. This report is sent to your email, where it can be downloaded as a comma separated value (CSV) file.

Reports are delivered in a CSV format and display all content in a list. Reports always include the following data fields: Course ID, SIS Course ID, Course Code, Course Name, Teacher ID, Teacher Name, Student ID, Student Name, Class Date, Attendance, and Timestamp.

Roll Call Attendance Badges are included in course reports if they were created at the most immediate account or sub-account level and have been assigned to students. If the course belongs to a sub-account, only badges created at the sub-account level will appear in reports. If the course does not belong to a sub-account, only badges created at the account level will appear in reports. Additionally, the badges will also only be included if they were set within the time frame you specify in the report.

You can generate reports for the entire course or a specific student. To locate a student or course ID, view the People page. The student SIS ID will be listed in the table. The course ID will be in the browser URL (e.g. courses/XXXXXX/users/XXX).

Note: You can narrow large results within a CSV report using the Data group Filter button.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10433-4152107417
Calendar
How do I use the Calendar as an instructor?

The Calendar is a great way to view everything you have to do for all your courses in one place. You can view calendar events by day, week, month, or agenda list. The calendar also includes access to the Scheduler, which is an optional scheduling tool in Canvas.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10219-415254669
How do I filter the Calendar view by course as an instructor?

You can filter your Calendar by courses.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10124-4152719667
How do I add an event to a course calendar?

A Canvas event is a non-graded Canvas activity. Events you create on the Calendar will not appear on the Assignments page or in the Gradebook. But they will show up on the Syllabus page and student calendars. You can create events with due date times as well as all-day events.

For example, you may create a course event with a link to the readings that you want students to do in preparation for a class discussion in the Calendar. You will not grade students on whether or not they have done the reading, but you are providing the readings on a specific day to help them organize their time more efficiently.

If you want to add multiple copies of the same event, you may be able to create a recurring event.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10043-415241296
How do I add a repeating event to a course calendar?

A Canvas event is a non-graded Canvas activity. Events you create on the Calendar will not appear on the Assignments page or in the Gradebook. But they will show up on the Syllabus page and student calendars. You can create events with due date times as well as all-day events.

If you want to create the same event multiple times for a course, you can create a recurring event. Recurring (or repeating) events creates multiple copies of the event every day, week, or month. Recurring events are only available for course calendars; they are not supported in personal calendars.

For example, you may create a recurring course event for student study groups every week. You will not grade students on whether or not they have participated in the study group, but you are providing a resource activity on a specific day to help them organize their time and prepare for your course more efficiently.

Once created in a course calendar, recurring events are not linked together and are independent events. Therefore, if users need to modify an event, each event has to be modified individually.

Tips for recurring events:

- Weekly events are replicated on the day of the week of the first event. For instance, if an event is created on a Monday and repeats weekly, the next instance of the event will appear on the following Monday, regardless of the actual date.
- Monthly events are replicated on the day of the month of the first event. For instance, if an event is created on July 6 and repeats monthly, the next instance of the event will appear on August 6.

**Note:** Recurring calendar events is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10237-4152441393
How do I add a personal reminder to the Calendar as an instructor?

You can add a personal reminder to your own Calendar for an upcoming event.

**Note:** Recurring events are not supported for personal calendars.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10315-415241985
How do I create an assignment shell from the Calendar?

You can create assignment shells from the Calendar. Assignment shells are placeholders for the assignment until you fill in the assignment details. You can also create assignments with multiple due dates.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10192-415254671
How do I edit an event or assignment in the Calendar?

You can change the date of an Event or Assignment by clicking on the Event or Assignment or by dragging and dropping the Event or Assignment to a different date. This lesson shows how to edit a calendar item, but you can also delete items from the Calendar. Please be aware that deleting a Calendar entry also deletes the associated content elsewhere in Canvas.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10398-415254672
How do I add a conference invitation link to an event in a course calendar?

How do I add a conference invitation link to an event in a course calendar?

This lesson will help you to add the link to the Conference page to an existing event in your course Calendar. You should create the Conference first.

If you have not yet created the event, learn how to create a Calendar event.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10108-415281745
How do I set a different event date for each section in a course calendar?

This lesson will help you use different calendar event dates for each section you have in your course.

**Note:** You need to [add sections to your course](#) before you can set a different date for an event for each section.
How do I view the Calendar iCal feed to subscribe to an external calendar as an instructor?

The Calendar iCal feed is located in the sidebar of your Calendar. You can import the iCal feed into any calendar app that accepts the iCal format, such as Google Calendar, Apple Calendar, Outlook, and Yahoo Calendar. You can also download the calendar feed as an ICS file. The calendar feed will contain events and assignments from all of your Canvas calendars.

**Note:** All future events, and past events within 30 days, are included when exporting a Canvas calendar to another calendar program.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10039-4152719671
How do I subscribe to the Calendar feed using Google Calendar as an instructor?

You can import your Canvas calendar to Google Calendar. The calendar feed will contain events and assignments from all of your Canvas calendars.

The steps in this lesson are also relevant for those using Gmail via Google Apps for Education. Google Apps for Education provides an Institution Email Account to those institutions participating in the program. To learn more, visit the [Google Edu website](https://edu.google.com).

Once you have subscribed to the calendar feed, you can [remove or unsubscribe from the calendar feed](https://community.canvaslms.com/docs/DOC-10037-4152719670) at any time.

**Note:**

- All future events, and past events within 30 days, are included when exporting a Canvas calendar to Google Calendar.
- Google Calendar periodically updates but may take up to 24 hours to sync with the Canvas Calendar. Canvas update may not be immediately visible in Google Calendar.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10037-4152719670
How do I subscribe to the Calendar feed using Outlook as an instructor?

You can subscribe to the Calendar Feed using Outlook 2013 on your desktop. The calendar feed will contain events and assignments from all of your Canvas calendars. Once you have subscribed to the calendar feed, you can remove the calendar feed at any time in Outlook by opening the Tools menu, clicking Account Settings, and selecting the Internet Calendars tab.

If you are using an earlier version of Outlook, these steps may differ.

**Notes:**

- All future events, and past events within 30 days, are included when exporting a Canvas calendar to Outlook.
- Outlook periodically updates but may take up to 24 hours to sync with the Canvas Calendar. Canvas update may not be immediately visible in Outlook.
- If your institution/organization uses a Microsoft Exchange Server account, you can also subscribe to the calendar feed using the Outlook Web App in Exchange Server. This allows you to access your Outlook calendar online if you are away from your desktop. Please contact your IT administrator at your organization/institution for more information.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10126-4152719668
How do I add a Scheduler appointment group in the Scheduler page?

If Scheduler is enabled for your institution, you can create appointment groups in the Scheduler. Appointment groups create a block of time where students can meet with you. Students can sign up for appointment times in their own calendars.

Appointments will appear in your calendar after a student or group has reserved a time slot.

Notes:

• If user participation is limited to dates between the course start and end dates, Scheduler events cannot be edited or deleted after the date the course ends.
• The Scheduler tool is optional. If it is not already enabled for your account, please contact your Canvas administrator.
• Currently, Scheduler has two options for viewing appointments. This lesson is for instructors with the Scheduler button as a calendar view. If your calendar does not display the Scheduler button as shown in this lesson, you can only add appointment groups as a calendar event.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10171-415259601
How do I view or edit a Scheduler appointment group in the Scheduler page?

If you've previously created an appointment group in the Scheduler, you can view and edit existing appointment groups. You can also view and edit individual time slots in an appointment group, including users who have signed up for each time slot.

**Notes:**

- The Scheduler tool is optional. If it is not already enabled for your account, please contact your Canvas administrator.
- Currently, Scheduler has two options for viewing appointments. This lesson is for instructor with the Scheduler button as a calendar view. If your calendar does not display the Scheduler button as shown in this lesson, you can only view or edit appointment groups in the calendar.

**Canvas tutorial below:**

https://community.canvaslms.com/docs/DOC-10340-4152716650
How do I remove students from a Scheduler appointment in the Scheduler page?

You can remove students from appointments in the Scheduler if necessary.

Notes:

- If user participation is limited to dates between the course start and end dates, Scheduler events cannot be edited or deleted after the date the course ends.
- Currently, Scheduler has two options for viewing appointments. This lesson is for instructors with the Scheduler button as a calendar view. If your calendar does not display the Scheduler button as shown in this lesson, you can only remove students in the calendar.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9949-415261489
How do I add a Scheduler appointment group in a course calendar?

If Scheduler is enabled for your institution, you can create appointment groups in the Scheduler. Appointment groups create a block of time where students can meet with you. Students can sign up for appointment times in their own calendars.

Appointments will appear in your calendar after a student or group has reserved a time slot.

Notes:

• If user participation is limited to dates between the course start and end dates, Scheduler events cannot be edited or deleted after the date the course ends.
• The Scheduler tool is optional. If it is not already enabled for your account, please contact your Canvas administrator.
• Currently, Scheduler has two options for viewing appointments. This lesson is for instructors who can manage appointment groups directly in their calendar. If your calendar displays the Scheduler button as a calendar view, you can only add appointment groups in the Scheduler page.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10274-4152716604
How do I view or edit a Scheduler appointment group in a course calendar?

If you've previously created an appointment group in the Scheduler, you can view and edit existing appointment groups. You can also view and edit individual time slots in an appointment group, including users who have signed up for each time slot.

Notes:

• The Scheduler tool is optional. If it is not already enabled for your account, please contact your Canvas administrator.
• Currently, Scheduler has two options for viewing appointments. This lesson is for instructors who can manage appointment groups directly in their calendar. If your calendar displays the Scheduler button as a calendar view, you can only view or edit appointment groups in the Scheduler page.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10352-4152716654
How do I remove students from a Scheduler appointment in a course calendar?

You can remove students from appointments in the Scheduler if necessary.

**Notes:**

- If user participation is limited to dates between the course start and end dates, Scheduler events cannot be edited or deleted after the date the course ends.
- Currently, Scheduler has two options for viewing appointments. This lesson is for instructors who can manage appointment groups directly in their calendar. If your calendar displays the Scheduler button as a calendar view, you can only remove students in the Scheduler page.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10441-4152716647
Chat
How do I use Chat as an instructor?

Once Chat has been enabled as an LTI tool in your course, the Chat tool can be used for real-time conversation with course users. Any user in the course can participate in a chat conversation and view all chat content. Currently there is no load limit for a course chat, but larger numbers of course users may affect performance.

A user must be actively viewing the chat tool to appear in the chat list. You may consider posting chat hours in the course calendar to let students know when you are available. Or you can open Chat in a new browser window while viewing other areas in Canvas.

**Note:** If you cannot view the Chat tool, Chat has not been enabled for your institution.

Canvas tutorial below:

[https://community.canvaslms.com/docs/DOC-10409-415255286](https://community.canvaslms.com/docs/DOC-10409-415255286)
Collaborations
The Collaborations Index Page allows you to create collaborations for users in your course. You can create new collaborations, edit existing collaborations, and delete collaborations.

If your institution allows students to create collaborations in a course, you can always view any collaboration created in the course. However, students can only view collaborations that have been shared with them.

**Note:** Depending on your institution's preference, your Collaborations page may not match the images shown in this lesson. However, functionality of the page remains the same.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10185-4152708106
How do I create a Google Drive collaboration as an instructor?

You can use Google Drive to create a collaboration with a Google Document, Spreadsheet, or Presentation. You can select individual users, groups, or both as part of a collaboration.

Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time. However, a Google file may be shared with up to 200 email addresses including viewers, commenters, and editors.

Note:

• Once you invite a user to a collaboration, the collaboration is available to the user in the user's Google Drive. Uninviting the user or deleting the collaboration does not remove access to the collaboration once a user has been added.

Open the Collaborations Index Page

From the Course Navigation Menu, click Collaborations.
Start a New Collaboration

Click the + Collaboration button in the top right.

Set Collaboration Options

Select what type of Google Drive content to collaborate with in the Kind dropdown.
Give the collaboration a title in the **Name text box**.

![Kind dropdown menu with options: Document, Document, Spreadsheet, Presentation. Name is filled in with: Student Lectures - Group #1.]

Describe the purpose of the collaboration in the **Description text area**.

![Kind dropdown menu with option Presentation. Name is filled in with: Student Lectures - Group #1. Description is filled in with: Group #1 will work together to create a lecture presentation for Week 9.]

**Add People**

Add *individual students* or *groups* as collaborators.

*Groups will need to be created in Canvas* before being used in Collaborations.
Remove selected collaborators by clicking the X to the right.

<table>
<thead>
<tr>
<th>PEOPLE</th>
<th>PEOPLE</th>
<th>GROUPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>T2</td>
<td>Test Student 21</td>
<td>Group #1</td>
</tr>
<tr>
<td>T2</td>
<td>Test Student 22</td>
<td>Group #2</td>
</tr>
<tr>
<td>T2</td>
<td>Test Student 23</td>
<td></td>
</tr>
<tr>
<td>T2</td>
<td>Test Student 24</td>
<td></td>
</tr>
<tr>
<td>T2</td>
<td>Test Student 25</td>
<td></td>
</tr>
<tr>
<td>T2</td>
<td>Test Student 26</td>
<td></td>
</tr>
<tr>
<td>T2</td>
<td>Test Student 27</td>
<td></td>
</tr>
<tr>
<td>T3</td>
<td>Test Student 30</td>
<td></td>
</tr>
</tbody>
</table>

Save

When you are finished editing, click SUBMIT in the bottom left to save the Collaboration.

You can view your saved Collaboration on the Collaborations Index Page.
**Student Lectures - Group #1**

Group #1 will work together to create a lecture presentation for Week 9.

Nathan  Jun 28, 9:43 AM
How do I delete a collaboration as an instructor?

If you are the course instructor or the creator of a collaboration, you can delete the collaboration from Canvas. Deleting the collaboration only removes access to the collaboration in Canvas. Users can still view the collaboration in their online account for the collaboration type (OneDrive or Google Drive, respectively).

Once a term ends or a course is concluded, the collaboration document will still be available from Canvas and the collaboration's source drive. If the document settings remain unchanged, users can still access the collaboration file, but any updates are not reflected in course notifications.

If you want to retain the collaboration document as part of the course or for your records, you may consider changing the sharing settings so the document is only available for viewing (and possibly disabling options to download, print, and copy). You can also change the sharing settings so that the document is no longer available to any users.

**Google Drive and OneDrive**

When deleting a Google Drive or OneDrive collaboration, the collaboration is immediately removed from the course. However, users can still access the file in their online account for the collaboration type.

**Google Doc**

If you are deleting a Google Doc, you can choose to delete the collaboration only from the course, or you can delete it from the course as well as Google Docs. However, deleting the document from Google Docs immediately deletes the collaboration and cannot be recovered.

**Note:** Depending on your institution's preference, your Collaborations page may not match the images shown in this lesson. However, functionality of the page remains the same.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10047-4152719675
Commons
What is Canvas Commons?

Commons is a learning object repository that enables educators to find, import, and share resources. A digital library full of educational content, Commons allows Canvas users to share learning resources with other users as well as import learning resources into a Canvas course.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-11178-38287725286
How do I use Commons?

This lesson will give you an overview of how to search for and find resources in Commons.

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager. To access Commons, you will need to have an email address associated with your Canvas account.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-11215-38287725288
How do I preview resources in Commons?

You can preview course and module content as well as document, image, video, and audio files before importing the resource into your Canvas course. In the search results, you can preview video and audio files for up to 10 seconds.

Notes:

• To enable Commons in your Canvas instance, please contact your Customer Success Manager.
• Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
• Resources can be opened in a new tab by pressing Command (Mac) or Control (PC) while clicking the resource name in the Search page, or, by right clicking the name of the resource.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-11216-38287725343
How do I import and view a Commons resource in Canvas?

You can import courses, modules, assignments, quizzes, discussions, pages, or files to Commons. Imported resources will retain their original published or unpublished status.

Notes:

• To enable Commons in your Canvas instance, please contact your Customer Success Manager.
• Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
• Standard Canvas file storage limits apply.
• Student data will remain private when sharing and importing resources.
• Options/settings are retained in resource imports. All due dates will be removed.
• Commons currently does not support sharing/importing question banks associated with a quiz.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-11177-38287725291
How can I leave a review for a resource in Commons?

You can leave a review and star rating for a resource in Commons. Reviews and ratings are a way for users to evaluate the quality of a resource. A few things you might consider when evaluating a resource:

- Did you use this resource in your course?
- Do you think it improved student learning?
- Did you rely on this resource for content delivery, evaluation, etc.?

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-11220-38287725317
How do I view my imported and shared resources in Commons?

You can easily view all the resources you have imported or shared from Commons in one place.

Notes:

• To enable Commons in your Canvas instance, please contact your Customer Success Manager.
• Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-11211-38287725367
How do I view updates to resources I previously imported from Commons?

How do I view updates to resources I previously imported from Commons?

When a modified resource is re-shared to Commons, users who have imported a copy of that resource in Commons prior to the update will have the option to update the resource. When an update is available, it will appear in the updates page, in the notifications center, and in the resource detail page.

Notes:

• To enable Commons in your Canvas instance, please contact your Customer Success Manager.
• Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
• If your current version of a resource has student submissions, you may consider not updating the resource.
• If you choose to update a previously shared resource, the previous version will be replaced. If you choose not to update a previously shared resource, a new resource will be created.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-11217-38287725365
What information do I need to share a resource to Commons?

When sharing a resource to Commons, you will need to add details about the resource, select a content license, and choose a sharing option.

Notes:

• To enable Commons in your Canvas instance, please contact your Customer Success Manager.
• Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
• For best results, please make sure your course is complete and published before sharing to Commons.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-11180-38287725295
How do I add a thumbnail image to my shared resource?

When sharing a resource to Commons, you can upload your own thumbnail image or select an image from Flickr. A thumbnail image is a visual representation of your resource and is used in the Commons resource repository. The minimum size of your thumbnail must be at least 147 pixels high and 262 pixels wide.

Flickr searches the following licenses for images:

- Creative Commons Attribution License
- Creative Commons Attribution-ShareAlike License
- Creative Commons Attribution-NoDerivs License

Learn more about Creative Content licenses. All Flickr images in Commons are moderated as safe. For concerns about how images show in Commons search, please refer to the Flickr Safety Guide.

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9564-38287406622
What types of content licenses are available in Commons?

A Creative Commons license allows you to share, on your own terms, the course content you create. You determine how and to what extent other users can reuse your original course content. Likewise, you can reuse other users' content if it has a Creative Commons license. The benefit of using Creative Commons licenses is that other instructors can use, build, and improve upon your own content. This type of creative collaboration can add value to your curriculum.

When sharing a resource to commons, you will need to select a content license option.

Notes:

• To enable Commons in your Canvas instance, please contact your Customer Success Manager.
• Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
• The license you select for your resource in Commons is not tied to the license that is set for the resource within Canvas course settings.
• For more information about copyright infringement, please read the Canvas Commons Terms of Use.
• Learn more about setting the content license.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-11179-38287725297
What types of sharing options are available in Commons?

When sharing a resource to Commons, you will need to choose who you want to share your resource with. There are five sharing options available: share to your entire account, share within groups, share within consortiums, share with the public (all Canvas Commons users), or you can set a resource only visible to yourself (private). Select one or more options (maximum of 10) for sharing your resource(s).

Notes:

• To enable Commons in your Canvas instance, please contact your Customer Success Manager.
• Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
• Standard Canvas file storage limits apply, however, anything shared publicly will not count against your quota.
• Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.
• When updating resources, resources that are no longer in a user's scope will not appear on the user's Updates page. For example, changing the share option from your account to within specific groups.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-11218-38287725299
What types of document and media files can be shared to Commons?

Learn about what types of document and media files can be shared to Commons.

Notes:

• To enable Commons in your Canvas instance, please contact your Customer Success Manager.
• Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
• Not all files supported in Commons are supported in Canvas.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-11212-38287725345
How do I share a course to Commons?

You can share your Canvas course to Commons and make it available to other instructors. Resources should be complete before they are shared. To modify an existing shared resource, learn [how to update a resource previously shared to Commons](https://community.canvaslms.com/docs/DOC-11213-38287725301).

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- Updating a previously shared course in Commons can replace constituent resources within the dependent course, resetting or replacing important settings, course design, and even resources like assignments. Please use caution when updating courses via Commons.
- Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.
- The file size limit for uploaded content is 500mb.
How do I share a resource to Commons?

You can share assignments, modules, quizzes, pages, and discussions in Canvas to Commons.

To modify an existing shared resource, learn how to update a resource previously shared to Commons.

Notes:

• The steps in this lesson are similar for sharing assignments, modules, quizzes, pages, or discussions. The differences include opening the feature from Course Navigation and using the Settings icon on Index and Details pages. The images in this lesson illustrate how to share an assignment to Commons.
• To enable Commons in your Canvas instance, please contact your Customer Success Manager.
• Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
• The file size limit for uploaded content is 500mb.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-11221-38287725303
How do I share a document, image, video, or audio file to Commons?

Learn how to share files in Canvas to Commons. Learn more about supported file types in Commons.

Resources should be complete before they are shared. To modify an existing shared resource, learn how to update a resource previously shared to Commons.

Notes:

• To enable Commons in your Canvas instance, please contact your Customer Success Manager.
• Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
• The file size limit for uploaded content is 500mb.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-11219-38287725338
How do I update a resource I previously shared to Commons?

If you modify a resource (learning activity) in Canvas that was previously shared to Commons, you can reshare the modified resource to Commons and the existing resource in Commons will be updated.

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- If you choose to update a previously shared resource, the previous version will be replaced. If you choose not to update a previously shared resource, a new resource will be created.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-11222-38287725358
How do I edit the details of a resource in Commons?

Authors can edit the license, version notes, title, description, tags, image, and sharing settings for their shared resources from Commons. To modify an existing shared resource, learn how to update a resource previously shared to Commons. Admins will also be able to edit and remove shared account resources that are not private to the author.

Notes:

• To enable Commons in your Canvas instance, please contact your Customer Success Manager.
• Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-11214-38287725312
How do I manage Groups in Commons?

Group managers can change the group's name, add or remove group members, make other members group managers, and edit or delete resources shared to the group.

A Group Manager is a role that must be assigned by an Admin. Learn more about how to add a Group Manager as an Admin.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9559-38287651195
How do I add outcomes to a resource in Commons?

Users can search for and tag resources with K12 Federal or State outcomes, which Commons leverages through the Academic Benchmarks API. By default, Standards and Outcomes settings are enabled. If you don't have access to them, your account admin might have them disabled.

As a sharing user, if the Grade/Level you have selected is between Kindergarten through 12th grade, you can tag resources with outcomes when sharing or editing a resource.

As a discovering user, you can search for resources by outcome. Resources with associated outcomes will be indicated by the target icon.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9562-38287476943
Conferences
How do I use the Conferences Index Page?

The Conferences Index Page allows you to view all the conferences within a course. As an instructor, you can create new conferences, start conferences, and manage concluded conferences.

**Note:** Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.

**Canvas tutorial below:**

https://community.canvaslms.com/docs/DOC-9924-4152627522
How do I create a conference in a course?

You can create a conference in a course to hold virtual office hours and speakers. Conference invitations are sent out when the conference is created. To alert invitees about upcoming conferences, you can create course events in the Calendar.

Conferences can accommodate up to 50 people. You can create multiple conferences, which are listed in chronological order by the date they were created. The most recently created conference will appear at the top of the list.

Note: Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10083-415241306
How do I create a long-running conference?

Long-running conferences can be used in multiple ways. You can use conferences as a place for users to interact with other users, or you can show your presentation slides to the class and speak with them at the same time. Long-running conferences do not include a time limit.

**Note**: Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.

Canvas tutorial below:

[https://community.canvaslms.com/docs/DOC-10281-415265962](https://community.canvaslms.com/docs/DOC-10281-415265962)
How do I delete a conference?

You can delete new and concluded conferences. Deleting a concluded conference also immediately removes the conference from the server, in addition to all associated recordings.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10277-415265963
How do I edit a conference?

You can edit the settings of a conference in your course. You can add new users to the conference, but you cannot remove any users who have already been invited.

**Note:** When a conference has been recorded and the conference is concluded, you cannot edit the conference recording.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10287-415265964
How do I record a conference?

As part of creating or editing a conference, you can choose to set up your conference to be recorded. Once this setting is enabled, you can start and stop the recording as necessary in the Conferences interface.

After the conference has concluded, the recorded segments will be published as one recording. You can view recorded conferences in the Conferences Index Page.

Recording Restrictions

• When creating your conference, you must select the record option to record the conference.
• Canvas' standard recording feature will store your recordings in Conferences for 14 days and then remove them automatically.
• Recorded conferences cannot be downloaded.

For alternative storage and download options, contact BigBlueButton to set up a hosting account.

Note: Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10450-4152117864
How do I start a conference?

You can start conferences that you have created for your course.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10275-415265960
How do I join a conference?

How do I join a conference?

Once you have started a conference or joined a conference as a moderator, you can use the Conferences interface to moderate the course conference. Conferences uses web real-time communications (WebRTC) audio for users of Firefox and Chrome.

To read more about Big Blue Button, visit the Big Blue Button website.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10273-415265961
How do I conclude a conference?

Once you have started a conference or joined a conference as a moderator, you can use the Conferences interface to moderate the course conference. Conferences uses web real-time communications (WebRTC) audio for users of Firefox and Chrome.

To read more about Big Blue Button, visit the Big Blue Button website.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10273-415265961
How do I upload files to a conference as a presenter?

As a presenter, you can add individual documents or presentations to a conference. You can also upload multiple files and show different files during the presentation.

Moderators are most often the presenter, but presenters can also be participants who are invited to be a presenter, such as a participant invited to be a guest speaker. Moderators can allow any participant to be a presenter at any time.

**Note:** File uploads should be PDF files. However, BigBlueButton converts Word documents or PowerPoint presentations to a PDF file. If your presentation has animations (visual or audio), they will not be converted.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10304-4152266161
How do I use the Conferences interface as a moderator?

Once you have started a conference or joined a conference as a moderator, you can use the Conferences interface to moderate the course conference. Conferences uses web real-time communications (WebRTC) audio for users of Firefox and Chrome.

To read more about Big Blue Button, visit the Big Blue Button website.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10273-415265961
How do I start a poll in a conference as a presenter?

Presenters can now create polls for participants during a conference. Presenters cannot participate in their own polls. Polls are anonymous, and participants are not required to complete a poll.

Polls can be Yes/No, True/False, or letter responses up to six answer choices (A through F).

You can also have a poll created automatically during your presentation.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10345-4152441845
How do I share my desktop in a conference as a presenter?

As a presenter, desktop sharing allows you to share your screen with other participants in the Conferences interface. Moderators are most often the presenter, but presenters can also be participants who are invited to be a presenter, such as a participant invited to be a guest speaker. Moderators can allow any participant to be a presenter at any time.

Desktop sharing is supported on all major browsers, and the Java application must be downloaded before sharing your screen as a presenter. The desktop sharing process runs as a Java application outside of your browser by launching a Java Network Launch Protocol (JNLP) file called screenshare.jnlp. As part of the download process, the Conferences interface displays a set of images that guide you through the download specific to your operating system (Mac or PC) and browser (Firefox, Chrome, Internet Explorer, Edge, or Safari).

**Note:** If you have trouble installing the Java file, you may need to update Java to the most recent version.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10276-4152265050
How do I create shared notes in a conference as a presenter?

Users in a conference can contribute to shared notes as part of the conference. The shared notes feature allows users to collaborate with each other during the presentation.

Users can always access a Shared Notes window in the Shared Notes layout. However, you can also create up to two additional shared notes windows for the conference. Each shared notes window is treated as a separate document. Additional windows display to users as a popout window regardless of their layout.

Notes:

• Notes are not recorded as part of a presentation.
• Shared notes must be downloaded before the conference has ended.

Canvas tutorial below:

How do I create shared notes in a conference as a presenter?
How do I automatically create a poll using a presentation in a conference as a presenter?

When used in a presentation, polls can be created automatically. If a presentation slide includes poll questions, Conferences will read the slide and automatically include the choices in the poll that match the presentation:

- Slides with yes or no generate a Yes/No poll
- Slides with true or false generate a True/False poll
- Slides with answers A–F generate a letter poll with the same number of options (shown as A–F)
- Slides with bullet points cannot be detected and have to be created manually

The poll will begin as soon as you click the poll type button.

Canvas tutorial below:
https://community.canvaslms.com/docs/DOC-10426-4152448105
How do I use the multi-user whiteboard in a conference as a presenter?

The multi-user whiteboard feature helps users engage in the presentation. This feature can also benefit users participating in a tutoring session or study group.

As a presenter, you can enable the multi-user whiteboard for users at any time. When enabled, users can view the toolbar options and contribute to the whiteboard.

Canvas tutorial below:

How do I use the multi-user whiteboard in a conference as a presenter?
How do I create live captioning in a conference as a moderator?

The Conferences interface allows conference moderators to support live captioning during a session. A moderator (such as a stenographer) can enter captions for one or more languages. Students can select a language that has been made available and view the live captions. Conference recordings display the captions as subtitles.

Each language can only support one moderator. If necessary, several moderators can take turns creating captions for a conference.

If you record a conference with live captioning, all recorded conferences in the Conferences page include a CC button to show available captions.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9922-4152627526
Conversations (Inbox)
How do I use Conversations as an instructor?

Conversations is split into two panels and displays messages chronologically. You can view and reply to conversations and sort them by course or inbox type. Conversations itself does not have any file size limits; however, attachments added to a conversation are included in the sender's personal files.

Notes:

• If you right-click or option-click on the Inbox link, you can open your Conversation Inbox in a new browser tab to keep it handy while you are doing other tasks in Canvas.
• Users display in Conversations once they have an active enrollment in the course, and users cannot join a course unless it is published.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10074-4152719677
How do I find my unread messages in Conversations as an instructor?

You can view all unread messages in your Conversations Inbox. You can also filter messages to show only unread messages.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10051-4152719678
How do I filter conversations as an instructor?

