CANVAS OBSERVER GUIDE





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Introduction



How can I use Canvas on my mobile device as an observer?

Canvas is built on open web standards, so most features are supported on mobile devices.

Mobile Browsers

You can access Canvas from any browser on your Android/iOS device. However, mobile browsers are not supported, and features may not function as expected compared to viewing Canvas in a fully supported desktop browser.

On mobile devices, Canvas is designed to be used within Canvas mobile applications. Canvas pages within a mobile browser are only supported when an action in the app links directly to the browser, such as when a student takes certain types of quizzes. Support is not extended to pages that cannot currently be used in the app, such as Conferences or Collaborations.

Mobile Applications

We are actively improving our native mobile applications to support as many Canvas features as possible. Instructure has one native mobile application for observers free for download on both phones and tablets.

• Canvas Parent: This app is designed for you to engage in your students' education and view assignments, events, and grades.

Access to Canvas Parent is managed by your student's institution. View <u>Canvas Parent mobile features</u> by version and device.

You can learn more about mobile applications in the Canvas Mobile Guides.



How do I sign up for a Canvas account as a parent?

Parents can sign up as an observer in Canvas. Observers can link their Canvas account to their student's account so they can see assignment dues dates, announcements, and other course content. Observers can view the course content but cannot participate in the course.

This lesson is for parents who do not have a Canvas account and want to observe their students in their courses. In order to create a Canvas account, you will need the Canvas URL associated with the school where your student is enrolled. If you do not know your school's Canvas URL, contact your student's school.

If you already have an account from your student's school, log in to Canvas using the credentials given to you.

Notes:

- If the registration banner is not available in the login page, the school has not enabled this feature. Please contact your student's school for assistance. The registration banner is enabled through Canvas authentication.
- To observe a student, you must have a student pairing code.
- Once you have an account, you may be able to view student information through the Canvas Parent app. Access to the Canvas Parent app is controlled by the student's school. If you already have an account from your student's school as an observer, you can always view student information through the Canvas Parent app.

Open Canvas URL

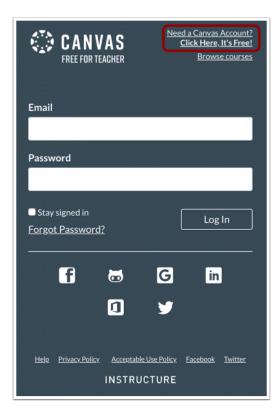


In a browser window, enter your school's Canvas URL (e.g. schoolname.instructure.com).

Note: If you do not know your school's Canvas URL, contact your student's school.



Create Canvas Account



Click the Need a Canvas Account? link.



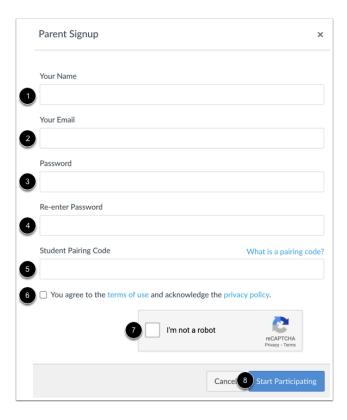
Sign Up As a Parent (Free Account)



Click the **Parents sign up here** link.



Enter Signup Details



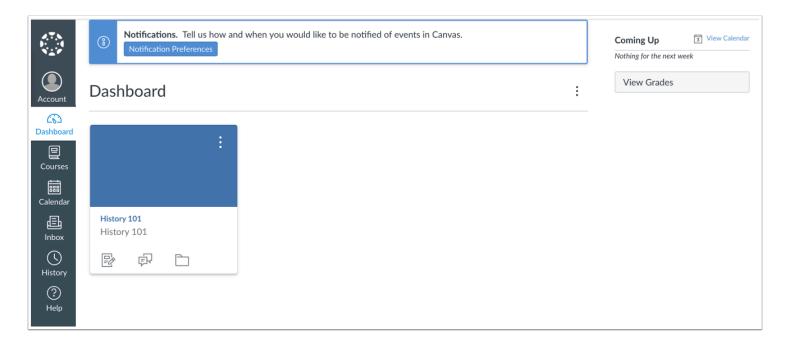
Enter the following information:

- 1. Enter your name in the **Your Name** field.
- 2. Enter your email in the Your Email field.
- 3. Enter your password in the **Password** field.
- 4. Re-enter your password in the **Re-enter Password** field.
- 5. Enter a paring code to link your account to your student in the Student Pairing Code field.
- 6. Agree to the terms of use by clicking the You agree to the terms of use checkbox.
- 7. Confirm that you are not a robot by completing the Captcha form (if enabled by your student's school).
- 8. Click the Start Participating button.

Note: Students can <u>generate pairing codes</u> from their User Settings. Depending on school permissions, admins and instructors may also be able to generate pairing codes.



Begin Observing



You can begin observing your student in Canvas immediately.

Learn how to observe additional students in your account.

Learn how to modify your Canvas notification preferences.



How do I log in to Canvas as an observer?

This lesson will show you how to log in to Canvas from an internet browser. If you are using Canvas with your student's institution, you will log in either from the institution's webpage or by using their direct Canvas URL. <u>Canvas Network</u> 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 observing a student associated with an institution using Canvas and you do not know your username and password, please contact the institution's 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.

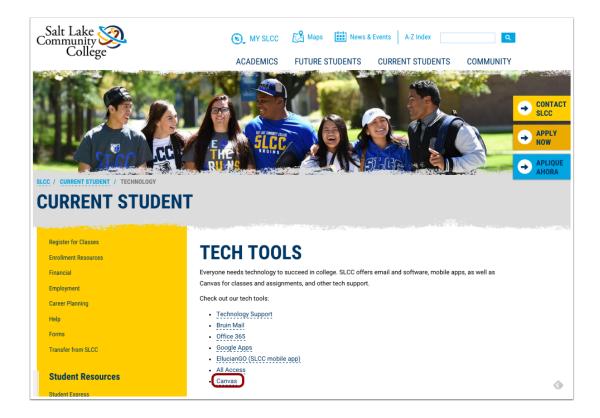
Login Troubleshooting

If you are having trouble logging in to your account, here are some tips:

- Verify you are using the correct Canvas URL for your account. You can search for your Canvas URL from the <u>Free-for-Teacher login page</u> at https://canvas.instructure.com.
- If you use more than one Canvas URL (such as one for your student's institution and one for Canvas Network), make sure you are using the correct login and password for each Canvas URL.
- If your login and password were given to you by your student's institution and you are having trouble logging in, please contact the institution. (They may have changed your login credentials.)
- If you do not have a login and password, you may need to <u>create an account</u>.
- If you have forgotten your password, you may be able to <u>reset your password</u>.



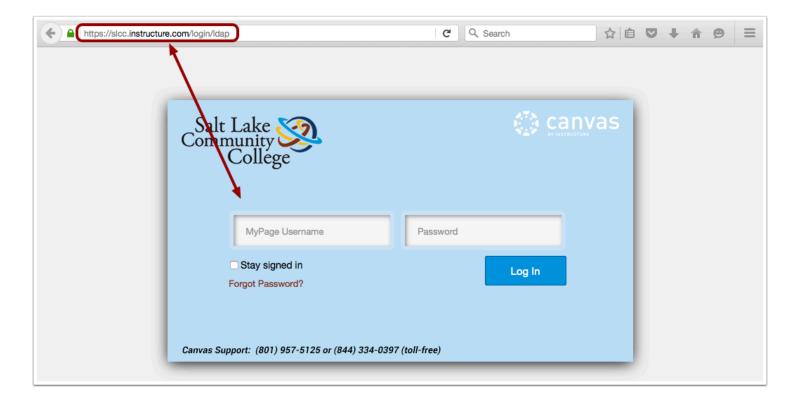
Access Canvas via Institution



Some institutions host Canvas within their website. You may only need to sign into the internal system at your student's institution to access Canvas.



Access Canvas via Canvas URL

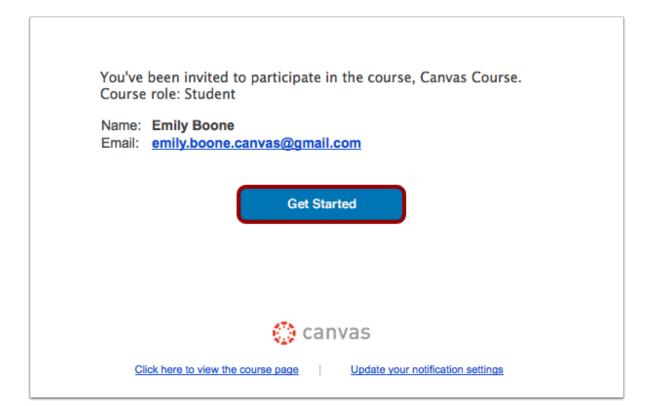


Some institutions have you log in to Canvas using the direct link to their Canvas URL. In a browser window, enter the institution's Canvas URL. The institution's Canvas login page will appear in the window.

Note: The URL for Canvas Network is learn.canvas.net. The URL for Free-For-Teachers (FFT) is canvas.instructure.com.



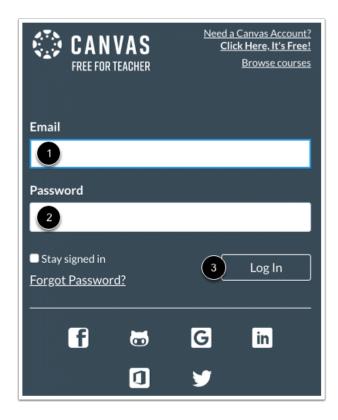
Find Canvas URL via Course Invitation



You can find a link to your student's institution Canvas URL in your course invitation email by clicking the Get Started button.



Log in to Canvas



The Canvas login screen requires your login [1] and password [2]. Depending on your student's institution, login information may vary.

Click the **Log In** button [3].

Each screenshot is acknowledged by its respective university for use in this lesson.

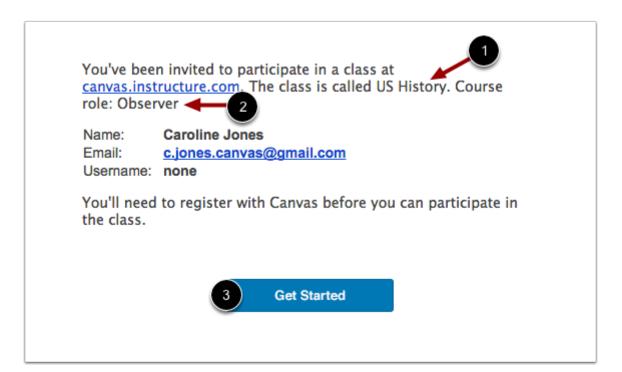


How do I accept an invitation to join a course as an observer?

Instructors invite observers to join their courses. By default, when you are added to a course, you will be able to view the course without having to accept a course invitation.

Note: If you do not receive an invitation to join the course, please contact the instructor.

Receive Email Invitation

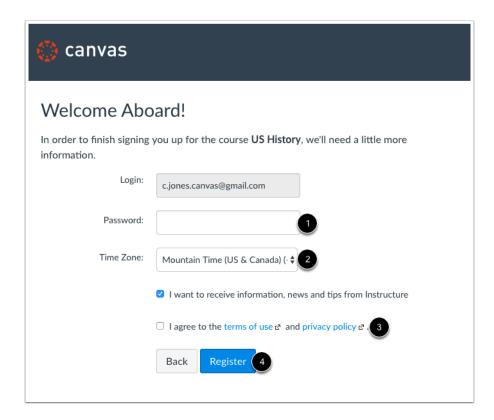


You will receive the course invitation via email. The invitation will include the course name [1] and your user role in the course [2]. To complete registration, click the **Get Started** button [3].

Note: You will have to sign in to Canvas to accept the course invitation. If you don't have a Canvas account you'll be able to create one as part of the course invitation.



Complete Registration



If you need to set up an account, you will need to create a password [1], enter your time zone [2], and view the privacy policy [3]. Then click the **Register** button [4].



How do I link a student to my user account as an observer?

If you <u>signed up for a Canvas account as a parent</u>, you can add students to observe within the same school. Additionally, if a school created an observer account linked to a student for you, you can add students to observe.

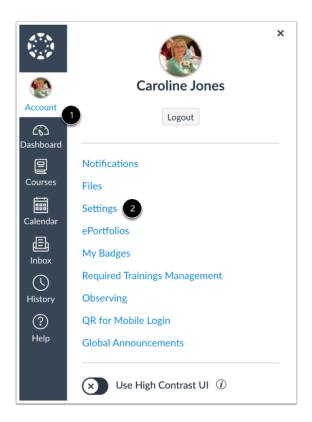
To link yourself to a student, you will need to enter a student-specific pairing code. Pairing codes are case sensitive and are valid for seven days. Students can generate pairing codes from their User Settings. Depending on school permissions, admins and instructors may also be able to generate pairing codes. For more information on pairing codes, view the <u>Pairing Codes - Frequently Asked Questions PDF</u>.

You can also remove observed students from the Observing page.

Notes:

- You cannot add students whose accounts are not within your same school (Canvas URL). To observe students in another school, you must sign up for an account using that school's Canvas URL.
- If you are not able to access all of a student's courses, the option to link to additional students is not available to you.

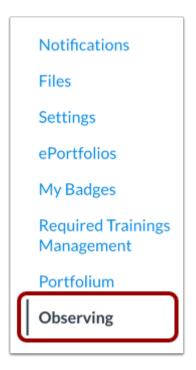
Open Account Settings





In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Open Observing



In User Navigation, click the **Observing** link.

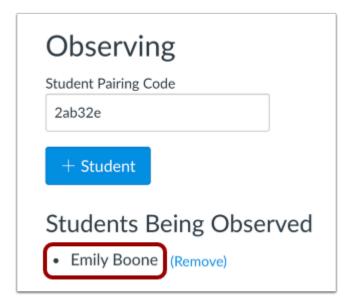
Add Student



Type the pairing code in the **Student Pairing Code** field [1] and click the **Add Student** button [2].



View Student



View the paired student.

Remove Student



To stop observing a student, click the **Remove** link.



Confirm Removal



To confirm you want to remove the student from your observer list, click the **OK** button.



How do I view my list of observed students?

As an observer, you can view a list of your observed students. You can also <u>add observed students</u> to your observing list and remove any observed student.

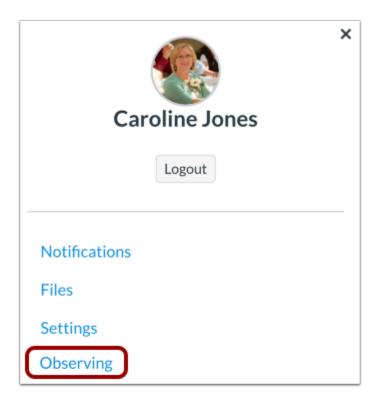
Open Account



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



Open Observing



In the User Account menu, click the **Observing** link.

