Canvas 101

This guide is designed to give you some basic information on using Canvas. The topics covered include**:**

- **Setting up notifications**
- **How to respond to discussions**
- **How to submit an assignment**
- **How to submit a media recording for an assignment or a discussion reply**
- **How to view professor's feedback (comments and annotations) on a graded assignment**

This information was adapted from the official Canvas Guides. For more information, visit https://community.canvaslms.com/community/answers/guides/.

Setting up notifications
In order to ensure you receive all communications and updates about your class in a timely manner, now is a good time for you to set your notification preferences in Canvas. To do so:

1. Click your profile picture at the top of the banner on the left side of Canvas.

2. Choose **Notifications**, and make sure that you are set to receive updates about announcements, graded feedback, and due dates immediately.

If you prefer, you can click your account, choose **Settings**, and then click **Add a contact method** to receive text message notifications about your course activity in Canvas.

For more information on setting up your notifications, visit https://community.canvaslms.com/docs/DOC-10624-4212710344.

How to respond to discussions
You can easily reply to any discussion. However, the reply option may vary depending upon how your instructor set up the discussion. To respond to a discussion:

1. In **Course Navigation** on the lefthand side of the course screen, click the **Discussions** link.

2. Open the discussion by clicking on the title of the discussion.

3. To reply to the main discussion, type your reply in the **Reply** field. Once you finish, click the **Post Reply** button.

Your reply will be posted at the bottom of the discussion reply thread. The border of your post will flash indicating it has been newly posted. You can reply to a comment already posted by another student by clicking in the **reply** field below the post.

For more information on responding to discussions and comments, visit https://community.canvaslms.com/docs/DOC-10561-4212190706.

How to submit an assignment

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

To submit an assignment:

1. In **Course Navigation** on the lefthand side of the course screen, click the **Assignments** link.

2. Open the assignment by clicking on the name of the assignment.

3. Click on the **Submit Assignment** button to open the submission window. Your instructor will decide what kinds of submissions are appropriate for each Assignment. There are four submission types: upload a file, submit a text entry, enter a website URL, or submit media.

   - **Submit a file upload.** To upload a file from your computer and submit it as your assignment, select the **File Upload** tab and click **Choose File**. Once your file has been uploaded, click **Submit Assignment.**

   - **Submit a text entry.** To submit a text entry assignment, select the **Text Entry** tab. Copy/paste or type your text entry into the text box, then click **Submit Assignment**.

   - **Submit a website URL.** To submit a website URL, select the **Website URL** tab. Copy/paste the URL you are submitting into the **Website URL** box. You can also add text comments to your URL. When you're ready, click **Submit Assignment**.

   - **Submit Media Recording.** To submit a media recording, select the **Media** tab. For further instructions, see **"How to submit a media recording for an assignment or a discussion reply"** below.

After you have submitted your work, you will see information in the Sidebar on the right about your submission. For file uploads, the sidebar provides a link to your submission to download if necessary.

If you choose, you may resubmit another version of your assignment using the **Re-submit Assignment** button. You will only be able to view the details of your most recent submission in the Sidebar, but your instructor will be able to see all of your submissions.

Once the instructor has graded your submission, the **Grades** link in **Course Navigation** displays a grading indicator.

You can also see details about your assignment and links to additional feedback in your **Grades** page.

For more information on submitting an assignment, visit
https://community.canvaslms.com/docs/DOC-9539-421241972

How to submit a media recording for an assignment or a discussion reply
You can upload or record a video or audio file to submit as an assignment in Canvas. You can also respond to discussions by uploading or recording a video or audio file.

To submit a media recording for an assignment:

1. Complete steps 1 – 3 of **"How to submit an assignment"** above.

2. Select the **Media** tab and click **Record/Upload Media**. You have the option of recording media through Canvas, or uploading a piece of media on your computer.

   - **Recording Media:** When recording media, you have option to record video or record audio.
     - Ensure that the **Record Media** tab is selected.
     - To select a microphone for your recording, click the **Mic** button.
     - To select a webcam, or, to turn the webcam off for audio-only recordings, click the **Webcam** button.
     - **Note:** If you receive an error that says, "Media comment uploading has not been set up properly," please contact your instructor.