You can filter the conversations in your Inbox for easier organization, especially if you are enrolled in multiple courses. Filtering conversations allows you to selectively view conversation messages by course, inbox, or user.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10053-4152719679
How do I star a conversation as an instructor?

Starring conversations allows you to see important messages at a glance.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9970-4152719680
How do I send a message to a user in a course in Conversations as an instructor?

In Conversations, you can send a message to one user or multiple users in a course.

Notes:

- Currently you cannot message users in multiple courses.
- You can also send a message to yourself, but messages can only be viewed in the Sent messages folder.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9935-4152719681
How do I send a message to a user in a group in Conversations as an instructor?

In Conversations, you can send a message to one user or multiple users in a group.

Note: Currently you cannot message users in multiple groups.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9964-4152719682
How do I send a message to all course users in Conversations as an instructor?

You may be able to use Conversations to send a message to all users in a course, all users in a specific role, or all users in a group.

If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user.

Notes:

• Messaging all users is a course permission. If you cannot send a message to all users, your institution has restricted this feature.
• Once your course has concluded, you cannot send a message to all users.
• Users display in Conversations once they have an active enrollment in the course, and users cannot join a course unless it is published.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9979-4152719683
How do I attach a file to a message as an instructor?

You can upload supplemental files as part of your Conversations messages.

**Note:** Attachments appear in your user files in the Conversation Attachments folder and count against the files limit for your account.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9983-4152719684
How do I attach a media comment to a message as an instructor?

You can record or upload video and audio files as part of your Conversations messages. For more information about supported uploaded media types, please see the Canvas Media Files lesson.

**Note:** Attachments appear in your user files in the Conversation Attachments folder and count against the files limit for your account.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9974-4152719685
How do I reply to a message in Conversations as an instructor?

Canvas makes it easy to reply to messages from other users in your Conversations Inbox. If you want to reply to a submission comment, you can reply using submission comments in your Inbox or directly from your assignment or quiz.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9975-4152719686
How do I privately respond to one individual in a group message as an instructor?

Even when you are part of a group conversation, you can privately respond to another individual.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10005-4152719687
How do I reply to submission comments in Conversations as an instructor?

Submission Comments allows users to view all comments sent and received from assignment submissions. You can reply to submission comments directly from Conversations.

You can also reply to comments directly from assignment submissions. You can evaluate assignments in SpeedGrader and leave feedback for your students, or you can make comments in the Gradebook.

Notes:

• Submission comments only appear between a student and any user who has appropriate Gradebook and SpeedGrader editing and commenting permissions—most commonly an instructor, TA, or both.
• For muted assignments, submission comments are not displayed until the assignment is unmuted.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10007-4152719688
How do I forward a message from a conversation as an instructor?

You can forward conversations to other individuals in your courses.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10002-4152719689
How do I add new people to an existing conversation as an instructor?

You can add people to an existing thread in the Conversations Inbox.

**Note**: When adding users to an existing conversation, you cannot change the course or the subject line.

**Canvas tutorial below:**

[https://community.canvaslms.com/docs/DOC-9877-4152719690](https://community.canvaslms.com/docs/DOC-9877-4152719690)
How do I delete a conversation as an instructor?

You can delete conversations from your Inbox when you no longer need them. You can also delete individual messages from a conversation instead of deleting the entire thread.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9879-4152719691
How do I delete a message from a conversation as an instructor?

You can delete individual messages within a conversation in Canvas.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9874-4152719692
How do I archive a conversation as an instructor?

You can archive messages if you want to keep them but remove them from your Inbox.

Note: You cannot archive sent messages.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9875-4152719693
Why can't I reply to Conversation messages through email?

In this tutorial, you will learn how to troubleshoot problems with Canvas Conversations and automatic email responses not working properly.

Most faculty members at HSU have multiple email address aliases.

e.g. fml123@humboldt.edu, first.last@humboldt.edu

The most common problem when replying to a Canvas Conversation message directly through gmail is that Canvas does not have your email alias stored on your account.

Check your "Ways to Contact" on Canvas

In Canvas, navigate to your Account Settings.

On the right side of the screen, find the "Ways to Contact" area.
Add all email addresses aliased with your myHumboldt gmail account by clicking the '+ Email Address' button.

You will be asked to confirm the email address by following an email link.
In your gmail Inbox, find the confirmation email and select 'Click here to confirm this registration'.

This should open a new Canvas tab displaying a confirmation banner at the top of your screen.

Registration confirmed!
Course Import Tool
How do I copy a Canvas course into a new course shell?

If you are allowed to create a canvas courses, you can copy a course and create a new course shell. New courses created through the Canvas interface are placed in the manually created courses subaccount.

Copy content from another Canvas course when you want to use or repurpose previously created content including course settings, syllabus, assignments, modules, files, pages, discussions, quizzes, and question banks. You can also copy or adjust events and due dates. Not all content can be copied as part of a course.

Notes:

• Draft State settings are retained in course copies. If an assignment is unpublished in a course, the assignment will also be unpublished in the course copy.
• Importing a course more than once may have unintended consequences. If you import content into a new course, edit the content in the new course, and later import the previous content again, the imported content will override the existing content.
• When manually copying a course, the user who copies the course will automatically be added to the course with an instructor role.
• If the Copy this Course button does not appear in Course Settings, this feature has been restricted by your institution. However, if you already have access to a course shell, you can copy a course through the Course Import Tool.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10341-4152239683
How do I copy content from another Canvas course?

You can copy course content such as assignments, modules, pages, and discussions from previous Canvas courses into existing courses.

This option allows you to copy content into existing courses. You may be able to copy content into a new course shell.

Notes:

• Draft State settings are retained in course imports. If an assignment is unpublished in a course, the assignment will also be unpublished in the content import.
• Importing a course more than once may have unintended consequences. If you import content into a new course, edit the content in the new course, and later import the previous content again, the imported content will override the existing content.
• Not all content can be copied as part of a course.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10288-415257077
How do I import a Canvas course export package?

In this lesson, you will learn how to import a Canvas course export package.

Notes:

• Draft State settings are retained in course imports. If an assignment is unpublished as part of a course export, the assignment will also be unpublished in the course import.
• When importing a Canvas course export package, the package will overwrite some of the existing course settings. For example, if your destination course is set up with a private copyright, and you import a package that has a creative commons (CC) copyright, the copyright license in the destination course will change from Private to CC. We suggest you revisit the course settings after any course import to make sure important settings are still in place.
• Importing a course more than once may have unintended consequences. If you import content into a new course, edit the content in the new course, and later import the same content again, your new course will include both the edited and original content.
• Courses are allotted 500MB quota for file storage. Administrators at your institution set the file storage quota for each course.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10203-415241324
How do I import content from Bb Vista/CE, WebCT 6+ into Canvas?

You can import prior content from Blackboard Vista/CE and WebCT 6+ exports into Canvas.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10191-415257065
How do I import content from Moodle into Canvas?

You can import prior content from Moodle exports into Canvas.

**Note:** Moodle Lessons are not supported by Canvas import.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9960-415278277
How do I import content from Angel into Canvas?

You can import prior content from Angel exports into Canvas.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10455-415282271
How do I import content from Common Cartridge or Blackboard 6/7/8/9 into Canvas?

You can import prior content from Common Cartridge or Blackboard 6/7/8/9 exports into Canvas.

**Note:** The steps in this lesson are the same for importing a Blackboard or a Common Cartridge file. The only difference is to select the applicable file type in the drop-down menu. This lesson shows how to import a Blackboard file.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10451-415282272
How do I import content from Desire 2 Learn (D2L) into Canvas?

You can import prior content from D2L exports into Canvas.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10449-415282273
How do I export a Canvas course?

You can export a Canvas course to give to someone in another Canvas account, to upload to another institution's account at a later date, or to create a copy as a backup on your local computer.

Exports are packaged as IMSCC ZIP files, which can only be opened by programs that support Common Cartridge files. You can also change the extension from .imscc to .zip and treat it as any other ZIP file.

**Note:** Canvas exports do not include backups of student interactions and grades. Grades can be exported separately as a comma separated values (CSV) file.

**Canvas tutorial below:**

https://community.canvaslms.com/docs/DOC-10206-415241323
How do I select specific content as part of a course import?

When importing course content with the Course Import Tool, you can choose to select specific content as part of the import. This option allows you to select specific content areas such as assignments, settings, and files without importing the entire course.

Not all content can be copied as part of a course.

**Note:** If you change your mind after the import has started and you want to import all course content, you can import all content by selecting each item for a content type.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9878-4152497985
How do I import Thin Common Cartridge files as separate modules?

If your institution uses Thin Common Cartridge files, you can use the select specific content option in course imports to import content as separate modules. Thin Common Cartridge is a subset of the full Common Cartridge specification.

Selecting content in a Thin Common Cartridge file is structured differently than other import types. Thin Common Cartridge is a lightweight metadata structure most commonly used by K12 institutions that allows publishers to provide digital resources using LTI links (external tools), which usually contains a significant number of resources in one common cartridge interchange file (.imscc). Thin Common Cartridge files are designed by creating items grouped into a folder or series of folders that defines how the content should be organized for the learner.

When importing Thin Common Cartridge files, Canvas uses metadata identifiers and titles to simulate the hierarchical structure within the Thin Common Cartridge file. This structure appears as nested content within the Modules content heading, allowing users to view a structured organization and locate the content they want to import into the course. By default, grouped content is imported as one module, but they can also be imported as separate modules. Individual content within a content group is automatically imported as separate modules.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10213-4152508531
How do I adjust events and due dates in a course import?

As part of a course import, you can adjust the due dates associated with course events and assignments. You can also shift due dates to a different day, or remove all associated due dates.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9876-4152497986
How do I view the status of current and prior course imports?

Current jobs in the Course Import Tool show the status of a course import. Status can help you view the progress of the import and if there is any action required on your part. An import can display up to five statuses.

**Note:** Canvas only process one import at a time.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10046-4152497991
How Do I Export and Import Course Material?

You will learn how to copy content from Moodle to Canvas.
You will learn how to copy content from Canvas to Canvas.

⚠️ This guide is for instructors.

💡 You will need an empty course in Canvas before you begin. You may use an existing course from any future term or request a new development shell by following this link here.

How do I export my course from Moodle?

💡 These are the steps to backup a course in Moodle. If you experience any trouble, please do not hesitate to contact Academic Technology at 707-826-4461 or at@humboldt.edu

Navigate to your course in Moodle.

Click **Backup** from the Administration block.
Click **Jump to final step** to perform a standard backup of content only.

Backup will take several seconds to process, click **Continue** if backup was successful.
From the Restore course page, click **Download** to move a copy of the course to your local **Downloads** folder.

Note the file name, you will need to find this file when you perform the import into Canvas, it should look similar to this: backup-moodle2-course-3137-jmc_309_(2164)-20160719-0857-nu.mbz

Note that the course short name from Moodle is embedded within the filename.
How do I import from Moodle to Canvas?

⚠ You can import content from multiple Moodle courses into a single Canvas by repeating these steps.

💡 Canvas has a detailed tutorial on how to import your Moodle course file into Canvas. Click here for Canvas Guide on Moodle Import.

How to copy my Canvas course to another Canvas course?

When moving course content from your Canvas development course to your active course (e.g., Fall), use one the following methods:

Method 1: Copy a Canvas Course

💡 Canvas has a detailed tutorial on how to transfer Canvas course to Canvas course here. This is the easiest, most common method.

Method 2: Create an Export file and import it into Canvas

⚠ You may need to use this two-step method if your old course a was located in the pilot instance of Canvas at HSU or any other Canvas server. The HSU Canvas pilot instance is located at https://humboldt.instructure.com/

1. Go to your Canvas course with the materials you'd like to backup then follow this Canvas Guide on Exporting a Canvas Course.
2. Go to your new Canvas shell, then follow this Canvas Guide on Importing a Canvas Course.
Course Navigation
How do I use the Course Home Page as an instructor?

If you are enrolled in a course as an instructor, the Course Home Page is the first page students see when they open the course. The Home Page also helps students understand how they can navigate through the course. You can customize the Home Page to create a specific workflow for your students.

To help you learn how to navigate a Canvas course, this lesson uses a course that has already been populated. To learn how to build a new course, visit the create a new course shell lesson.

**Note:** If your institution has enabled the Course Setup Tutorial, course pages such as Assignments and Discussions are responsive to the full width of the browser and minimize white space in the sidebar. This responsive behavior applies to all users in your institution.

**Canvas tutorial below:**

https://community.canvaslms.com/docs/DOC-10387-4152724144
How do I use the Course Navigation Menu as an instructor?

The Course Navigation Menu is a series of links on the left side of your course that help you and your students access different course areas.

Depending on the structure of your course, you can choose to reorder and hide course navigation links.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10228-415263275
How do I reorder and hide Course Navigation links?

As an instructor, you can control which links appear in Course Navigation. By default, all links are enabled for all courses. Please note that links cannot be renamed.

Links to sections that don't have any content and that students cannot create content for will automatically not be shown to students and will be faded for your view. For example, if there are no learning outcomes set for the course, you will see the faded Outcomes link, but students will not see the link at all. Configured External Apps may create additional Course Navigation links.

Disabling a course navigation link creates the following redirects:

- **Hidden only (cannot be disabled):** Discussions, Grades, and People
- **Page disabled; redirected to home page:** Announcements, Assignments, Conferences, Collaborations, Files, Modules, Outcomes, Quizzes, pages, Syllabus
- **Page disabled; won't appear in navigation:** Any LTI links, such as Attendance, Chat, and SCORM

**Note:** Reordering and hiding Course Navigation links affects the course tabs in the Dashboard course view.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10286-415257079
What layout options are available in the Course Home Page as an instructor?

The Course Home Page is associated with the Home link in Course Navigation and is the first page seen for each course. Each Course Home Page can have one of five different layouts depending on your preference.

Each Course Home Page layout also includes specific items in the sidebar, in addition to the To Do list.

The Course Home Page defaults to the Modules page, but you can change the Course Home Page. Additionally, all Course Home Page layouts can display recent announcements at the top of the page. However, only text and links are displayed for each announcement.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10231-4152719700
How do I change the Course Home Page?

You can change your Course Home Page to reflect one of five layout options: the Recent Activity Dashboard, Pages Front Page, the Course Modules, the Assignment List, or the Syllabus.

**Note:** You must set a Front Page before selecting the Pages Front Page option. Additionally, only Published pages can be set as the Front Page.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10458-4152724499
How do I use the Course Activity Stream as an instructor?

The Course Activity Stream shows you important recent activities from a single course including announcements, discussions, assignments, and conversations. This stream is similar to the Global Activity Stream in the Dashboard when you first log in to Canvas.

The following activities will cause notifications to appear in the Course Activity Stream:

- New Announcements
- Replies to Announcements
- New Discussions
- New Discussion Posts
- New Assignments
- Assignments, Quizzes, or Discussions Changed from Ungraded to Graded
- Due Date Changes to Assignments, Quizzes, and Discussions
- New Graded Assignments
- New Peer Review Assignments
- New Conversation Messages

Notes:

- Notifications in the Course Activity Stream will not appear for activity in Files, Collaborations, Grades, Pages, or Conferences; ungraded quizzes and surveys; or edits to Discussions.
- Edits to Quizzes and Assignments will only appear in the Course Activity Stream when the Notify users that this content has changed button has been selected.
- If your Course Home Page is already set to view the course stream, the View Course Stream link does not appear in the course sidebar.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10233-4152719701
The Syllabus in Canvas makes it easy to communicate to your students exactly what will be required of them throughout the course in chronological order. You can also set the syllabus as your course home page.

You can choose to make your syllabus public so that people who aren't enrolled in your course can view more information about the course. A public syllabus can be viewed as part of a private course when you send a link to a student, or if the course is listed in the public course index.

The Syllabus is automatically generated based on Assignments and Events within a course. It can only be changed by editing or deleting the Assignments or Events. All assignments (unpublished and published) are listed in the syllabus for instructors.

Canvas Tutorial below:

How do I use the Syllabus as an instructor?
How do I edit the Syllabus description in a course?

Editing the Syllabus allows you to add text and link files, images, and other course content in your Syllabus Description.

Notes: Image files do not have a preview option when added as a file link through the Rich Content Editor.

Canvas Tutorial below:

How do I edit the Syllabus description in a course?
How do I add a web resource to my course navigation menu?

In this tutorial, you will learn how to add a web resource as a button to your Course Level Navigation Bar using the Redirect Tool.

1. Log in to Canvas

Need help with getting into Canvas? Please click here for help

2. Navigate to your Course Settings

Within your Canvas course, click on Settings in the Course Navigation Bar.

3. Navigate to the Apps Section

In the Settings top menu, click on Apps.
4. Select the Redirect Tool

Either locate the **Redirect Tool** from the list of apps, or type "Redirect Tool" into the search bar and select it.

5. Add the Redirect Tool App to your course

Click on the **Add App** button.
1. In the **Name** field, type the name you'd like to appear in the Course Navigation Bar.

2. In the **URL Redirect** field paste the link to the intended web resource.
   - For Windows users: right-click in the text area and select paste or use keyboard shortcut <ctrl>+v
   - For Mac users: right-click (<ctrl>-click) the text area and select paste or use keyboard shortcut <cmd>+v

3. Check the **Show in Course Navigation** option.

4. Click **Add App**.
6. Go to your Course Home Page

Click on **Home** in the Course Navigation Bar.

You should see that an item has been added to the Course Navigation Bar.
Courses and Sections
How do I use the Course Setup Checklist?

The first few times you create a new course in Canvas, it's a challenge to remember all of the steps required. The Course Setup Checklist exists to help you remember to cover all your bases before the course goes live.

**Note:** If your course does not include a Setup Checklist, your institution has enabled the Canvas course setup tutorial instead, which displays in the Course Home Page and each index page in Course Navigation.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9961-415257104
How do I use the Canvas course setup tutorial as an instructor?

The first few times you create a new course in Canvas, it's a challenge to remember all of the steps required. Instructor tutorials help you become familiar with Canvas and learn how to create a course easily.

Notes:

• This feature is currently an account opt-in feature. If the course tutorial is not available in your course, your institution has not enabled this feature.
• If the course tutorial is available to you, you can close the course tutorial at any time. If you want to reenable the course tutorial, you can enable the tutorial as a user feature option in User Settings.
• If your course is set as a blueprint course, the course setup tutorial does not display in blueprint courses.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10952-4152728946
How do I add a section to a course?

How do I add a section to a course?

You can add a section to your course by editing your course Settings in Canvas. Sections help subdivide students within a course and offer section-specific options such as varied due dates for assignments, discussions, and quizzes.

Sections can also be created for students who need extra time in a course, such as if a student has an incomplete grade.

**Note:** Sections may be added by your institution's student information system (SIS). Some course sections may have already been created for you.

**Canvas tutorial below:**

https://community.canvaslms.com/docs/DOC-12971-4152719644
How do I edit the details for a course section as an instructor?

You can easily edit details for each section in your course. As part of editing details, you may need to create start and end dates for your section. Dates can be shorter than the course dates or overlap the section dates. Changing the section dates creates an override for the section dates, and students can only access the section during the specified section dates.

**Note:** You can only edit a section after you have opened the course where the section currently resides. Sections may be added by your institution's student information system (SIS). If a section in your course includes an SIS ID, you may not have permission to edit sections.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-12960-4152718700
How do I change the name of a course section?

You can change the name of a section by editing your course Settings in Canvas.

**Note:** Sections may be added by your institution's student information system (SIS). If a section in your course includes an SIS ID, you may not have permission to change the section name.

Canvas tutorial below:

[https://community.canvaslms.com/docs/DOC-12919-415257095](https://community.canvaslms.com/docs/DOC-12919-415257095)
How do I delete a course section?

You can delete a section by editing your course Settings in Canvas. You cannot delete a section with users enrolled.

**Note:** Sections may be added by your institution's student information system (SIS). If a section in your course includes an SIS ID, you may not have permission to delete sections.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-12910-415257097
How do I view enrollments in a course section?

You can view section enrollments within your course Settings in Canvas. Section enrollments also include the Test Student, which is created when you enable Student View.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-12888-415257098
How do I remove an enrollment from a course section?

You may be able to remove section enrollments within your course Settings in Canvas. Removing an enrollment removes all associated coursework and grades from the course.

Section enrollments also include the Test Student, which is created when you enable Student View. If you need to remove the Test Student from the Gradebook, you can remove the Test Student from the enrolled section. Note that the Test Student may be part of more than one section.

Notes:

• Sections may be added by your institution's student information system (SIS). If a section in your course includes an SIS ID, you may not have permission to remove section enrollments.
• If you want to retain enrollment information for the user, you may be able to conclude the enrollment instead.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-12860-4152464886
What are the different states of a Canvas course?

Canvas courses have three essential states: unpublished, published, and concluded.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10397-415257125
How do I publish a course?

Notes:

• Publishing your course will make the course contents visible to any users added to your course and allow them to access the course.
• Publishing your course will allow you to use the Canvas Inbox (Conversations) to communicate with students.
• Publishing the course will activate notifications to students regarding assignments, quizzes, announcements, etc.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10395-415257126
How do I conclude a course at the end of a term?

When a course is completed and you want to provide read-only access to the course, you may be able to conclude the course manually in Canvas. However, if your institution uses software that automatically concludes enrollments, you do not have to manually end your course since the end date of the course will automatically conclude the course on your behalf.

When courses are manually concluded, all enrollments are removed from the course and placed in the prior enrollments page. All users in the course will have read-only access. This change applies to all enrollments, including course instructors. Instructor-based roles will no longer have the same access in the course and will result in loss of course functionality and user information, such as viewing SIS data. If full functionality is still required for instructors but you want to conclude the course for students, learn how to change the end date of your course instead.

Once a course is concluded, if you do not want students to be able to view the course at all, you can restrict students from viewing prior courses.

**Note:** Manually concluding a course is a course permission. If the Conclude this Course button does not appear in Course Settings, this setting has been restricted for your course.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10262-4152719643
How do I Use the HSU Canvas Course Templates?

Canvas Commons is a repository of courses and resources that you can utilize in your own courses. You can find a link to the Canvas Commons on the Global Navigation menu on the left side. If you are developing a new course, HSU has created templates that you can import and revise for your own course. You can search for HSU Canvas Templates in the search field, where you will find four variations of HSU Templates, depending on your needs.

Template Variations - List and Descriptions of each

💡 The main differences between the templates are the number of weeks each template contains and the information provided in the detailed versus the basic versions

Basic 1 Week Template

Provides the basic structure for sixteen weeks of class. Includes a Home Page, a Start Here Module, a Weekly Overview Page, Discussions, Assignments, Quizzes, and Wrap-Ups. The activities can be adjusted to meet your needs and preferences. You may also delete whole modules all together.
Basic 16 Week Template

Provides the basic structure for sixteen weeks of class. Includes a Home Page, a Start Here module, a weekly Overview page, Discussions, Assignments, Quizzes, and Wrap-Ups. The activities can be adjusted to meet your needs and preferences. You may also delete whole modules all together. Designed for instructors who already have an understanding of developing their Canvas course, but would like to simplify the process instead of starting from scratch.
Detailed 1 Week Template

Ideal for instructors new to Canvas. Provides a detailed structure for one week of class, and includes a variety of different resources to help build your course. Includes content provided in the Basic 1 Week Template and includes sample activities, documents, and resources. Integrates Quality Learning & Teaching (QLT) practices to help improve design and the effectiveness for greater student success.
Detailed 16 Week Template

Ideal for instructors new to Canvas. Provides a detailed structure for sixteen weeks of class, and includes a variety of different resources to help build your course. Includes content provided in the Basic 16 Week Template and includes sample activities, documents, and resources. Integrates Quality Learning & Teaching (QLT) practices to help improve design and the effectiveness for greater student success.
How to Download the Template

Once you decide which template will best suit your needs, you will be able to import the template into your course shell.

1. Navigate to Canvas Commons
2. Select your choice of template
3. Locate “Import to Canvas” and click on the boxes associated with your Canvas Course you want to add the template to.
4. Once selected, click Import into Course.
If the import is successful, a confirmation will appear at the top of the screen that reads, “You have successfully started the import!” Please note that it may take a while to see changes in your course. It should only take a few minutes, please be patient. If it takes longer, please try again.

Editing Your Course

Once the template is loaded into your course shell, it’s very easy to begin customizing the template. The template you selected will determine how much you edit or how much you add manually. Please click on each section to read its description and how to edit that particular section.

Welcome | Start Here

Each template includes a “Start Here” module. This is considered an introduction to the course. Introduce yourself, provide general student resources, and important information about the course; general information you should include is already provided in the templates.
Modules

The modules in each template have been organized in a weekly format. The modules can be changed to reflect topics, units, sections, or any other way in which you will present your content. The following links will provide more information about how to:

- Edit a module
- Add Items to a Module
- Create a Module
- Delete a Module
- Remove Module Items

Course Syllabus

Each course template includes a sample syllabus template. You may follow this template and complete it using your own information, or you may upload your own information manually. Also consider uploading a Word document, or PDF of your syllabus to allow students to download. It's important to note that the sample syllabus provided in the template follows the guidelines provided in the HSU Syllabi Policy and Syllabus Addendum, including accessibility requirements.
Home Page

You may change and customize the template home page any way you would like. The home page can be designed to create a welcoming learning environment, provide valuable course resources, and to engage your learners. The template homepage has been provided as an example of the types of content you can include.

Canvas Style Sample Course

Welcome to [Course Name Here]

This basic course template provides a 16-week modules-based architectural structure to help users get started with the design and development of a Canvas course shell. This template does not contain detailed teaching examples or samples of HSU’s QLT (Quality Learning & Teaching) Best Practices. For a detailed course template, please use the HSU Canvas Template | Detailed 16 Weeks | Modules Based template found on Canvas Commons.

Tips for Creating a Welcoming Home Page

1. Welcome Your Students - thoughtfully introduce yourself and the course with a welcome video. Show them a bit of your personality, your teaching style, and your role as a resource.
Overview

Each template includes a sample text on the weekly Overview page. It's important to summarize the week's material and expectations, list learning outcomes, to do's, and any resources.

Week 1 Overview

[Insert Image Here]

Topic Overview


By the end of this week you will:

- EX. Learning Outcome 1
- EX. Learning Outcome 2
- EX. Learning Outcome 3

To Do This Week:

1.
2.
3.

This Week's Resources:

Wrap Up

Each template includes a weekly Wrap Up. This helps students bridge their newly acquired knowledge to ideas they've learned in previous weeks. Make it fun, give students a time to reflect, give them a glimpse into next week's expectations and encourage further thinking and processing.

Week 1 Wrap Up

How do I reorder courses on my Dashboard?

In this tutorial you will learn how to reorder your courses on your Canvas Dashboard.

1. Navigate to your Canvas Dashboard

If you need help logging in to Canvas, follow this guide.

2. Set Dashboard View to Card View

Dashboard View must be in Card View to reorder courses.

1. Click the 3 dotted button located on the upper right side of the screen.
2. Click on Card View.

3. To reorder courses in the Dashboard, click and drag the Course Card

Click and hold the Course Card that you want to reorder, drag the Course Card to the new location, and drop the Course Card in the new location on your Dashboard.
Article Summary

Congratulations! You have successfully reordered the courses in your Canvas Dashboard.
How do I import the Transformational Course Redesign Workshop from Canvas Commons?

In this tutorial you will learn how to import the Transformational Course Redesign Workshop from Canvas Commons into an empty Canvas course.

Start with a New Canvas Course

⚠️ **This course is too large for a free Canvas account.**

- If your institution is using Canvas LMS, please contact your Canvas support team for more assistance to create a course.
- To preview the course follow this link.
- If you are at a CSU that is using another LMS and would like to see this course in Canvas, contact athelp@humboldt.edu. We will get you a Canvas account at the CSU Chancellor's Office.

Open Commons

Click on **Commons** in the Global Navigation Menu.
Find the Workshop

In the search bar, type "Transformational Course Redesign Workshop" and open the following resource shared by Terri Georgopoulos.

[Image of the search results for the workshop]

Instructor Guides
Import the Resource

From the **Import into Canvas** panel on the right,
1. select the course(s) that you would like to import the workshop into, then
2. click **Import into Course**.

![Import into Canvas panel](image)

Confirm Import Notification

Confirm that the import has started by viewing the **import status notification** at the top of your screen.

![Import status notification](image)

View Imported Content

Navigate to the course and confirm that the content has been imported.

![Notification](image)
You can click on **Import Status** to view the current progress.

When the import completes, you are ready to begin using the Transformational Course Redesign Workshop!
Discussions
How do I use the Discussions Index Page?

The Discussion Index page allows you to view all the discussions within a course. As an instructor, you can add discussions and modify discussion settings.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10025-415276774
How do I use Draft State in Discussions?

Draft State allows content in Discussions to exist in an unpublished (draft) state. Unpublished content is invisible to students, and graded discussions are excluded from grade calculations.

**Note**: If you use Modules in your course and add a Discussion to a Module, please be aware that the state of the Module overrides the state of all module items. You may want to consider leaving Discussions unpublished until you are ready to publish the entire Module. For more information please see the [Modules Draft State lesson](https://community.canvaslms.com/docs/DOC-10112-4152180495).

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10112-4152180495
How do I edit a discussion in a course?

You can easily edit a discussion you've already created.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10334-415249997
How do I create a discussion as an instructor?

As an instructor, you can create a discussion for your course.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9937-4152724374
How do I duplicate a discussion in a course?

You can duplicate a discussion in your course. When a discussion is duplicated, the word Copy is added to the end of the assignment name. The person who copied the discussion is shown as the author of the discussion and is immediately subscribed to the discussion, and the date the discussion was copied displays as the last posted date.