Open Observing URL

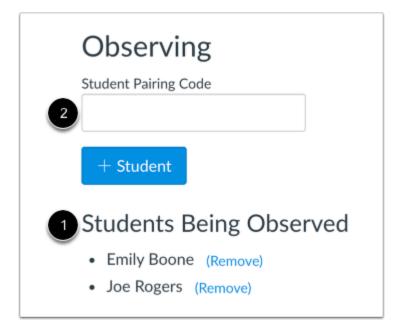
A https://[institution_name].instructure.com/profile/observees

If your User Account menu does not display an Observing link, your institution's account configuration may not allow the Observer link to display, or your account may not be linked to a student account.

You can access your Observing page by adding /observees to the profile page URL.



View Observing



The Observing page displays a list of students you are observing [1].

You can also <u>link additional students</u> to your observer account using a pairing code [2].

Remove Student

Students Being Observed

- Emily Boone (Remove)
- Joe Rogers (Remove)

To stop observing a student, click the **Remove** link.



Confirm Removal



To confirm you want to remove the student from your observer list, click the **OK** button.



Why can't I access my student's course(s) as an observer?

Sometimes there are a few reasons why you cannot access your student's courses.

- If you are self-enrolling in your student's course using a join code or URL, you may not have completed the registration process. Check your email for information from your student's school or teacher as to how to enroll in the course.
- If your student's school enrolled you in a course, your enrollment may not have been set up properly. Please contact your student's teacher(s) for assistance.
- Each course is associated with a specific access date. Depending on the date associated with the course, you may not yet be able to view your student's course.
- Courses must be published by your student's school before you can access them. If a course is not *accessible* to you in your course list, it may not be published.
- Access to concluded courses may be restricted by your student's school.
- Confirm your browser is up to date. Outdated browsers cannot support Canvas courses.



How do I organize multiple students in my account?

As an observer, you can organize one or multiple students in your Canvas account.

Here are some tips and tricks for organizing multiple students:

- After setting up your account, connect and link your account to your student(s).
- Have your student(s) generate a pairing code and repeat the process for each student.
- You may want to <u>adjust the nickname</u> for each course. You can name the courses for each student (e.g. Bruce History 101).
- You may want to <u>change the color on the course cards</u>. For example, one student's course cards are red, one student's course cards are blue, and one student's course cards are purple.
- You may want to use the Canvas Parent App for <u>Android</u> or <u>iOS</u>. The Canvas Parent App is available to download for <u>Android</u> and <u>iOS</u>. You are able to keep each student's courses separate. You can also create notifications and assignment reminders in the app. **Note**: The app does not have all the features as the web version of Canvas and your school may not have the app available for observers to use.



Announcements



How do I view Announcements as an observer?

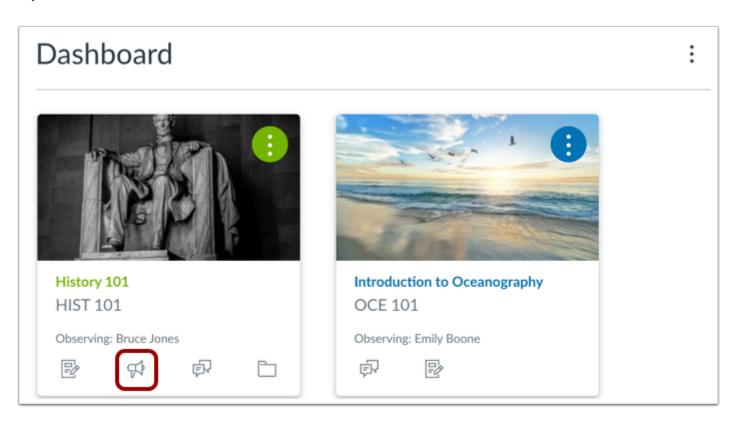
You can view course announcements from your dashboard and from the course Announcements page. You may also be able to view recent course announcements from the course home page.

On the course Announcements page, you can view all announcements in the course. You can also search and filter to view specific course announcements.

Learn more about receiving email <u>Canvas notifications</u> for course announcements.

If the steps in this lesson do not match what is displayed in your student's course, learn how to <u>use the Announcements</u> Redesign interface.

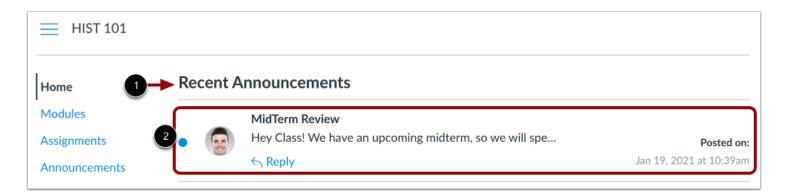
Open Announcements from Course Card Dashboard



If there are announcements in a course, you can quickly access the course announcements page from your Canvas dashboard. On the course card, click the **Announcements** icon.

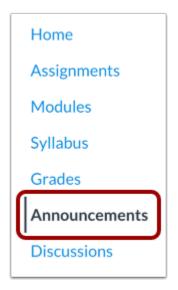


View Recent Announcements on Course Home Page



If enabled by the course instructor, the course home page may display recent announcements [1]. To view an announcement, click the announcement [2].

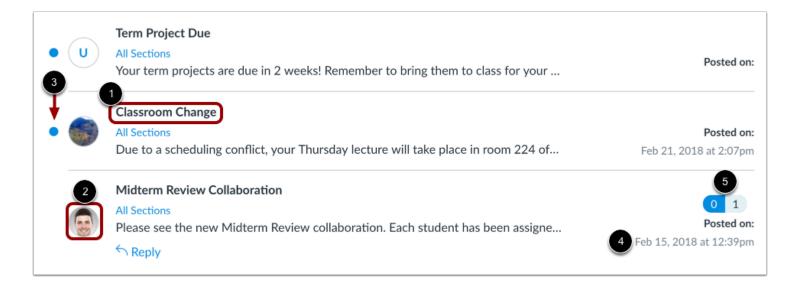
Open Announcements



In Course Navigation, click the **Announcements** link.



View Announcements



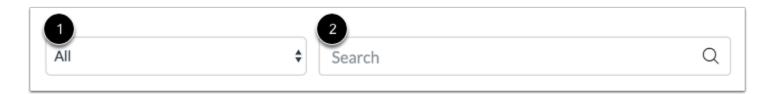
On the Announcements page, you can view all the announcements in a course.

Announcements are listed in reverse chronological order where newest announcements display first and older announcements display towards the bottom.

Each announcement displays a title [1], the picture of the user who posted the announcement [2], an unread indicator near unread announcements [3], the announcement post date [4], and the number of unread/total replies in the announcement [5].

Note: If an announcement shows the letter U in place of a profile picture, the announcement was imported or copied from another course in Canvas. Additionally, copied announcements do not include a posted date and time.

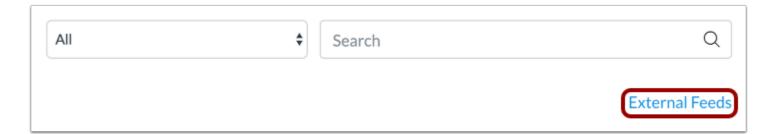
Filter Announcements



To filter the announcement list to display all or only unread announcements, click to select an option in the **Filter by** drop-down menu [1]. To search for an announcement, enter an announcement title, user name, or keyword in the **Search** field [2].

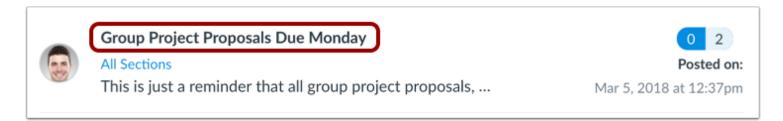


View External Feeds



To view all External Feeds and <u>subscribe to the RSS feed</u>, click the **External feeds** link.

View Announcement



To view an announcement, click the name of the announcement. \\

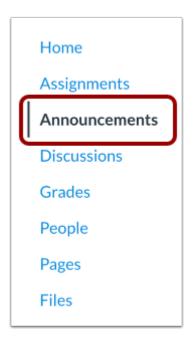


How do I like a reply in a course announcement as an observer?

You may be able to like replies posted to course announcements. Instructors can choose to allow all course participants to like replies, they can restrict liking to users with grading permissions, or they can turn off the feature for an announcement.

If the steps in this lesson do not match what is displayed in your student's course, learn how to <u>like a reply to an announcement in the Announcements Redesign interface</u>.

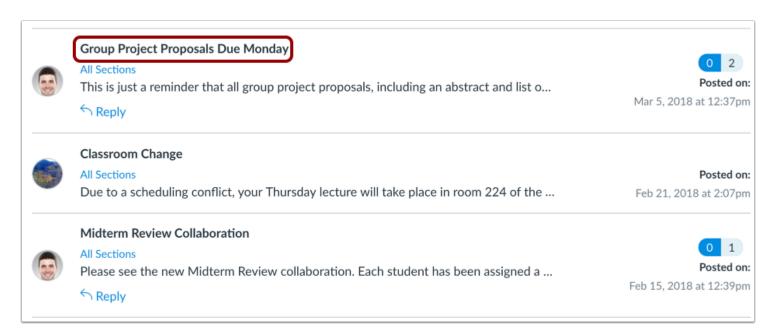
Open Announcements



In Course Navigation, click the **Announcements** link.



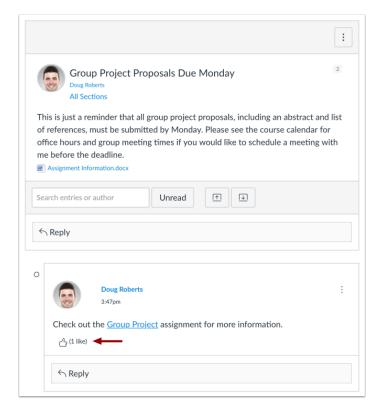
Open Announcement



Click the name of the announcement.



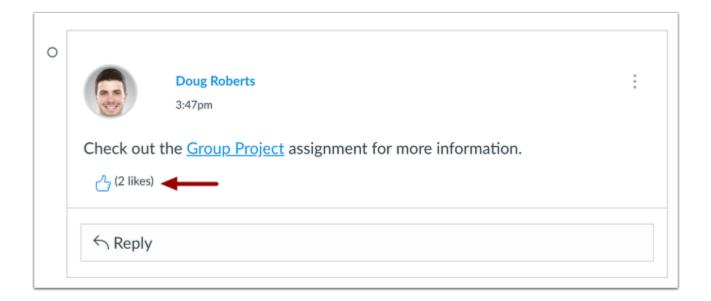
Like Announcement Reply



Locate the reply and click the Like icon.



View Liked Reply

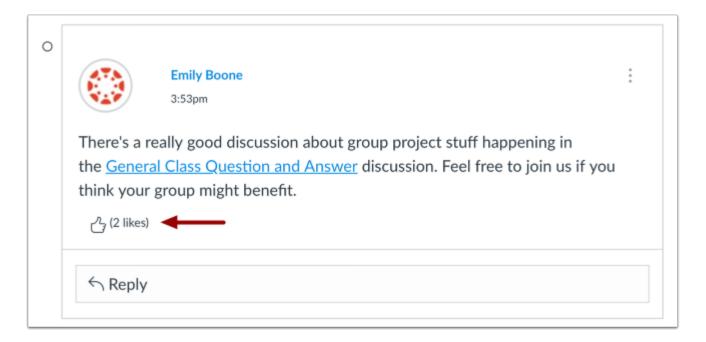


The Like icon displays highlighted, indicating you have liked the reply.

When a reply is liked, the Like icon also displays the total number of likes for all users.



View Liking Restriction



If your instructor has restricted the liking option to only users with grading permissions, you cannot like your favorite replies. However, you can still view the total number of likes given to each reply.

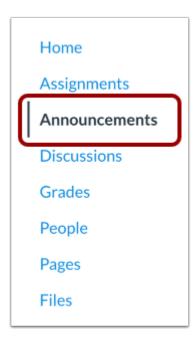


How do I subscribe to the Announcements RSS feed as an observer?

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.

Note: RSS feed subscriptions are not supported in courses using Announcements Redesign.

Open Announcements



In Course Navigation, click the **Announcements** link.

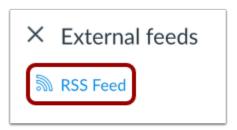
Open External Feeds



Click the External Feeds link.



Open RSS Feed



In the External Feeds tray, click the **RSS Feed** button.

Notes:

- If you use a Firefox browser to access Canvas, you can add a Live Bookmark from this screen.
- If you use a Safari browser to access Canvas, Safari automatically creates an RSS feed for you from this screen.

Copy URL

Copy the URL in the browser address bar. Then open your preferred RSS feed reader and paste the copied URL in the text box.



Announcements Redesign

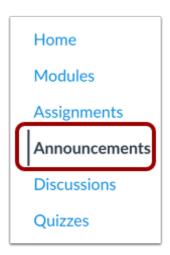


How do I use Announcements Redesign as an observer?

If enabled in your student's course, you can use Announcements Redesign to participate in course announcements.

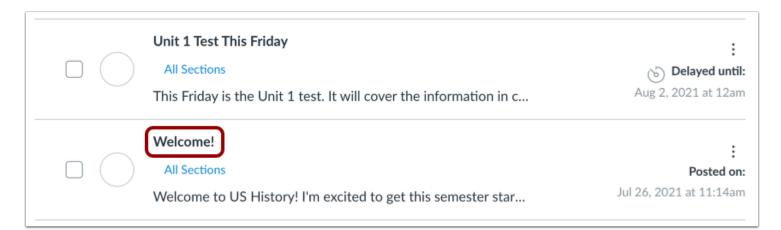
Note: If Announcements Redesign is not available in your student's course, it has not been enabled by your student's instructor.

Open Announcements



To view class announcements, click the **Announcements** link in Course Navigation.

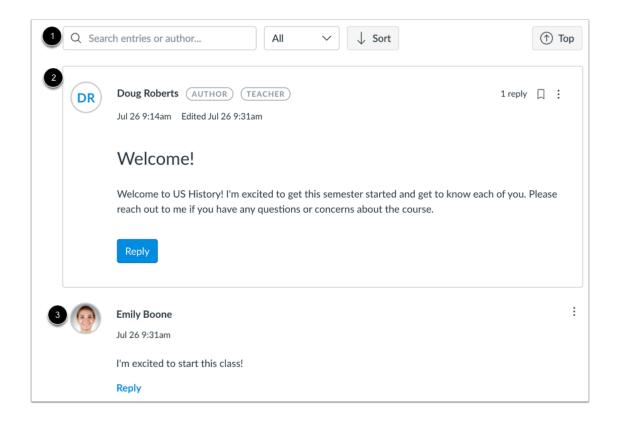
Open Announcement





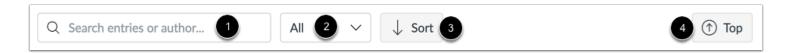
Click the name of an announcement.