   - **Uploading Media:** When uploading media, you have the option of uploading an audio file or a video file.
     - Ensure that the **Upload Media** tab is selected.
     - To upload an audio file, click **Select Audio File**. To upload a video file, click **Select Video File.**
     - In the browser that opens, select the file you would like to upload and click **Open** to begin uploading the file.
     - Monitor the file upload progress. The uploading process will finish automatically.

3. When the file is ready to submit, you should see "Ready to Submit! Click 'Submit Assignment' button to finish.' On this screen, you can also review the recorded/uploaded media, and add text comments to your recording. To submit your recording, click the **Submit Assignment** button.

To respond to a discussion by recording or uploading a media file:

1. Complete steps 1 – 3 of **"How to respond to discussions"** above.

2. Click on the following icon, labeled **Record/Upload Media**: ▶️

3. Complete steps 3 - 4 in the instructions for submitting a media recording above.

For more information on submitting a media recording, visit
https://community.canvaslms.com/docs/DOC-10668-421254356

How to view professor's feedback (comments and annotations) on a graded assignment

Your instructor may choose to include comments directly in an assignment submission using inline comments, or annotations. If an assignment's submission details page includes a **View Feedback** button, you can view these annotated comments through a preview tool called **Canvas DocViewer**. You can also use **Canvas DocViewer** to reply to any comments or make your own annotations.

To view a professor's feedback:

1. In **Course Navigation**, click the **Grades** link.

2. Click on the title of an assignment.

3. Click the **View Feedback** button.
   - **Note:** If the assignment attachment displays a Preview button, your file is not **DocViewer** compatible.

4. View the annotated comments from your instructor **[1]**. To reply to a comment, click on the comment and click the Reply button **[2]**. When an annotated comment includes multiple content lines, the content box displays an ellipses link **[3]**. To expand a comment, click the ellipses link. To view stacked replies, click the comment to expand all replies **[4]**. You can also use **DocViewer** to make your own annotations on your assignment.
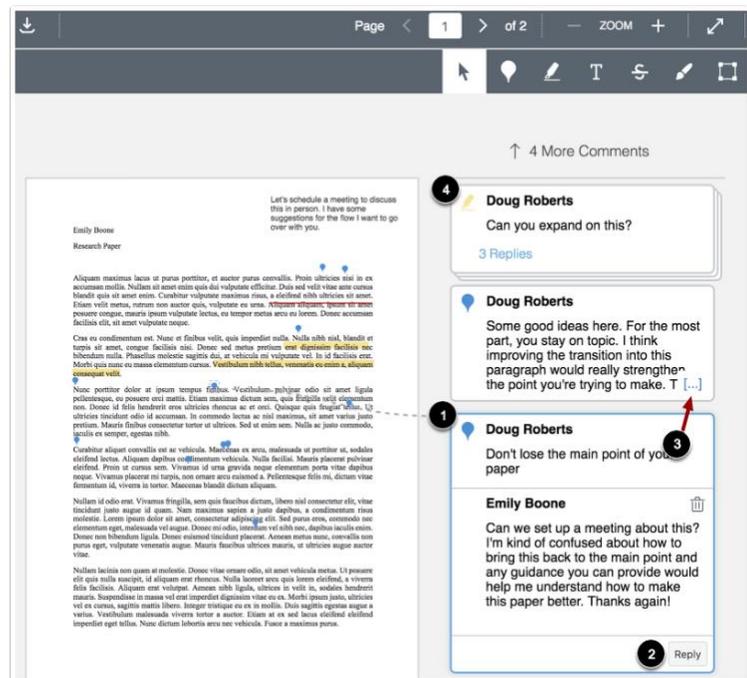
As you're working in your online courses, if you encounter problems or have questions about Canvas, please contact Canvas Support by clicking the ? button on the left of any page in Canvas and choosing to call or IM with a Canvas Support agent for students. You may also contact the Solutions Center at its@coloradocollege.edu or 719-389-6449.

Content adopted from the official Canvas Guides. For more information, visit https://community.canvaslms.com/community/answers/guides/.