Duplicating a discussion defaults the copied discussion to an unpublished status. All items in the discussion are duplicated including the name, description, and options. In graded discussions, duplication exceptions include the following situations:

• Copied peer review discussions retain the peer review settings and Assign Review date, but the number of reviews per user will be set to zero.
• Copied discussions are always assigned to everyone in the course; differentiated discussions are not retained for individual users, groups, or sections.
  • If a differentiated discussion includes an Everyone Else date, the copied discussion retains the Everyone else date, if any.
  • If a differentiated discussion does not include an Everyone Else date, the copied discussion does not include a due date.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-13341-4152802868
How do I create a group discussion in a course?

Groups are a subset of a course with a course-like environment including their own Calendar, Discussion board, and Collaboration tools. Only students added to a group have permission to see and use the respective tools within the group.

A group discussion assignment creates an identical discussion topic in each group category. When students reply to the discussion topic they do so within their group environment, which is linked to the course from which the assignment was created.

If you prefer to create a group discussion for grading, learn how to create graded group discussions.

**Note:** You will need to create group sets and groups before setting up a group discussion assignment.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10366-415264224
How do I delete a discussion in a course?

You can delete a discussion or graded discussion at any time.

**Note:** When Multiple Grading Periods are enabled in a course, graded discussions are not currently validated against closed grading periods. Deleting a graded discussion may affect the total grade for students in your course.

Canvas tutorial below:

[https://community.canvaslms.com/docs/DOC-10336-415249998](https://community.canvaslms.com/docs/DOC-10336-415249998)
How do I assign a graded discussion to everyone in a course?

By default, graded discussions you create in your course will be assigned to everyone. You can specify a due date and availability dates that apply to everyone. You can also assign a graded discussion to an individual student, course section, or course group.

When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-13962-4152810917
How do I assign a graded discussion to an individual student?

When creating or editing a graded discussion, you can assign a graded discussion to a specific student. Availability date functionality is still available for each graded discussion.

Only the student(s) specified in the discussion details can view the graded discussion.

When using differentiated assignments with the Gradebook, the graded discussion appears as a column for all students, but grade cells are grayed out for students who have not been included in the discussion. Grades cannot be assigned for students who have not been included in the graded discussion, and graded discussions that are not assigned to a student are not factored into overall grades.

When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

Note: If your course is using MasteryPaths, you do not have to manually assign graded discussions to individual students. Learn how to assign assignments to MasteryPaths.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9971-4152101243
How do I assign a graded discussion to a course group?

You can create a graded discussion for a course group by using the Group Discussion checkbox. Canvas uses group sets to assign group discussions, and each group within the group set that is assigned to the discussion is required to complete the discussion.

You will need to assign a group set as part of the discussion. You can add an existing group set, or you can create a new group set as part of the assignment and add students to groups later. However, if you create a group set with self sign-up or manual group assignments, you will not be able to use the group set until users have been added to the subgroups.

When differentiating groups in graded discussions, students can only view the discussion if they are a member of an assigned group. Otherwise the discussion does not appear in the group's discussions page. Grades cannot be assigned for students who have not been included in the graded discussion, and graded discussions that are not assigned to a student are not factored into overall grades.

You can still view the links to all groups that are in the group set (as with any other group discussion). However, if you do not select a group in the differentiated assignments list, the group does not show a differentiated due date.

When Multiple Grading Periods are enabled in a course, graded discussions are also respected against closed grading periods.

Note: Please ensure all students have been added to a group before assigning a group set to the group discussion. If a student is not added to a group and replies to the discussion, the student's reply will be part of the original discussion topic. Replies on the original discussion topic can be viewed by clicking the View the full discussion link in SpeedGrader.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10330-415249999
How do I assign a graded discussion to a course section?

When creating or editing a graded discussion, you can assign a graded discussion to a specific course section. Availability date functionality is still available for each graded discussion.

Only the section(s) specified in the discussion details can view the graded discussion.

When using differentiated assignments with the Gradebook, the graded discussion appears as a column for all students, but grade cells are grayed out for students who have not been included in the discussion. Grades cannot be assigned for students who have not been included in the graded discussion, and graded discussions that are not assigned to a student are not factored into overall grades.

When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10440-4152669143
How do I enable a podcast feed for a discussion in a course?

You can insert a podcast feed for your discussion topics. A podcast is a way to distribute digital content for download on the Internet. A podcast feed is the file you use to distribute your discussion for users who want to subscribe through external podcasting channels.

Note: The Record/Upload Media Comment tool in the Rich Content Editor must be used for updates to be added to the podcast feed. Text-only discussion posts are not included in the feed.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10445-415250000
How do I create a peer review discussion?

How do I create a peer review discussion?

When creating a discussion, you can require students to comment and provide feedback of another student's work.

*Peer reviews can only be created with graded discussions and do not have an anonymous option.*

For peer reviews, you can choose to manually assign peer reviews or automatically assign peer reviews. To complete the peer review, students are required to leave at least one comment. If you include a rubric, they are also required to complete the rubric.

**Note:** To learn how graded discussion and peer review due dates appear in a student's To Do list, view the [Peer Review Tips PDF](https://community.canvaslms.com/docs/DOC-10205-4152253057).

**Canvas tutorial below:**

[https://community.canvaslms.com/docs/DOC-10205-4152253057](https://community.canvaslms.com/docs/DOC-10205-4152253057)
How do I use peer review discussions in a course?

A peer review discussion enables students to provide feedback on another student's reply to a class discussion. Peer reviews are a tool that allows communication between students and can help students master the concepts of a course and learn from each other.

Peer reviews can only be added as part of a graded discussion. Unlike peer review assignments, discussions cannot be assigned anonymously.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10248-4152719642
How do I automatically assign peer reviews for a discussion?

If you automatically assign peer reviews, Canvas will assign peer reviews to students automatically once they have submitted their own discussion reply.

You can also tell Canvas to automatically assign peer reviews after an assignment due date has passed.

**Notes:**

- It may take up to one hour for Canvas to assign peer reviews.
- When using peer reviews with Groups, it is best practice to manually assign peer review discussions to students. Additionally, if the student has not submitted the assignment or submits the assignment after the due date, the student will not automatically be assigned a peer review and you must manually assign one.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10215-4152253060
How do I pin a discussion in a course?

You can pin discussions so students will see them at the top of the Discussions index page. Such discussions could include short-run discussions, discussions that only run for a single week, and any other discussions that students should specifically pay attention to. You can also pin discussions within Student Groups.

There are two ways to pin a discussion.

Note: Students do not see the Pinned Discussion heading when there are no pinned discussions.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10404-4152123560
How do I move or reorder a discussion in a course?

You can move or reorder pinned discussions in the Pinned Discussions section. You can manually drag and drop the discussion, or you can use the Move To option, which is also accessible for keyboard users.

**Note:** Only discussions in the Pinned Discussions section can be reordered manually. Other sections are automatically ordered by recent activity date.

Canvas tutorial below:

[https://community.canvaslms.com/docs/DOC-13346-4152808001](https://community.canvaslms.com/docs/DOC-13346-4152808001)
How do I delay posting a discussion until a specified date in a course?

You can delay posting a discussion topic until a specific date by changing a setting in your discussion. This lesson shows how to set posting dates, also referred to as availability dates, for non-graded discussions.

Note: In graded discussions, the availability date fields shown in this lesson do not apply. Graded discussions include separate availability dates that are set when assigning a discussion to specific course users.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10221-415241361
How do I manually assign peer reviews for a discussion?

Manually assigning peer reviews allows you to choose which students will be assigned peer reviews.

**Note:** When manually assigning peer reviews, students can complete their assigned peer reviews without having to post their own discussion reply first. If you require students to post to the discussion before being able to complete a peer review, you must automatically assign peer reviews.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10057-4152253429
How can I require students to reply to a course discussion before they see other replies?

You can require that students reply to a discussion before they see any of the other students' replies.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10457-415250008
How do I mark discussion replies as read or unread as an instructor?

By default, as you read new discussion posts, Canvas will mark them as read (changing the indicators from blue to white) as you scroll down the page. However, you can manually mark each post back to a read or unread state.

You can tell Canvas not to automatically mark all your posts as read in your Discussion settings.

**Note:** Once a post's state is manually changed, the post will not change states (become read or unread) until you manually change it again.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9946-4152116357
How do I view and sort discussion replies as an instructor?

You can view all replies in a discussion by scrolling or searching content. Focused discussion replies are shown in hierarchal order; threaded discussions are hierarchal, collapsable, and expandable.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10364-415264223
How do I embed an image in a discussion reply as an instructor?

You can insert an image file directly into discussion replies using the image icon. You can choose an image from a website URL, an image you've uploaded into your Canvas files, or an image from Flickr. If a change is made to the source of your image after you have embedded it in a discussion reply, the image added to your discussion reply will not be changed.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10303-415265785
How do I change discussion settings to manually mark discussion replies as read as an instructor?

In discussion replies, a blue dot indicates the reply is new and unread. A white dot indicates a reply is read. When you navigate away from the discussion or refresh the page, the blue dots will change to white dots indicating the replies are read.

You can tell Canvas not to automatically mark your discussion replies as read so that you can manually control which replies you haven't viewed. Your selection for this option will apply to the Discussions settings for all of your courses. By default, manually marking posts as read is turned off.

You can manually mark discussion replies as read or unread at any time.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10236-4152719704
How do I attach a file to a discussion reply as an instructor?

You can attach a file to a Discussion reply using the attachment icon. Attached files are also uploaded to your Personal Files in the unfiled folder.

Notes:

• You can only upload one attachment in your reply. Once an attachment is posted to a discussion post, the attachment cannot be deleted.

• Instructors have the option to not allow students to attach files to Discussions. If you cannot attach a file, this feature has been disabled.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10453-415250007
How do I allow students to attach files to a course discussion?

You can allow students to attach files to a discussion by changing the settings from the Discussions page.

This setting can also be changed from the Course Settings page.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10085-415265779
How do I subscribe to a discussion as an instructor?

By default, you will automatically be subscribed to all discussion threads you create in your courses and be notified when new comments are posted to the topic.

You can subscribe to discussions created by TAs or other students in your course (if you allow). You can also subscribe to discussions posted within student groups. If you reply to a discussion, you will automatically be subscribed to discussions and will be notified of updates unless you manually unsubscribe to that discussion. Please also note that you cannot subscribe to individual threads within a threaded discussion.

**Note:** You must specify your Notification Preferences to receive updates for subscribed discussions.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10293-4152126075
How do I allow students to create a course discussion?

You can allow students to create a new discussion by changing the settings from the Discussions page.

This setting can also be changed from the Course Settings page.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10189-415295578
How do I link to a YouTube video in a discussion reply as an instructor?

You can add a YouTube video in a discussion reply by adding the URL of the video as a link to the response.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10447-415250005
How do I edit or delete student discussion replies in a course?

As an instructor, you have the ability to edit or delete discussion replies within your course. This setting helps you moderate your course and remove any inappropriate or otherwise unwanted posts.

You can also choose to view or hide all deleted replies in a discussion. By default, deleted replies are hidden in a discussion.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10128-415299891
How do I reply to a discussion as an instructor?

You can easily reply to any discussion, threaded or focused. However, the reply process varies depending on the type of discussion.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10125-415250010
You can allow students to edit and delete their own discussion posts by changing the settings from the Discussions page.

This setting can also be changed from the Course Settings page.

**Note:** When enabled, this setting also applies to group discussions.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10122-415299890
How do I allow students to like replies in a discussion?

You can allow students to like replies in a discussion. If a discussion allows liking, users will see a Like icon within each discussion reply. By default, liking is available to all users in the course; however, you can choose to restrict the option to graders only.

The Like icon is enabled on a per-discussion basis.
Learn how to like a discussion reply.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10177-4152348630
How do I close a discussion for comments in a course?

How

To manually stop students from posting replies to discussion posts, use the close for comments link. You can also pin discussions to the closed for comments section on the discussion index page.

Note: You can automatically set your post to close for comments on a specific date by creating discussion availability dates.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10354-4152123824
How do I like a reply in a course discussion as an instructor?

If you have allowed liking for a course discussion, you can like discussion replies.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10240-4152719703
How do I embed a Google Form in a Canvas discussion?

In this tutorial, you will learn how to create and embed a Google Form into a new Canvas discussion topic.

⚠️ Make sure that you use your Humboldt State University Google account to create your form and response sheet.

1. Log in

Either through myHumboldt or Google, log in to your HSU account.

![Login Screen](image-url)
2. Navigate to Google Drive

You can access Drive through the Applications button on the Google Homepage or by searching for "Google Drive."

Google Drive - Cloud Storage & File Backup for Photos, Docs & More

- Download Google Drive
  A new way to access all of your Google Drive files on demand ...

- Google Drive – Cloud Storage ...
  Drive starts you off with 15 GB of free Google online storage, so ...

- How to use Google Drive
  Android - System requirements - iPhone & iPad - ...

- Using Drive
  Learn about the latest features and advantages of Google Drive ...

- Cloud storage
  Store, sync and share documents and data with Google Drive, an ...

- Google Drive Help
  Official Google Drive Help Center where you can find tips and ...

More results from google.com »
3. Create a new folder
Create a folder to house your Google Form and Response Sheet by clicking **NEW -> Folder**.

![Image showing how to create a new folder in Google Drive]

Name your folder (e.g. COMM 100 Survey) and click **CREATE**.

![Image showing how to name a new folder and click CREATE]

4. Create a new form
Create a form by clicking **NEW -> More -> Google Forms**.
5. Edit your form

Give your form a meaningful name and description then use the interface to add questions. You will most likely use the short answer or multiple choice question types. Use the Add option button to add answers to multiple choice questions. Use the + button to add questions.
6. Modify the form's settings

1. Click on the **Settings Gear** in the upper right corner.
2. Uncheck the box next to **Collect email addresses**.
3. Check the box next to **Restrict to Humboldt State University users**.
4. Check the box next to **Limit to 1 response**.
5. Click **SAVE**.
7. Modify your form's responses settings

1. Click on the **Responses** tab.

2. Click on the **green button** to 'Create spreadsheet'.
8. Create a new spreadsheet

1. Select the **Create a new spreadsheet** option and rename your sheet if you'd like.
2. Click **CREATE**.

💡 Your Google Sheet should open in a new tab.

9. Copy the embed code for your form

1. From the form editing page, click **Send**.
2. Click on the **embed tab** denoted by the '<>' symbol.
1. Click **Copy** to copy the embed link to your clipboard.

2. Click **X**.
OPTIONAL: You can edit the Width and Height of your embedded form from this menu.

10. Navigate to the Canvas Discussion

Navigate to the Canvas course where you would like to embed the form and click Discussions in the Course Navigation Menu.

11. Create a new Discussion

Click +Discussion to create a new discussion.
12. Title the Discussion post

Give your discussion a meaningful title. If your classmates will be posting forms to discussions as well, you will most likely include your name in this title.

13. Embed the Google Form

Click on HTML Editor then paste your previously copied embed code into the text area.
The embed code should look something like the code below. (An HTML iframe)
14. Save changes

Click **SAVE** to save changes and view your embedded Google Form.

You should now see your Google Form embedded into a new discussion topic.

15. Test the Form

You can fill out the form and submit it to test your automation process.
Immediately after submitting the form, you should see a new row in the Responses spreadsheet.
ePortfolios
How do I use the ePortfolio Getting Started Wizard as an instructor?

The ePortfolio Getting Started Wizard will guide you during the process of creating your ePortfolio.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10168-4152719716
How do I create a new ePortfolio as an instructor?

You can create a new ePortfolio in your user settings.

**Note**: If you cannot view the ePortfolio link in your User Account, your institution has disabled this feature.

Canvas tutorial below:

[https://community.canvaslms.com/docs/DOC-9956-4152720130](https://community.canvaslms.com/docs/DOC-9956-4152720130)
How do I create a new ePortfolio section as an instructor?

You can organize your ePortfolio by creating multiple sections.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10238-4152719705
How do I organize my ePortfolio as an instructor?

You can organize your ePortfolio by renaming, reordering, or moving sections.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10244-4152719709
How do I edit the default page in my ePortfolio section as an instructor?

The default page in an ePortfolio can be a page that explains what it is included in the ePortfolio.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10245-4152719706
How do I create a new page in my ePortfolio section as an instructor?

Within an ePortfolio section, you can create pages to add to the section. You can also add content to each page in the section. Please note that any content added to an ePortfolio can only be viewed by users who have permission in Canvas to view it, even if your ePortfolio is made public.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10266-4152719707
How do I add rich text content to my ePortfolio page as an instructor?

You can use the Rich Content Editor to add content to pages in your ePortfolio.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10160-4152719710
How do I upload a file or image to my ePortfolio page as an instructor?

You can upload files or images and use previously uploaded files or images from your personal files in your ePortfolio.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10170-4152719713
How do I organize my ePortfolio pages as an instructor?

You can organize your ePortfolio pages within your sections. You can also rename, reorder, and move pages.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10193-4152719718
How do I add HTML/embedded content to my ePortfolio page as an instructor?

You can add HTML or embedded content to your ePortfolio page.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10153-4152719711
How do I preview a page in my ePortfolio as an instructor?

You can preview a page before saving and publishing it.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10242-4152719708
How do I download the contents of my ePortfolio as an instructor?

You can download the contents of your ePortfolio as a zip file.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10091-4152719720
How do I retrieve assignments from previous courses in my ePortfolio as an instructor?

You can add assignments you have submitted in Canvas to your courses to your ePortfolio. **Note**: Users without access to a concluded course may not be able to access Assignments in your ePortfolio from that course. Links to deleted courses will not remain active.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10155-4152719712
How can I share a private ePortfolio as an instructor?

Sharing a private ePortfolio link will give others access to viewing your ePortfolio without having to log into Canvas.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10172-4152719714
How do I make my ePortfolio public as an instructor?

Public ePortfolios allow anyone with the URL to view your ePortfolio. Learn more about [sharing a private ePortfolio](https://community.canvaslms.com/docs/DOC-10165-4152719715).

**Canvas tutorial below:**

[https://community.canvaslms.com/docs/DOC-10165-4152719715](https://community.canvaslms.com/docs/DOC-10165-4152719715)
How do I enable comments in my ePortfolio as an instructor?

Enable comments to allow others to add comments to your ePortfolio pages. Comments will only be visible to the ePortfolio owner. To allow others to view comments, you will need to make comments public.

**Note:** Users must be logged in to the same Canvas account to make comments regardless of your ePortfolio visibility setting.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10174-4152719717
How do I delete my ePortfolio as an instructor?

You can delete your ePortfolios in Canvas if you need to remove them.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10095-4152719721
External Apps (LTI)
What External Apps are Available for Use in Canvas?

This article provides a list of currently installed external applications that can be used within Canvas.

To request a new External App (LTI) to be added to Canvas, please fill out and submit this web form.

Currently Installed External Applications

Attendance (Roll Call)

Attendance (Roll Call)
Phone: 1-833-685-8351

Academic Technology Support Form

Canvas Commons

Canvas Commons (click Commons on the global navigation menu)
Phone: 1-800-203-6755

Help Desk Support Form (click Help on the global navigation menu)
User Guides / FAQs

Cengage Learning

Cengage Learning
Phone: 1-800-354-9706
FAQs
User Guide
Cerego

Phone: 1-415-518-3926
Support Email: support@cerego.com

User Resources

Chat

Chat (click Chat on a course navigation menu)
Phone: 1-800-203-6755

Help Desk Support Form (click Help on the global navigation menu)

User Guides / FAQs

Clickers (Turning Technologies)

Turning Technologies
Phone: 1-866-746-3015

User Guides / FAQs

Macmillan Higher Education

Macmillan Higher Education
Phone: 1-800-936-6899

Help Desk Support Form

User Guides / FAQs

McGraw-Hill Connect

McGraw-Hill Connect
Phone: 1-800-331-5094
Help Desk Support Form
User Guides / FAQs

NBC Learn

NBC Learn
Phone: 1-877-622-7502
Help Desk Support Form
User Guides / FAQs

Pearson MyLab and Mastering

Pearson MyLab and Mastering
Phone: 1-800-677-6337
Support Form (Product Name: "mylab" or "mastering")
User Guide

Pearson Revel

Pearson Revel
Phone: 1-800-677-6337
Support Form (Product Name: "revel")
User Guide

Sapling

Sapling
Phone: 1-800-203-6755
Support Form
User Guide

SCORM

SCORM
Files
How do I view my user files as an instructor?

User files include profile pictures, uploaded assignment submissions, and other files uploaded to your personal Canvas file storage area. By default, each user has 50 MB of storage space in Canvas. Administrators can change the quota for user files for the entire institution.

**Note:** When using the Rich Content Editor in a course, you cannot access files from your user files. To add files to a course, the file must reside in the files for the course. However, you can embed images from your user files using the Rich Content Editor.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10226-415241464
Course files include any content uploaded to your course. By default, each course has 500 MB of storage space in Canvas. Administrators can change the quota for the entire institution or on a course-by-course basis. Files uploaded to your course will not count towards your personal file quota.

If the Course Files link is shown in the Course Navigation menu, course files can be viewed by any user in the course. Learn how to manage Course Navigation links.

**Note:** When using the Rich Content Editor in a course, you cannot access files from your user files. To add files to a course, the file must reside in the files for the course. However, you can embed images from your user files using the Rich Content Editor.

**Canvas tutorial below:**

https://community.canvaslms.com/docs/DOC-10252-415241466
How do I view group files as an instructor?

As an instructor, you may be added to a group within your institution. Groups files include any content uploaded to your group workspace.

Group files include uploaded assignment submissions, files for projects, and other group-related items. By default, each group has 50 MB of storage space in Canvas. Administrators can change the quota for the entire institution or on a group-by-group basis.

Group files are automatically published when they are uploaded to the group.

As groups are essentially mini courses, all group members have the same permissions to moderate files, including uploading files, publishing files, restricting access and unpublishing files, and deleting files.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10258-415241465
How do I use Files as an instructor?

As an instructor, Files allows you to store files and assignments within Canvas. You can upload one or multiple files, view all details about your files, preview files, publish and unpublish files, set usage rights, and restrict access to files. Files is built with responsive design to adjust for browser scaling. The folder navigation window, file displays, and even file names adjust to the width of the browser window.

View a video about files.

You have access to files (documents, images, media, etc.) in three different feature areas:

- **User files**, located in your user profile
- **Course files**, located in each course where you are enrolled
- **Group files**, located in each group where you are a member

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10320-4152314203
How do I move and organize my files as an instructor?

You can move and organize the files in your course by dragging and dropping files or using the Move options for each file. Files are always organized in alphabetical order, so you are not able to rearrange the organizational structure of files, but to locate a file you can always sort files by column.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9962-415241387
How do I rename a file as an instructor?

You can rename your files at any time using the Rename option in the file's settings menu.

Note: If you add a file to another area of Canvas (e.g. Modules or Assignments) and then rename the file in Course Files, the file rename will not update in any other Canvas location and must be changed manually. Please ensure that your file names are correct in Course Files before adding them to other content areas.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10208-4152314042
How do I create a folder in Files as an instructor?

Folders can be used to organize files in your course, group, or personal files.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10017-415256630
You can add a file to your course by uploading a file. You can also import files using the course import tool in Course Settings.

As an instructor, you can drag and drop files from your personal files into course files.

**Note:** Video and audio uploads to Canvas through the media tool can be up to 500 MB in size.

**Canvas tutorial below:**

https://community.canvaslms.com/docs/DOC-10339-415241383
How do I preview a file as an instructor?

You can preview a file in a course, group, or personal file storage area.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9972-415241384
### How do I upload ZIP files as an instructor?

You can import ZIP files to Canvas through Files or Course Settings.

Through Course Settings, you must upload the ZIP file to an existing folder in Files. You cannot create new folders through the Course Import Tool.

If you do not know how to create a ZIP file, please consult your computer operating system's user guide.

**Note:** If you are using Usage Rights, you must set the file usage rights before the files can be published.

---

**Canvas tutorial below:**

https://community.canvaslms.com/docs/DOC-9968-415241385
How do I bulk upload files to a course?

If you have a lot of files to add to your course, you can bulk upload them.

Notes:

• You can also bulk upload files by dragging and dropping the files into Canvas from your computer. However, sometimes too many files can cause problems. If you have more than 50 files, try zipping the files and uploading the ZIP file into your course.
• If you are using Usage Rights, you must set the file usage rights before the files can be published.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9966-415241386
How do I delete a file or folder as an instructor?

You can delete a file or folder in courses, groups, or personal files. Once a file or folder is deleted, it cannot be recovered.

**Note:** The Unfiled Folder stores documents, graphics, and any other files from your account that you have posted to different areas of Canvas, such as Discussions. Deleting these items within current courses may create broken links and submissions.

**Canvas tutorial below:**

https://community.canvaslms.com/docs/DOC-10000-415241388
How do I download a single file as an instructor?

You can download a single file from any file storage area in Canvas.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9981-415241389
How do I download a folder in ZIP format as an instructor?

You can download folders from your files in a ZIP format.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10019-415241390
How do I restrict files and folders to students in Canvas?

Users can edit permissions for files, including setting the state of the file (published or unpublished), make files available to students who have the link, or schedule availability dates for the files.

When the link restriction is set (only available to students with the link), the file can only be viewed if they are given the link to the file. However, this option only allows files to be hidden from students in Course Files. This functionality is not valid outside of the Files feature. For instance, if a file with a link restriction is added to a Module or Assignment, the file can always be viewed by students.

When the student availability date restriction is set, students can view the name and information for the file. In addition to Course Files, files with an availability date restriction can be viewed 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: You can also restrict a file or folder as part of setting usage rights for files or setting usage rights for folders.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10035-415241391
How do I set usage rights and user access for a course file?

If usage rights is enabled in your course, you have to set a usage right (copyright) for each file you upload to your course. Usage rights must be assigned to files before files can be published to the course. If a file or multiple files are located in a folder, you can set usage rights through folders.  

**Note:** Usage Rights is currently a course opt-in feature. To enable usage rights, learn how to manage feature options in the [course features lesson](https://community.canvaslms.com/docs/DOC-10142-4152314032).

Canvas tutorial below:

[https://community.canvaslms.com/docs/DOC-10142-4152314032](https://community.canvaslms.com/docs/DOC-10142-4152314032)
How do I set usage rights and user access for a course file folder?

If usage rights is enabled in your course, you can set usage rights for all files that currently exist within the folder. Folders themselves cannot hold a usage right attribute, so the folder passes the usage right to the existing files in the folder at the time the usage right was defined. Therefore, you can create a folder, add all files to the folder, and then define the usage right for the folder and apply the right to all files at once.

This action does not apply to any files added to the folder after the usage right is set. If additional files are added at a later time, you will have to reset the usage right for the folder or set file usage rights individually.

**Note:** Usage Rights is currently a course opt-in feature. To enable usage rights, learn how to manage feature options in the course features lesson.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10424-4152314466
How do I edit an HTML file in a course?

To edit an HTML file in your course, you will need to download your previously uploaded HTML file to your computer, edit and save your HTML file, and then upload your HTML file again.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10008-415275094
What types of documents can be previewed in Canvas?

Canvas supports a variety of document types that can be converted in Canvas. If the submitted file is an assignment and Canvas DocViewer supported file type, the file will be rendered by DocViewer in SpeedGrader. If the submitted file is not an assignment or a DocViewer supported file type, the file will be rendered by Google Previewer.

Canvas supports previews for documents up to 100 MB and 999 pages.

**Note:** SpeedGrader may take up to ten minutes after an assignment is submitted to display a document that supports DocViewer.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10033-415241392
What types of media files can I upload in Canvas as an instructor?

Canvas can upload specific image, video, and audio files as user content. Canvas converts video and audio files up to 500 MB through the media tool. If a file exceeds the 500 MB limit, you can host the file through an external source such as YouTube and embed it using the Rich Content Editor. To learn more about available options for using media files in Canvas, view the Canvas Media Comparison PDF.

Canvas files have quota limits set for each user area: user (personal) files, course files, and group files. Files uploaded directly to your user files or group files count against each specific quota, except for uploading a profile picture. All files uploaded into a course count against the course quota. For students, any attachments added as part of a graded assignment submission are uploaded into user files but are not counted against the user quota.

When you upload a file, Canvas will convert the file into a format supported by your browser. Media playback is determined according to browser, so if you cannot view the file, you may need to try to view the file in another browser. You may also need to enable or update the Adobe Flash plugin.

**Note:** If you upload a file that is not supported by the Canvas media player, you can have users download the file to view outside of Canvas.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10100-4152719727
How do I view my Google Drive files in Canvas as an instructor?

If you have enabled Google Apps, you can view all files in your Google Drive account in Canvas. The Google Drive folder is accessed from the Course Navigation Menu.

Notes:

• You can only view one Google Drive account at a time in Canvas. Make sure you are logged in to the account you want to view in Canvas. If necessary, you can log out of your account and authenticate with a different account.

• If you are already logged into a Google account in Chrome, Canvas will use that Google account to authorize Google Drive access. If you want to authenticate using a different Google Drive account, you must log out of the Google account in Chrome and sign in to the account you want to use with Canvas.

• If your Canvas authorization has failed, try logging in to Google Drive in Canvas using an incognito browser, which removes all browser cookies and extensions. If you are able to log in with the incogito browser, you are most likely logged in to Google Drive and/or Canvas with different Google accounts. Confirm the account you are using for each location and try again. You may also need to confirm any Google extensions installed in your browser's settings.

• The location where you access your Google account may affect your access to Canvas. If you successfully authenticate with your account at your institution, you may have to reauthenticate when you log in to Canvas at home.

• Currently, Google Drive files cannot be accessed from course or personal files in Canvas. They can only be accessed from the Google Drive link in the Course Navigation Menu.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10102-4152719725
PDF Space Saving Techniques

In this tutorial you will learn how to save file space in your canvas course by compressing large PDFs with Adobe Acrobat.

1. Log into canvas

![Warning icon] Need help with getting into Canvas? Please click here for help.

2. Navigate to your course

Proceed to the course containing the PDFs that you'd like to compress. For example, a course with a file quota cap nearing max capacity.