View Announcement



An announcement displayed in the Announcements Redesign interface includes three sections: the announcements toolbar [1], the announcement [2], and announcement replies [3].

View Announcement Toolbar



The announcement toolbar will remain at the top of the screen when you are viewing announcement replies.

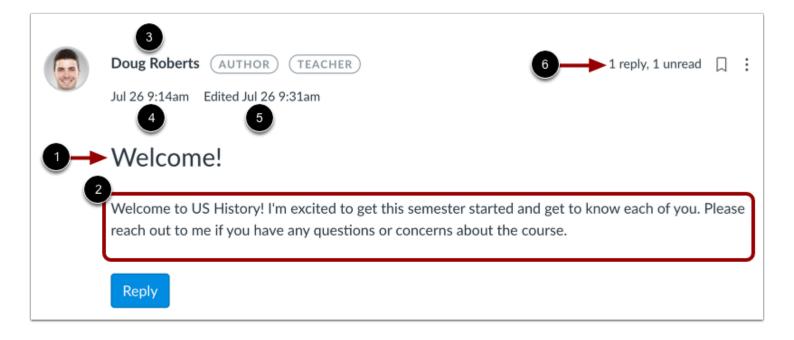
To search for replies or specific authors, enter your terms in the search field [1].

To filter replies, click the Filter drop-down menu [2]. You can filter by all replies or unread replies.

To sort replies by newest or oldest, click the **Sort** button [3]. To return to the top of the announcement, click the **Top** button [4].



View Announcement

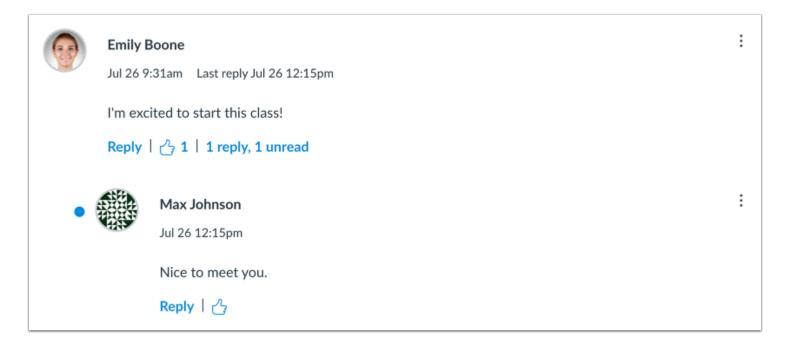


The announcement includes important information about the announcement, including the announcement title [1] and description [2].

You can also view the name of the author [3], the date and time the announcement was published [4] or edited [5], and number of replies [6].



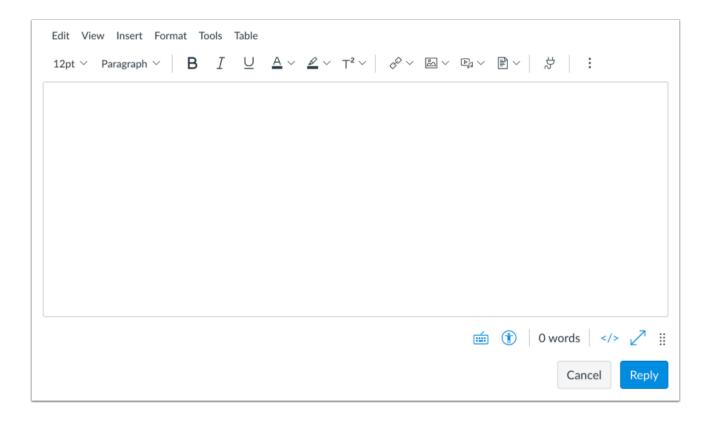
View Announcement Replies



Announcement replies display below the announcement.



View Rich Content Editor



When creating or editing announcements or replies, you can enter and edit your content using the Rich Content Editor. The Rich Content Editor allows you to format text, link text to course or external content, insert media, and attach files. <u>Learn more about using the Rich Content Editor</u>.

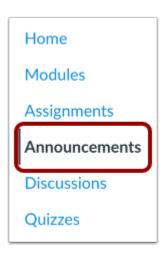


How do I like a reply in a course announcement in Announcements Redesign as an observer?

If your student's instructor <u>allows liking in a course announcement</u>, you can like announcement replies.

If the steps in this lesson do not match what is displayed in your student's course, learn how to <u>like discussion replies in the classic Announcements interface</u>.

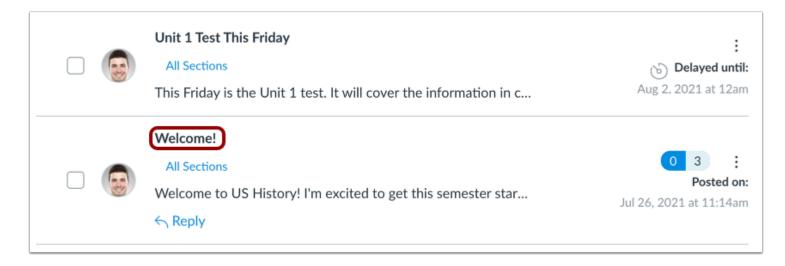
Open Announcements



In Course Navigation, click the **Announcements** link.

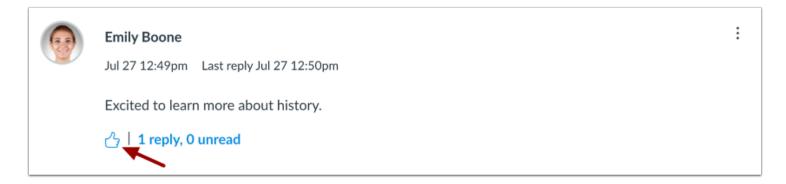


Open Announcement



Click the name of the announcement.

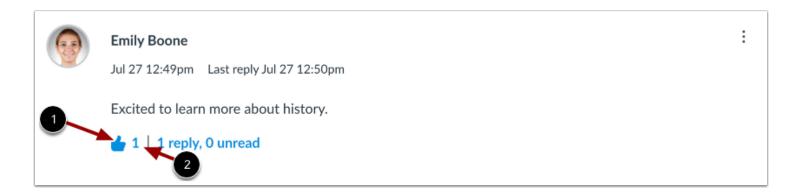
Like Announcement Reply



Locate the reply and click the Like icon.



View Liked Announcement Reply



The Like icon will fill in, indicating you have liked the reply [1].

The Like icon also displays the total number of times a reply has been liked [2].



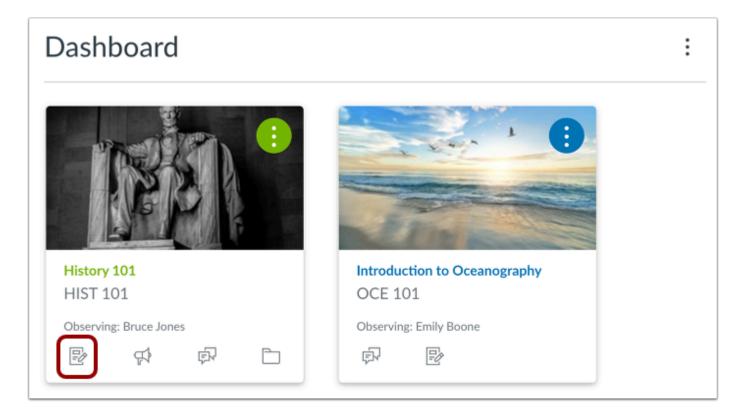
Assignments



How do I view Assignments as an observer?

The course assignments page displays a list of all assignments in a course. As an observer, you can access the assignments page from your dashboard and in Course Navigation. You can also view assignments in the course Syllabus, Grades, Calendar, and Modules pages.

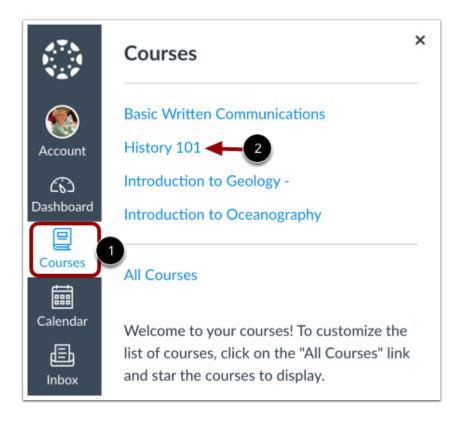
Open Assignments from Course Card Dashboard



You can quickly access the course Assignments page from your Canvas dashboard. On the course card, click the **Assignments** icon.



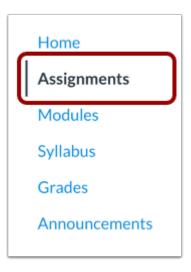
Open Course



In Global Navigation, click the Courses link [1]. Then click the name of the course you want to view [2].



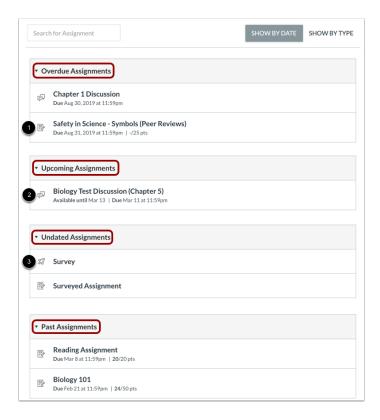
Open Assignments



In Course Navigation, click the **Assignments** link.



View Assignments



In Assignments, you can view all the course assignments.

By default, assignments are grouped by overdue assignments, upcoming assignments, undated assignments, and past assignments.

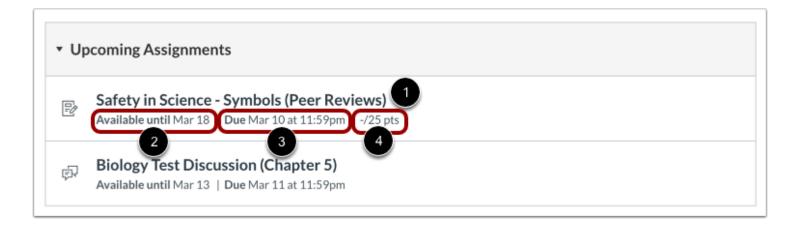
- Overdue Assignments: assignments and discussions with past due dates but that are still available, have not been submitted, and have not been graded.
- Upcoming Assignments: assignments, discussions, and quizzes that have an upcoming due date.
- Undated Assignments: assignments, discussions, and quizzes that do not have a due date.
- Past Assignments: assignments and discussions that are past the due date and either are not available, have been submitted, or have received a grade; quizzes that are past the due date.

Each assignment also includes an icon with the assignment type: assignment [1], discussion [2], or quiz [3].

Note: The Assignments page supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, press the Shift+Question Mark keys simultaneously on your keyboard.

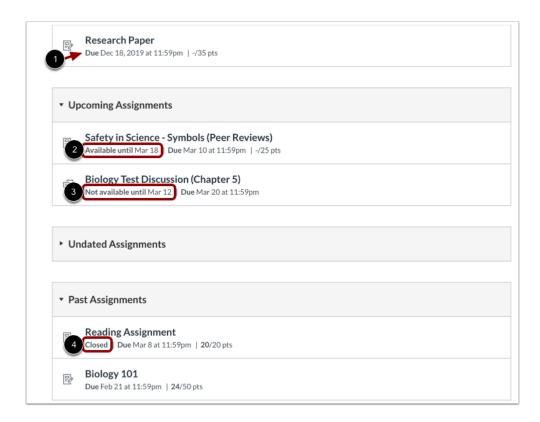


View Assignment Summary



Each assignment displays the assignment name [1], any availability dates for the assignment [2], due date (if any) [3], and the number of points the assignment is worth [4].

View Availability Dates



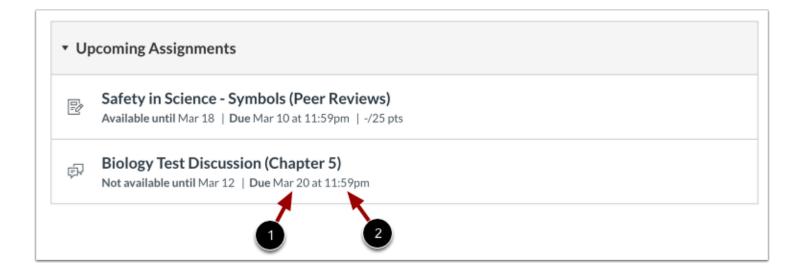


The first dates you may see are called availability dates. Sometimes an instructor only wants students to submit an assignment during a specified date range, so the available dates are the range of time that the assignment is accessible to students.

- If the assignment does not have a date listed, the assignment is open; students can submit the assignment at any time during the course [1]
- If the assignment says Available until [date], students can submit the assignment until the specified date [2]
- If the assignment says Not Available Until [date], the assignment is locked until the specified date [3]
- If the assignment says **Closed**, the assignment cannot accept submissions [4]

Note: If a date does not include a time, the listed date defaults to 12 am. Therefore, the last day for the assignment is the full day before the listed date. For instance, if an assignment is Available until December 15, students can access the assignment until December 14 at 11:59 pm.

View Due Dates



An assignment may also display a second set of dates. These are assignment Due dates [1]. Assignments submitted after the due date are marked as late; some instructors may deduct points for late submissions. Again, not all assignments may include a Due date.

Students can still submit late assignments before the **Available until** date.

Please be aware that the Due date may be **before or on** the Available date.

Due dates also include a time [2]. If the instructor does not set a specific time, the assignment due time defaults to 11:59 pm and submissions will be late if submitted after 11:59:59 pm.

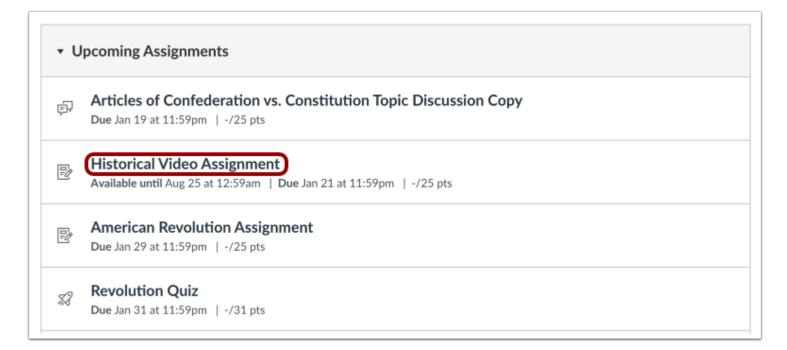


Filter Assignments



If your student's course includes Multiple Grading Periods, you can view assignments by grading period [1]. You can search for an assignment by typing an assignment title or a keyword in the **Search for assignment** field [2]. You can also group assignments by type [3].

