

4/12/16

CANVAS TIPS FOR STUDENTS

1. DO NOT USE INTERNET EXPLORER OR EDGE.

Use Firefox, Chrome, & Safari if you are missing the submit button or try to submit an Assignment and it does work they it's because of Internet Explorer or Edge. Have at least two browsers installed on your computer.

Keep browsers, Adobe Flash, and Java updated.

2. MAKE SURE TO CHECK OUT "WHAT-IF" GRADE.

As a student, you can view your grades based on What-if scores so that you know how grades will be affected by upcoming assignments that you can type in.

Go to your course and click on Grades. Enter a hypothetical grade for any ungraded item.

To see more about "What-If" scores click [here](#).

3. DON'T MISS ASSIGNMENT FEEDBACK.

Look for the feedback or speech icons  next to assignments. Here you can see feedback and comments from your instructor. For a list of what these icons represent, click [here](#).

Make sure not to miss the "View Feedback" button that may appear to assignments that you've uploaded. For more about "View Feedback" click [here](#).

4. SET YOUR PREFERENCES.

Do you want a text notification when your Instructor grades your assignment? Do you want an email sent to your Gmail account when a due date changes? Do you want these notifications ASAP or only once a day? Canvas allows you to set things up exactly the way you want them so take advantage of it!

Click on Account (your photo) then select Notifications.

Click [here](#) for more information about setting your preferences.

5. GOING MOBILE.

Canvas has a FREE app for Android and iPhone that normally works a lot better than accessing Canvas through the internet browser on your phone. For more information

on using Canvas on your mobile device click [here](#)

NOTE: **Do not take quizzes by using the mobile app.** Not all quiz settings or question types are compatible with the mobile app yet.

6. TYPING A SIGNIFICANT RESPONSE TO A DISCUSSION, ASSIGNMENT, QUIZ, OR TEXT BOX.

Always make sure to copy what you've typed and paste it into a word document (or notepad) before clicking the submit button. Why do this? There's always a chance that you could lose what you've typed. By saving it before you submit it you've got a back-up of all your hard work.

If using Word or if the formatting of the text looks bad, you can use the clear formatting tool in the text box editor.



7. EMBEDDING IMAGES INTO A DISCUSSION REPLY.

Do not try to copy/paste. Use the embed image icon on the toolbar. For more information on how to embed images in a discussion reply click [here](#).

8. GETTING AN ERROR MESSAGE OR PROBLEM WITH CANVAS.

Take a screen shot of it from your computer (or with your cellphone) and email this picture to your Instructor or Canvas Support when you report the problem. Having the picture of exactly what you are seeing or the exact error message can really help when trying to trouble-shoot an issue.

9. DOWNLOAD ALL OF YOUR ASSIGNMENTS AT ONCE.

There is a quick and easy way to download all the assignment files you've submitted to Canvas. If you plan on leaving the university and want all of your assignments, you can download them all at once. Click [here](#) for more information on how to do this.

10. WHERE TO GET HELP.

You have several options for getting help getting comfortable with using Canvas.

First, try the Help icon  in the lower left of your Canvas window. Here you can search for topics, submit a trouble ticket, or ask questions via live chat support.

You'll find up-to-date student guides for all the main features in Canvas [here](#).

If you prefer videos, check out these student video guides [here](#).