3. Identify large PDF files in your course

Click Files in the Course Navigation Bar.
Your list of files will display, separated into columns labeled: "Name", "Date Created", "Date Modified", "Modified By", and "Size".

Click the **Size** column. This will sort your course files from largest to smallest down the page.

The top of the list is now displaying the largest file in your course.

---

**4. Download large PDFs**

1. Download files to your computer by clicking the **Gear button** that appears when hovering over the files on the very right side of the screen.
5. Launch Acrobat Pro

From your local applications folder open Adobe Acrobat XI Pro. Your HSU computer should have this program already installed.

Using Windows 10:

1. Click the Start Menu
2. Type acrobat and hit the Enter key
Using Mac OSX:

1. Click the **Magnifying Glass** in the top-right corner of the screen to search.

2. Type **Adobe Acrobat** and hit the **Return** key or click on the Adobe Acrobat program from the search results.

1. With Acrobat loaded click **File** in the upper left corner.
2. Click **Open**...

3. Locate your downloaded PDF and **open** it

4. Again click **File** in the upper left corner

5. Select **Save As...**
The **File Name** field will be highlighted

6. **Rename** the document so you know which one is the compressed version

7. Click the **Save as Type** dropdown

8. From the list select: **Adobe PDF Files, Optimized ( *.pdf)**

9. Click **Save**
6. Re-upload your compressed PDF to Canvas

1. Proceed back to your Canvas course, to the Files section.

2. Click the green **Upload** button in the upper right.

3. Select the newly **compressed file** from where you saved it locally to your computer.

The compressed file will now be in your list of files.
Global Navigation
How do I log in to Canvas as an instructor?

This lesson will show you how to log in to Canvas from an internet browser. If you are using Canvas with an institution, you will log in either from your institution's webpage or by using their direct Canvas URL. Canvas Network and Free-for-Teacher accounts also log in with a Canvas URL. You can also log in to Canvas on the Canvas Mobile apps.

You must have an account to log in to Canvas:

• If you are associated with an institution using Canvas and do not know your username and password, please contact your site administrator.
• If you do not yet have an account, learn how to create a Canvas account.

Note: If you are having trouble signing into Canvas, please see the troubleshooting section in this lesson.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10186-4152719655
How do I use the Global Navigation Menu as an instructor?

The Global Navigation Menu is located on the left side of every page in Canvas. Global Navigation links provide quick access to frequently used Canvas features. These links provide access to all your courses collectively. Default links include the Dashboard, Courses, Groups, Calendar, Inbox, User Account, and the Help menu.

Depending on your institution account settings, other links may appear in the Global Navigation Menu.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10164-4152719650
How do I use the Dashboard as an instructor?

The Dashboard is the first thing you will see when you log into Canvas. The Dashboard helps you see what is happening in all your current courses.

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

**Note:** If your institution has enabled the Course Setup Tutorial, the Dashboard is responsive to the full width of the browser.

**Canvas tutorial below:**

https://community.canvaslms.com/docs/DOC-10180-4152719656
How do I view course cards in the Dashboard as an instructor?

The Dashboard defaults to the course card view, which displays course cards for all your favorite courses. Course Cards can help you organize your courses by adding a nickname or customizing the color, which is synced with the color shown for the course in the Calendar.

**Note:** If your institution has enabled the Course Setup Tutorial, the Dashboard course cards are responsive to the full width of the browser. Depending on a user’s browser’s resolution, the Dashboard course display more than three course cards in a single row.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10163-4152719653
How do I use the To Do list and sidebar in the Dashboard as an instructor?

The sidebar contains the To Do list and other sections that help you know what assignments and events are coming up in all of your courses. The sidebar includes specific items for instructor and student roles. If you are enrolled in Canvas courses with more than one user role, your sidebar may show items for both roles.

The Dashboard sidebar is similar to the sidebar that displays in your Course Home Page, but the course sidebar only includes items for the specific course. Depending on the setup of your Course Home Page, the sidebar in a course may contain additional sections than shown in the Dashboard sidebar. Learn how to view the Course Home Page.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10194-4152719658
How do I use the Global Activity Stream as an instructor?

The Global Activity Stream shows you important recent activities from all of your courses including announcements, discussions, assignments, and conversations. This stream is similar to the Course Activity Stream for an individual course.

The following activities will cause notifications for each course to appear in the Global Activity Stream:

- New Announcements
- Replies to Announcements
- New Discussions
- New Discussion Posts
- New Assignments
- Assignments, Quizzes, or Discussions Changed from Ungraded to Graded
- Due Date Changes to Assignments, Quizzes, and Discussions
- New Graded Assignments
- New Peer Review Assignments
- New Conversation Messages

Notes:

- Notifications in the Global Activity Stream will not appear for activity in Files, Collaborations, Grades, Pages, or Conferences; ungraded quizzes and surveys; or edits to Discussions.
- Edits to Quizzes and Assignments will only appear in the Global Activity Stream when the Notify users that this content has changed button has been selected in a course.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10182-4152719657
How do I view grades in the Dashboard as an instructor?

You can view overall course grades in the Dashboard. This button is available to all user roles and displays grades for both courses being taken and courses being taught, if any.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10021-4152467124
How do I view my Canvas courses as an instructor?

After logging into Canvas, you can view your current courses. You may also be able to view past and future enrollment courses in Canvas.

**Note**: Some institutions may restrict the option to view or access future enrollment courses before the start date and/or access concluded courses after the course has ended.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10265-4152719649
How do I customize my Courses list as an instructor?

When you are enrolled in more than one Canvas course, you can customize the active courses you want to show in your Course list. Courses you want to show in the Courses drop-down menu are called favorite courses. You can favorite any published course that appears in the My Courses section on the course list page. Course favorites also display in the Dashboard.

When no courses are favorited, the courses list automatically displays up to 20 courses alphabetically in the drop-down menu. However, once you have selected at least one course as a favorite, only your favorite courses will appear in the Courses list.

**Note:** Courses are always listed alphabetically; you cannot reorder your courses manually.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10184-4152719654
How do I get help with Canvas as an instructor?

You can get help with Canvas by using the Help menu. Depending on your user role, the Help menu generates a list of resources to help you with Canvas. Canvas displays links according to roles in all enrollments; for instance, if you are a student who had one course with an instructor-based role, the Help menu will show you links available to students and instructors.

This lesson outlines the five default help links that may be included in the Help menu for your institution.

Note: Depending on your institution, the Help menu may not be available.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10158-4152719652
How do I log out of Canvas as an instructor?

When you are finished accessing Canvas, you can log out of your account.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10176-4152719651
In this tutorial you will learn how to reorder your courses on your Canvas Dashboard.

1. Navigate to your Canvas Dashboard

If you need help logging in to Canvas, follow this guide.

2. Set Dashboard View to Card View

Dashboard View must be in Card View to reorder courses.

1. Click the 3 dotted button located on the upper right side of the screen.
2. Click on Card View.

3. To reorder courses in the Dashboard, click and drag the Course Card

Click and hold the Course Card that you want to reorder, drag the Course Card to the new location, and drop the Course Card in the new location on your Dashboard.
Article Summary

Congratulations! You have successfully reordered the courses in your Canvas Dashboard.
Grades
How do I use the Gradebook?

The Gradebook helps instructors easily input and distribute grades for students. Grades for each assignment can be calculated as points, percentages, complete or incomplete, pass or fail, GPA scale, and letter grades.

Only graded assignments, graded discussions, graded quizzes, and graded surveys that have been published appear in the Gradebook.

The default view in the Gradebook is to view all students at a time, but you can also view students individually in the Gradebook Individual View.

**Note:** If your course includes multiple graders, please note that once you open the Gradebook, all existing Gradebook data is stored in the browser until the page is refreshed. Grades are not dynamically updated with any changes made by other graders in the Gradebook or in SpeedGrader.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10241-4152220009
How do I view assignments or students individually in the Gradebook?

The Gradebook Individual View allows instructors to assess one student and one assignment at a time. Fully accessible to screen readers, this Gradebook view allows instructors to sort by section and assignment and contains all the same settings that are available in the default Gradebook View (the view that shows all students in a course).

If you are not familiar with the settings and other options in the Gradebook, click the feature links throughout this lesson to learn more about how the feature works in the default view.

Like all Gradebook tabs, Individual View is persistent. Therefore, once you switch the Gradebook to Individual View, the Gradebook will always display in Individual View until it is switched back to the default view.

**Note**: If your course includes multiple graders, please note that once you open the Gradebook, all existing Gradebook data is stored in the browser until the page is refreshed. Grades are not dynamically updated with any changes made by other graders in the Gradebook or in SpeedGrader.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10310-4152212381
How do I use the icons and colors in the Gradebook?

There are different icons and colors in the new Gradebook. Depending on how you grade assignments (manually or otherwise), you will see different icons or colors.

Icons and colors are simply gradebook indicators to assist you with course grading. All assignments count toward a student's total grade unless they are excused assignments.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9943-415295583
How do I view assignment details in the Gradebook?

Follow these steps to view the statistics and other details of an assignment in the Gradebook.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10268-415254998
How do I create extra assignment columns for non-submission assignments in the Gradebook?

Columns in the Gradebook are only created by adding an assignment in Canvas. If you need to create a column in the Gradebook to use for manual grading, you can create a No Submission or On Paper assignment.

No Submission assignments are when you do not want students to submit an assignment in Canvas. This assignment type can be used to create extra columns in the Gradebook, create an assignment that involves multiple scores, or give extra credit.

On Paper assignments are when you want students to submit an assignment to you but not through Canvas. This assignment type applies to traditional face-to-face courses or hybrid courses when you want the assignment turned in during class, but you still want to create a column in the Canvas Gradebook for grading purposes. When students view the assignment, they see a Submitting: on paper notice.

To create multiple columns at once, you can upload changes to the Gradebook.

Note: The Gradebook only shows published, graded assignments, so Not Graded assignment types will not appear.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10316-4152406523
How do I hide student names in the Gradebook?

By default, student names are shown in the Gradebook. However, you can hide student names in the Gradebook to remove bias in grading. Hiding names also hides secondary IDs. Because hiding names is a Gradebook setting and not a course setting, this feature does not guarantee that all assignments will be graded anonymously.

This feature hides names for all students displayed in the Gradebook. By default, only active students are shown. Inactive and concluded enrollments are not shown of the Gradebook unless enabled in the Gradebook settings.

**Note:** Hiding names in the Gradebook is a separate option from hiding names in SpeedGrader.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9941-415295584
How do I enter and edit grades in the Gradebook?

Most likely you will use the SpeedGrader to enter grades. The grades will appear in the Gradebook when you are done. However, you can manually enter and edit scores in the Gradebook.

You can also use a CSV file to upload and download scores.

Notes:

• When using differentiated assignments, the assignment appears as a column for all students, but grade cells are grayed out for students who are not part of the assignment or an assigned section. Grades cannot be assigned to students who are not part of the assignment or section; those assignments are not factored into overall grades.

• Once a student receives a grade for an assignment, the grade will always apply to the student's current and final score. If you unassign a student or section to a differentiated assignment you have previously graded, the grade will only be removed from grading calculations if you excuse the assignment for the student.

• When Multiple Grading Periods are enabled in a course, you cannot edit grades for any assignment that has at least one student in a closed grading period.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10936-4152724415
As needed, you can use the Gradebook to excuse a student from an assignment, discussion, or quiz. You can also excuse a student from a group assignment. Excused assignments are not calculated as part of a student's total grade.

When an assignment is excused, the assignment page and the student grade page will show the student that he or she has been excused from the assignment. Students cannot submit excused assignments.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10230-4152386299
How do I view the history of all Gradebook changes in a course?

You can view the history of all Gradebook changes in your course using the Gradebook History page. Gradebook History is a read-only log that allows you to see who graded each assignment. Options are available to filter grading history by student, grader, assignment, and date.

For quizzes, you can view historical data for any regraded quizzes.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-13024-415295585
How do I leave comments for students in the Gradebook?

If you want to leave simple feedback for your students, you can leave a text comment directly from the Gradebook.

**Note:** You can also grade assignments from the comments window in the Gradebook. However, you cannot add a comment and assign a grade at the same time.

**Canvas tutorial below:**

https://community.canvaslms.com/docs/DOC-9999-415255000
How do I send a message to my students from the Gradebook?

You can use the Gradebook to send messages to your students. Message subjects are filtered based on specific assignment categories:

- **Haven't submitted yet**—students who haven't submitted the assignment. *This category does not include students who have been manually awarded a grade, even if they did not submit the assignment.* Once a grade has been awarded for an assignment (either automatically or manually), Canvas no longer verifies actual submissions.
- **Haven't been graded**—students whose assignments have not yet been graded (submitted or unsubmitted).
- **Scored less than [point value]**—students who earned a grade on their assignment less than X number of points.
- **Scored more than [point value]**—students who earned a grade on their assignment more than X number of points.

Although one message most likely will be sent to multiple students at the same time, each student will receive an individual message.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9996-415255001
How do I set a default grade for an assignment?

If you want to set a default grade for a certain assignment, use the assignment drop-down menu. This will allow you to input scores for students who do not have scores or to overwrite already entered scores.

**Note:** When Multiple Grading Periods are enabled in a course, you cannot set a default grade for any assignment that has at least one student in a closed grading period.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10150-415255002
How do I curve grades in the Gradebook?

You can use the Gradebook to curve grades for an assignment. In the academic community, curving grades is advisable if only a certain number of students can pass, or when you require a fixed distribution of grades distributed throughout the class.

To curve grades, Canvas asks for an average curve score and then adjusts the scores as a bell curve 66% around the average score. For instance, if the average score is the equivalent of a C, Canvas would distribute mostly C- and C+ scores, distributing outward down the curve to Bs and Ds, and then ultimately As and Fs. This type of scoring creates a predictable distribution, but it means that students will compete against their classmates for scoring.

To learn more about how curved grades are calculated, view the Curving Grades in Canvas PDF.

Note:

• Grade curving cannot be undone. Pre-curved grade histories will be available, but the curving action is irreversible.
• Student grades will be impacted differently based on where they are in the distribution of scores. Perfect scores will not be affected by curving grades.
• When Multiple Grading Periods are enabled in a course, you cannot set a default grade for any assignment that has at least one student in a closed grading period.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10146-415255003
How do I mute or unmute an assignment in the Gradebook?

By default, Canvas allows students to see assignment grades as soon as the instructor has graded the assignment. In some cases, instructors may wish to hold student grades until all assignments have been graded, and then release grades to all students at the same time. To hide student grades temporarily, an instructor can choose to mark an assignment as "muted". Students can still see and submit a muted assignment. Only the grade will be hidden. You can also mute assignments in SpeedGrader.

A muted assignment will not send out grade change notifications or any new instructor comments until the assignment is unmuted. A muted assignment displays a "mute" icon on the student grades page so students know the assignment is muted. Students will be unable to view their grades, including grade and score changes, submission comments, and curved assignments for the assignment until the assignment is unmuted.

Muting should only be used to temporarily block grading work in progress from student view. It should not be used to conceal grades for longer than reasonably necessary.

If you do not want students to be able to view their total grade, you can hide the total grade from students.

Notes:

• If you make changes to a muted assignment, 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 unmute the assignment, the total grade in the student's view will update accordingly.
• If you unmute an assignment with varied due dates, all students will receive score results at the same time.
• Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
• Students will not be able to see their quiz responses while a quiz is muted.
Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10318-4152724339
How do I view a student's Grades page in a course?

As an instructor, you can access the Grades page for a student in your course. This Grades page shows you how a student views his or her grades in the course and also allows you to add individual comments to group submission assignments. You can choose to restrict options in the grades page to students, such as hiding grade summary totals and grade distribution graphs.

You can also view the grades page for a generic student in Student View.

Notes:

- The student's grades shown in the Grades page may vary from the grades shown in the Gradebook. The student's Grades page is affected by muted assignments, outstanding manually graded quiz questions, weighted assignment groups, and weighted grading periods. The Gradebook always contains the most current and accurate information about a student's current grade.
- Student Grades can also be viewed from a student's user details page.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10175-415255007
How do I view a student's submission details page in a course?

You can view the details for a student's submission by accessing the assignment from the student's Grades page. The submission details page shows you how a student views their assignment submissions and feedback in Canvas.

On the submission details page you can view the time the assignment was submitted, any comments left on the submission, and preview and download the submission. You can also leave comments about the submission, including leaving a comment for an individual student on a group assignment.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-13961-4152822055
How do I view my students' total grades as a point value instead of a percentage in the Gradebook?

You can switch your students' total grades from a percentage to a point value in the Gradebook. By default, total grades are shown as a percentage with two decimal places.

**Notes:**

- This feature is available only if you use unweighted assignment groups in your course. When assignment groups are weighted, points cannot be displayed for the total grade.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled. This feature also limits viewing the total grade in the student Grades page.
- When Multiple Grading Periods are enabled in a course and grading periods are weighted, points cannot be displayed for the total grade.

**Canvas tutorial below:**

https://community.canvaslms.com/docs/DOC-10294-4152113748
How do I sort columns in the Gradebook?

Once you have filtered student enrollments or sections in your Gradebook, you can sort the Gradebook columns by student name, secondary id, total grade, individual assignment, assignment group (if you have assignment groups set up), and assignment due date. You can also resize and rearrange the columns in the Gradebook.

Note: Gradebook columns are persistent, meaning the columns will stay in the order they are arranged.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10173-415255008
How do I move the Total column in the Gradebook?

You can move the Total column to the front of the Gradebook to quickly see an overview of student progress in your course.

**Notes:**

- Moving the Total column to the front is persistent according to browser. It will stay in front until you switch browsers or move it back to the end.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10416-4152252179
How do I use the Notes column in the Gradebook?

You can use a Notes column in the Gradebook to keep track of extra information in your course, such as SIS IDs or just general student notes. The Notes column is not visible to students.

**Note:** Instructors can only show and hide the Notes column. Admins can use the API to create additional columns, but they cannot be hidden. Additionally, the Notes column and any additional columns are not included in the Gradebook CSV export file.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10188-4152170783
How do I view grades for concluded student enrollments in the Gradebook?

You can view the grades of concluded student enrollments, but you cannot change the grades.

Grades can also be viewed when viewing concluded enrollments in the People page.

**Note:** When you view concluded enrollments in the Gradebook, concluded enrollments also show in downloaded CSV files and SpeedGrader assignment submissions.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10141-415255010
How do I view grades for inactive student enrollments in the Gradebook?

You can view the grades of inactive student enrollments in the Gradebook. Grades can still be edited. However, inactive students cannot access the course, so they cannot view grades or receive any submission comments or feedback. Learn more about inactive enrollments in the Canvas Enrollment Status Comparison PDF.

Note: When you view inactive enrollments in the Gradebook, inactive enrollments also show in downloaded CSV files and SpeedGrader assignment submissions.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10018-4152526259
How do I download all student submissions for an assignment in the Gradebook?

If you want to download all student submissions for an assignment, you can download them from the Gradebook in a bulk download. All submissions are downloaded as a single ZIP file that you can use to grade submissions on your computer offline. If a student has resubmitted an assignment, only the most recent submission will be included in the ZIP file. You can also download assignments from the assignment page.

Bulk downloads can be used for the following submission types: file uploads, text entries (displayed as HTML files), website URLs (displayed as HTML files), and Google Docs submissions.

In bulk downloads, Canvas automatically amends the file name for each submission type:

- For group assignments, the file name will include the name of the assigned group.
- For individual student assignments, the file name will include the name of the student (last name first).
- When anonymous grading is enabled, student names are not included in the names of downloaded files.

**Note:** After downloading student files, you can re-upload all student submissions in the Gradebook. However, you cannot change the names of the submission files. Otherwise Canvas will not be able to recognize the files that should be replaced.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10137-415255011
How do I upload all student submissions for an assignment in the Gradebook?

When you **download all student submissions** from the Gradebook, you can re-upload the assignment submissions as a bulk upload in your course.

Please make sure you have not changed the names of the submission files from your bulk download. If the file names are changed, please rename them to match how they appeared in the download. With different file names, Canvas will not be able to recognize the files that should be replaced.

**Notes:**

- Files must be compressed as a ZIP file for upload. If you are not sure how to create a ZIP file, please contact your administrator or consult your computer's software manual.
- For best results, please upload submission files in their original format. For instance, if you download a Word document as a .doc, do not convert the file to a .docx.

**Canvas tutorial below:**

[https://community.canvaslms.com/docs/DOC-10003-415275096](https://community.canvaslms.com/docs/DOC-10003-415275096)
How do I download grades from the Gradebook?

You can export scores from the Gradebook and download them to your computer as a CSV file. At the time of export, the CSV file data matches the current filter(s) and settings shown in the Gradebook.

**Notes about CSV files:**

- Some columns that appear in the CSV file are read-only columns calculated by rules or percentages set in Canvas. Any changes made to these columns will be ignored when you re-upload the file to your course.
- For assignment group columns, changes made to assignment scores will automatically be included in the assignment group calculation in the Gradebook.
- CSV downloads honor multiple grading periods. The Gradebook exports the grading period being viewed in the Gradebook. For All Grading Periods, if the option to view total grades is not enabled, Total Score columns and assignment group totals are not included in the download.
- The Total Score displayed in the Gradebook reflects each student's score at the time of viewing, taking into account whether the instructor has chosen to have ungraded assignments treated as zero, muted assignments, assignment due dates, etc. Therefore, the CSV download includes read-only columns for current and final score. Current score reflects the total while ignoring unsubmitted assignments, and the final score counts unsubmitted assignments as zero.
- If a student has submitted an assignment multiple times, the CSV file only accounts for the most recent submission.
- The notes column is not included in the Gradebook CSV export file.
- Concluded and inactive enrollments are not included in the CSV file unless their respective option, Show Concluded Enrollments or Show Inactive Enrollments, is enabled in the Gradebook Settings menu.
- Complete/incomplete assignments are shown as full or no credit (e.g. for a 10-point assignment, 10 or 0).
Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10135-415255012
How do I upload changes to the Gradebook?

You can use a CSV file to upload changes to the Gradebook. You can upload information for existing assignments, or you can also use a CSV file to create new assignments in the Gradebook. New assignments will automatically be published in your course. If you do not know how to save a file in a CSV format, please check the documentation for the program you are using to create your Gradebook changes (e.g., Excel).

If you don't want to create a new CSV file, you can always download the CSV from Canvas, change it, and re-upload the same file and the changes you made will appear in Canvas once you re-upload the CSV file.

If you create a column for a new assignment, Canvas will ask how you want to import the assignment. New assignments upload with the following settings:

- Assignment Group: Assignments
- Submission Type: No submission
- Due date for: Everyone

Notes:

- The Gradebook CSV file downloads complete/incomplete assignments as full or no credit (e.g. for a 10-point assignment, 10 or 0). Scores with full or partial credit upload as a complete assignment; scores with zero upload as an incomplete assignment.
- CSV file uploads can create assignments and update grades; they cannot update any other area of the Gradebook, such as assignment status or comments.
- Letter Grade and GPA Scale assignments do not support any entries that are not part of the assignment's grading scheme.
- Read-only columns are automatically ignored in the upload.
- When multiple grading periods is enabled, CSV file uploads cannot create new assignments. Currently new assignments must be created in the Canvas interface. Additionally, CSV files are verified against grading period close dates; grades cannot be changed for any assignment in a closed grading period.
- An upload will not recognize assignments named Current Score, Current Points, Final Score, Final Points, or Final Grade.
Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10103-415255013
How do I post final grades for a moderated assignment as a moderator?

A moderated assignment supports up to two provisional grades and one moderator grade. However, provisional grades are not included in the Gradebook and are only visible to moderators in the Moderate page.

Students cannot view any comments or grades until final grades are posted to the Gradebook. You can either select grades directly in the Moderate page, or you can select grades when reviewing the moderated assignment submission and comments in SpeedGrader.

Courses with Multiple Moderators

An assignment supports only one moderator grade, which can be edited or overwritten by any user with the moderate grades permission. However, sometimes a course may contain more than one user with permission to moderate grades. If more than one moderator exists in a course, you may want to discuss a policy for your course as to which of you will control official grade posting for the assignment.

Notes:

- Moderated grades can only be managed directly through the Moderate page. Any grades added to the Gradebook before the moderated assignment's grades have been posted will be overwritten.
- Once grades are posted, the grade in the Moderate page cannot be changed; all content is considered read-only for historical reference. However, after final grades have been posted, grades can be changed in the Gradebook, if necessary. The Gradebook History page records all grade changes in the Gradebook and can be accessed at any time.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-12941-4152477018
How do I treat ungraded assignments as zero in the Gradebook?

As an instructor, you can view student grades as if all ungraded assignments are worth zero points in the Gradebook. This feature called Treat Ungraded as 0 is located in the Gradebook Settings and is only a visual change that does not actually affect any grades—it only helps you see the change in Gradebook calculations if ungraded assignments were given scores of zero. Enabling this option has no effect outside of the Gradebook; students cannot see any difference in their grade pages. Similarly, TAs or other instructors in the course will not see any change in their view of the Gradebook. Only the user who enables this option will see the affected grades.

When the Treat Ungraded as 0 setting is enabled, assignments that do not have a grade will be treated as if a student received a score of zero. You can disable this setting in the Gradebook at any time. Even when this setting is enabled, Canvas will not populate zeros in the Gradebook. Dashes will still display for each student submission.

Notes:

• When multiple grading periods are enabled in a course, the All Grading Periods filter only displays Treat Ungraded as 0 in Gradebook Settings if the Display Totals for All Grading Periods feature option is enabled. Learn how to manage feature options in the course features lesson.

• This feature affects the configuration of the Total Column in the Gradebook, which also applies to CSV Exports. The CSV file displays columns for the Current and Final scores: the Current score reflects the total while ignoring unsubmitted assignments (option disabled), and the Final score counts unsubmitted assignments as zero (option enabled). Learn more about downloading scores from the Gradebook.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10225-4152181047
How do I get to SpeedGrader from the Gradebook?

You can access an assignment in SpeedGrader directly from the Gradebook.

**Note:** SpeedGrader displays assignment submissions according to the current Gradebook settings for inactive enrollments and concluded enrollments.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10106-415255019
How do I grade group assignments in SpeedGrader?

Before you can evaluate group work, you will need to create a group assignment. Students can submit Google documents, pages, and other group work as an assignment.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10178-415255006
How do I give extra credit in a course?

You can give students extra credit in Canvas using several options.

Notes:
- If you are weighing your assignment groups, please pay attention to how weighted groups can affect the Gradebook if assignments are worth zero points.
- If you have drop rules set in an assignment group, adding extra points may affect your students' scores.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9940-415278195
The Gradebook in Canvas is accessed via the Grades tool. Only graded assignments, graded discussions, graded quizzes, and graded surveys that have been published appear in the Gradebook. The Gradebook helps instructors easily input and distribute grades for students. Grades for each assignment can be calculated as points, percentages, complete or incomplete, pass or fail, GPA scale, and letter grades.

Further information about the Gradebook and grades can be found by following this link, this resource lists a variety of different questions you may have.

Grades

All Gradebook items are built using Assignments including in-class or on paper assignments.

Create an Assignment Group (Grading Category)

Create Assignment Groups to create subtotal columns and/or use weighted grades.

Create an Assignment Group

Note: If your course was imported from Moodle, many of the assignment may be nested in the group called “Imported Assignments“. Assignments can be moved to other groups (categories) by dragging the item. Click and hold on the double row of four dots to move items in Canvas.

Note: Assignment Groups give you the option of setting rules, e.g., dropping the lowest score.

Set Up Weighted Grades

- Follow this link to find out how to create weighted grades.
Note: If your course was imported from Moodle, you may want to delete the Group labeled “Imported Assignments” after the grade items are moved to other groups (categories).

Enable the Letter Grade

By default, a Letter Grade will not appear to students but the instructor can enable and modify the letter scheme in a course.

[How do I enable a grading scheme for a course?]

Toggle Display Percentage or Point Total to Students

By default, Canvas displays the Final Grade to students as a Percentage. Instructors have the option to change this default to Points. This option is not available when weighted grades are used in a course.

Canvas Instructor’s Guide to [Changing Course Grades between Points and Percentage]

Toggle View Missing Grades as Zero

Instructors can view student grades as if all ungraded assignments are worth zero points in the Gradebook. This feature called Treat Ungraded as 0 is located in the Gradebook Settings and is only a visual change that does not actually affect any grades—it only helps instructors to see the change in Gradebook calculations if ungraded assignments were given scores of zero. Enabling this option has no effect outside of the Gradebook; students cannot see any difference in their grade pages. Similarly, TAs or other instructors in the course will not see any change in their view of the Gradebook. Only the user who enables this option will see the affected grades.

Canvas Instructor’s Guide on [Treating Ungraded Assignments as Zero]

Set Default Grade to Zero (or another value)

Instructors may wish to set all the missing assignment grades to zero toward the end of the semester. Additionally, instructors may want to give everyone a score on a particular assignment, without individually entering the grades. The set default grades feature will allow you to make these changes. This setting will work similar to the Excludes Empty Grades setting in Moodle.
Hide Course Grade from Students

Instructors can hide totals in students' grade summaries. By default, totals are visible to students. For courses using weighted assignment groups, assignment group totals are also hidden from students.

Additional Resources

The Canvas Instructor's Guide has valuable information about Grades settings and the Gradebook in Canvas. Here are links to few topics worth mentioning:

- Add Extra Credit in Canvas
- Change default view to view individual students grades.
- Adding weights to the gradebook is done via the Assignments tool.
- Grades can be downloaded from Canvas to a CSV file for editing.
- Grades can be uploaded to Canvas from a CSV file.
Groups
How do I view all groups in a course as an instructor?

Canvas has two types of groups: student groups and group sets. Student groups can be created by either an instructor or a student and are self-organized by students. Group sets are groups that you create to use for graded assignments.

**Note**: The Groups page displays a limit of 50 group sets.

Canvas tutorial below:

[https://community.canvaslms.com/docs/DOC-10001-415255484](https://community.canvaslms.com/docs/DOC-10001-415255484)
How do I view my Canvas groups as an instructor?