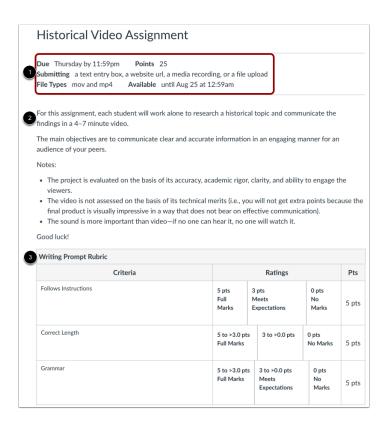
Open Assignment



To view the details for an assignment, click the name of the assignment.



View Open Assignment



You can view the due date, points, and accepted submission type(s) for the assignment [1]. Not all assignments may have a due date.

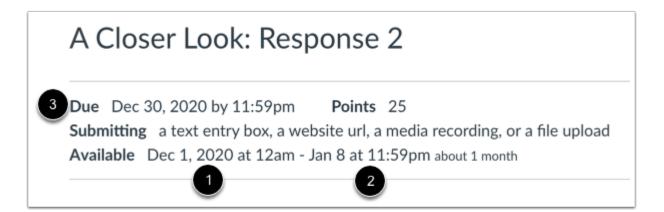
You can also view additional details:

- Instructions [2]: any instructions from the instructor about the assignment. Please note that you cannot download assignment instructions unless your instructor has included a link to download them. You can also print the screen or copy and paste the directions into a word processing program, or you can also view the assignment in the Canvas mobile app.
- **Rubric** [3]: any grading criteria that the instructor has provided for the assignment. An assignment may or may not include a rubric. Before submitting your assignment, you may want to <u>review the assignment rubric</u>.

For example, an assignment may have a due date but may not list any other dates. If your student misses an assignment due date, they may still submit the assignment for late credit before the last day of the course. If the assignment does not have a due date, you can submit the assignment at any time before the last day of the course.



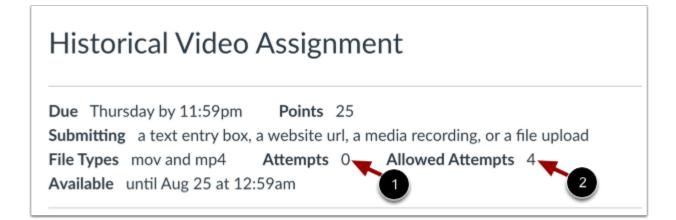
View Assignment with Availability Dates



The assignment details may include availability dates. Availability dates may include a first available date (open date) [1], last available date (locked or closed) [2], or both dates to create an overall date range. If the assignment has a due date [3], it may be before or on the last available date (if one is set).

Once the last date passes, students can no longer submit the assignment.

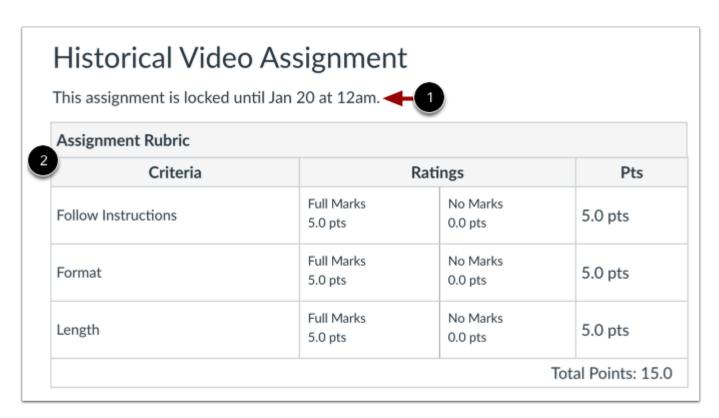
View Assignment with Limited Attempts



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



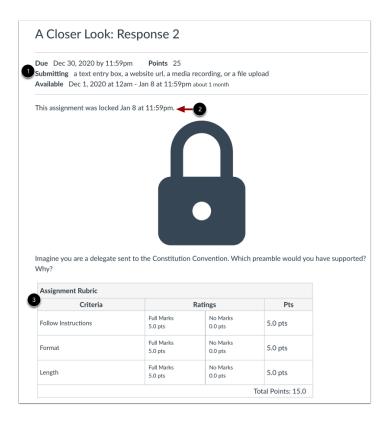
View Locked Assignment



An assignment can be locked before an instructor wants it open. When an assignment is locked, you can view date when the assignment unlocks [1] and the assignment the rubric (if any) [2].



View Closed Assignment



Assignments close when they are only available until a specific date. When an assignment is closed, you can still view assignment submission details [1], the date the assignment was locked to submissions [2], and the rubric [3].

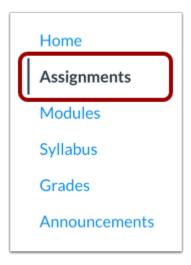


How do I filter assignments by type as an observer?

If your student's instructor adds assignments to specific assignment groups, you can sort the course Assignments page to display assignments by group.

Note: Instructors are responsible for naming assignment groups and setting assignment group rules, if any, for the course. If you have questions about assignment groups in a course, please reach out to the course instructor.

Open Assignments



In Course Navigation, click the Assignments link.

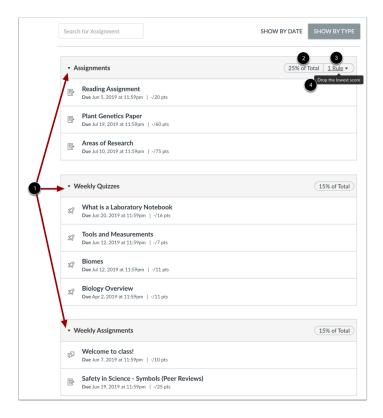
Group Assignments by Type



Click the **Show By Type** button.



View Assignments by Type



View course assignments by assignment group [1].

If the instructor has chosen to weight students' final grades, you can view assignment group weights [2]. Additionally, if the instructor has selected grading rules for an assignment group, you can view grading rules [3]. To view grading rule details, hover over the rule [4].



How do I view the rubric for an assignment as an observer?

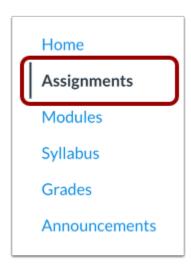
A rubric outlines the criteria an instructor uses to grade an assignment. Instructors may use different rubrics for different assignments, though not every assignment may include a rubric.

If an instructor includes a rubric as part of an assignment, you can view the rubric in the assignment details.

Notes:

- Not all assignments may include a rubric.
- You can also view assignment rubrics in the **Grades page** and in the **submission details page**.

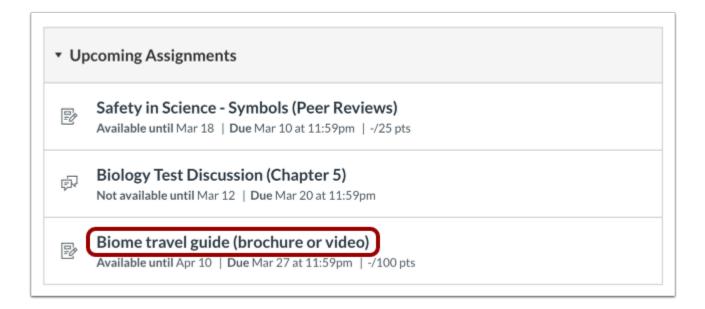
Open Assignments



In Course Navigation, click the Assignments link.



Open Assignment



Click the name of an assignment.



View Rubric

1 Criteria	2 Ratings 3 Pts				
Follows Instructions	5.0 pts Full Marks	Meets No		0.0 pts No Marks	5.0 pts
Correct Length	5.0 pts Full Marks		0.0 pts No Marks		5.0 pts
Grammar For full marks you should not have any grammatical errors in your assignment. Please make sure that you spellcheck your assignment before submission as well.	5.0 pts Full Marks	3.0 pts Meets Expectations		0.0 pts No Marks	5.0 pts
Description of criterion	5.0 pts Full Marks	0.0 pts No Marks		5.0 pts	
Writing Prompt Outcome view longer description threshold: 3.0 pts	5.0 pts Exceeds Expectation	3.0 pts Meets Expect		0.0 pts Does Not Meet Expectations	5.0 pts

Assignment rubrics display below the assignment instructions.

Rubrics include criteria [1], each with a set of ratings [2] and point values [3]. A rubric criterion may include up to five different ratings.

Note: Depending on how the instructor set up the rubric, it may or may not include point values. If the rubric does not include point values the instructor may still use it to provide feedback on your assignment.



View Rubric Criteria Descriptions

Criteria		Pts			
Follows Instructions	5.0 pts Full Marks	Meets		0.0 pts No Marks	5.0 pts
Correct Length	5.0 pts Full Marks	0.0 pts No Marks			5.0 pts
Grammar For full marks you should not have any grammatical errors in your assignment. Please make sure that you spellcheck your assignment before submission as well.	5.0 pts Full Marks	3.0 pts Meets Expectations		0.0 pts No Marks	5.0 pts
Description of criterion	5.0 pts Full Marks				5.0 pts
Writing Prompt Outcome view longer description threshold: 3.0 pts	5.0 pts 3.0 pts Exceeds Meets Expectations Expecta			0.0 pts Does Not Meet Expectations	5.0 pts

Some rubric criterion may include a longer description. To view the long description, click the view longer description link [1].

Rubrics may also include learning outcomes used to assess learning mastery. Learning outcomes display an **Outcome** icon [2]. The outcome also shows the threshold for the outcome, or the number of points a student must achieve in order to meet expectations [3].

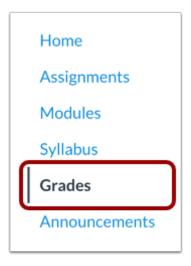


How do I view rubric results for an assignment as an observer?

As an observer, you can view your student's rubric results for an assignment from the Grades page.

Note: Not all assignments may include a rubric.

Open Grades



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

Note: If a course does not display the Grades link, you can view student grades from the Canvas dashboard.



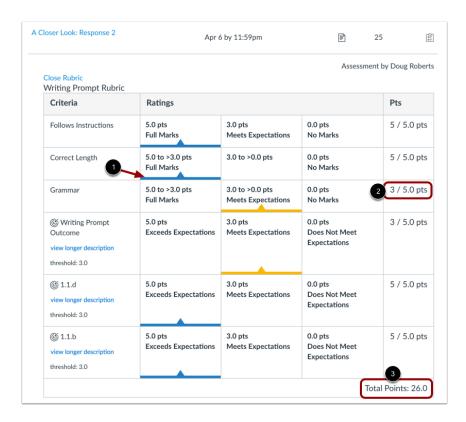
Open Rubric

A Closer Look: Response 2	Apr 6 by 11:59pm	23	25	
Road to Revolution: Patriotism or Treason	May 9 by 11:59pm	壑	10	
To Sign or Not to Sign Discussion	May 23 by 11:59pm	9	10	₽
Position Paper	May 25 by 3pm	Ø	25	

Assignments with a rubric display a rubric icon. To open the rubric, click the **Rubric** icon.



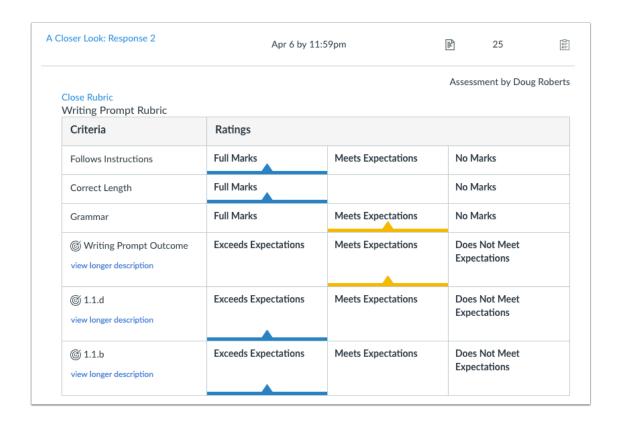
View Rubric Results



View the rubric results for the assignment. Selected ratings display a rating flag [1]. You can also view the earned points for each criterion [2], as well as the total earned points [3]



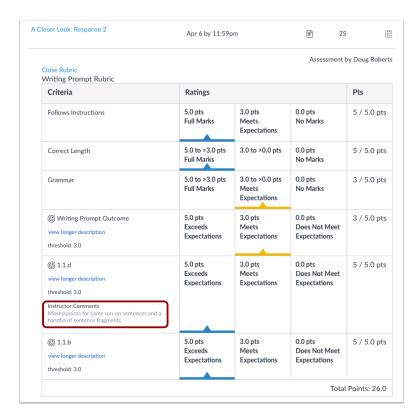
View Non-Scoring Rubric Results



If the instructor has removed points from the rubric, you can still view the rubric results for the assignment.



View Rubric Comments



If the instructor left comments for your student in the rubric, you can view them in the rubric criteria.

Note: Comments only display if an instructor left a comment for the student in the rubric.

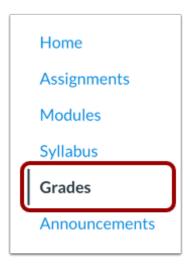


How do I know if my student has submitted an assignment as an observer?

As an observer, you can verify that your student has submitted an assignment from the submission details page.

Note: If a course does not display a Course Navigation Grades link, you can <u>view course grades from the Canvas dashboard</u>.

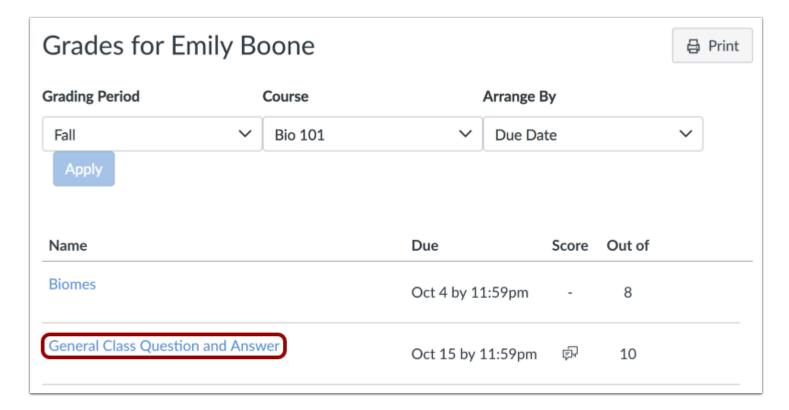
Open Grades



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



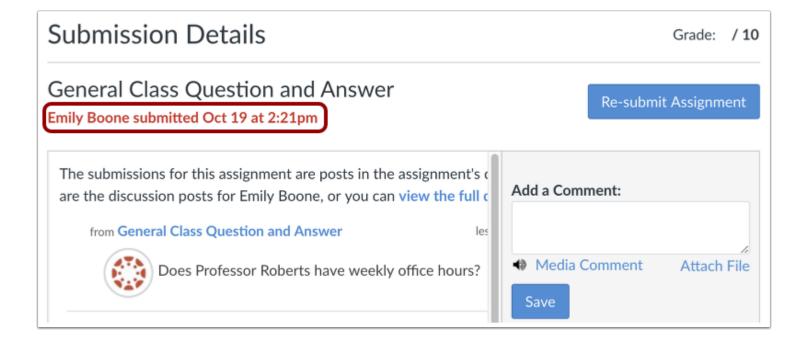
Open Assignment Submission Details



Click the assignment name.