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10423-415241414

Canvas helps you access your groups in the Course Navigation menu. Admins sometimes add instructors to an institutional group. If you do not see any groups listed, you have not been enrolled in a group.
How do I add a group set in a course?

Group sets house the different groups within a course. Before creating a new group set, you may want to view the existing group sets. You can also clone an existing group set.

Once you have created a group set, you can manually create groups in the set or automatically create groups in the set.

**Note:** The Groups page displays a limit of 50 group sets.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9998-415255485
How do I edit a group set?

Once you have created a group set, you can edit it at any time. Editing a group set allows you to change the group set name, create self sign-up groups, and assign a student group leader.

If self sign-up is allowed, you can also set or change the number of group members allowed in a group, but changing a member limit will apply to all groups in your group set. You can modify the limitations within an individual group, such as changing one group to allow a few more members than the other groups. However, at a later time if you decide to edit the entire group set and change the group set limitations, Canvas will override all member limitations created within individual groups.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9990-4152433815
How do I automatically create groups in a group set?

In a group set, you can automatically create groups for users to participate in. You can also manually create groups in a group set.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10133-415255490
How do I manually create groups in a group set?

In a group set, you can choose to manually create groups. You can also automatically create groups in a group set.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10143-415255489
How do I create self sign-up groups?

Self sign-up groups allow users to choose the group they want to be in as part of a group set. You can also limit the number of members who can sign up for each group.

**Note:** You may have to change the group settings later if you want to prevent students from switching sections.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10169-415255486
How do I automatically assign students to groups?

Once you create groups in a group set, you can randomly automatically assign students to those groups.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10131-415255491
How do I manually assign students to groups?

As an instructor, you can manually add students to a group in both published and unpublished courses.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10015-4152225018
How do I assign a student leader to a group?

You can assign a student group leader to help manage a group within your course. You can assign group leaders automatically or manually. When students are assigned to be a group leader, they can manage members of the group and edit the group name. However, they cannot change the number of members in the group.

Students do not receive any notification that they have been added as a group leader, but they can manage groups directly from the Groups page. Access is also allowed from their Courses & Groups drop-down menu.

**Note:** If an assigned group leader drops out of the course, you will have to select a new group leader only if the group leader was assigned manually. If you automatically assigned a group leader as part of creating a group set, Canvas will automatically assign another leader to the group.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10181-4152224908
How do I message students who have not signed up for a self sign-up group?

If you have created a self sign-up group within your course, you can message students who have not yet signed up for a group and remind them to do so.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10322-4152724337
How do I prevent students from switching groups in self sign-up groups?

When self sign-up is enabled for a group, instructors are unable to prevent students from switching groups. However, as an instructor, you can turn off the self sign-up at any time. By turning off the self sign-up, you prevent students from switching groups.

Canvas tutorial below:
https://community.canvaslms.com/docs/DOC-10148-415255487
How do I move a student into a different group?

You can move students within groups. However, changes should be made before assigning a group to an assignment. If a student is added or removed from a group after receiving submissions, the submissions and grades may not align correctly. If a student is added to a group after the group submission, any re-submissions will overwrite the original submission; all previous grades will remain but the Gradebook will show the assignment was resubmitted since last graded. If you want to move a group member with a graded submission, you may want to clone the group set instead.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10129-415255492
How do I view student activity within a group as an instructor?

As an instructor, you can view what is happening in groups by viewing each user group.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10139-415255495
How do I start a collaboration with a student group as an instructor?

You can create collaborations within your groups the same way you can create a collaboration in a course.

As an instructor, if you want to create a document for a certain group, create it within the group. Or you can create a Collaboration in the course by adding a group per document.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10403-4152225730
What are the differences between Groups and Sections?

Groups

Groups are essentially mini Canvas courses housed within your course. They can be used by pre-created groups of students to work collaboratively on assignments or projects in a shared workspace.

Use groups to:

• set up team collaborations for assignments.
• allow students to facilitate their own study groups.
• facilitate projects by allowing students to communicate and share documents.

Sections

Sections are used to separate a course, usually for administrative purposes. Cross-listed courses will contain a separate section for each combined course.

Use sections to:

• set up differentiated assignments with varying due dates by section.
• filter, or allow your TAs, to filter the Gradebook and SpeedGrader by section.
Modules
How do I use the Modules Index Page?

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10289-4152322062
How do I use Draft State in Modules?

Draft State allows content in Modules to exist in an unpublished (draft) state. Unpublished modules are invisible to students.

Modules control the entire flow of your course and its content. When you add items to a Module, please be aware that the status of the Module overrides the state of the individual module items. You may want to consider leaving all Module items in an unpublished state until you are ready to publish the entire Module.

For instance, if you add a published Discussion to an unpublished Module, students cannot view the Discussion on the Modules page. However, they will still be able to see the Discussion in other areas of Canvas, such as the Discussions Index Page, the Syllabus, and the Calendar, but they will not be able to open or participate in the Discussion. Please be aware of these potential scenarios when adding course content to a Module.

Modules also support publishing or unpublishing files, in addition to setting a file as restricted. The restricted status applies to files only and can hide files from students. However, please be aware that restricted files may still be visible to students when they are added to modules. Learn more about restricting files in Canvas.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10114-4152180497
How do I add a module?

Modules are used to organize course content by weeks, units, or whatever organizational structure works for your course. With modules, you are essentially creating a one-directional linear flow of what you would like your students to do. Once you create modules, you can add content items, set prerequisites, and add requirements.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10066-415241424
Module Completion Tracking

This video demonstrates using Modules in Canvas to control when students can access content using:

1. Module requirements
2. Module prerequisites
3. Module Lock (by Date)

You can view the progress of a student through the modules to see how they are progressing through the course.
How do I add prerequisites to a module?

When you set up prerequisite modules, students must complete a module before moving to the next module.

For each module, you can only set prerequisite modules that come before a specific module. You may need to reorder modules to create correct prerequisite availability.

Please note that you cannot prevent a student from accessing an upcoming module unless requirements have also been set for the prior modules. Requirements indicate the order that students are required to complete module items.

**Note**: You can only add prerequisites if you have added at least one module.

Canvas tutorial below:

[https://community.canvaslms.com/docs/DOC-9993-415241433](https://community.canvaslms.com/docs/DOC-9993-415241433)
How do I add requirements to a module?

When you add requirements to a module, students must complete all requirements within one module before moving to the next module. You can require students to complete all requirements in the module, or have them choose one item to fulfill a specific requirement.

Note that you cannot add requirements until you have added module items: you can add content items such as assignment types, pages, and files; text headers; external tools; and external URLs.

You can choose to allow students to complete requirements in any order, or you can require them to move through the module sequentially. A requirement to move through module items sequentially relates to the order items are listed on the Modules page, not the order displayed in Module Settings. If you have multiple iterations of an module item, you can set different requirements for each item.

Module requirements are displayed in the order that they exist as module items. You may need to reorder module items so that the requirements are set correctly.

Depending on the module item type, requirements include up to five options:

- **View the item**: Students must view the item.
- **Mark as done**: Students must mark the module item as done before they can progress to the next item.
- **Contribute to the page**: Students must post a reply to a non-graded discussion or contribute content to a page (make sure students are allowed to edit pages in the course).
- **Submit the assignment**: Students must submit an assignment, post a reply to a graded discussion, or submit a quiz. (Canvas does not allow you to manually enter a grade to fulfill this requirement; a submission must be made by the student.)
- **Score at least**: Students must meet a minimum submission score. With this option, an additional field appears where you can enter the minimum score that students must earn. This option is available for all graded assignment types.

You can also set up prerequisite modules and require students to complete each module in order.
Note: If you choose to set the requirement type as completing only one option, and you want to use it with graded items, please note that all assignments with their current grades are reflected in the Gradebook. For instance, if you want a module to require a student to submit one of three assignments, the two assignments that aren't submitted still factor into the Gradebook as unsubmitted. You may choose to manually configure the unsubmitted assignments appropriately, either by using the differentiated assignments feature or excusing the assignments in the Gradebook.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9963-415261967
How do I edit a module?

You can edit a module in the module settings menu. Editing a module allows you to rename the module, lock modules, add prerequisites, and add requirements.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10399-4152322085
How do I lock a module?

You can set modules to be locked until a given date.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9997-415241432
How do I delete a module?

If necessary, you can delete a module in your course. Deleting a module also deletes all associated module items.

When you delete a module, all of the items in that module are removed, but they are not deleted from the course.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10093-415241426
How do I move or reorder a module?

You can move or reorder modules after you've created them. You can manually drag and drop the module, or you can use the Move To option, which is also accessible for keyboard users. You can also move or reorder module items.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-12697-415241425
How do I add assignment types, pages, and files as module items?

You can add new or existing content items in Canvas to a module. You can also add an item to multiple modules, or multiple iterations of an item to one module.

When you add items to a Module, please be aware that the status of the Module overrides the state of the individual module items. You may want to consider leaving all Module items in an unpublished state until you are ready to publish the entire Module. Learn more about Draft State in Modules.

Notes:

• When adding a restricted file type to a Module, please be aware that restricted files act as published files and may be viewable to students. Learn more about restricting files in Canvas.
• Numerous module items may affect performance. Modules supports up to 100 module items in the student progress page.
• If your course requires you to set usage rights for a file, you must set the usage right before you can publish the file in a module.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10087-415241427
How do I add a text header as a module item?

You can add text to your module when you add a new item.

Canvas tutorial support:

https://community.canvaslms.com/docs/DOC-9945-415240798
How do I add an external tool as a module item?

In Modules, you can add links to configured external tools in Course Settings. However, you can still add unconfigured tools if you know the required information for the external tool.

**Note**: Numerous module items may affect performance. Modules supports up to 100 module items in the student progress page.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10166-4152724180
How do I add an external URL as a module item?

You can add a URL link to your modules.

When adding an External URL to a module, the dialog box includes an option to load the URL in a new browser tab. When this option is selected, Canvas will display the page to students outside of Canvas. If the External URL is part of a module requirement, Canvas will also register the progression so that the module footer will appear and allow the student to advance to the next module item.

When this option is not selected, the content is embedded in an iFrame for easy viewing. However, some sites have disabled embedding and require users to open the content in a new window. Users can open the link in a new window by right-clicking the link and selecting the option to view in a new window or tab.

**Note:** Numerous module items may affect performance. Modules supports up to 100 module items in the student progress page.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10301-415270926
How do I duplicate a module item?

You can duplicate assignments, graded discussions, and pages within a module. When a module item is copied, the word Copy is added to the end of the item name.

Duplicating a module item defaults the copied item to an unpublished status. Assignment duplication, page duplication, and discussion duplication are currently supported in modules. Please note the exceptions associated with each item type.

Items duplicated in the Modules page follow the same behavior as a new item created in a module. The item displays in the Modules page but is also visible in the item's respective index page.

Note: Currently external links, quizzes, headers, and files cannot be duplicated.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-13697-4152811835
How do I edit module items?

You can edit module items' names and indentation after they have been created.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10081-415241428
How do I remove module items?

You can remove individual content items from your modules.

Removing an item will only remove it from the selected module. If you have included the item in other modules, they will not be affected.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10121-415241429
How do I move or reorder a module item?

You can move or reorder module items after you've added them to a module. You can manually drag and drop the module item, or you can use the Move To option, which is also accessible for keyboard users.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-13083-415241430
How do I use MasteryPaths in course modules?

The Canvas MasteryPaths feature allows you or a course designer to customize learning experiences to students based on student performance. With MasteryPaths, you identify activities for each student's learning path and differentiate assignments for required learning, optional learning, or choosing their own content and assignments within a specific path, which helps them achieve course mastery.

MasteryPaths is based on differentiated assignments, which allows assignments to be assigned to different users and sections. With MasteryPaths, assignments are differentiated to individual students automatically and no additional work is required aside from grading student assignments as usual. After the initial assignment has been graded (either manually or automatically), the student's score designates which conditional items(s) will be assigned as a learning path.

When creating MasteryPaths, all assignments and pages should be created and added as conditional items before publishing the course to students.

**Weighted Grading**

If you use weighted grading in your course, additional course work may affect student's total grades. However, grade calculations are based on the assignments assigned and completed by the student; students are not penalized for any assignments that are not assigned to them. If you are concerned about grade variances with point values, you may want to review the conditional assignments assigned to each MasteryPath and try to balance out grading totals in each path. Additionally you could evaluate student progress and add individual students to assignments as necessary that they can complete to improve their grade.

**Notes:**

- MasteryPaths is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- If your institution uses a student information system (SIS) and requires due dates for assignments, any MasteryPaths assignments assigned to one or more students are currently not validated. Please use with caution when syncing to your SIS.
• Currently MasteryPaths does not support association with outcomes.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10442-4152668299
How do I allow a page to be a MasteryPath module item?

If you want to add a page to a MasteryPath in a module, you must first enable the page for MasteryPaths. Otherwise, the page will not appear as a conditional page when you add an item to a MasteryPath. Once a page has been enabled for MasteryPaths, the page can also be viewed in the Assignments Index Page.

**Note:** MasteryPaths is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the [course features lesson](https://community.canvaslms.com/docs/DOC-9933-4152668278).
How do I add conditional content to a MasteryPath module item?

MasteryPath assignments release conditional content to students based on a set of rules in three scoring ranges. After the initial assignment has been graded by the instructor, the student's score designates which conditional items(s) will be assigned as a learning path. For instance, a student who scores above 90% on an assignment could be assigned more advanced work, while a student who scores below 60% could view assignments designed for content clarification and improvement. Please note that resubmitted assignments may affect conditional paths, as updated grades may change the associated assignments released to the student.

Any graded assignments, graded discussions, and quizzes in a module can be the source for a MasteryPaths item. However, ungraded assignments, ungraded discussions, practice quizzes, and surveys (both graded and ungraded) cannot be used in MasteryPaths.

MasteryPaths items should be created from assignment assigned to everyone, such as a pre-test or an introductory assignment.

Once you have added conditional content to a MasteryPath assignment, you must differentiate each conditional assignment for MasteryPaths.

Notes:

• Because content pages do not require grading, content pages cannot be the source of a MasteryPath and can only be added to an assignment as conditional content. However, a page must be allowed for MasteryPaths before it can be added to a conditional path.
• If conditional items are added to a path and later changed (such as separating conditional items in the same range or adding another item), the change will not apply to any students who have already been graded based on the original conditional path. Conditional items should be final when course content is published.
• As conditional items are released to students, individual due dates for items are not applied. To add a due date to conditional items, wait until all students have completed the initial assignment and then add a due date to the conditional item.
• Conditional content items can be set up with their own conditional items.
• All module items should be published before the course is available to students. If an unpublished item is added as a conditional content item, the student will not be able to view the content until the item is published. Any publishing delays may have unintended consequences for the student’s conditional path.

Note: MasteryPaths is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9936-4152668277
How do I assign a conditional assignment for students to complete in MasteryPaths?

By default, assignments in Canvas are assigned to Everyone, which means all students will be able to view the item in their Modules page. Once you have added conditional assignments to a MasteryPath, you must differentiate the assignment to MasteryPaths. The Mastery Paths assignment designates the assignment for conditional release only, and the assignment will only display to students whose scores fall in a range that releases the assignment to them.

To confirm that all conditional content items have been assigned to MasteryPaths correctly, you can use the Test Student to view the students' Modules page by enabling Student View. The only course items that should be visible to the Test Student are items assigned to Everyone. Therefore, if the Test Student can view a conditional item without having completed any coursework, the assignment may not have been edited and assigned to MasteryPaths.

Notes:

• MasteryPaths is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
• For quick reference, assignment and quiz pages display user assignments. User assignments cannot be viewed from the modules page until the assignment has been assigned to multiple students.
• Due dates for conditional items are not applied when the item is released to students. To add due dates for conditional items, wait until all students have completed the initial assignment and then add due dates to the conditional items.

Canvas tutorial support:

https://community.canvaslms.com/docs/DOC-10282-4152668309
How do I view the MasteryPaths range breakdown results for an assignment?

Once students complete a MasteryPaths assignment, you can view the breakdown of the mastery path ranges in the assignment. Each range includes a link that shows the number of students who scored in each range. You can view a specific student's score for the MasteryPath assignment, view the student's submission, view the student's conditional content assignments, and send a message to the student.

**Note:** MasteryPaths is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the [course features](https://community.canvaslms.com/docs/DOC-10211-4152668327) lesson.

**Canvas tutorial below:**

[https://community.canvaslms.com/docs/DOC-10211-4152668327](https://community.canvaslms.com/docs/DOC-10211-4152668327)
How do I use modules to view the progress of students in a course?

Within Modules, you can view the progress of your students and see how they are progressing through the course.

Module progress is determined by the students completing required elements in the module. If you don't set up any requirements, you won't be able to track your students' progress within each module. Required elements may include requiring the students viewing a page, submitting an assignment, or earning a minimum score on an assignment or quiz. For more information please see the lessons about setting up prerequisites and adding requirements.

Note: Numerous module items may affect performance. Modules supports up to 100 module items in the student progress page.

Canvas tutorial below:
https://community.canvaslms.com/docs/DOC-9928-4152102031
Moodle
Need course material Moodle?

This guide will inform you about when you will be able to gain access to closed Moodle servers.

As you may know, the Moodle servers have been archived. We no longer have direct access to the courses in Moodle. The HSU sysadmins will need to put the servers back online before you can gain access. The Moodle servers will be open periodically through May. If you need access to course materials in Moodle, please submit a ticket at athelp@humboldt.edu. Thank you for your patience.

For all inquires, please email us at athelp@humboldt.edu
Outcomes
How do I create an outcome for a course?

In Canvas, Outcomes can be created for your entire course.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10062-415267951
How do I create outcome groups for a course?

Grouping outcomes in a course allows for organization of multiple related outcomes.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10020-415241437
How do I edit or delete an outcome or outcome group in a course?

If you created an outcome in your course that you need to edit or delete, you can do so as long as the outcome has not yet been used to assess a student. Once the outcome has been aligned with an item or artifact and used for scoring, you cannot modify the outcome.

You can delete an outcome group as long as it does not contain any outcomes that cannot be modified.

Notes:

- Unless you have permission, you cannot modify an outcome or outcome group that was added at the account level
- Outcomes that cannot be edited but can be deleted are aligned with a question bank but have not yet been used to assess a student

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10223-4152333533
How do I create custom course outcome names for students?

As an instructor, you can choose to enable the Student Learning Mastery Gradebook (if allowed by your admin) and let students to see Learning Mastery scores on their Grades page. All Outcomes in the course appear in the student view. However, some official outcome names may be difficult for students to understand, so when creating outcomes at the course level, you have the option to create a custom, or more friendly name, to appear for students. This separate name field allows you to keep both the official name of the outcome as well as create a friendlier version that is more helpful for students.

Note: Creating a custom name is a course permission. If you have access, you will only be able to create friendly names for outcomes you create within your course. You cannot create custom names for outcomes created at the account level.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10378-4152226363
How do I move outcomes and outcome groups in a course?

You can move outcomes and outcome groups in your course outcomes. You can use the Move Outcome or Move Outcome Group button, or you can manually drag and drop the outcome or outcome group.

**Note:** To move an outcome to an outcome group, you will need to [create an outcome group](https://community.canvaslms.com/docs/DOC-10456-4152311314).

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10456-4152311314
How do I find an existing outcome to add to a course?

All Outcomes added at the account or sub-account levels are available to you as an instructor. You can find and import Account Standards, which are outcomes that have been created by your Canvas Administrator for the entire institution. You can also find State and Common Core Standards.

You can import an individual outcome or import an entire outcome group.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10064-415267952
How do I align an outcome with a question bank?

You can align any outcome in your course to a question bank. Outcomes can be aligned with a question bank for additional assessment and measurable performance.

To align an outcome, the outcome must already exist for your course. You can align outcomes created at the account level, or learn how to create course outcomes.

Canvas tutorial below:
https://community.canvaslms.com/docs/DOC-10201-415242891
How do I view all aligned items and artifacts within an outcome?

You can view all rubrics and artifacts that are aligned with a specific outcome.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9921-4152226473
How do I use the Learning Mastery Gradebook to view outcome results in a course?

The Learning Mastery Gradebook helps instructors and admins assess the outcome standards being used in Canvas courses. This gradebook helps institutions measure student learning for accreditation and better assess the needs of their students. The default view in the Learning Mastery Gradebook is to view all students at the same time, but you can also view students individually using Individual View.

Note: The Learning Mastery Gradebook is currently a course opt-in feature. To enable this gradebook, learn how to manage feature options in the course features lesson.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10190-4152179359
How do I view outcomes or student results individually in the Learning Mastery Gradebook?

The Learning Mastery Gradebook Individual View allows instructors to assess one student and one outcome at a time. Fully accessible to screen readers, this Gradebook view allows instructors to sort by section and outcome and contains all the same settings that are available in the Learning Mastery Gradebook Default View (the view that shows all students in a course).

If you are not familiar with the settings and other options in the Learning Mastery Gradebook, click the feature links throughout this lesson to learn more about how the feature works in Default View.

Like all Gradebook tabs, Individual View is persistent. Therefore, once you switch the Gradebook to Individual View, the Gradebook will always display in Individual View until it is switched back to Default View.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9952-4152220023
How do I view the outcomes results report for an individual student in a course?

You can view outcome reports for all students in your course. For each student, you can view the overview of all outcomes and artifacts, the number of student attempts, latest score, and average percentage.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10068-415267953
How do I import HSU GEAR Outcomes into my course?

In this tutorial you will learn two methods to import HSU GEAR (General Education and All-University Requirements) Outcomes into your course:

1. Import a template assignment from Canvas Commons (Template includes a rubric and gear outcome)
2. Import an Outcome into your own rubric using the Rubric Editor

IMPORTANT! If you would like to use the Outcome as a graded criterion for the assignment, please use Method #2: Import an Outcome using the Rubric Editor where you will have that option.

Method #1: Import a template assignment from Canvas Commons

If you would like to import and edit an entire assignment with a rubric and outcomes attached, use this method.

The assignment template includes a pre-populated rubric that includes the GEAR PILOT SLO4 Outcomes. All GEAR Outcomes in this rubric have been set to "do not use in scoring".

The GEAR SLO4 outcomes have no associated point value for the assignment.

1. Open Commons

From the Canvas Global Navigation Menu, select Commons.
2. Find the GEAR Pilot Assignment

In the search bar, type "GEAR Pilot" and open the following resource shared by Terri Georgopoulos.
3. Import the Resource

From the Import into Canvas panel on the right,

1. **select the course(s)** that you would like to import the assignment into, then
2. **click Import into Course.**

4. Confirm Import Notification

Confirm that the import has started by viewing the **import status notification** at the top of your screen.

5. Confirm Imported Assignment

💡 Navigate to the course and confirm that the content has been imported.

You may see the following notification at the top of the Canvas Course.
6. Duplicate Assignment Template

From the Course Navigation Menu, select Assignments.

1. Click on the **three dots button** to the right of the newly imported assignment, *GEAR PILOT SLO4 Assignment TEMPLATE*.
2. Click **Duplicate**.
7. Edit Duplicate Assignment

Click on the duplicated assignment, *GEAR PILOT SLO4 Assignment TEMPLATE Copy*.

Click **Edit** in the top right.

Rename the assignment in the title bar.

Remove the template instructions and **add your assignment instructions** using the Rich Content Editor.
Configure the assignment settings as needed.
Save, or Save & Publish the assignment.

8. Edit Rubric

After saving the assignment, scroll down to view the attached rubric.
Click the pencil icon in the top right corner to edit the rubric.
A pop-up window will warn you that you are creating a new rubric based on the old one. Click **OK**.

Change the **Title** of the rubric.

Add your **assignment criteria** to the rubric.

If you need help doing this, follow this [guide on editing a rubric](#).
Remove any GEAR outcomes that will not be related to the assignment (click on trash can icon to remove).

![Rubric Example](image)

Decide whether you would like to use the rubric for grading or for feedback only.

- When used for grading, clicking on ratings will automatically populate the total assignment score.
- When not used for grading, you will need to input the assignment score separately from rating criteria.

**IMPORTANT NOTE!** Notice that the GEAR Outcome (GEAR 4C Using Information) has 4.0 points associated with it. This is a consequence of the individual rating values for
the Outcome, and DOES NOT indicate that those 4.0 points will be considered in the overall rubric score. Notice that there are only 5 Total Points.

Save your changes by clicking Update Rubric.

9. Repeat

Repeat steps #6-8 for any assignments using the GEAR Outcomes.

• Step 6: Duplicate Template
• Step 7: Edit Duplicate Assignment
• **Step 8: Edit Rubric**

Method #2: Import an Outcome using the Rubric Editor

If you would like to import individual outcomes into an existing rubric, use this method. This guide will assume that you have already created an assignment and rubric.

If you need assistance with any part of that process, follow these guides:

- [How do I create an assignment?](#)
- [How do I add a rubric to an assignment?](#)

1. Import the GEAR SLO 4 Outcomes into your course

From the Course Navigation Menu, click **Outcomes**.

![Course Navigation Menu](image)

Click on the **Find button** to open the 'Find Outcomes' dialog.
The GEAR Pilot SLO 4 Outcomes are stored several folders deep in the Global Level (HSU) Outcomes. Click into the following folders in this order:

**Account Standards --> CSU Humboldt --> HSU INSTITUTIONAL OUTCOMES --> PILOT GEAR ASSESSMENT --> PILOT GEAR SLO 4**
### Find Outcomes

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>*HSU INSTITUTIONAL...</td>
<td>GEAR PROGRAM STUD...</td>
</tr>
<tr>
<td>1 CAHSS - College of A...</td>
<td>HSU BACCALAUREAT...</td>
</tr>
<tr>
<td>2 CNRS - College of Na...</td>
<td>HSU CORE COMPETE...</td>
</tr>
<tr>
<td>3 CPS - College of Prof...</td>
<td>HSU STUDENT LEARN...</td>
</tr>
<tr>
<td>4 CEEGE - College of E...</td>
<td>PILOT GEAR ASSESSM...</td>
</tr>
<tr>
<td>5 LIBRARY</td>
<td></td>
</tr>
<tr>
<td>6 ACAC</td>
<td></td>
</tr>
<tr>
<td>OLD - DEPRECATED (...)</td>
<td></td>
</tr>
</tbody>
</table>

### Find Outcomes

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GEAR PROGRAM STUD...</td>
<td>PILOT GEAR SLO 4</td>
</tr>
<tr>
<td>HSU BACCALAUREAT...</td>
<td></td>
</tr>
<tr>
<td>HSU CORE COMPETE...</td>
<td></td>
</tr>
<tr>
<td>HSU STUDENT LEARN...</td>
<td></td>
</tr>
<tr>
<td>PILOT GEAR ASSESSM...</td>
<td></td>
</tr>
</tbody>
</table>

Click **Import** to add this folder of Outcomes to your course.
Canvas will ask you to confirm the import. Click **OK**.

2. **Attach an Outcome to your Rubric**

Return to the assignment and click the **pencil icon** to edit the Rubric.
Use the **Find Outcome button** in the Rubric Editor to attach a course level Outcome.

Click on the folder **PILOT GEAR SLO 4**.

1. **Select the Outcome** you’d like to use (or start with)
2. If you would like to use the Outcome as a graded criterion, check the box to **Use this criterion for scoring**

3. Click **Import**

Canvas will ask you again to confirm the import. Click **OK**.

The selected Outcome will appear as a criterion in your Rubric.
3. Repeat

Repeat Step #2 for any Outcomes that you'd like to attach to this Rubric.

4. Save the Rubric

Decide whether you would like to use the rubric for grading or for feedback only.

- When used for grading, clicking on ratings will automatically populate the total assignment score.
- When not used for grading, you will need to input the assignment score separately from rating criteria.
Click **Update Rubric** to save your changes when you are finished editing.

Need help grading using a Rubric?

[How do I use the Rubric to grade submissions in the SpeedGrader?](#)
Pages
You can view all your pages in your course on the Pages Index Page. As an instructor, you can add new pages, edit pages, and manage page settings.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10077-4152322017
How do I use Draft State in Pages?

Draft State allows content in Pages to exist in an unpublished (draft) state. Unpublished content is invisible to students.

**Note:** If you use Modules in your course and add a Page to a Module, please be aware that the state of the Module overrides the state of all module items. You may want to consider leaving Pages unpublished until you are ready to publish the entire Module. For more information please see the Modules Draft State lesson.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10110-4152180494
How do I create a new page in a course?

As an instructor, you can create a new page to add to your course. When creating pages, you can set page permissions as to who can edit the page: instructors (teachers), instructors and students, or anyone.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10935-4152724253
How do I change the name of a page in a course?

Sometimes you want to rename a page name. This lesson will show you the steps of how to rename a page name.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10197-415241441
As an instructor, after you have created a page for your course, you can edit the page at any time.

By default, only instructors (teachers) can edit pages. However, you can set a default preference for specific users to edit and contribute to the page in the Course Settings Course Details tab.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10195-415241442
How do I duplicate a page in a course?

You can duplicate a page in your course. When a page is copied, the word *Copy* is added to the end of the page name.

Duplicating a page defaults the copied page to an unpublished status. All items in the page are duplicated including the page name, content, and options.

If a page is used in MasteryPaths, the MasteryPaths setting is also enabled in the copied page. Additionally, any MasteryPaths page also displays in the Assignments index page.

If applicable, Pages displays Blueprint Course icons after the page is refreshed.

**Canvas tutorial below:**

https://community.canvaslms.com/docs/DOC-11776-4152768841
How do I delete a page in a course?

You can delete a page if you no longer need it in your course.

**Note:** You will be unable to delete a page if it is used as the Front Page for your course.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10227-415241443
How do I upload a PDF to a page in a course?

You can upload PDFs to a page in Canvas.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10023-415256689
How do I link to other Canvas pages in a course?

Within a page, you can insert links to other Canvas pages within the same course.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10210-415241444
How do I set a Front Page in a course?

The Course Home Page is the first view your students will see when they enter your course. For the Course Home Page, you can customize a page from your course Pages and have it display as the Course Home Page.

If you want to change the Course Home Page to a custom page, you must first set the page as the Front Page. The Front Page is a designation that shows Canvas which page can be used for the Course Home Page. Use this page to show a welcome message, links, images, or other information for students.

Notes:

• Before setting the Front Page, the page must be published.
• **Once you set a Front Page, you cannot remove the Front page.** However, you can change the Front Page as much as you would like, or set another page as the Front Page.
• Before setting a Front page, the Pages link in Course Navigation will open to the Pages Index. However, once you have selected a Front Page, the Pages link will always open to the Front Page. To return to the Pages Index, click the View All Pages button.
• The Pages Front Page can also be set to display recent course announcements.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10204-415241445
How do I embed a video in a page in a course?

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10089-4152724196
How do I create a file link in a page in a course?

As an instructor, you can add a course file to a page.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10134-415287672
How do I view the history of a page in a course?

When you can edit course pages, you can view the page history and see the date, time, and author of any changes made to the page. Page editors can also roll back the page content to a previous version of the page.

The images shown in this lesson are for the instructor view, but the same steps apply for students who have access to edit course pages.

Notes:

• Even when granted editing access in page settings, students cannot roll back a prior version of a page within a course. They can only roll back page content for pages within student groups.
• HTML and CSS changes are not stored in the page history.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9969-4152101244
People
How do I use the People page as an instructor?

People shows all the users enrolled in your course, either added by your or your institution via SIS import.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10026-415255479
How do I view a context card for a student in a course?

If your institution has enabled student context cards, you can click a student's name anywhere in Canvas and view a summary of the student's progress in the course. Context cards do not apply outside a course, such as in the Conversations Inbox.

Student context cards provide insights and context about the student. Context cards are meant to be a simplified overview of a student's progress. The context is generated from grades in the Gradebook and standard page view and participation activity in course analytics. Mobile data is not included unless a user accesses Canvas directly through a mobile browser, or if a user accesses content within the mobile app that redirects to a mobile browser.

**Context Card Users**

Context cards only apply to users with student roles; they are not supported for user names where the user is not a student (e.g. observer, TA, or other instructor). Clicking links for non-student roles will always direct to the user's details page or profile page (if your institution has enabled the Profiles feature).

**Context Card Link Locations**

This lesson shows how to view a context card for a student from the People page. Other areas where student names display in courses include announcement and discussion replies, the Gradebook, and the Moderate page for moderated assignments. Current exceptions include links in groups and student links in the Course Analytics page, which link to the student's individual analytics page.

**Note:** The Student Context Card is currently an account opt-in feature. If a context card does not display for a student's name, your institution has not enabled this feature.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9923-4152698664
You may have already added user enrollments to your course in the Course Setup Checklist. However, you can invite users to join your course at any time if the Add People button is available in the People page.

If your institution uses SIS Imports, you do not need to add any users who are part of your institution's records for the course. They will be added to the course by your admin.

Course Invitations

When an enrollment is manually added to the course, Canvas generates a course invitation. The user must accept the course invitation to participate in the course. Until the user accepts the course invitation, the user's status will display as pending. Note that when a user receives an enrollment invitation for a custom role, the invitation displays the name of the base role.

In Canvas accounts, admins can allow Open Registration, which allows you to add users to a course even if the users do not yet have a Canvas account. The user will create an account as part of accepting the course invitation. However, if Open Registration is not enabled, you can only add users to your course who already have an account in Canvas.

If your institution is part of a trust account, searching for a user may display a search result associated with another institution. Trust accounts allow users to be added with the same credentials across multiple institutions.

Users are not sent a course invitation until the course start date. (The start date is commonly the term date, unless the term is being overridden by a specific course or section date in Course Settings.) Additionally, courses must be published for students to receive course invitations.

Multiple Sections

If you want to add the same person to different sections, you can enroll them in one section and then add them to additional sections later.

Multiple Roles
If you want to add the same person to different roles, you can enroll them as one user role and then add them again as the additional user role. Users must accept a course invitation for each enrollment role.

Please note that users invited to a course in an observer role are not sent a course invitation unless they do not already have a Canvas account. Observer enrollments without a Canvas account must create an account before they can log in to the course.

When manually adding users to a course, you can add a user into any available role, including custom roles as created by your admin. If you are not sure about what permissions are allowed for a specific role in your institution, please contact your Canvas admin.

Standard roles include Teaching Assistants (TAs), Observers, and Designers:

- TAs provide course support and have some or all of the same permissions granted to instructors.
- Observers can be linked to a student and view student progress in the course. Observers can include parents, guardians, and/or mentors. Learn more about the observer role in Canvas.
- Designers can add other users to the course, access course content, create discussions, announcements, assignments, quizzes, and other content filled features. This role is appropriate for instructional designers, instructional coaches, or program managers who work with instructors to design their courses.

Notes:

- Enrollments may be added by your institution's student information system (SIS). If an enrollment includes an SIS ID, you cannot add an enrollment to the course.
- Adding users through the Add People button is a course permission. If you cannot add a user to your course, your institution has restricted this feature.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10332-4152724200
How do I limit a user to only interact with other users in the same course section?

If your course includes multiple sections, you can limit users in a section to only see users enrolled in the same section. This option is useful when several sections have been cross-listed into a single course.

You can set limitations when adding users to a course, or after students have already been added to the course.

Limiting students to interact by section only affects Collaborations, Chat, People, and Conversations. When enrolling instructors and TAs, section limitations allow those users to grade students in their same section(s).

Discussion topics and Pages are not affected by section limitations and can be viewed by any student. These feature areas could be restricted by creating content in course groups.

**Note:** The option to limit a user displays even if there is only one section in the course.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10392-415257133
How do I view user details for an enrollment in a course?

The user details page shows a user's profile picture, memberships, and recent messages, as well as other data.

Notes:

• If your user details page does not match the layout shown in this lesson, please reference the user profiles lesson, which shows how to use the user details page when Profiles are enabled for your institution.
• Viewing user details is a course permission. Depending on your permissions, you may not be able to view all available information in a user's details page.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10390-415257134
How do I view a user's profile in a course as an instructor?

If your institution has enabled the Profiles feature for your institution, Profiles allows you to view a user's name, preferred contact methods, and any custom URLs added to the user's account. Users can edit their profile from the User Navigation Menu.

Notes:

• If your user details page does not match the layout shown in this lesson, Profiles has not been enabled for your institution. Please reference the user details page lesson.
• Viewing user details in a user's profile is a course permission. Depending on your permissions, you may not be able to view all available information in the user's profile page.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10246-4152691015
How do I edit user roles in a course?

Once users have been added to your course, you may be able to edit the enrollment type for a user in the course through the People page. This feature allows you to make modifications to course enrollment types without having to delete the existing enrollment. Role edits do not require the user to accept a new course invitation.

If a user was added to the course with multiple roles, selecting a new role overwrites all the user's current enrollments with the new edited role. If a user is enrolled in multiple sections, the edited role applies to all sections.

Notes:

• If an observer is linked to a student, you cannot edit an observer role. Learn how to manage linked students.
• Enrollments may be added by your institution's student information system (SIS). If an enrollment includes an SIS ID, you cannot edit an enrollment in the course. Additionally, editing a user role is a course permission. If you cannot edit user roles in your course, your institution has restricted this feature.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10060-4152481701
How do I edit sections for an enrollment in a course?

Once users have been added to your course, you may be able to edit their course section from the People page. This feature allows you to make modifications to course sections without having to delete the section enrollment.

If a user has not already accepted the course enrollment, editing the course section still requires the user to accept the course invitation. However, if a user has already accepted the initial course enrollment, editing a section does not require the user to accept a new course invitation.

If a user was added to multiple sections in the course with the same user role, adding a section or editing a current section retains the user role given with the course enrollment. However, if the user has multiple user roles, a section edit is associated with the last user role given to the user. Learn how to edit user roles.

Notes:

• Adding users to a section is a course permission. If you cannot add users to your course, your institution has restricted this feature.
• Sections may be added by your institution's student information system (SIS). If a user in your course includes an SIS ID, you may not have permission to edit sections.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10435-4152724652
How do I resend student invitations to a course?

If a user has been manually added to a course but has not yet accepted the course invitation after a period of time, you can resend the course invitation. You must allow at least 24 hours before resending a course invitation.

**Note:** Users are not sent a course invitation until the course start date. (The start date is commonly the term date, unless the term is being overridden by a specific course or section date in Course Settings.) Additionally, courses must be published for students to receive course invitations.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10349-415257137
How do I deactivate an enrollment in a course?

You may be able to deactivate an enrollment in your course within your course Settings in Canvas. An inactive enrollment retains prior activity in a course but does not allow the student to access course content. This status can be used for students who do not pay tuition or drop the course at a future date. Inactive students do not appear in any messaging lists within the course and cannot be added to a group. Grades for inactive students still display in the Gradebook and can be edited like other students.

To see course participation for an inactive enrollment compared to other enrollment types, view the [Canvas Enrollment Status Comparison PDF](https://community.canvaslms.com/docs/DOC-10056-4152481702).

**Note:** Enrollments may be added by your institution's student information system (SIS). If an enrollment includes an SIS ID, you cannot deactivate an enrollment from the course. Additionally, deactivating enrollments is a course permission. If you cannot deactivate enrollments in your course, your institution has restricted this feature.

Canvas tutorial below:

[https://community.canvaslms.com/docs/DOC-10056-4152481702](https://community.canvaslms.com/docs/DOC-10056-4152481702)
How do I conclude an enrollment in a course?

If a course is defined by term, course, or section dates, all enrollments are automatically concluded as defined by the term, course, or section end date. A course can also be manually concluded at any time, which affects all enrollments.

However, as an instructor you may need to conclude an individual enrollment before the end date. Concluding an enrollment allows the user to view a course in read-only mode. This means the user will be able to access the course but not be able to submit assignments, participate in discussions, or send/receive conversation messages in the course. The user's analytics will still be available. Once a course is concluded, if you do not want students to view prior course content, you can restrict students from viewing prior courses.

You can also restore an enrollment if necessary.

To see course participation for a concluded enrollment as compared to other enrollment types, view the Canvas Enrollment Status Comparison PDF.

Note: Enrollments may be added by your institution's student information system (SIS). If an enrollment includes an SIS ID, you cannot conclude an enrollment from the course. Additionally, concluding enrollments is a course permission. If you cannot conclude enrollments in your course, your institution has restricted this feature.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10138-415241450
How do I restore a concluded enrollment in a course?

If you manually conclude an enrollment in your course, you can restore the enrollment at any time before the course concludes via term, course, or section end date.

**Note:** Enrollments may be concluded by your institution's student information system (SIS). If a concluded enrollment includes an SIS ID, you cannot restore an enrollment from the course. Additionally, restoring an enrollments is a course permission. If you cannot restore enrollments in your course, your institution has restricted this feature.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10272-4152489603
How do I view concluded enrollments in a course?

Concluded enrollments for manually concluded courses or manually individually concluded enrollments are located in the prior enrollments section of the People page.

Note: If a course was naturally concluded through term, course, or section dates, or if it was concluded through SIS data, concluded enrollments appear as a read-only version of the People page.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10347-415257138
How do I remove an enrollment from a course?

You may be able to remove an enrollment in your course within your course Settings in Canvas. Removing an enrollment deletes the enrollment from your account, but admins can view these enrollments as deleted enrollments in account-level reports. Users removed from a course do not have any record of participation in the course. You may want to conclude or deactivate the enrollment instead.

To see course participation for a deleted enrollment as compared to other enrollment types, view the Canvas Enrollment Status Comparison PDF.

Notes:

- Removing enrollments is a course permission. If you cannot remove enrollments in your course, your institution has restricted this feature.
- Enrollments may be added by your institution's student information system (SIS). If an enrollment includes an SIS ID, only admins can remove an enrollment from the course.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10136-415241451
How do I link a student to an observer in a course?

If you have the correct permissions from your administrator, you can link a student to an observer from the People page. When an observer is linked to a student, the observer can observe the student's activities and grades in the course.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-12928-415241869
How do I view a summary of all my student interactions in a course?

Student Interactions Report allows you to see and evaluate the interactions between you and those enrolled in your course. You can access this information from the Grades page in Course Navigation or the People page for a specific course.

Interactions are recorded when you contact the student via Conversations or when you leave a comment on an assignment.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10099-415255014
How do I view my course interactions with an individual student?

You can see a summary of all your interactions with individual students. Interactions are recorded when you contact the student via Conversations or when you leave a comment on an assignment.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10140-415241457
How do I view the course access report for an individual student?

You can view the course access report for an individual student in the People section of your course. The course access report shows a summary of student participation in your course and complements the Total Activity column in the People page.

You can view the full specific report for a student by viewing student analytics.

You can also view your specific interactions with the student in the student interactions report.

Notes:

• The access report is part of a course permission. If you cannot see some of these columns in the report, you do not have access to view them.
• The access report does not include mobile app activity.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10162-415241458
How do I view registered services for all users in a course?

You can view which web services your students have linked to in Canvas. Learn how to connect to web services in Canvas.

Note: Registered services can also be viewed for individual users in the People user details page.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10232-415241461
Profile and User Settings
How do I edit my profile in my user account as an instructor?

Some institutions may enable a feature in Canvas called Profiles. Profiles allows you to update your name, preferred contact methods, and any personal links for your account. Your profile information can be viewed by all users in your courses.

**Note**: If you do not see the Profiles tab in your user navigation menu, this feature has not been enabled for your institution.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9991-4152719730
How do I add a profile picture in my user account as an instructor?

If your institution has enabled profile pictures, you can add and change profile pictures in your account. If you do not see a placeholder picture in your user settings, your institution has not enabled this feature.

There are three ways you can select a profile picture to use throughout Canvas:

- **Upload a Picture** from your computer
- **Take a Picture** using your computer's camera (not supported when using Safari or Internet Explorer)
- **Import** from an existing Gravatar account

**Tips for profile pictures:**

- Please choose an appropriate picture to represent yourself. Your institution has the right to remove pictures that are not appropriate for a classroom setting.
- Images should be square in size to prevent your picture from being resized or distorted.
- Files can be any type (.jpg, .png, .gif) or size as long as you have room in your personal files to store the file. Canvas recommends that your profile picture be as small as possible.
- Your personal files quota is enforced when uploading a profile picture. If you do not have enough storage space in your personal files, you will not be able to upload your profile picture. Create more space by removing some files in your personal files.

**Canvas tutorial below:**

https://community.canvaslms.com/docs/DOC-10022-4152719731
How do I change the settings in my user account as an instructor?

Depending on how your Canvas account was created, you may be able to make changes to your name, default email, language, time zone, and password.

- Setting a chosen language will override any default language settings across your institution; however, any language set in a course will override your user language.
- Your institution may take care of updating or changing your password by using the password associated with your login credentials for Canvas.
- Users associated with a SIS ID cannot delete their own account.

Note: Some settings may not be available to you. If you are not able to edit your user settings, you will need to contact your institution to change this information.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10024-4152719732
How do I change the language preference in my user account as an instructor?

English is Canvas' language default, but you can choose to view the Canvas interface in another language.

**Note:** You have the option to change the language preference for your courses. If one of your courses is set to a different language (most often for a foreign language course), the course language will override the language in your user settings.

**Canvas tutorial below:**

https://community.canvaslms.com/docs/DOC-10010-4152719733
How do I set a time zone in my user account as an instructor?

All dates and times throughout your Canvas courses are displayed according to a course's respective time zone. However, you can set your own time zone for your user account and have your local time zone display throughout Canvas. Displaying dates in your local time may help you stay up to date on assignments and due dates, especially if your course time zone differs significantly from where you reside.

**Note**: If you set a time zone in your user settings, you can always view the course time zone by hovering over any date and time in your course. The text will show both the local time and course time.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10014-4152719734
How do I add contact methods to receive Canvas notifications as an instructor?

In Canvas you can add contact methods to receive notifications. Contact methods allow you to select how you want to be notified when various events occur within a course. Notifications are applied to all courses in Canvas. Canvas supports notification through email, SMS text message, and Twitter.

Once you add contact methods, you can set your own Notification Preferences to select how often you want to be notified of course events.

View a video about Notification Preferences.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10048-4152719736
How do I set my Canvas notification preferences as an instructor?

Canvas includes a set of default notification preferences you can receive for your courses. Notifications are sent to Canvas contact methods as specified in your account. However, you can change the default settings by setting your own notification preferences. These preferences only apply to you; they are not used to control how course updates are sent to other users. To learn more about each notification, default settings, and notification triggers, view the Canvas Notifications PDF.

Notifications are sent as one of four delivery types: notify me right away, daily summary, weekly summary, or don't send. If you change a setting, the change is made immediately to your account.

Notification settings apply to all of your courses; you cannot change settings for individual courses.

You can reply directly to email notifications outside of Canvas and have the reply appear in Conversations. However, please be aware that attachments added as part of an external reply are not included with the message shown in the Canvas Inbox.

**Note:** The Canvas by Instructure app supports setting notification preferences. However, setting preferences inside the app will override preferences in the browser version of Canvas, and daily and weekly preferences are not supported.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10029-4152719738
How do I add an additional email address as a contact method in Canvas as an instructor?

When you create a contact method in Canvas, you can use that contact method as a way to receive Canvas notifications. By default, notifications are sent to the email address used to create your Canvas account. However, you can add an additional email address if you do not want to use your existing email address or want to use an additional email for notifications.

Learn how to set notification preferences.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10054-4152719739
How do I view course content offline as an ePub file as an instructor?

If ePub Exporting has been enabled for your course, you can view your course offline as an ePub file. You can download the ePub file and upload it into any eReader software for viewing, such as iBooks or Azardi.

ePub content is for offline viewing only; you cannot interact with course content directly, such as completing an assignment or viewing any submissions. In an ePub file, you can view assignment details, availability dates, and point values. Discussions include the discussion topic. All discussion replies (graded or ungraded) are considered submissions and must be viewed online. Additionally, you can view any embedded media files in the ePub. Any files that aren't supported in the ePub format, such as file attachments or PDFs, can be downloaded to be viewed in the file's native environment.

Currently ePub files and any associated files can only be generated in the browser version of Canvas, but the files can be transferred for viewing on any supported device.

By default, ePub files are organized by module, though you can change the ePub format to be organized by content type (assignments, discussions, quizzes, etc.) When viewing by module, only items you have access to view in each module will be included in the ePub file. Locked modules list either their prerequisites or the unlock date, as well as the items that are contained within that module (though not the actual content of those items themselves).

Notes:

- ePub Exporting is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- If you can view the Download Course Content button but cannot download an ePub file for a specific course, the feature has not been enabled for that course.
- If your account does not display the Download Course Content button, your institution may only allow you to export content offline as an HTML file in Modules.
Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10328-4152476787
How do I change my default email address in my user account as an instructor?

Your default email address is used as your main contact method in Canvas and is added when creating your Canvas account. Email addresses are used to create Canvas notifications; they are not used as a contact method for other Canvas users.

If you add another email address as a contact method, you can change your default email address in Canvas.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10368-4152719740
How do I add a text (SMS) contact method in Canvas as an instructor?

You can add a text or SMS communication channel to receive Canvas notifications on your cell phone. Text or SMS channels appear under the Other Contacts sidebar heading.

Once you have enabled the contact method, learn how to set notification preferences.

SMS notifications are currently available for cellular numbers registered in Argentina, Australia, Austria, Belgium, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Denmark, Ecuador, Finland, France, Germany, Honduras, Hong Kong, India, Ireland, Israel, Italy, Japan, Luxembourg, Malaysia, Mexico, Netherlands, New Zealand, Norway, Panama, Paraguay, Peru, Philippines, Poland, Qatar, Russia, Saudi Arabia, Singapore, South Korea, Spain, Sweden, Switzerland, United Arab Emirates, United Kingdom, United States of America, and Uruguay.

**Note:** If you have a mobile device and have enabled push notifications, your Canvas profile will include a For All Devices push contact type. If you delete this contact method, the method will reappear the next time you enable the Canvas app on your mobile device.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10376-4152719742
What feature options can I enable in my user account as an instructor?

Canvas is continually creating new features to improve your user experience. The majority of improvements will be made available as part of our regular release cycle. However, some features may affect your personal interaction with Canvas. Learn more about User Feature Options and how to enable them in the manage new features lesson.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10130-4152719729
How do I manage new features in my user account as an instructor?

Canvas is continually creating new features to improve your user experience. The majority of improvements will be made available as part of our regular release cycle. However, some features may affect your personal interaction with Canvas.

This lesson gives an overview of how to manage user-level feature options for your user account. Admins and instructors have no control over user-level features.

To view specific feature options available in Canvas, visit the user account features lesson.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10127-4152719728
Quizzes
How do I use the Quizzes Index Page?

You can view all your quizzes in your course on the Quizzes Index page. As an instructor, you can also add quizzes and modify quiz settings.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10202-4152246404
How do I use Draft State in Quizzes?

Draft State allows content in Quizzes to exist in an unpublished (draft) state. Unpublished content is invisible to students, and graded quizzes are excluded from grade calculations.

**Note:** If you use Modules in your course and add a Quiz to a Module, please be aware that the state of the Module overrides the state of all module items. You may want to consider leaving Quizzes unpublished until you are ready to publish the entire Module. For more information please see the [Modules Draft State lesson](https://community.canvaslms.com/docs/DOC-10314-4152180620).

Canvas tutorial below:

[https://community.canvaslms.com/docs/DOC-10314-4152180620](https://community.canvaslms.com/docs/DOC-10314-4152180620)
What quiz types can I create in a course?

The quiz tool is used to create and administer online quizzes and surveys. You can also use quizzes to conduct and moderate exams and assessments, both graded and ungraded. The steps to create quiz content are the same for each quiz type.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10934-4152724265
What options can I set in a quiz?

When you create a quiz, you have a variety of options to choose from within a quiz.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10152-415241475
How do I import quizzes from QTI packages?

You can easily import quizzes from programs that create QTI files. If a program does not create QTI files, it cannot be imported into Canvas.

QTI files can be created from a variety of different learning management systems and software:

- Quizzes created in Respondus 4.0 (Windows software) can be exported as QTI packages. To learn how to use Respondus 4.0 refer to this user guide (DOC). A QuickStart guide for Respondus 4.0 is also available (PDF).
- Quizzes created in Blackboard (WebCT, Angel) can be exported as QTI packages.
- Quizzes created in Moodle can be exported as QTI packages. Note: This will work with Moodle 2.0 or older versions. However, Moodle 2.1 and newer versions no longer export QTI packages.

Note: Canvas supports QTI versions 1.2 and 2.1.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10070-4152724198
How do I create a quiz with individual questions?

You can add your own questions to your quizzes. You can create various types of quiz questions. Individual questions can also be added to question groups.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10933-4152724267
How do I create a quiz with a question group to randomize quiz questions?

You can create a quiz using a question group. Question groups allow you to place multiple questions within a group for students to answer. You can choose the number of questions that should be answered from the group and how many points to assign each question. Creating a question group randomizes questions within a quiz.

You can add questions to your question group in several ways:

• **Link to a question bank** to reference all questions in a question bank
• Add an **individual question** to create your own questions from scratch
• **Find questions** to reference specific questions from a question bank

**Note:** If you need your questions to appear in a specific order, do not place quiz questions inside a question group.

Canvas tutorial below:

[https://community.canvaslms.com/docs/DOC-10425-415298624](https://community.canvaslms.com/docs/DOC-10425-415298624)
How do I create a quiz by finding questions in a question bank?

You can create a quiz by finding questions from Question Banks.

When you find questions in a Question Bank, you will see all of the Question Banks that you have built in other courses where you are the Instructor. You will also see Question Banks that have been added by your administrator to your sub-account, which makes it easy for instructors in the same department or program to share resources.

Canvas will reference the questions you choose as each student takes the quiz. These questions will stay in sequential order and stay in order each time the quiz is taken or previewed. If you want to randomize quiz questions, you can add them to a question group.

Note: When you Find Questions in a question bank, changes made to questions in the question bank will not update in the quiz. Changes will update in the quiz only if the questions are linked to a question bank.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10410-415298625
How do I create a quiz with a question group linked to a question bank?

You can create a quiz using a Question Group linked to a Question Bank.

When you link a Question Bank to a Question Group, you will see all of the Question Banks that you have built in the same course, and those you have bookmarked in other courses where you are the Instructor. You will also see Question Banks that have been added by your administrator to your sub-account, which makes it easy for instructors in the same department or program to share resources.

Canvas will reference your chosen bank of questions as each student takes the quiz. Each student will get a random number of questions pulled from the bank. For instance, if you want to use questions from the English Department and they have 7 questions in their Question Bank, but you only want the Question Group to display 2 questions, Canvas will randomly pull 2 of the 7 questions as each student takes the quiz.

If you need your questions to appear in a specific order, you should add individual questions or find questions instead of creating a question group.

Notes:

• When linking a question bank to a quiz, be sure to make changes within the question bank before the quiz is available to take. Although you can make changes to the question bank after a quiz is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades. Students who begin their quiz after the changes are made will see your updates.
• Questions that are linked to a Question Bank cannot be regraded since they may be used in more than one quiz.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10414-415298626
How do I create a Multiple Choice quiz question?

You can create a multiple choice question for your students.

If you need to edit a Multiple Choice question after publishing the quiz, you can use quiz regrade to edit quiz questions and tell Canvas to update grades for students who have already taken the quiz.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10167-415241477
How do I create a True/False quiz question?

You can create a question for students that is a true or false answer.

If you need to edit a True/False question after publishing the quiz, you can use quiz regrade to edit quiz questions and tell Canvas to update grades for students who have already taken the quiz.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9986-415243376
How do I create a Fill-in-the-Blank quiz question?

You can create a single fill-in-the-blank question in your quiz.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10065-415244125
How do I create a Fill-in-Multiple-Blanks quiz question?

You can create a question that has multiple blanks for students to type in their responses. You can create a sentence with multiple fill-in-the banks, as demonstrated in this lesson, or you can use the same steps to create a list.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9992-415243378
How do I create a Multiple Answers quiz question?

You can create a question that has multiple answers in it.

Notes:

• If you need to edit a Multiple Answers question after publishing the quiz, you can use quiz regrade to edit quiz questions and tell Canvas to update grades for students who have already taken the quiz. However, this option only works for regrading existing questions, not deleting questions completely.

• To calculate scores for Multiple Answers quiz questions, Canvas divides the total points possible by the amount of correct answers for that question. This amount is awarded for every correct answer selected and deducted for every incorrect answer selected. No points are awarded or deducted for correct or incorrect answers that are not selected. For example, an instructor may create a Multiple Answer quiz question with 9 points possible that includes three correct choices and two incorrect choices. If a student selects two correct answers and one incorrect answer, they would be awarded 3 total points for that question. This would be calculated by awarding 3 points (9 total points divided by 3 correct answers) for each correct answer and subtracting 3 points for the incorrect answer.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9967-415243379
How do I create a Multiple Dropdown quiz question?

You can create a question that has multiple options for students to select in their response. You can create a sentence with multiple answers, as demonstrated in this lesson, or you can use the same steps to create a list.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10040-415243380
How do I create Likert scale quiz questions?

A Likert scale question is a list of statements with response points that indicate agreement. Canvas' Multiple Dropdown question type can be used for Likert-style questions in Surveys.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10235-415263277
How do I create a Matching quiz question?

You can create a matching question for your students.

**Note:** Matching questions only support text at this time.

Canvas tutorial below:

[https://community.canvaslms.com/docs/DOC-10044-415243381](https://community.canvaslms.com/docs/DOC-10044-415243381)
How do I create a Numerical Answer quiz question?

You can create a quiz question that requires a numerical answer, such as questions for a math course.

**Note:** If you need help adding a mathematical formula in the Rich Content Editor, please see the [Math Editor lesson](https://community.canvaslms.com/docs/DOC-10030-415243382).

Canvas tutorial below:

[https://community.canvaslms.com/docs/DOC-10030-415243382](https://community.canvaslms.com/docs/DOC-10030-415243382)
How do I create a Formula quiz question with a single variable?

You can create a quiz question that involves a formula with a single variable. Based on the variable and formula definitions, the question could change for every student.

**Note:** If you need help adding a mathematical formula in the Rich Content Editor, please see the [Math Editor lesson](https://community.canvaslms.com/docs/DOC-10032-415243383).
How do I create a Simple Formula quiz question?

You can create a quiz question with a formula in it.

**Note**: If you need help adding a mathematical formula in the Rich Content Editor, please see the [Math Editor lesson](https://community.canvaslms.com/docs/DOC-10343-415263943).

Canvas tutorial below:

[https://community.canvaslms.com/docs/DOC-10343-415263943](https://community.canvaslms.com/docs/DOC-10343-415263943)
How do I create an Essay quiz question?

You can create an essay question for your students. This question type requires manual grading.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10034-415243384
How do I create a File Upload quiz question?

You can create a question for students that requires a file upload and can be used for PDFs, images, audio files, video files, etc. This question type requires manual grading and accepts one file per question.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10161-4152125612
How do I create a Text (no question) quiz question?

You can create a question in a quiz that does not include answers or point values. A text (no question) quiz question can be used as a preface to a quiz or a group of questions within a quiz. You may wish to use this type of question to include a passage of text, image, or video that will be referenced in subsequent questions.

**Note:** All questions placed in question groups are shuffled when they appear in students’ quizzes. Placing a text (no question) quiz question in a question group will likely disrupt your intended question order.

Canvas tutorial below:

[https://community.canvaslms.com/docs/DOC-10222-4152646672](https://community.canvaslms.com/docs/DOC-10222-4152646672)
How do I link course content to a quiz question?

You can add files and images to your quiz questions by linking to your course content. You can also follow these steps to link course content in the quiz instructions.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9958-415278275
How do I create a question bank in a course?