View Submission Details



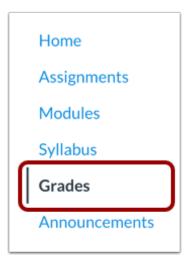
The submission details page displays a submission confirmation which includes the date and time the student submitted the assignment.



How do I view assignment comments from an instructor as an observer?

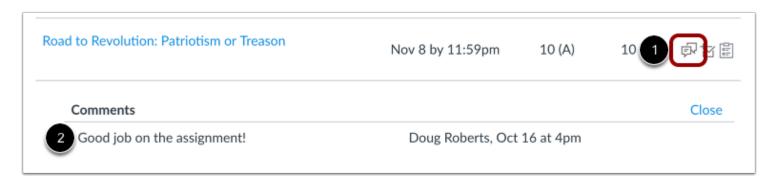
As an observer, you can view comments left for your student by the instructor when they graded the assignment. Comments may be located in the submission details sidebar, as annotations on the submission, and in the <u>assignment rubric</u>.

Open Grades



In Course Navigation, click the Grades link.

View Assignment Comments



Locate the assignment and click the **Comment** icon [1]. View the assignment comments as well as the comment author, date, time [2].



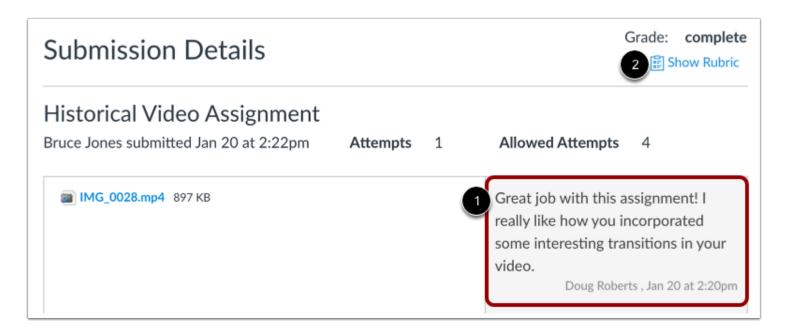


Open Assignment Submission Details



You can also view assignment comments in the submission details page. Click the title of the assignment.

View Submission Comments

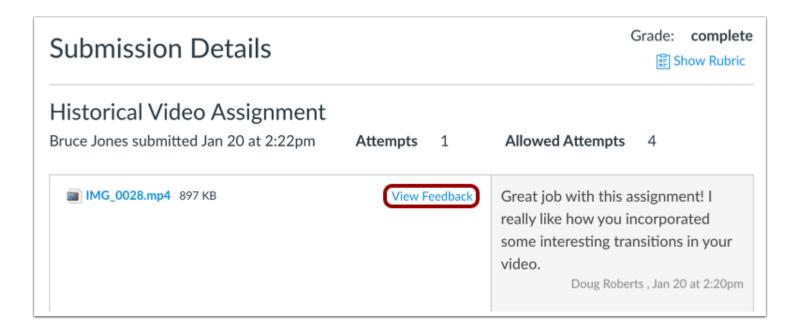


Instructor and student comments display in the submission sidebar [1].

If the assignment includes a rubric, you can also view rubric comments and details [2].



View Annotated Comments



The instructor may have also included annotated feedback in the assignment.

Files that support annotations display a View Feedback button where you can view annotated comments.

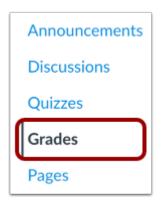


How do I view the submission details page for an assignment as an observer?

An assignment submission details page displays information about when your student submitted an assignment, the grade they received, and any submission comments left by the instructor or your student. You can access the submission details page for any assignment from the course grades page.

Note: If a course does not display a Course Navigation Grades link, you can access student grades from the Canvas dashboard.

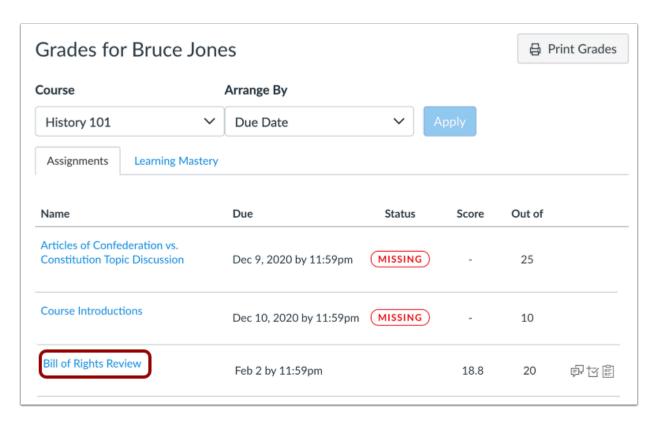
Open Grades



In Course Navigation, click the Grades link.



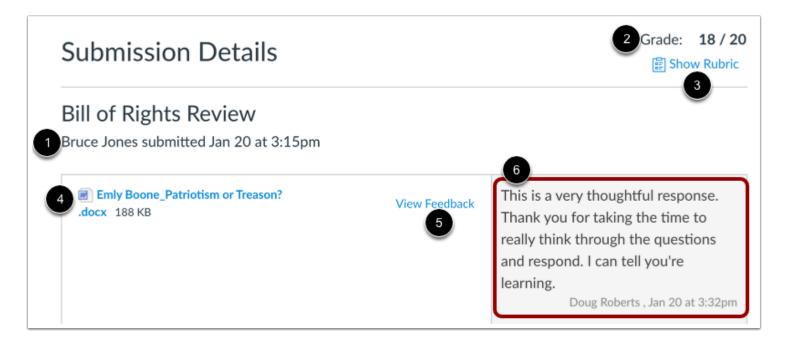
Open Assignment Submission Details



On the grades page, locate the assignment you want to view, then click the assignment name.



View Submission Details Page



The submission details page displays the <u>submission date and time</u> [1].

If the instructor has graded the assignment, you can view the assignment score [2]. You can also view the rubric for the assignment [3].

The submission section displays the student's submission [4]. If the student submitted a file upload, you can download and view the submission. You may also be able to view the instructor's annotated feedback in the assignment [5].

The comments sidebar displays instructor and student comments [6].



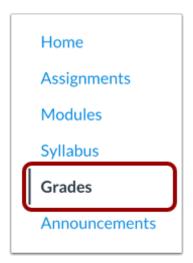
How do I view annotation feedback comments directly in an assignment submission as an observer?

An 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** link, you can view these annotated comments through a preview tool called Canvas DocViewer.

Some browsers may not initially render comments correctly when viewing feedback. If your browser includes a built-in PDF viewer, select the option to view the PDF in the system viewer. You can also download PDF files with comments to view on your computer. The settings required to view or print the annotations in the PDF vary based on the software installed on your computer.

Note: If the assignment attachment displays a **Preview** button instead of the **View Feedback** button, the assignment submission file is not DocViewer compatible and does not include any annotated comments.

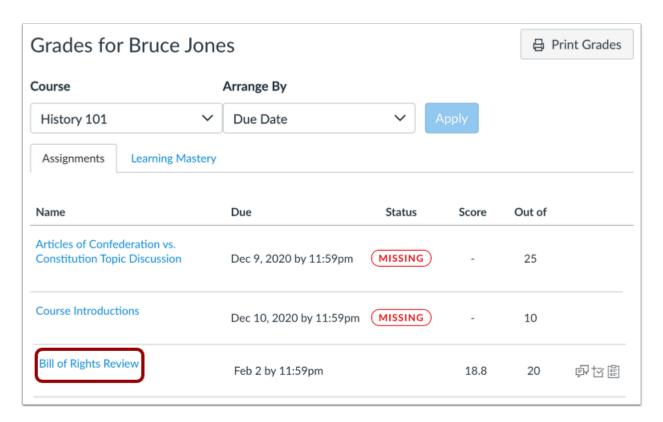
Open Grades



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



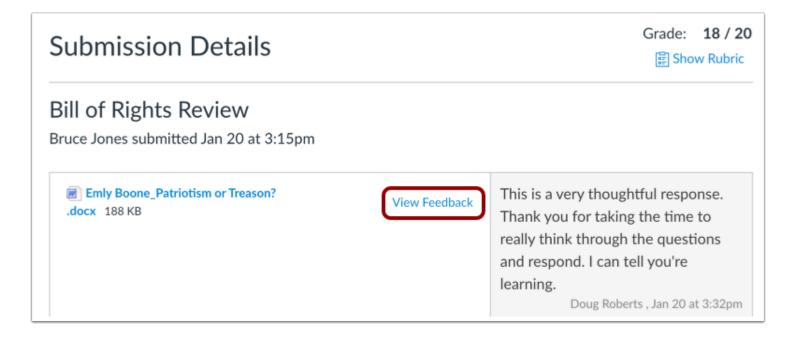
Open Assignment Submission Details



Locate the assignment and click the assignment name.



Open Feedback

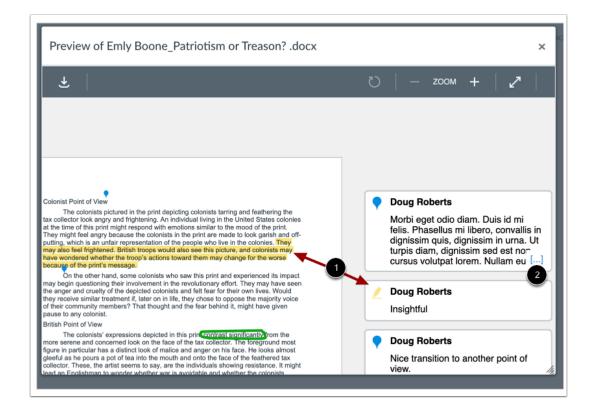


Click the View Feedback button.

Note: If the assignment attachment displays a Preview button, the file is not DocViewer compatible.



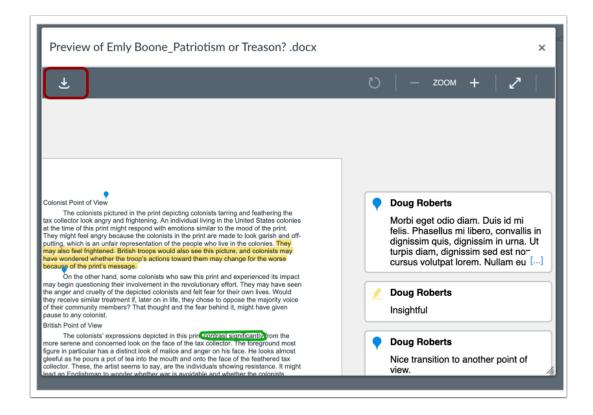
View Annotated Comments



View the instructor's annotated comments [1]. When an annotated comment includes multiple content lines, the content box displays an ellipses link. To expand a comment, click the **Ellipses** link [2].



Download File



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



Calendar



How do I use the Calendar as an observer?

The Calendar is a great way to view everything a linked student has to do for all their 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. However, observers cannot reserve appointments on behalf of a student.

Observers cannot view events in a student's personal calendar or appointments reserved through the Scheduler. Please note that an observer can view a student's reserved appointment(s) in the Canvas Parent App.

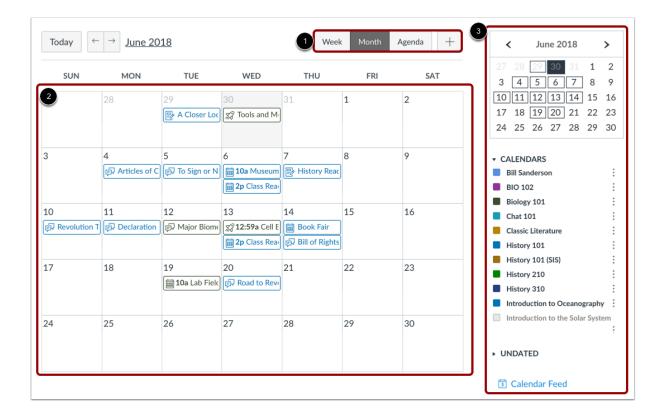
Open Calendar



In Global Navigation, click the Calendar link.



View Calendar



The Calendar displays everything you are enrolled in since the Calendar spans across all courses. In the navigation bar, you can choose to view the calendar in Week, Month, or Agenda view [1]. The view you choose dictates the style of the calendar window [2]. By default, the calendar appears in **Month** view.

The sidebar [3] shows a quick-view calendar, your list of courses and groups, and undated items for your courses and groups.

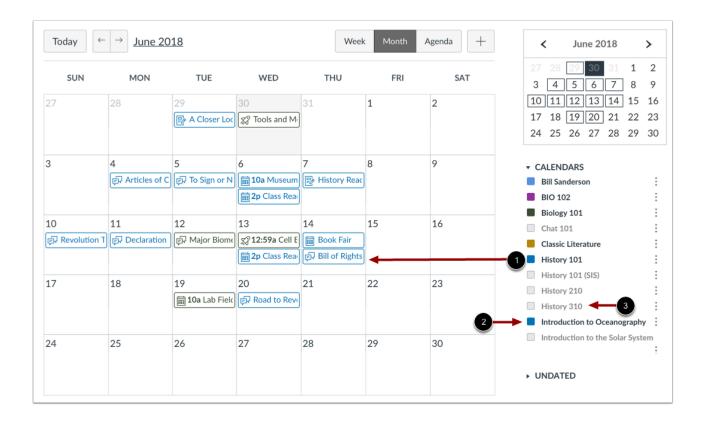
Add Calendar Items



Each calendar view shows any assignments or events that have been added to the calendar. You can add personal events at any time in the navigation bar by clicking the **Add** button.



View Calendar List



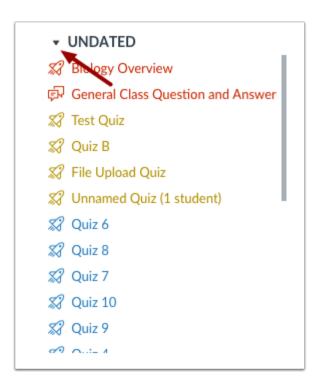
Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Associated assignments for each course or group will appear within the calendar view for each calendar [1]. For instance, in the above example, assignments and events from the US History course will appear as purple in the calendar view.