Question Banks are a place to house questions that can be added to quizzes across courses or accounts.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10357-415250747
How do I bookmark a question bank in a course?

The Question Bank Bookmark feature gives you a way of keeping track of frequently accessed Question Banks. When you bookmark a Question Bank, it can be accessed in any other course you teach. Bookmarks save you time from having to search through Question Banks, especially if your course or account contains a significant number of Question Banks.

Notes:

• Bookmarking a Question Bank only affects where that Bank can be accessed. Bookmarked banks can still be used and edited like other Question Banks.
• Question Banks you create will be bookmarked by default.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10361-415250748
How do I unbookmark a question bank in a course?

You can easily remove bookmarked Question Banks.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10415-415298627
How do I delete a question bank in a course?

You can delete Question Banks that you no longer use.

Please note that deleting a question bank will affect any quizzes that are associated with the question bank, especially if they have student submissions. For students who haven't yet taken the quiz, they won't be able to see any questions from the quiz bank, but any existing quiz submissions will still show the previously included questions.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10365-415250749
How do I move multiple questions from one question bank to another?

You can move multiple questions from one question bank to another. When moving multiple questions to a question bank, you will not have the option to leave a copy in the original question bank. If you want to copy your questions instead of moving them, you can [copy questions individually](https://community.canvaslms.com/docs/DOC-9948-415250750).
How do I move/copy a question from one question bank to another?

You can easily move or copy individual questions from one question bank to another. Moving questions removes the question from the original question bank. Copying questions leaves a copy in the original question bank and adds a copy to the selected question bank.

You can also move multiple questions from one question bank to another. Copying questions is not available for multiple questions.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9950-415250751
How do I reorder questions or question groups in a quiz?

You can move quiz questions or groups after you've created them. You can manually drag and drop the question or group, or you can use the Move option, which is also accessible for keyboard users.

You can also reorder questions within a question group. However, please note that quiz ordering inside a question group is only a quiz management tool for instructors. Your students will always see questions from a group in a random order.

Note: To help identify quiz questions in the Move dialog menu, make sure each quiz question or group has a specific name.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10159-4152269261
How do I import a question bank from one Canvas course to another?

You can easily share Question Bank questions among several Canvas courses.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10363-415268286
How can I create a quiz where students only see one question at a time?

Quiz Settings include the option to choose one quiz question at a time for all types of quizzes and surveys.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10430-415291037
How do I make a quiz available before or after the due date?

You can make your quiz available to all your students before or after the due date by setting availability dates.

Note: If you are looking to change quiz dates for individual students, you can assign a quiz to an individual student or assign a quiz to a course section.

Quizzes have an autosubmit feature tied to the Until (lock) date, which may affect student submissions. Common quiz scenarios and date results include the following:

- **No dates**: quiz is never marked late and autosubmitted at course conclude (see course settings)
- **Due date only**: quiz is marked late at Due date and autosubmitted at course conclude (see course settings)
- **Due date with Until date**: quiz is marked late at Due date and autosubmitted at Until date
- **Time limit**: quiz is autosubmitted when time expires (only applies when students are actively taking a quiz)
- **Time limit with Until date**: quiz is autosubmitted when time expires unless the Until date expires first

**Student View**

When students view a quiz, they are able to see the details of the quiz. Quiz details do not show due and availability dates in relation to the current time. However, within the quiz, Canvas notifies students regarding any upcoming quiz deadlines:

- For quizzes with a Due date, the browser displays a notification banner to let students know when the quiz will be marked late (30 minutes prior, 5 minutes prior, and 1 minute prior).
- For quizzes that are close to autosubmitting (using an Until date or the natural course conclude date), the browser displays a notification banner to let students know when the quiz will autosubmit (30 minutes prior, 5 minutes prior, 1 minute prior, and 10 seconds prior).
• For timed quizzes, the browser displays a notification banner if students are not able to complete the quiz in the full allotted time period. The quiz sidebar also displays a timer indicating how many minutes remain to complete the quiz. For example, if a 60-minute quiz has an Until date of 11:59 pm and a student begins the quiz at 11:30 pm, the student will only have 30 minutes to complete the quiz.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9959-415250754
How do I assign a quiz to an individual student?

When creating or editing a quiz, you can assign a quiz to a specific student. Availability date functionality is still available for each quiz.

Only the student(s) specified in the quiz details can view the quiz.

When using differentiated assignments with the Gradebook, the quiz appears as a column for all students, but grade cells are grayed out for students who have not been included in the quiz. Grades cannot be assigned for students who have not been included in the quiz, and quizzes that are not assigned to a student are not factored into overall grades.

When Multiple Grading Periods are enabled in a course, quizzes are also respected against closed grading periods.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10038-4152101240
How do I assign a quiz to a course section?

When creating or editing a quiz, you can assign a quiz to a specific course section. Availability date functionality is still available for each graded discussion. Only the section(s) specified in the discussion details can view the quiz.

When using differentiated assignments with the Gradebook, the quiz appears as a column for all students, but grade cells are grayed out for students who have not been included in the quiz. Grades cannot be assigned for students who have not been included in the quiz, and quizzes that are not assigned to a student are not factored into overall grades.

When Multiple Grading Periods are enabled in a course, quizzes are also respected against closed grading periods.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10438-4152669146
How do I delete a quiz?

You can delete quizzes from your course.

Notes:

• Deleting a quiz will remove it completely from your course. If you would rather hide the quiz or make it inaccessible to submissions, you can lock the quiz or modify the access dates. If the quiz has no student submissions, you can unpublish the quiz.
• When Multiple Grading Periods are enabled in a course, you cannot delete individual quizzes for any student, group, or section in a closed grading period.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9976-415250755
How do I export quiz content from my course?

If you need to export quiz content from your course, you can export quiz content as a QTI ZIP file.

Note: Quiz exports do not include question banks. An exported quiz that was linked to a question bank will not include questions from that bank when imported into a new course, unless it was linked to an account-level question bank and both courses belong to that account. If you need to include question banks and want to import the quiz into another course, you may prefer to export your Canvas course instead and select only quizzes in the course import.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9995-415263225
Once you publish a quiz and make it available to your students, you can make changes to the quiz. Original quiz data is retained as part of any existing student submissions. However, students who have already opened or completed the quiz will not see any changes you make, which may affect their grades. These types of changes include adding new questions or deleting questions from the original quiz.

Additionally, if you change only the point value of the quiz, the student's submitted quiz will show the updated point value, but the current grade won't change in the Gradebook.

If you only need to make changes to existing quiz questions, after editing the quiz you can use quiz regrade to edit certain types of quizzes, or you can add fudge points to individual student quiz scores using SpeedGrader. You can also moderate the quiz to give additional attempts.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9953-415250752
Once I publish a quiz, how do I use the Moderate Quiz page?

Once

Once you have published a quiz, the quiz sidebar shows the Moderate Quiz link, which allows you to moderate the quiz for each student in your course. On the Moderate Quiz page you can view the progress of student submissions and view the number of quiz attempts each has taken. You can also grant students extra attempts, grant extra time for timed quizzes, and manually unlock quiz attempts.

Notes:

• Depending on the size of your course, Moderate Quiz information may take a few minutes to update. You may have to refresh the page to view the most current data.
• If you change the quiz settings while a student is taking a quiz, the new settings will not apply until the student has completed the current attempt.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9926-4152276730
Once I publish a quiz, what kinds of quiz statistics are available?

You can view quiz statistics for quizzes that have been published and have at least one submission. You can also download comma separate value (CSV) files to view Student Analysis or Item Analysis for each quiz question. For more detailed information about item analysis limitations and calculations, please refer to the Item Analysis PDF.

For optimum course performance in the Canvas interface, quiz statistics are only valid for quizzes under 100 questions or 1000 attempts. For instance, a quiz with 200 questions will not generate quiz statistics. However, a quiz with 75 questions will generate quiz statistics until the quiz has reached 1000 attempts. Results greater than these maximum values can be viewed by downloading the Student Analysis report and viewing the CSV file.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10362-415241484
Once I publish a quiz, how can I give my students extra attempts?

You can grant access to an individual student, several students, or the entire class to have extra attempts on a quiz. If your quiz is locked, you can also manually unlock the quiz for a student, even if the student has not yet taken the quiz.

You can add extra attempts through accessing student quiz results or moderating the quiz.

**Accessing Student Quiz Results** is a quick way to allow an extra attempt for an individual student.

**Moderating the quiz** lets you allow extra attempts for individual students as well as multiple students at once. This option also allows you to grant extra attempts for students who have not yet taken the quiz. For timed quizzes, you can grant **extra time for an attempt**. If your quiz options allow students to view results **only once after each attempt**, you can also let students view quiz results one more time.

You can also use these options to remove attempts as well. For instance, if you need to remove a student attempt, you can decrease the attempts accordingly.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9955-415250753
Once I publish a timed quiz, how can I give my students extra time?

If you have set a time limit on your quiz, you can grant access for extra time. If the student hasn't taken the quiz, the extra time will be added to the student's initial attempt and additional attempts. Learn more about managing extra attempts.

If a student is currently taking the quiz while you are viewing the Moderate Quiz page, you can extend the quiz time as part of their current attempt. You can choose how many minutes to extend the quiz, and whether you want to add those minutes to the current time or the current (scheduled) end time.

**Note**: The maximum time you can extend a current attempt is 1440 minutes (24 hours).

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10432-4152276279
How do I manually submit outstanding student quiz submissions?

When a student views a timed quiz and time expires, Canvas auto-submits the quiz. However, if a student navigates away from the quiz page, the quiz submission remains outstanding. On the Moderate Quiz page, Canvas generates a warning message about the outstanding submission. This lesson shows you how to submit any outstanding submissions for a quiz at one time.

**Note:** Untimed quizzes cannot be submitted manually. Untimed attempts will remain active until the availability date has passed, at which point the quiz will be submitted automatically.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10013-4152276726
How do I view student results in a quiz?

You can view student quiz results within each quiz in your course by viewing the quiz results page or moderating the quiz. If a student has multiple quiz attempts, you can also view results of all attempts. As an instructor, you can choose the type of quiz results to display to students as listed in the quiz options.

Canvas tutorial below:
https://community.canvaslms.com/docs/DOC-10212-415276769
How do I view a quiz log for a student?

You can view quiz logs to view the status of your student quizzes. This feature is also designed to help you investigate problems that a student may have in the quiz. The quiz starts the log when students begin the quiz, so some logs may show that the quiz is in progress.

If you gave the student multiple attempts for a quiz, the log will always show the most recent attempt by default. However, you can view any attempt within the log.

Notes:

• Quiz logs are only retained for six months.
• Quiz Log Auditing is currently a course opt-in feature. To enable the link to view quiz logs, learn how to manage feature options in the course features lesson.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10090-4152295598
What options can I use to regrade a quiz in a course?

If you accidentally published a quiz that needs to be corrected, you can use quiz regrade to edit existing quiz questions and tell Canvas to recalculate student grades.

Quiz regrade only works with specific quiz question types and only applies to students who have already taken the quiz. Adding or removing a question does not trigger the quiz regrade feature. Additionally, changing the point value for a quiz question also does not trigger a quiz regrade; the student's submitted quiz will show the updated point value, but the current grade won't change in the Gradebook. If you have edited your quiz in one of these three ways, you should moderate the quiz and let the student retake the quiz.

This feature only applies for students who have already taken the quiz and only the existing quiz questions have been changed.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9944-4152139337
How do I regrade a Multiple Choice quiz question?

If you accidentally published a quiz with an existing multiple choice question that needs to be corrected, you can use quiz regrade to edit the question and update student grades. Learn more about quiz regrade options.

Notes:

• Quiz regrade only applies to students who have already taken the quiz.
• Adding or removing a question as well as changing the point value for the multiple choice question does not trigger the quiz regrade feature.
• Adding or deleting answers from a multiple choice question with submissions disables the option to regrade that question.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10076-4152457763
How do I regrade a True/False quiz question?

If you accidentally published a quiz with an existing true/false question that needs to be corrected, you can use quiz regrade to edit the question and update student grades. Learn more about quiz regrade options.

Notes:

• Quiz regrade only applies to students who have already taken the quiz.
• Adding or removing a question as well as changing the point value for the multiple choice question does not trigger the quiz regrade feature.
• Adding or deleting answers from a true/false question with submissions disables the option to regrade that question.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10072-4152457764
How do I regrade a Multiple Answers quiz question?

If you accidentally published a quiz with an existing multiple answers question that needs to be corrected, you can use quiz regrade to edit the question and update student grades. Learn more about quiz regrade options.

Notes:

• Quiz regrade only applies to students who have already taken the quiz.
• Adding or removing a question as well as changing the point value for the multiple choice question does not trigger the quiz regrade feature.
• Adding or deleting answers from a multiple answers quiz question with submissions disables the option to regrade that question.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10011-4152457778
How do I create a survey in my course?

You can use Surveys to receive feedback from your students or give them some extra points by responding to a Survey.

**Note:** Student Analysis for Surveys must be downloaded as a CSV file. Item Analysis is not available for Surveys.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9954-415268346
How do I view survey results in a course?

You can see graded or ungraded survey results after one or more users have taken the survey.

Notes:

• Graded surveys display in the Gradebook and SpeedGrader, while ungraded surveys do not.
• The Item Analysis report is not available for surveys.
• You can filter survey statistics using the first 10 sections of your course.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9951-415268348
How do I view practice quiz results in a course?

How do I view practice quiz results in a course?

You can view results after one or more students have taken the practice quiz.

Notes:

• Students do not receive a grade for practice quizzes, even though the quiz results display the number of points earned in the quiz.
• Practice quizzes do not appear in the Syllabus, the Gradebook, or SpeedGrader.
• To view responses to essay questions, view individual submissions or download the Student Analysis report.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10198-4152182372
How do I adjust the point value for an entire quiz using fudge points in SpeedGrader?

Fudge points allow you to manually add or remove points from a student's overall quiz score. This feature is only available in SpeedGrader.

**Note:** If you want to adjust points for a specific question within the quiz, you may want to use the [quiz regrade feature](https://community.canvaslms.com/docs/DOC-12769-4152235923).

Canvas tutorial below:

[https://community.canvaslms.com/docs/DOC-12769-4152235923](https://community.canvaslms.com/docs/DOC-12769-4152235923)
How do I grade one quiz question at a time in SpeedGrader?

You can choose to grade manually graded quiz questions for all students at the same time. Manually graded questions include essay and file upload questions.

Notes:

• Grading one question at a time is only available for quizzes.
• Quizzes that pull questions from a question bank will shuffle the order of questions for each student. Question order for each submission may vary within SpeedGrader.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10278-4152141685
Rich Content Editor
How do I align text using the Rich Content Editor?

You can use the Rich Content Editor to align text.

The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10317-415241501
How do I style text content in the Rich Content Editor?

You can use the Rich Text Editor to change font size and format paragraphs.
The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Canvas tutorial below:
https://community.canvaslms.com/docs/DOC-10283-415241511
How do I remove formatting copied from another source in the Rich Content Editor?

You can use the Rich Content Editor to format text that you pasted from another source. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

You can use the following keyboard shortcuts:

• Normal copy and paste on a PC: Ctrl-C, Ctrl-V
• Copy and paste-without-formatting on a PC: Ctrl-C, Ctrl-Shift-V
• Normal copy and paste on a Mac: Cmd-C, Cmd-V
• Copy and paste-without-formatting on a Mac: Cmd-C, Cmd-Opt-Shift-V

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10358-415241502
How do I create a bulleted or numbered list using the Rich Content Editor?

You can use the Rich Content Editor to create a bulleted or numbered list. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10356-415241503
How do I insert a table using the Rich Content Editor?

You can use the Rich Content Editor to insert, format, edit, and delete a table.
The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10346-415241504
How do I use the HTML view in the Rich Content Editor as an instructor?

You can use the Rich Content Editor to embed content using HTML. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

When attempting to do custom HTML coding in Canvas, you may discover that certain HTML codes do not work upon saving. This is because Canvas will only support certain HTML elements for security reasons. This also applies to content copied and pasted from an external source. Below is a link to a list of HTML tags that are permissible in Canvas. HTML tags that are not on this list may be stripped out of the Canvas Rich Content Editor when you save your work. View the Canvas HTML whitelist PDF for more information.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10309-4152719750
How do I embed images from Canvas into the Rich Content Editor?

You can embed images from your personal files in Canvas into the Rich Content Editor. You can also add alt tags to your images for better accessibility.

You can only embed images that have been previously uploaded to your personal or course files. However, as an instructor, you have the option to upload images to your course files using the Content Selector. If a change is made to the image in your personal files after it has been embedded, the image you have added to the Rich Content Editor will not be changed.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10259-4152115077
How do I embed images from the web in the Rich Content Editor?

You can use the Rich Content Editor to embed images from the web. You can also add alt tags to your images for better accessibility.

The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus). If a change is made to the source of your image after it has been embedded, the image you have added to the Rich Content Editor will not be changed.

**Note:** If you want to embed an image not already uploaded into Canvas, you can upload your image through the [Content Selector](https://community.canvaslms.com/docs/DOC-10375-415241506).
How do I create a hyperlink in the Rich Content Editor as an instructor?

You can use the Rich Content Editor to create a hyperlink.
The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10305-4152719751
How do I create a hyperlink or embed a file from Google Drive into the Rich Content Editor as an instructor?

If your course has enabled Google Apps, you can create a document, slide presentation, or spreadsheet using Google Drive and then embed that document anywhere you can use the Rich Content Editor in Canvas. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus). When embedded, Google slide presentations default to presentation mode.

In Google, you can link or embed files. When files are linked in the Rich Content Editor, the link displays the exact name of the file. Please ensure your file names are correct before linking a file. For embedded files, any time you edit the Google file, it will be automatically updated in Canvas.

**Note:** If you cannot view the Google Drive icon in the Rich Content Editor, you can still include your file by creating a hyperlink or publishing your Google content to the web and pasting the embed code in the HTML editor.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10323-4152719753
How do I embed images from Flickr Creative Commons in the Rich Content Editor?

You can use the Rich Content Editor to embed images from Flickr Creative Commons. You can also add alt tags to your images for better accessibility.

When searching for images on Flickr, search results display images with a Creative Commons public domain license.

The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus). If a change is made to the source of your image after it has been embedded, the image you have added to the Rich Content Editor will not be changed.

**Note:** Although an image may appear in the Flickr Creative Commons, not all images have the same license. Some Flickr images require an attribution to appear within the image. You may want to confirm the image copyright before using it in your course. Click the image to view it directly on Flickr.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10369-415241507
How do I link to a YouTube video in the Rich Content Editor?

YouTube videos are automatically embedded in any feature that uses the Rich Content Editor. This lesson applies to the Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus features.

There are three different ways to link a YouTube video, depending on what you want it to look like:

1. Insert Link into the Rich Content Editor (full link with embedded video)
2. Insert Link with the Chain Icon (shortened link with optional embedded video)
3. Hyperlink existing text (selected text becomes the link)

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10367-415241508
How do I embed iFrame videos using the Rich Content Editor?

Embed iFrame videos using the Rich Content Editor.
The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10342-415241505
How do I upload a video using the Rich Content Editor as an instructor?

You can use the Rich Content Editor to upload a video. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Canvas allows you to upload supported media types.

Canvas videos also support caption files. Once you upload a video, learn how to add captions to a video.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10391-4152719746
How do I upload an audio file using the Rich Content Editor?

You can use the Rich Content Editor to upload an audio file. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

For more information about supported uploaded media types, please see the Canvas Media Files lesson.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10428-415265825
How do I record a video using the Rich Content Editor as an instructor?

You can use the Rich Content Editor to record a video. You can record media for any length of time, but shorter video recordings are recommended. If your video is longer than 15 minutes, you may want to consider recording and uploading using an external provider. Longer media lengths require a longer rendering time and may be interrupted without a stable internet connection.

The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Canvas videos also support caption files. Once you record and save your video, learn how to [add captions to a video](https://community.canvaslms.com/docs/DOC-10393-4152719747).

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10393-4152719747
How do I record audio using the Rich Content Editor?

You can use the Rich Content Editor to record audio. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10421-415265826
What should I do if I can't record video comments with my webcam?

There are simple steps for troubleshooting problems with video recording.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10355-4152724207
How do I use the Math Editor in the Rich Content Editor?

Canvas has an integrated tool for math and science formulas based on LaTeX, the industry standard for academic publication. The LaTeX Math Editor is built into the Rich Content Editor. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus). Canvas also includes the option to create equations and expressions with its graphical point-and-click editor.

The Math Editor can be used for basic mathematical formatting for introductory math courses or for more advanced mathematical text for higher-level math courses. Both students and instructors have access to the editor.

For more help, download the following PDF files:

- Basic equations
- Advanced equations
- Chemistry formulas, equations, and scientific notation

**Note**: To have characters #, $, %, &, ^, _, {, and } appear in the Rich Content Editor, when your equation is inserted, you must use Advanced View and type a backslash (\) before the character. The ~ character can be inserted through Advanced View by typing \~~. The $ character can be inserted through Basic View by typing \$$. 

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10298-4152724160
How do I use the Accessibility Checker in Canvas (Rich Content Editor)?

The Rich Content Editor includes an accessibility tool that checks common accessibility errors within the editor. This tool can help you design course content while considering accessibility attributes and is located in the Rich Content Editor menu bar.

This tool only verifies content created within the Rich Content Editor. You may also use other accessibility tools to verify additional content in Canvas.

All components are designed according to the template set in the institutions Theme Editor and verifies the following accessibility rules:

- Table captions: Tables should include a caption describing the contents of the table.
- Table header scope: Tables headers should specify scope and the appropriate structure.
- Table header: Tables should include at least one header.
- Sequential headings: Heading levels should not be skipped (e.g. H2 to H4). However, the tool does not check if the first header starts with H2 or whether the headings are sequential with the rest of the content in the page. Tables do not begin with H1, which is designated for the page title.
- Heading paragraphs: Headings should not contain more than 120 characters.
- Image alt text: Images should include an alt attribute describing the image content.
- Image alt filename: Image filenames should not be used as the alt attribute describing the image content. Currently, files uploaded directly to Canvas create a redirect that does not properly verify image filenames.
- Image alt length: Alt attribute text should not contain more than 120 characters.
- Adjacent links: Adjacent links with the same URL should be a single link. This rule verifies link errors where the link text may include spaces and break the link into multiple links.
- Large text contrast: Text larger than 18pt (or bold 14pt) should display a minimum contrast ratio of 3:1.
- Small text contrast: Text smaller than 18pt (or bold 14pt) should display a minimum contrast ratio of 4.5:1.

Note: For text contrast, the Accessibility Checker verifies color using the same calculations as the WebAIM tool. However, currently the checker only verifies against Theme Editor
templates with High Contrast Styles. To verify color contrast, enable High Contrast Styles in user settings before enabling this feature.

**Canvas tutorial below:**

https://community.canvaslms.com/docs/DOC-13345-4152808104
How do I insert links to course content into the Rich Content Editor using the Content Selector?

You can insert links into the Rich Content Editor using the Content Selector. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10429-415265828
How do I insert course files into the Rich Content Editor using the Content Selector?

You can use the Rich Content Editor to insert course files from the Content Selector. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10443-415265829
How do I insert course images into the Rich Content Editor using the Content Selector?

You can use the Content Selector to insert and upload course images into the Rich Content Editor. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

**Note:** If you do not need to upload images, you can embed images using the Rich Content Editor [Embed Image functionality](https://community.canvaslms.com/docs/DOC-10459-415265830).

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10459-415265830
How do I set the auto-open for inline preview for files using the Rich Content Editor?

You can use the auto-open inline preview for files in the Rich Content Editor. Canvas can preview any file that is supported by the document previewer. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

**Note:** You can have multiple files auto-open, but you have to go through the steps in this lesson every time you want to add another auto-open file preview in a feature that uses the Rich Content Editor.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10218-415268090
How do I disable inline previews for files using the Rich Content Editor?

You can disable inline previews for files in the Rich Content Editor. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10220-415268091
How do I add captions to an external video as an instructor?

If you are the video owner for a video hosted on a supported third-party media site, or if you already have an online link to a supported video type, you can create caption files for external videos.

Once you have uploaded your video and created captions, learn how to view video captions.

Notes:

• You cannot add a closed-captioning file to an online video if you are not the owner.
• If you view a video in the Canvas by Instructure app, iOS devices can display captions created with WebVTT files. If you cannot view video captions in an iOS device, the caption type is not supported.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10380-4152719748
How do I add captions to new or uploaded videos in Canvas as an instructor?

You can easily create and upload caption files when you add video content in the Rich Content Editor. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

This lesson only applies to creating captions for videos created or uploaded into Canvas. If you've created a video outside of Canvas that you want to include in your course, learn how to create captions for external videos.

If you have not yet created or uploaded your video, learn how to record a new video or upload an existing video.

**Note:** Users can view video captions in the Canvas by Instructure mobile app. However, iOS devices can only display captions in WebVTT format. If you use another format besides WebVTT, users on iOS devices will not be able to display the video captions.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10372-4152719744
How do I create a caption file using the subtitle creation tool as an instructor?

When you record a new video or upload an existing video in Canvas, you can upload a caption file for your users. If you do not have a caption file, you can use the subtitle creation tool to create the file for your video.

Once you have created and downloaded your caption file, learn how to add captions to Canvas videos.

**Note:** Canvas must render the video and create a URL link before you can create a caption file. If you try to add subtitles and the subtitle creation tool is not yet available, try accessing your video later.

Canvas tutorial below:

[https://community.canvaslms.com/docs/DOC-10382-4152719749](https://community.canvaslms.com/docs/DOC-10382-4152719749)
How do I view captions in a video as an instructor?

Some videos within Canvas may contain closed-captioned files. You can view the captions in the closed-captioning menu.

**Note:** If you view a video in the Canvas by Instructure app, iOS devices can display captions created with WebVTT files. If you cannot view video captions in an iOS device, the caption type is not supported.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10374-4152719745
Rubrics
How do I create a rubric in a course?

If you cannot find a rubric you want to use in your course, you can create a new rubric. Once you create a rubric, the rubric is saved in your course for future use. You can add the rubric to an assignment and use the rubric for grading and adding comments. You can manage created rubrics in the Manage Rubrics page.

This lesson shows how to create a rubric in the Manage Rubrics page. You can also create a rubric directly when adding a rubric to an assignment, and the process is the same.

Note: Currently criterion cannot be reordered after they are added to a rubric.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10132-415286227
How do I add a rubric to an assignment?

You can add a rubric to an assignment to help students understand expectations for the assignment and how you intend to score their submissions. Occasionally, rubrics are added to assignments when you have an outcome inside of the rubric that you would like to use for alignment purposes. In addition to assignments, rubrics can also be added to graded discussions and quizzes.

Rubrics can be added by finding an existing rubric in one of your courses, or by creating a new rubric.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10209-4152724129
How do I add a rubric to a graded discussion?

You can add a rubric to a graded discussion to help students understand expectations for the discussion and how you intend to score their replies. Occasionally, rubrics are added to assignments when you have an outcome inside of the rubric that you would like to use for alignment purposes. In addition to graded discussions, rubrics can also be added to assignments and quizzes.

Rubrics can be added by finding an existing rubric in one of your courses, or by creating a new rubric.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10187-4152724127
How do I add a rubric to a quiz?

You can add a rubric to a graded discussion to help students understand expectations for the discussion and how you intend to score their replies. Occasionally, rubrics are added to quizzes when you have an outcome inside of the rubric that you would like to use for alignment purposes. In addition to quizzes, rubrics can also be added to graded discussions and assignments.

Note: You cannot use a rubric for grading in quizzes, since quiz scores are calculated based on the number of points assigned to each quiz question.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10249-4152724103
How do I edit a rubric in a course?

After you've created a rubric, you may need to edit the details in your rubric. Generally you should not edit your rubric if you've already attached it to an assignment that has been published.

**Note:** If a rubric has been used in an assignment that has received student submissions, or if a rubric is aligned to more than one assignment, you cannot edit the rubric. However, you can create a copy from the assignment rubric.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10251-4152724100
How do I manage rubrics in a course?

As an instructor, you can create, edit, and delete rubrics in your course. Rubrics are used as grading criteria for students and can be added to assignments, quizzes, and graded discussions.

Notes:

- Rubrics cannot be edited once they have been added to more than one assignment.
- When you delete a rubric, any course assignment currently associated with the rubric will still have access to the rubric, but it will no longer be available for future assignments in the Rubrics list.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10243-4152724105
How do I align an outcome with a rubric in a course?

You can align any outcome in your course to a rubric. Rubrics are used to help students understand expectations for an assignment and how their submissions will be graded. Outcomes can be aligned with a rubric for additional assessment and measurable performance.

To align an outcome, the outcome must already exist for your course. You can align outcomes created at the account level, or learn how to create course outcomes.

**Notes:**
- Outcomes can be added to rubrics, but rubrics cannot be added to outcomes.
- Rubrics cannot be edited once they have been added to more than one assignment in a course.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10012-415241439
Settings
How do I use course settings?

The Settings navigation link is where you can easily update and see the different users and sections, and you can also modify the navigation of your course. Depending on your permissions, you can edit differing levels of the course settings.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10229-4152724176
How do I set details for a course?

As an instructor, you can manage the details in a Canvas course.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10255-415257087
How do I add an image to a course card in the Dashboard?

If your institution allows, you can upload an image to display behind the course card in the Canvas Dashboard. Accepted images include JPG, JPEG, GIF, and PNG files. For best practice, images should be approximately 262 pixels wide by 146 pixels high.

Images can also be added from Flickr; the search results display images with a Creative Commons public domain license.

When added to a course, images display behind a color overlay in the course card. The overlay color is a user setting defined individually by each user in the Dashboard. Although the color overlay can be completely removed by a user, best practice is to use an image that can display well behind a variety of colors.

**Note:** Adding an image to a course card is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10097-4152626354
How do I set a time zone for a course?

All dates and times throughout a course are displayed according to the course time zone. Courses automatically default to the account time zone. However, as an instructor, you may be able to change the time zone for your course.

**Note:** Users can specify a time zone in their User Settings, which does not have any effect on the course time zone. If users have set a specific time zone in their User Settings, all course dates and times will display in their local time, but if they hover over the date and time, they can also see the course date and time.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10377-4152218816
How do I change the start and end dates for a course?

By default, courses inherit term dates set for your entire institution. However, as an instructor, you may need to change the start and end dates for your course. Dates can be shorter than the term dates or overlap the term dates.

Adding course dates automatically creates an override for term dates. Entering an end date in the course will tell Canvas to conclude the course on the entered date. When the course is concluded, the course is removed from the Dashboard, and in the Courses list, the course will be moved to the Past Enrollments section.

Additionally, you can also set whether or not students can only participate in the course during the specified course dates. Participation means that students can submit assignments, post discussions, upload files, or take part in any other action-based task within a course. If your require students to only be able to participate during the course dates, they can accept the course invitation, access the course, and look at content, but they cannot fully participate until the first day of the course. When the course is concluded, the course is placed in a read-only state.

If you do not want students to be able to view any content in your course until the course start date, Course Settings also allows you to restrict students from being able to access content. You can also choose to restrict all access to your course after the course has concluded. Learn how to restrict course access.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10263-415257088
How do I change the language preference for a course?

You can change the language settings for your course to override user and account settings. This feature should probably only be used for foreign language courses.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10394-415291044
How do I use grading schemes in a course?

A grading scheme is a set of criteria that measures varying levels of achievement in a course. Course-level grading schemes are grading schemes that can be defined at both the course level and the assignment level. Without a grading scheme, scores are not measured against any specific standard.

You can enable a grading scheme created by your institution, or you can add a new grading scheme specific to your course.

View a video about Grading Schemes.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10406-4152206341
How do I view grading schemes in a course?

If you want to enable a grading scheme for a course or specific assignments in the course, you can manage grading schemes for the course. Your institution may have already created grading schemes that you can use in your course, or you can add a new grading scheme. You can also edit and delete grading schemes that you create if necessary.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10371-4152675242
How do I enable a grading scheme for a course?

You can enable an existing grading scheme for your course by editing your Course Settings. If you need to change your course grading scheme at any time, you can manage the grading schemes and find a new scheme.

If you want to disable grading schemes for your entire course, you can deselect the grading scheme checkbox in Course Settings and your course will no longer be associated with a grading scheme. If you choose to use a grading scheme at a later time, you will have to re-enable a grading scheme.

Notes:

- In a course export, the enabled course grading scheme is copied as the default grading scheme.
- Using an account-level grading scheme built by your institution links the scheme into your course—it does not import as a new scheme on the course level.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10261-415257089
How do I add a grading scheme in a course?

If you would like to use a grading scheme that your institution has not created on the account level, you can create a new grading scheme for your course. View examples of common grading schemes.

Note: Your grading scheme will not take effect until it has been enabled for the course.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10313-415257090
How do I customize visibility options for a course?

Course visibility options can be customized and allow access to different user roles. The visibility setting offers three choices for a course:

- **Course**: The course is available to all users associated (enrolled) in the course. This option is the default setting.
- **Institution**: The course is available to users associated with this institution. This option allows users in your institution to view your course before they enroll in the course. For this option, users can only view the course if they are given the link to the URL or the course is included in the Public Course Index. The course content shown to authenticated users is the same content shown to the public for publicly visible courses.
- **Public**: The course is available to anyone with the URL. If a public course is unaccessible to unauthenticated users, your institution may require a login and password to view all courses within their Canvas instance.

As part of course visibility, you can also customize content visibility.

To learn more about visibility options, view the Canvas Course Visibility Options PDF.

**Canvas tutorial below:**

https://community.canvaslms.com/docs/DOC-10436-4152303351
How do I customize visibility options for course content?

Content visibility options can be customized to allow specific users to view course content. Currently, only the Syllabus can be customized as a content item. Content visibility is defined by the course visibility option, so content visibility can only be set to an equal or greater structure.

Like with course visibility, content visibility can be set to one of the same visibility options: Course, Institution, or Public.

- **Course**: Content is available to all users associated (enrolled) in the course.
- **Institution**: Content is available to users associated with the institution. This option allows users in your institution to view the selected content before they enroll in the course.
- **Public**: Content is available to anyone with the URL.

To learn more about visibility options, view the Canvas Course Visibility Options PDF.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10004-4152284582
How do I set a Creative Commons license for a course?

By default, the content you create in your course is considered copyrighted and private. However, if you want to make your course available to others for reuse, you can set a Creative Commons license for your course that specifies how you will let others copy, distribute, or display your work. The benefit of using Creative Commons licenses is that other instructors can use and build and improve upon your own content. This sort of creative collaboration can add value to your curriculum. You can reuse other users' content if it has a Creative Commons license.

Licenses range from restrictive use to public domain. If you are not sure what type of license you need, learn more about Creative Commons licensing. While setting a license, you can also use the Help icon to determine which type of Creative Commons license is best for you. You can change your course license at any time.

You can set a license for both private and public courses. Learn how to make your course available to users through course visibility options.

Note: If you are using Canvas Commons, the license you select for your course is not associated with the content license set for a shared resource.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10338-415257093
How do I restrict student access to a course before or after the course dates?

As an instructor, you may be able to change restrictions for student access in your course. These restrictions include student access to courses before or after the start and end date.

Please be aware that the settings for student access are already set by your institutional admin. If settings are available to you, you can modify them for your course. If settings are locked, you cannot change the settings for your course.

**Restrict students from viewing course before start date:** When a student enrolls in a future course, the course displays in the Future Enrollments section in the student Courses list. Once a course is published, the course displays an invitation to join the course, where the students can view course content at any time before the course begins. However, when the student restriction for the course start date is enabled, students cannot view a link to the course until the start date, even if the course is published.

**Restrict students from viewing course after end date:** Once a course has concluded, students can still view the course but all content is displayed in a read-only state. However, when the student restriction for the course end date is enabled, students can no longer view the course in the Courses list after the course has concluded. This setting can be used if your institution uses the course across multiple terms and want to restrict students from accessing prior content for future students, or if students have to re-enroll in the course.

These restriction settings also apply to the override start and end dates for the course. If no override dates are specified, the start and end dates apply to the term dates. Learn how to change course start and end dates.

**Note:** Restricting student access does not apply to users who do not have course enrollments and are accessing the course through Public or Institution visibility options.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9932-4152332400
You can set the format for a course in Course Settings. Course format shows whether the course is intended to be an on-campus course, an online course, or a blended course. Blended courses can sometimes be called hybrid courses, but the interpretation can be defined by your institution.

For admins, currently course format reporting can only be accessed through the Courses API.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10388-4152508210
How do I change the format of a course ePub export file?

As an instructor, you can allow users in your course to download an ePub file to view your course using an ePub reader. Learn how to download your course ePub file.

The default ePub organization is by module, meaning only items that students have access to view in each module will be included in the ePub file. Locked modules list either their pre-requisites or the unlock date, as well as the items that are contained within that module (though not the actual content of those items themselves). However, you can choose to set your course organization by content type (e.g. assignments, quizzes, etc.).

Notes:

• ePub Exporting is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
• If your account does not display the ePub Export option, your institution may only allow you to manage offline content as an HTML file.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10257-4152476649
How do I allow course content to be exported as an offline HTML file?

If your institution has enabled offline content, you can allow users in your course to download course content as an HTML file in the Modules page. This feature supports courses that use complex HTML or dynamic linking to downloaded files. Users can view the HTML file on a computer any time. Learn how to download your course HTML file.

Exports are based on modules. To use this feature, you must allow students to view modules in the course, either by displaying the Modules link in Course Navigation or enabling modules as the Course Home Page layout. Even if your course does not include content directly in modules, course content export packages include all course files, pages, and embedded files in other course content as long as the user has permission to view them.

Exported content does not expire, so please ensure your institution has specific online user agreement guidelines as exported content files cannot be managed by the institution. When exporting content, users are notified that they may not reproduce or communicate any of the content in the course, including files exported from the course, without the prior written permission of their institution.

Note: If your course does not display the Offline Content option, your institution has not enabled this feature. However, you may be able to allow students to export course content as an ePub file using the ePub Exporting feature option in Course Settings.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10413-4152715935
How do I enable course self-enrollment with a join code or secret URL?

If your Canvas admin has enabled self enrollment for your institution, you can enable self enrollment in your course. Self-enrollment allows a student to sign up for a course using a secret URL or code. Self-enrollment can be enabled for a course whether or not the course is publicly visible.

**Note:** If you cannot view the options for self enrollment, your admin has disabled this setting for your institution.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10050-415274473
How do I show recent announcements in the Course Home Page?

You can show recent announcements as part of your Course Home Page. You can set the number of announcements that should be displayed.

The Course Home Page only displays text and links within announcements; any images or media will not be shown.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9930-4152682262
How do I hide totals in my students' grade summaries?

Instructors can hide totals in students' grade summaries. By default, totals are visible to students. For courses using weighted assignment groups, assignment group totals are also hidden from students.

If your course is using Multiple Grading Periods, this setting restricts students from viewing grades in any grading period, even if the Display Totals for All Grading Periods feature option is enabled.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9927-415292748
How do I hide grade distribution scoring details from students?

Instructors can hide the box and whisker plot (grade distribution) graphs to keep students from viewing the summary statistics of the class and figuring out each others' grades. By default, the whisker graph is on. When the grade distribution graph is hidden, students cannot view any aspect of the graph, including the high, low, and mean scores.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-12715-415292749
How do I disable comments on announcements in a course?

You can disable comments for announcements and have that setting applied to every announcement throughout the entire course. However, you can also choose to close announcements on a per-announcement basis.

If you disable comments in your course and choose to remove the checkbox at a later date, the option only applies to new announcements. Any existing announcements will remain locked and must be opened to comments individually.

Note: Depending on your institution's preference, comments may already be disabled in the course.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9994-4152101246
How do I validate links in a course?

As an instructor, you can verify all external links throughout your course to ensure they are valid. You can check these links using the course link validator, which searches through course content and returns invalid or unresponsive external links in both published and unpublished content. However, please note that some links flagged as unresponsive are inaccessible by Canvas servers and will still work for students.

The link validator also includes deleted links. Deleted links are links that are still in the course, but their linked content has been deleted (such as a course file or page).

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10071-4152476605
How do I view Course Statistics?

Course Statistics give you a glimpse into which Assignments, Discussions, and Quizzes are engaging students and what might be improved in the future. It will also help you to detect which students are not participating to the fullest or have started to fall behind the rest of the class.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10326-4152724567
How do I view a course using a test student?

You can view a course the same way that your students view your course through Student View. Enabling Student View creates a Test Student in your course. You can activate Student View in your Course Settings.

To see the student's perspective on Canvas, use Student View to view the course, post and reply to discussions, submit assignments, view grades, view people, view pages, view the syllabus, view quizzes, view the calendar, and view the scheduler (if enabled).

Attendance, conferences, conversations, collaborations, differentiated assignments, external apps, groups, peer reviews, and profiles do not work for the Test Student. You will see only what you, as the instructor, allow your students to see.

Notes:

• Each Canvas course has a separate Test Student account. Whenever you move to a new course you will need to enable Student View for that course.
• Submissions and scores for the Test Student do not affect course analytics.
• You can only view the course layout as it is seen by your students. You cannot view student-specific information, such as conversations between students.
• Once you activate Student View, the Test Student is shown at the end of the Gradebook and is automatically added to every section in your course. If you want to remove the test student completely, you will have to remove the test student from your section enrollments.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10058-415261153
Canvas is continually creating new features to improve your experience. The majority of improvements will be made available as part of our regular release cycle. However, some features may change the workflow for common activities in Canvas during your current term. Because we want you to be able to learn about these features at your own pace, they'll be placed in your Course Settings as a Feature Option. Feature Options allow you to choose when you want to enable the new feature for your course.

This lesson gives an overview of how to manage feature options at the course level. On the course level, you may have the option to implement features on a course-by-course basis. Instructors have no control over user-level features. To view the specific course-level feature options available in Canvas, visit the current course features lesson.

In order for a feature to appear for a course, the feature must be enabled for your institution by a Canvas admin.

Please note that most Feature Options will only be optional for a short period of time. Once a Feature Option is officially released to your production environment, you'll have a few releases (depending on the feature) before the option will be enabled for all Canvas users. Therefore we encourage you to use your beta environment to learn about new Feature Options for your course.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10335-4152156575
What feature options are currently available for Canvas courses?

Canvas is continually creating new features to improve your experience. The majority of improvements will be made available as part of our regular release cycle. However, some features may change the workflow for common activities in Canvas during your current term and will be placed in your Course Settings as a Feature Option. After a specified period of time, some Feature Options may become standard features in Canvas. Learn more about Feature Options and how to enable them in the manage new features lesson.

Feature Option Availability

Feature Options are enabled by your institutional admin. The following Feature Options are currently available for your institution as noted in their respective environments (beta or production). If you do not see them available in your Course Settings Feature Options, please contact your admin.

Account-Level Features

Please note that course feature options can be enforced for an entire account instead of being allowed on a course-by-course basis.

Note: Some feature options may not be available in Free-for-Teacher accounts. Please view the Canvas Account Comparisons PDF.

Canvas tutorial below

https://community.canvaslms.com/docs/DOC-10078-4152196631
How do I access the Canvas beta environment as an instructor?

The beta environment allows you to explore new features before they reach production. The beta environment is overwritten with data from the production environment every Sunday. Any work or content you add to your beta environment will be overwritten every week.

If you want to keep up on the latest beta features in Canvas, visit the Release Notes page in the Canvas Community.

The beta environment is separate from the test environment, which is overwritten with data from the production environment every three weeks and allows you to test using your real data without ruining the experience for your users. Learn more about the different Canvas environments.

Notes about the Beta Environment:

• All users can access the Canvas beta environment, but students cannot access course content beyond the Course Home Page; if you want to allow students to view all course content, please contact your local Admin.
• Notifications, including course invitations and report downloads, cannot be sent in the beta environment.
• Any changes you want to keep in the beta environment must be made directly within the production environment before beta is reset.
• LTI tools (External Apps) are typically not available outside the production environment. LTI tools may display in the beta environment, but often they are only configured for the production environment. Using production-configured LTI tools in the beta environment will affect live data. If you have permission to edit LTI tools, you can confirm the configuration for a specific LTI tool in your course or account. Please contact your Customer Success Manager for specific questions.
• Feature option settings are copied from the production environment.
Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10325-4152719754
How do I access the Canvas test environment as an instructor?

In the test environment, you can test using your real data without messing up your live production environment. Here you can add users, test course content, and/or troubleshoot issues without ruining the experience for your users. The test environment is overwritten with data from the production environment every three weeks. You can configure your test environment with production-ready features, such as access to your institution's login authentication system.

If you want to keep up on the latest production features in Canvas, visit the Release Notes page in the Canvas Community.

The test environment is separate from the beta environment, which is overwritten with data from the production environment every week and allows you to explore new features before they reach production. Learn more about the different Canvas environments.

Notes about the Test Environment:

• All users can access the Canvas test environment, but students cannot access course content beyond the Course Home Page; if you want to allow students to view all course content, please contact your local Admin.
• Notifications, including course invitations and report downloads, cannot be sent in the test environment.
• Any changes you want to keep in the test environment must be made directly within the production environment in order to affect live data.
• LTI tools (External Apps) are typically not available in the outside the production environment. LTI tools may display in the test environment, but often they are only configured for the production environment. Using production-configured LTI tools in the beta environment will affect live data. If you have permission to edit LTI tools, you can confirm the configuration for a specific LTI tool in your course or account. Please contact your Customer Success Manager for specific questions.
• Feature option settings are never copied from production and always retain their default settings.
Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10319-4152719755
SpeedGrader
How do I get to SpeedGrader from an assignment, quiz, or graded discussion?

Canvas allows you to access SpeedGrader from an assignment, quiz, or graded discussion.

Canvas tutorial below:
https://community.canvaslms.com/docs/DOC-10079-415255020
How do I use SpeedGrader?

SpeedGrader makes it easy to evaluate individual student assignments and group assignments quickly.

SpeedGrader displays assignment submissions for active students in your course. However, SpeedGrader displays assignment submissions according to the current Gradebook settings for inactive enrollments and concluded enrollments. For instance, if the Gradebook settings show inactive enrollments, inactive student submissions also appear in SpeedGrader.

You can access SpeedGrader through: Assignments, Quizzes, Graded Discussions, and the Gradebook.

**SpeedGrader Performance**

When an assignment is opened in SpeedGrader, all values for that assignment are loaded and saved in the browser, including student submission data, any grades (including original grades for resubmitted assignments), rubrics, and comments. This behavior reduces load time and allows instructors to grade all submissions quickly without continually refreshing the browser. Advancing from one student to the next does not dynamically load any updated content.

When using SpeedGrader with large courses, users may experience decreased performance depending on the amount of student data loaded for the assignment. Differentiated assignments where individual sections, students, and/or groups have specific due dates may also affect performance. Courses with more than 800 students may result in delayed SpeedGrader loading times, and courses with more than 1500 students may fail to load in the browser completely. If SpeedGrader does not load after 60 seconds, you may need to reload the page.

To improve SpeedGrader performance, large courses should be separated into sections. You can view the student list by section, which only displays submissions for that section and decreases the overall loading time for an assignment's data.

**SpeedGrader Users**

SpeedGrader is generally designed for one instructor role to grade submissions at a time. Because of how SpeedGrader data is loaded and stored in the browser, multiple users...
should not grade assignments at the same time since each grader cannot view the most recent information for a submission. Updated grades also affect the Gradebook.

If your course includes multiple graders, graders added to a course can be limited to only interact with users in a section and only grade submissions in the section where they were enrolled. This enrollment option prevents assignment grading overlap so multiple instructor roles cannot grade the same assignment.

An exception to multiple graders is an assignment set up for moderated grading, where an instructor may act as a moderator and allow two additional graders to review a submission independent of each other.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10075-415255021
How do I use the student list to view student submissions in SpeedGrader?

The right side of the SpeedGrader menu bar includes the student list for the assignment. SpeedGrader gives you an overview of student submissions for an assignment.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10454-415255028
How do I sort the student list in SpeedGrader?

For easier grading, you can sort the student list by student name [alphabetically], the date they submitted the assignment, or by submission status.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10444-415255026
How do I grade group assignments in SpeedGrader?

Before you can evaluate group work, you will need to create a group assignment. Students can submit Google documents, pages, and other group work as an assignment.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10178-415255006
How do I view the details of a submission for a student in SpeedGrader?

You can view the details of a student's submission in the SpeedGrader sidebar. If a student has resubmitted an assignment, you can view previous versions.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10448-415255024
How do I enable anonymous grading to hide student names in SpeedGrader?

If you want to grade assignments without knowing who submitted them, you can hide student names in SpeedGrader for anonymous grading. Hiding student names is done on a per-assignment basis.

Note:

- Hiding student names through anonymous grading is currently a course feature option. Learn how to manage feature options in the course features lesson. However, if the feature option cannot be disabled, your institution has required this feature in your course.
- Hiding names in SpeedGrader does not affect names in the Gradebook and must be done separately. Learn how to hide student names in the Gradebook.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-13091-415255029
How do I mute or unmute an assignment in SpeedGrader?

By default, Canvas allows students to see assignment grades as soon as you have graded the assignment. In some cases, however, you may wish to hold student grades until all assignments have been graded, and then release grades to all students at the same time. To hide student grades temporarily, you can choose to mark an assignment as "muted". You can also mute assignments in the Gradebook.

A muted assignment will not send out grade change notifications or any new instructor comments until the assignment is unmuted. A muted assignment displays a "mute" icon on the student grades page so students know the assignment is muted. Students will be unable to view their grades, including grade and score changes, submission comments, and curved assignments for the assignment until the assignment is unmuted.

Muting should only be used to temporarily block grading work in progress from student view. It should not be used to conceal grades for longer than reasonably necessary.

If you do not want students to be able to view their total grade, you can hide the total grade from students.

Notes:

• If you make changes to a muted assignment, 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 unmute the assignment, the total grade in the student's view will update accordingly.
• If you unmute an assignment with varied due dates, all students will receive score results at the same time.
• Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
• Students will not be able to view their quiz responses while a quiz is muted.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10324-4152724338
How do I add annotated comments in student submissions using DocViewer in SpeedGrader?

Canvas DocViewer is a tool that allows annotations on online assignment submissions in Canvas. You can use DocViewer to view files and assignments in SpeedGrader. You can view when students view annotated feedback in the assignment details section of the sidebar.

When you open a submission, DocViewer will automatically save any annotations made to the submission file for 10 hours. Canvas will display a session expiration warning at 9 hours 50 minutes, followed by a 5-minute and 1-minute warning until the 10 hour limit has been reached. You can restart a DocViewer session at any time by refreshing the submission page.

If your browser includes a built-in PDF viewer, select the option to view the PDF in the system viewer.

A student can view your DocViewer comments from the assignment Submissions Details page.

Compatible DocViewer Files

If a submission includes a file that can be rendered in DocViewer, but the submission preview is not yet complete, Canvas will generate a message stating the document is still processing.

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.
• DocViewer annotations can be viewed in the Canvas Teacher app.
Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-12948-4152719763
How do I enter and edit grades in SpeedGrader?

In SpeedGrader, you can enter grades for student submissions. Grades are automatically displayed in the Gradebook.

**Note:** When using differentiated assignments, the assignment only displays students in the student list who are part of the assignment or section.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10073-4152640867
How do I use a rubric to grade submissions in SpeedGrader?

If you have added a rubric to an assignment, you can view the rubric in SpeedGrader.

If you want to use the rubric to calculate a grade, be sure you have selected the Use this rubric for assignment grading checkbox when adding a rubric to an assignment. Make sure this checkbox is selected before you begin grading submissions.

If you do not select the rubric specifically for grading, you can still use the rubric to evaluate an assignment but the score will not update automatically.

**Note**: If you do not want to use predetermined rubric criterion, you can grade with free-form comments instead.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10280-4152724107
How do I use free-form comments instead of ratings in a rubric in SpeedGrader?

When modifying a rubric, you can choose to enable free-form comments instead of using a ratings scale for each criterion. This allows the assessor to write and leave comments related to the specific criterion.

To use free-form comments, make sure you have selected the free-form comments checkbox when adding a rubric to an assignment. Make sure this checkbox is selected before you begin grading submissions.

You can use free-form comments with the option to use the rubric for grading. If you do not select the rubric specifically for grading, you can still use the rubric to evaluate an assignment but the score will not update automatically.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10247-4152724102
How do I leave feedback comments for student submissions in SpeedGrader?

You can leave feedback for your students using text, an attached file, video, or audio. Assignment comments also display as a new thread in Conversations. If your students submitted a writing assignment and you want to leave comments in the document, learn how to use Canvas DocViewer in SpeedGrader.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10069-415255023
How do I use Chrome's speech recognition feature to leave a comment in SpeedGrader?

If you use the Google Chrome web browser to access Canvas, you can use Chrome's speech recognition feature to leave text comments on student assignments in the SpeedGrader. Chrome's speech recognition feature turns your spoken comments into text comments.

Chrome speech recognition will default to the preferred language set in your Chrome settings. To change your setting to a different language, view your language settings in Chrome.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10267-4152103957
How do I review moderated assignments in SpeedGrader?

Once a reviewer grades a moderated assignment, the grade appears in the Moderate page as a provisional grade in the appropriate reviewer column. An assignment supports up to two provisional grades from reviewers. If you want to moderate assignments anonymously, you can enable anonymous grading.

If you have moderator permissions, you can review assignments that have been reviewed in SpeedGrader. If an assignment includes a rubric, moderators can also view the rubric criterion and any feedback that have been used to grade a submission.

As the moderator, you control the final grade for the assignment. After reviewing the provisional grade(s), you can choose to copy a reviewer's assessment as the final grade or create a new assessment. Then you can publish the final grades to the Gradebook.

Courses with Multiple Moderators

An assignment supports only one moderator grade, which can be edited or overwritten by any user with the moderate grades permission. However, sometimes a course may contain more than one user with permission to moderate grades (e.g. more than one instructor). If more than one moderator exists in a course, you may want to discuss a policy for your course as to which of you will control official grade posting for the assignment.

Note: Students can only view comments in the submission that is selected for the final grade; they cannot view comments from any other provisional grade reviews. If you want to include any comments from additional reviewers, you will have to copy the comments manually into the submission selected for the final grade. If a reviewer uses Canvas DocViewer annotations, students can only view the annotations in the assessment that was selected or copied as the final grade. In copied reviews, students can view the original reviewer's annotations as well as any annotations added by the moderator.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9978-4152477048
How do I grade Turnitin assignments in SpeedGrader?

Canvas copies submissions uploaded to Turnitin and displays the files in SpeedGrader. Turnitin provides an originality report and similarity index letting you know how much of the assignment is original. This report is displayed in SpeedGrader.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-9989-415264431
How do I download all student submissions for an assignment?

If you want to download all student submissions for an assignment, you can download them as a bulk download. All submissions are downloaded as a single ZIP file that you can use to grade submissions on your computer offline. If a student has resubmitted an assignment, only the most recent submission will be included in the ZIP file. You can also download assignments from the Gradebook.

Bulk downloads can be used for the following submission types: file uploads, text entries (displayed as HTML files), website URLs (displayed as HTML files), and Google Docs submissions.

In bulk downloads, Canvas automatically amends the file name for each submission type:

- For group assignments, the file name will include the name of the assigned group.
- For individual student assignments, the file name will include the name of the student (last name first).
- When anonymous grading is enabled, student names are not included in the names of downloaded files.

**Note:** After downloading student files, you can re-upload all student submissions. However, you cannot change the names of the submission files. Otherwise Canvas will not be able to recognize the files that should be replaced.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10446-415255025
How do I upload all student submissions for an assignment?

When you download all student submissions for an assignment, you can re-upload the assignment submissions as a bulk upload in your course.

Please make sure you have not changed the names of the submission files from your bulk download. If the file names are changed, please rename them to match how they appeared in the download. With different file names, Canvas will not be able to recognize the files that should be replaced.

Notes:

- Files must be compressed as a ZIP file for upload. If you are not sure how to create a .zip file, please contact your administrator or consult your computer's software manual.
- For best results, please upload submission files in their original format. For instance, if you download a Word document as a .doc, do not convert the file to a .docx.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10118-4152640871
How do I grade quiz questions in SpeedGrader?

Quiz questions can be manually graded in SpeedGrader. Essay and file upload questions require manual grading. However, you may also revise scores for automatically graded questions. Learn how to grade one quiz question at a time.

Notes: Quizzes that pull questions from a question bank will shuffle the order of questions for each student. Question order for each submission may vary within SpeedGrader.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-13949-4152816809
How do I adjust the point value for an entire quiz using fudge points in SpeedGrader?

Fudge points allow you to manually add or remove points from a student's overall quiz score. This feature is only available in SpeedGrader.

**Note:** If you want to adjust points for a specific question within the quiz, you may want to use the *[quiz regrade]* feature.

Canvas tutorial below:

[https://community.canvaslms.com/docs/DOC-12769-4152235923](https://community.canvaslms.com/docs/DOC-12769-4152235923)
How do I grade one quiz question at a time in SpeedGrader?

You can choose to grade manually graded quiz questions for all students at the same time. Manually graded questions include essay and file upload questions.

Notes:

• Grading one question at a time is only available for quizzes.
• Quizzes that pull questions from a question bank will shuffle the order of questions for each student. Question order for each submission may vary within SpeedGrader.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10278-4152141685
How do I grade a graded discussion in SpeedGrader?

You can grade and provide feedback on graded discussion submissions in SpeedGrader. Discussion replies will display individually, but the replies can also be viewed in the context of the full discussion in SpeedGrader.

Note: You will not be notified in the Gradebook of additional posts to discussions after a grade has been entered.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-13307-4152801031
How do I get to SpeedGrader from the Gradebook?

You can access an assignment in SpeedGrader directly from the Gradebook.

**Note:** SpeedGrader displays assignment submissions according to the current [Gradebook settings](https://community.canvaslms.com/docs/DOC-10106-415255019) for inactive enrollments and concluded enrollments.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10106-415255019
Web Services
How do I connect to web services outside of Canvas as an instructor?

Canvas is integrated with a number of third party web services. Most of these services can be configured from the user settings page.

Canvas tutorial below:
https://community.canvaslms.com/docs/DOC-10321-4152719756
How do I connect to Delicious as a web service in Canvas as an instructor?

Here you will learn how to connect to the Delicious web service in Canvas.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10333-4152719757
How do I connect to Twitter as a web service in Canvas as an instructor?

Here you will learn how to connect to the Twitter web service in Canvas.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10331-4152719759
How do I connect to Skype as a web service in Canvas as an instructor?

Here you will learn how to connect to the Skype web service in Canvas. This integration allows you to send friend requests to other users in your course who have also connected to Skype. It will not allow you to use Skype directly in Canvas.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10254-4152719760
How do I connect to LinkedIn as a web service in Canvas as an instructor?

Here you will learn how to connect to the LinkedIn web service in Canvas.

Canvas tutorial below:

https://community.canvaslms.com/docs/DOC-10260-4152719761
How do I connect to Yo as a web service in Canvas as an instructor?

Canvas notifications support integration with Yo, a single-tap zero-character communication tool that allows websites and services to deliver notifications on a user's mobile device. Unlike Twitter or Facebook notifications, Yo notifications show the sender but do not indicate content. Learn how to connect to the Yo web service in Canvas.

**Note**: Yo is a Canvas plugin that must be enabled by your Canvas Customer Success Manager. If you are an admin interested in integrating Yo as a web service for your institution, create a Yo account for your institution and generate an API token. Then contact your Customer Success Manager with the API token.

**Canvas tutorial below:**

https://community.canvaslms.com/docs/DOC-10239-4152719762