By default, the first 10 course and group calendars will be selected and appear in the calendar view. To hide a calendar, click the box next to the name of the calendar [2]. Calendars that are not active within the calendar view display as faded text [3].

Note: Canvas will assign an arbitrary color for each calendar unless a custom color is chosen. Each calendar contains 15 default colors, but you can insert a Hex code to create any color of your choice. Colors set in Dashboard course cards also update in the calendar.



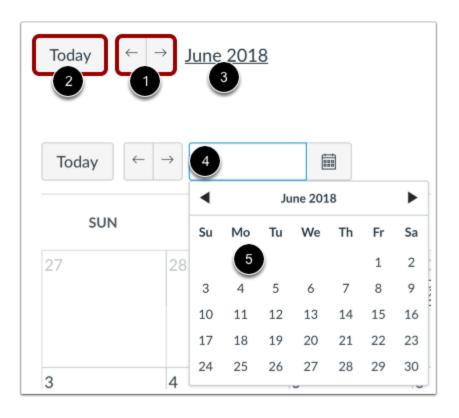
View Undated Events List



Expanding the **Undated items** link will show you a list of events and assignments that are not dated. The assignments and events will be differentiated by icons and by the personal, course, or group calendar color.



View Calendar by Month

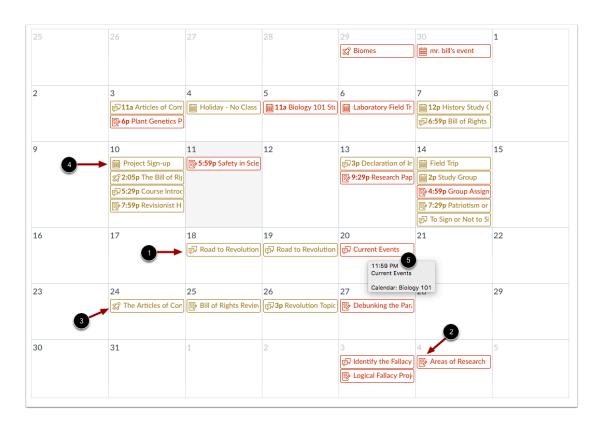


In the Month view, click the arrow buttons [1] to move from month to month. To view events for the current date, click the **Today** button [2].

To view a specific date, click the month link [3] and type a date in the date field [4] or select a date from the calendar [5].



View Assignments and Events



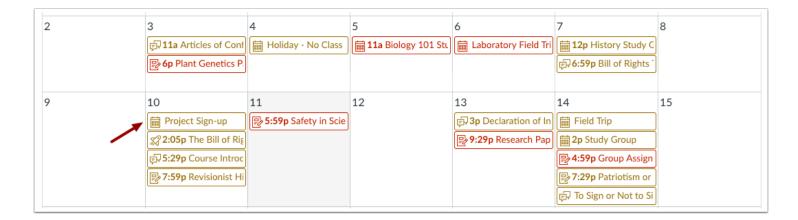
Assignments are shown with an icon next to the assignment title. The icon reflects the assignment type: Discussion [1], Assignment [2], Quiz [3], or Events [4].

Each item on the calendar is color-coded to match the courses or calendars in the sidebar.

To view full details for an assignment or event, hover over the item [5].



View All-Day Events

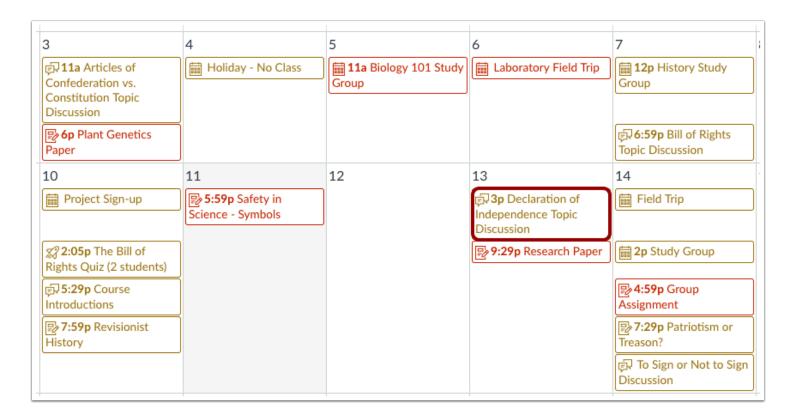


All-day events display the Events icon and do not include a specific event time.

If you want to extend an all-day event across multiple days, hover over the edge of the event until you see a black arrow. Drag your event across all required dates in the current month.



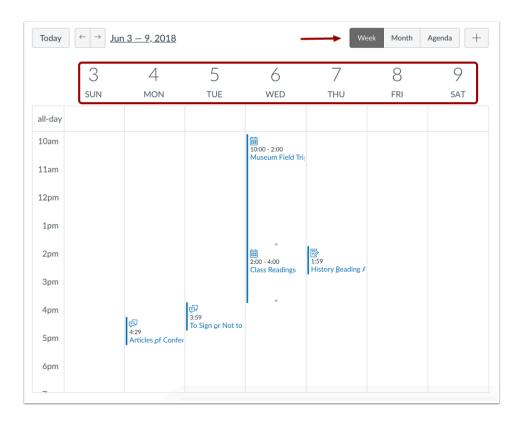
View Wrapped Assignments and Events



Your calendar view may show entire assignment and event titles as part of the calendar entry. This calendar view is only available in the Month view and can only be enabled by your institution. The wrapped assignment and event title view allows you to view the entire calendar item without having to hover over the title.

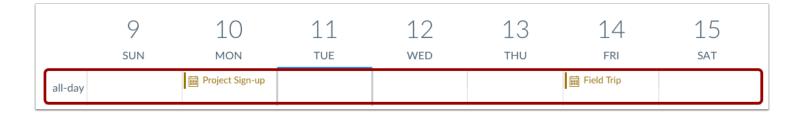


View Calendar by Week



To view the calendar by week, click the **Week** button. The Week view shows all calendar items by date and time. Note that some assignments may be due at 11:59 pm, which appear at the bottom of the calendar view.

View All-day Events



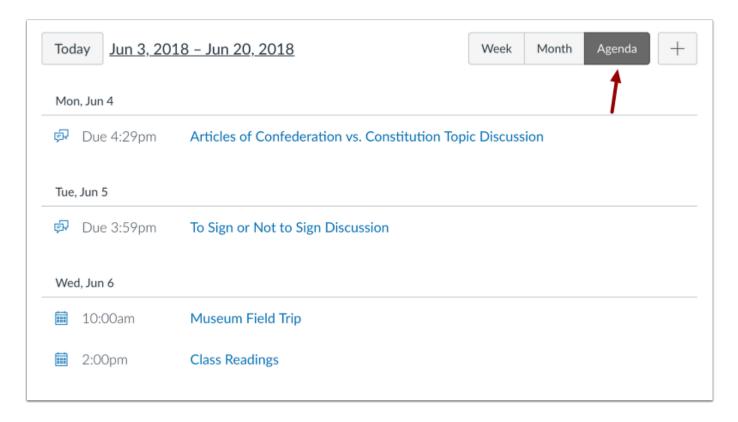
All-day events appear at the top of the calendar week. These events do not include a specific event time.

Like in the Month view, if you want to extend an all-day event across multiple days, hover over the edge of the event until you see a black arrow. Drag your event across all required dates. In Week view, you can only drag your event to the end of the week that you are viewing.





View Calendar Agenda



To view all your calendar items in an agenda format, click the **Agenda** button.



How do I filter the Calendar view by course as an observer?

By default, the Calendar displays your personal calendar and course calendars for each class in which you are enrolled. However, you can filter which calendars display, including group and course calendars as well as your personal calendar.

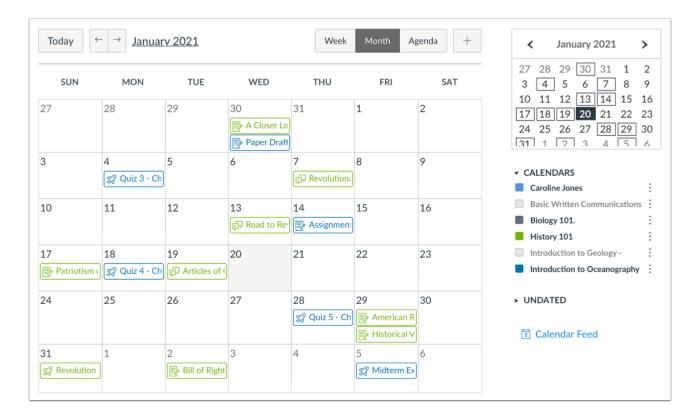
Open Calendar



In Global Navigation, click the Calendar link.

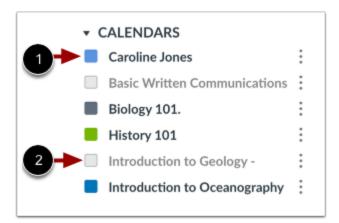


View Calendar



The Calendar page displays your Canvas user calendar as well as calendars for courses in which you are enrolled.

Select Displayed Calendars



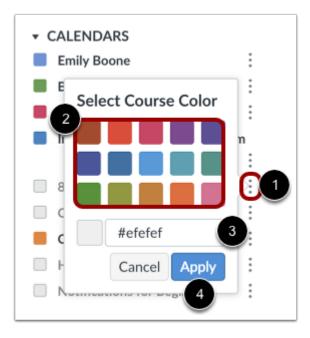


You can select specific calendars to display in the Canvas Calendar. In the sidebar, select the calendars you want to display. The Calendar page can display events and assignments for up to 10 courses at a time.

Selected calendars display a filled box next to the calendar name [1].

Deselected calendars display an empty square [2].

Customize Calendar Color



Canvas assigns an arbitrary color for each course calendar. However, you can select a custom color for each course. Click the calendar More icon [1].

Select one fo the fifteen default colors [2], or enter a hex code for a custom color [3]. To apply your calendar customizations, click the **Apply** button [4].



How do I view the Calendar iCal feed to subscribe to an external calendar as an observer?

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 <u>Google Calendar</u>, Apple Calendar, <u>Outlook</u>, 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.

Notes:

- Future events up to 366 days in the future, and past events within 30 days, are included when exporting a Canvas calendar to another calendar program. The calendar feed includes up to 1,000 items.
- To Do items are not included in the Calendar iCal feed.

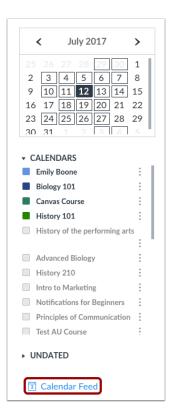
Open Calendar



In Global Navigation, click the Calendar link.

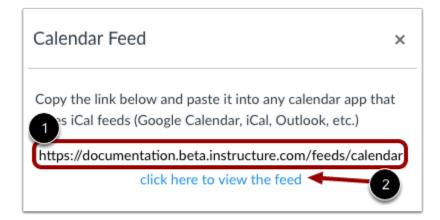


Open Calendar Feed



Click the Calendar Feed link.

Copy Calendar Feed



To copy the link, copy the link in the text field [1].





To download the feed as an ICS file, click the click here to view the feed link [2].



How do I add an event to my calendar as an observer?

You can add a personal reminder to your own Calendar for an upcoming event.

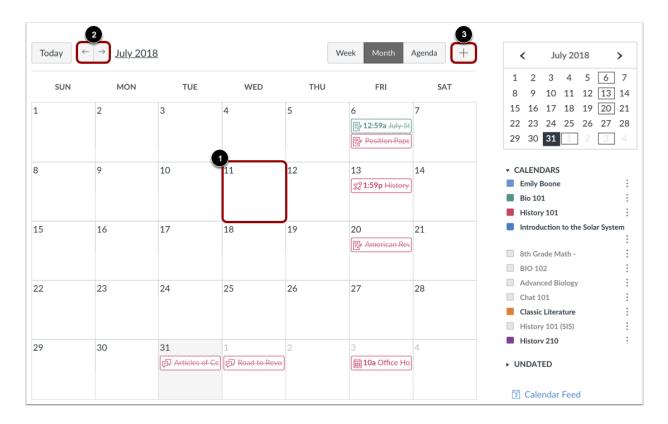
Open Calendar



In Global Navigation, click the Calendar link.



Add Event

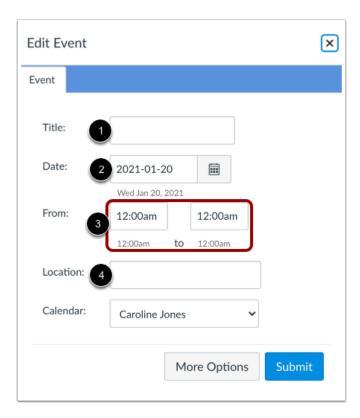


To add an event to your Canvas calendar, click a date [1]. To view a previous month or week, click the **Next** and/or **Previous** icons [2].

Alternatively, you can click the **Add** icon [3].



Add Event Details



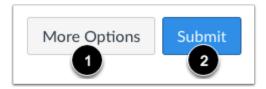
Add an event title in the Title field [1].

Verify the selected date or enter a date in the **Date** field [2].

Enter start and end times in the From fields [3]. To create an all-day event, leave the From fields blank.

If a location is required, enter a location in the Location field [4].

Submit Event



To add additional details to your event, click the **More Options** button [1]. You can use the Rich Content Editor to add a description or resource links, add an address location, and <u>duplicate the event</u>.



To save your event, click the **Submit** button [2].



How do I create a recurring event in my Canvas calendar as an observer?

When you create a new event in your Canvas calendar, you can also schedule it to repeat, or duplicate, daily, weekly, or monthly. This may you stay organized observing multiple students, multiple courses, and multiple events in Canvas as an observer.

You can only create a recurring event when creating a new event in your calendar; editing an existing event does not display the duplicate option. After creating a duplicate event, each duplicate is an independent calendar event; duplicates are not linked and must be modified individually.

Duplicate Event Tips:

- Weekly events repeat on the same week day of the first event. For instance, if an event is created on a Monday and repeats weekly, the next duplicate event occurs on the following Monday.
- Monthly events repeat on the same day of the month of the first event. For instance, if an event is created on July 6 and repeats monthly, the next duplicate event occurs on August 6.

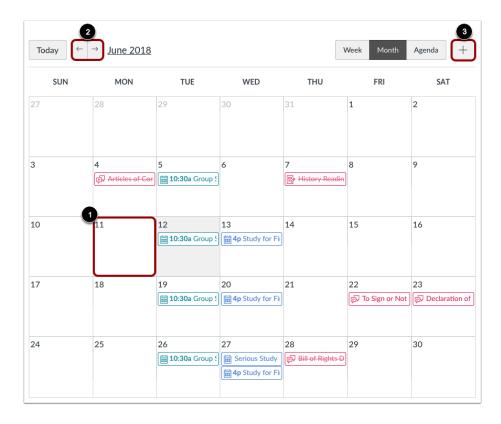
Open Calendar





In Global Navigation, click the Calendar link.

Add Event

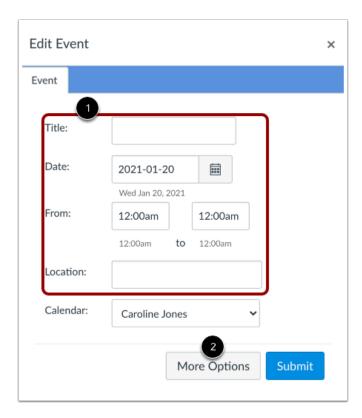


To add an event to your calendar, click any calendar date [1]. You can also navigate to view previous or upcoming dates using the **Previous** and **Next** icons [2].

Alternatively, you can click the **Add** icon [3].



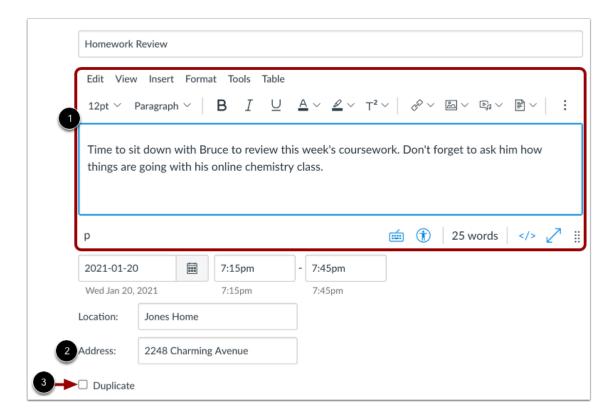
Open More Options



Add event details [1], then click the More Options button [2].



Duplicate Event

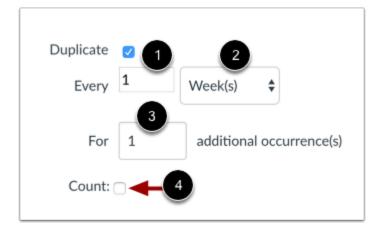


From the More Options page you can review event details. You can also and add an event description in the Rich Content Editor [1] and add an address for the event [2].

To duplicate the event, click the **Duplicate** checkbox [3].



Add Duplicate Details



By default, duplicate events are set to repeat weekly for one occurrence. However, you can change the interval, frequency, and number of recurrences.

To change the duplicate interval, enter a number in the **Duplicate Interval** field [1].

To specify how often an event repeats, click the **Duplicate Frequency** drop-down menu [2]. By default, events repeat weekly, but you can also select daily or monthly options.

To change the number of event recurrences, enter a number in the **Additional Occurrences** field [3]. The calendar event supports up to 200 additional occurrences.

If you want to automatically add a number to the end of each event title (such as Event 1, Event 2, etc.), click the **Count** checkbox [4].

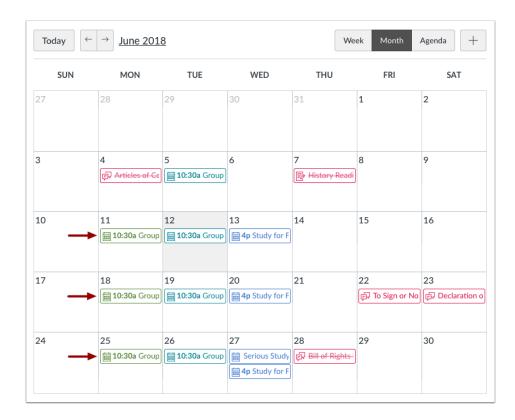
Create Event



Click the Create Event button.



View Events



View the duplicate events in your calendar.

Once created, duplicate events are not linked and are independent calendar events. Therefore, if you need to modify an event, each event must be edited individually.



How do I subscribe to the Calendar feed using Google Calendar as an observer?

You can import your Canvas calendar to Google Calendar. The calendar feed contains 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 <u>Google Edu website</u>.

Once you have subscribed to the calendar feed, you can remove or unsubscribe from the calendar feed at any time.

Notes:

- Future events up to 366 days in the future, and past events within 30 days, are included when exporting a Canvas calendar to Google Calendar. The calendar feed includes up to 1,000 items.
- Google Calendar periodically updates but may take up to 24 hours to sync with the Canvas Calendar. Canvas update may not immediately display in Google Calendar.

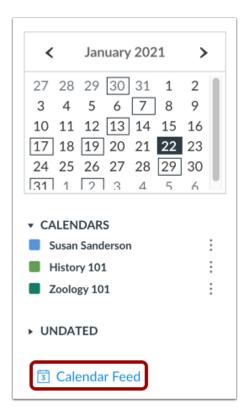
Open Calendar





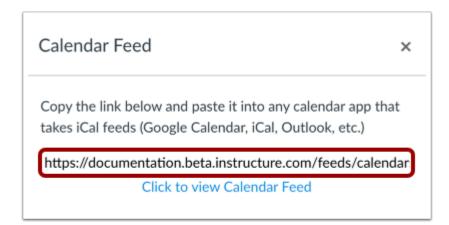
In Global Navigation, click the Calendar link.

Open Calendar Feed



In the Calendar page sidebar, click the Calendar Feed link.

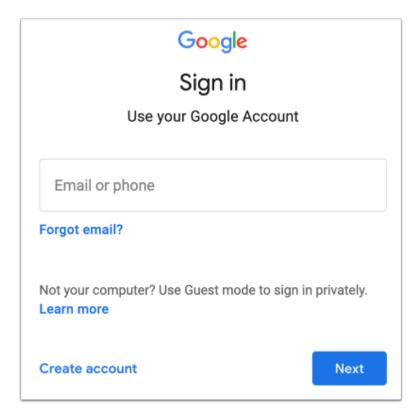
Copy Calendar Feed





Copy the calendar feed link.

Log in to Google Account

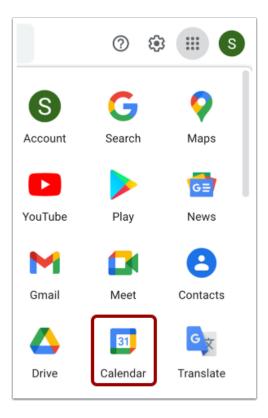


In a new browser, log in to your Google Account.

Note: If you are participating in Google Apps for Education, log in to your Institution Email Account to subscribe to the Calendar Feed.



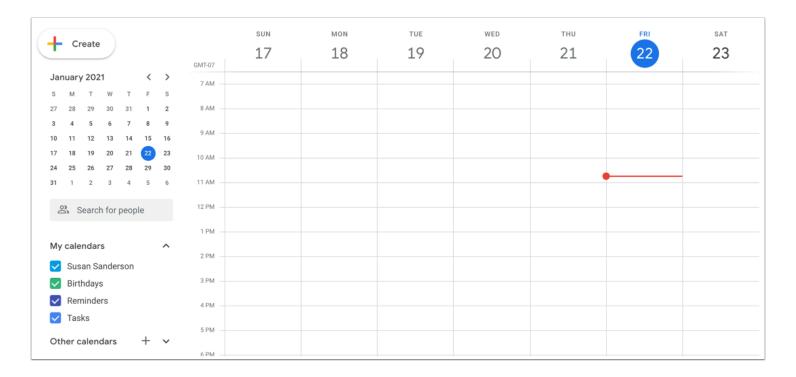
Locate Calendar



Click the Calendar link.



View Calendar



Once you click the Calendar link, you will view your Calendar.

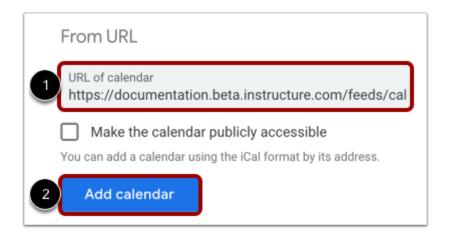
Add Other Calendars



Click the Other Calendars Add icon [1]. Then click the From URL option [2].



Add Calendar by URL



Take the copied URL from Canvas and paste it into the URL of calendar field [1]. Click the Add Calendar button [2].



How do I subscribe to the Calendar feed using Outlook as an observer?

You can subscribe to the Calendar Feed using Outlook on your desktop. The calendar feed contains events and assignments from all of your Canvas calendars. Once subscribed, you can unsubscribe from the calendar feed in Outlook at any time 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.

You can also subscribe to the Canvas Calendar Feed using Outlook.com.

Notes:

- Future events up to 366 days in the future, and past events within 30 days, are included when exporting a Canvas calendar to Outlook. The calendar feed includes up to 1,000 items.
- Outlook periodically updates but may take up to 24 hours to sync with the Canvas Calendar. Canvas updates may not immediately display in Outlook.
- If your institution 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 institution for more information.
- To Do items are not included in the Calendar iCal feed.



Open Calendar



In Global Navigation, click the Calendar link.

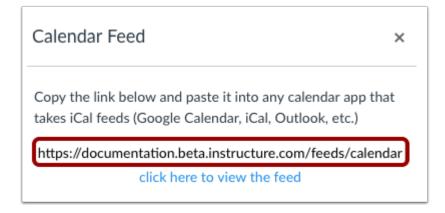


Open Calendar Feed



In the calendar sidebar, click the Calendar Feed link.

Copy Calendar Feed

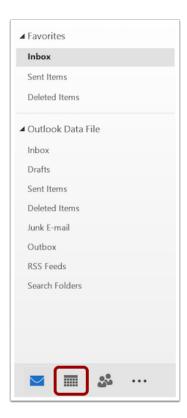


Copy the calendar feed link.





Open Outlook Calendar



Open Outlook. In the sidebar, click the Calendar icon.

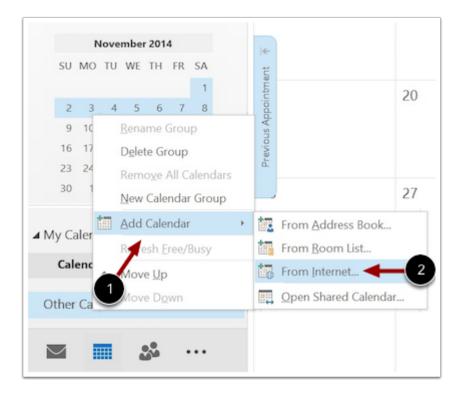
Open Other Calendars



Right-click the Other Calendars link.

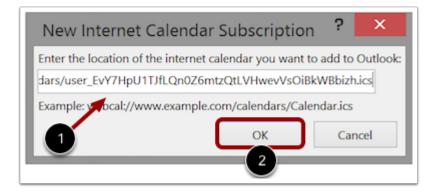


Add Calendar from Internet



Hover your mouse over Add Calendar [1] and click From Internet... [2].

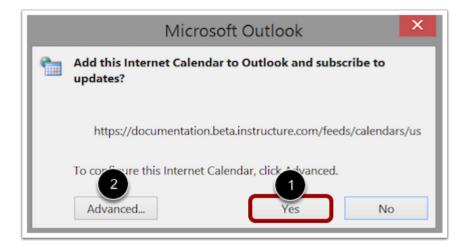
Paste Calendar Feed Link



Paste the calendar feed link from Canvas in the calendar subscription field [1] then click the **OK** button [2].



Confirm Calendar Subscription



To confirm you want to add the internet calendar to Outlook and subscribe to updates, click the **Yes** button [1]. To configure the calendar options, click the **Advanced** button [2].



How do I subscribe to the Calendar feed using Outlook.com as an observer?

You can subscribe to the Calendar Feed using the Outlook.com website. The calendar feed includes 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 from Outlook.com by clicking the More Options icon and selecting the Remove option.

You can also add your calendar to the Outlook desktop program.

Notes:

- Canvas calendar exports to Outlook.com can include future events up to 366 days in the future and past events within 30 days. The calendar feed can include up to 1,000 items.
- Outlook.com may take up to 24 hours to sync with the Canvas Calendar. Canvas updates may not immediately display in the Outlook.com calendar.
- If your institution 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 institution for more information.



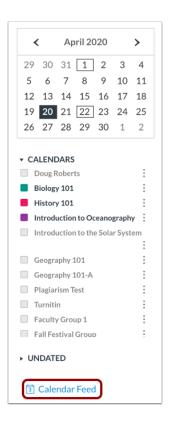
Open Calendar



In Global Navigation, click the Calendar link.

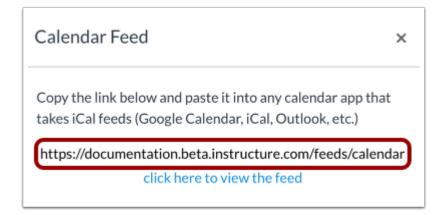


Open Calendar Feed



In the Calendar page sidebar, click the Calendar Feed link.

Copy Calendar Feed

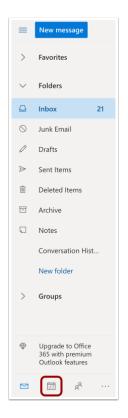


Copy the calendar feed link.





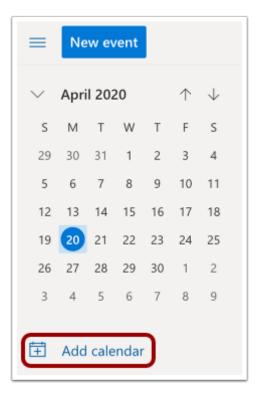
Open Outlook.com Calendar



Open Outlook.com. In the sidebar, click the Calendar icon.



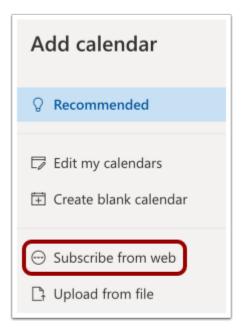
Add Calendar



In the sidebar, click the **Add calendar** link.



Subscribe to Calendar from Web



To subscribe to a calendar from the web, click the **Subscribe from web** link.

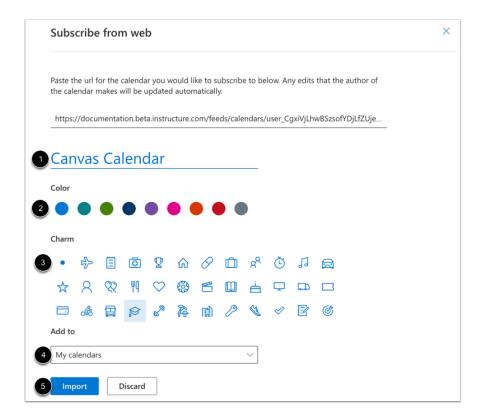
Paste Calendar Feed Link

Paste the url for the calendar you would like to subscribe to below. Any edits that the author of the calendar makes will be updated automatically. https://documentation.beta.instructure.com/feeds/calendars/user_CgxiVjLhwBSzsofYDjLfZUjeB4

Paste the calendar feed link from Canvas in the calendar url field.



Import Calendar



Customize your calendar subscription with a calendar name [1], calendar color [2], and calendar charm (icon) [3]. Select an option from the **Add to** drop-down menu [4].

To import the calendar, click the **Import** button [5].



Collaborations



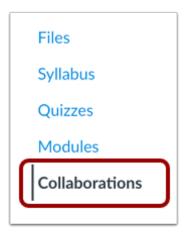
How do I view Collaborations as an observer?

If you've been invited to join a collaboration by a teacher, you can access the collaboration from Canvas. Collaboration files can also be viewed your online account for the collaboration type (OneDrive or Google Drive, respectively).

Notes:

- You cannot view, join, or participate in a collaboration unless invited by a teacher.
- Depending on your student's school's preference, your Collaborations page may not match the images shown in this lesson. However, functionality of the page remains the same.

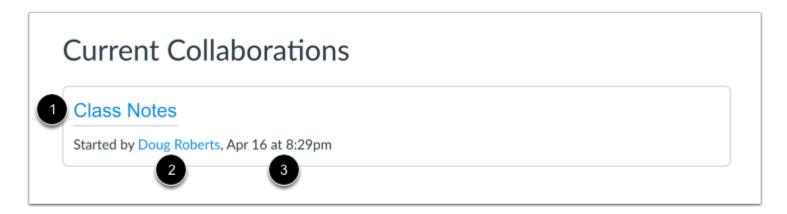
Open Collaborations



In Course Navigation, click the Collaborations link.

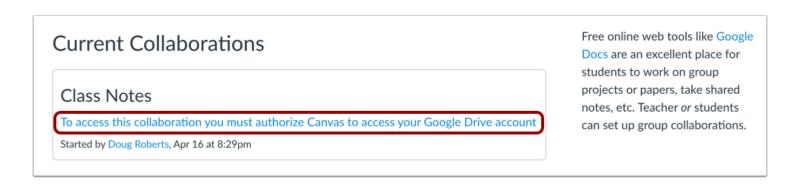


View Collaborations



The Collaborations page displays all collaborations where you have been invited to participate. For each collaboration, you can view the name of the collaboration [1], the description (if applicable), the person who created the collaboration [2], and the date and time the collaboration was created [3].

Access Collaborations



To access a file, you may need to authorize Canvas to access your Google Drive or OneDrive account.



Open Collaboration

Current Collaborations

Class Notes

Started by Doug Roberts, Apr 16 at 8:29pm

To open a collaboration, click the name of the collaboration.

Note: The collaboration will open in a new tab. You may be asked to sign in to view the file.

View File

Class Notes

Please add questions or comments about class.

View the file in Google Drive or OneDrive, respectively.





Conferences



How do I use Conferences in a course as an observer?

The Conferences page allows you to view all the conferences within a course. As an observer, you can join conferences where you have been invited to participate.

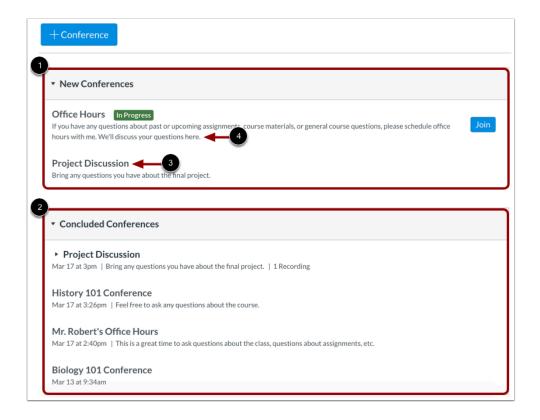
Open Conferences



In Course Navigation, click the link for your web conferencing tool. The link name reflects the conferencing tool used by your institution.



View Conferences



You can view conferences where you have been invited to participate.

Conferences are grouped in two parts: New Conferences [1] and Concluded Conferences [2]. Both always display the conference name [3] and description [4].



View In Progress Conference

New Conferences



If you have any questions about past or upcoming assignments, course materials, or general course questions, please schedule office hours with me. We'll discuss your questions here.



Project Discussion

Bring any questions you have about the final project.

New conferences will be listed in the index, but they cannot be accessed until the host has started the conference. When the conference is available, click the **Join** button [1]. Once the conference has started, the conference status shows as in progress

You can join the conference for as long as the Join button is available. Some conferences only allow you to join the conference for a specific amount of time.

View Concluded Conferences

Concluded Conferences

Project Discussion

Mar 17 at 3pm | Bring any questions you have about the final project. | 1 Recording

History 101 Conference

Mar 17 at 3:26pm | Feel free to ask any questions about the course.

Mr. Robert's Office Hours

Mar 17 at 2:40pm | This is a great time to ask questions about the class, questions about assignments, etc.

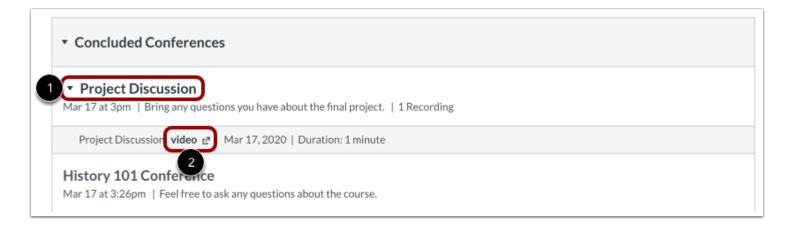
Biology 101 Conference

Mar 13 at 9:34am



Concluded conferences display in the Concluded Conferences section. Each concluded conference shows the title, date, and description of the conference.

View Recorded Conference



When your conference has concluded, click the name of the recorded conference [1]. To replay the conference, click the recording format link [2]. The recording format displays as either a presentation or a video.

The recording format link does not appear until the conference has been rendered for playback. The rendering process may take some time to complete. The length of the conference is indicated in hours:minutes (e.g. 0:18 is 18 minutes).

If your conference included closed captioning, the playback bar for the video displays a CC button to view the available captions.

Note: For all basic Conference accounts, recordings are automatically deleted 7 days after the conference ends.



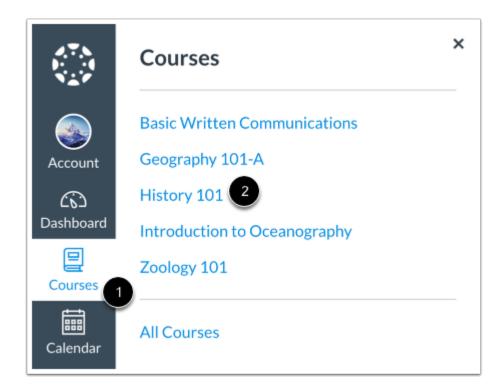
How do I join a conference in a course as an observer?

You can join a conference that has already been started by the conference host. In order to join a conference, you must first be invited to the conference by the host.

To use your microphone, you must give Conferences access to your microphone settings. As part of joining the conference, you must verify these settings in your browser.

Note: It is recommended that users use Chrome or Firefox browsers to access the Conferences interface.

Open Course



In Global Navigation, click the Courses link [1], then click the name of the course [2].



Open Conferences



In Course Navigation, click the link for your web conferencing tool. The link name reflects the conferencing tool used by your institution.

Join Conference



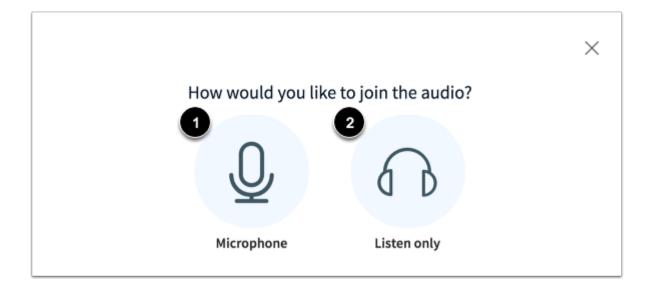
Next to the conference you want to join, click the **Join** button.

Notes:

- If you do not have the option to join a conference, you may not have been invited to the conference by the host.
- You cannot join a conference until the conference host has started the conference.

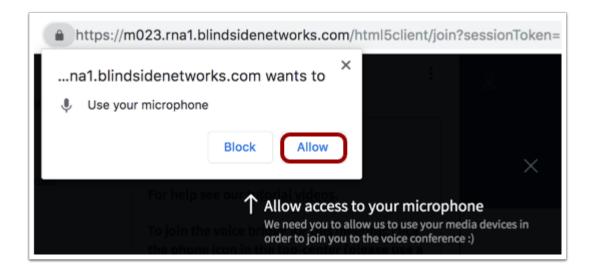


Join the Audio



To use your microphone during the conference, click the **Microphone** icon [1]. To join the conference without enabling a microphone, click the **Listen only** icon [2]. You will be able to change your audio preference once you've joined the conference.

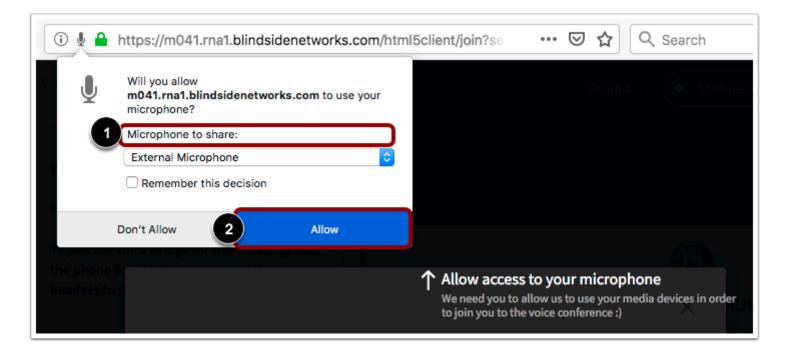
View Chrome Microphone Permissions



To enable a microphone in a Chrome browser, click the **Allow** button.

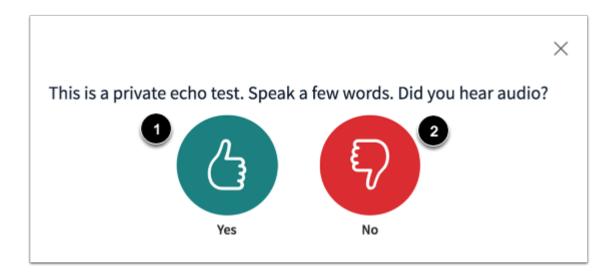


View Firefox Microphone Permissions



To enable a microphone in a Firefox browser, select your microphone in the **Microphone to share** menu [1]. Then click the **Allow** button [2].

Complete Audio Test





To ensure your audio is working correctly, complete the private audio echo test. Speak a few words and if you hear audio, click the **Yes** icon [1]. To choose a different microphone and repeat the audio test, click the **No** icon [2].

Note: It is recommended that you use a headset with a microphone for best audio experience.

View Conference



View the conference.

Learn how to use the Conferences interface.



Course Navigation

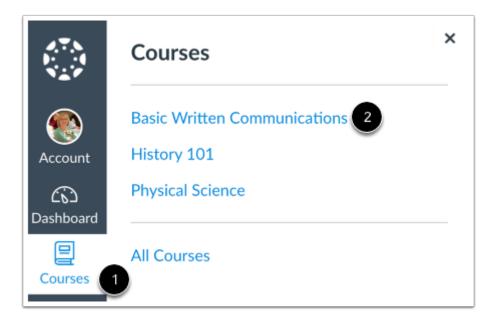


How do I navigate a Canvas course as an observer?

As an observer, you are able to view your student's courses. Depending on your student's teacher's course organization, you may not have access to certain parts of the course.

Learn more about Observer Visibility and Participation.

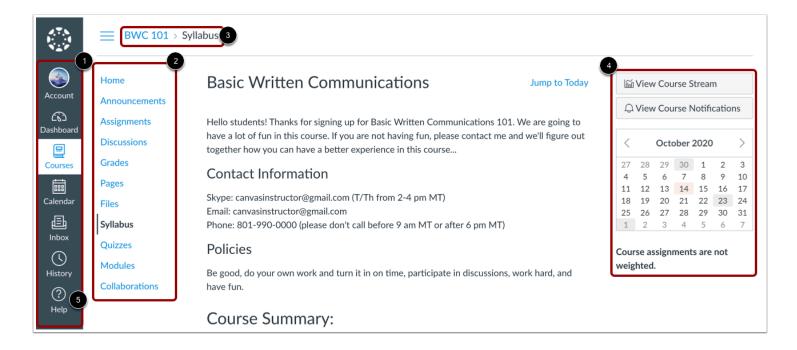
Open Course



In Global Navigation, click the Courses link [1], then click the name of the course [2].



View Canvas Course Interface



Observers can view Global Navigation, Course Navigation, Breadcrumb Navigation, Sidebar, and Help link.

- The Global Navigation helps you get to where you want to go across all of your Canvas courses [1].
- The Course Navigation helps you get to where you want to go within your student's course(s) [2].
- The Breadcrumb Navigation shows you where you have navigated to inside of a course and gives you a quick and easy way to move backward [3].
- The Sidebar will be mostly empty for Observers. Depending on the page you are visiting, your student's upcoming assignments and events may be displayed [4].
- The Help link is very important. To ask for assistance from your student's teacher or the Canvas Support Team, click the **Help** link [5].

Note: Depending on your student's teacher, you may not have access to certain parts of the course.



How do I use the Course Activity Stream as an observer?

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 <u>Global Activity Stream</u> in the Dashboard when you first log in to Canvas.

The following activities will cause notifications to appear in the Course Activity Stream:

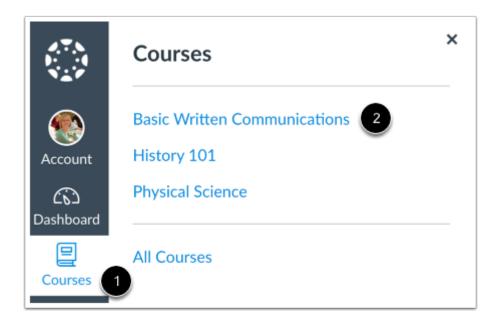
- New announcements
- Replies to announcements
- New discussions
- New discussion Posts
- New assignments
- Assignments, quizzes, or discussions changed from ungraded to graded
- Due date changes to assignments, quizzes, and discussions
- New graded assignments
- New peer review assignments
- New conversation messages

Notes:

- Notifications in the Course Activity Stream do 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 student's Course Home Page is already set to view the course stream, the View Course Stream button does not appear in the course sidebar.



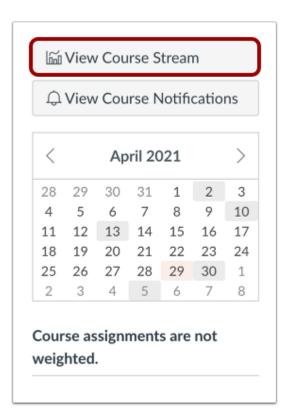
Open Course



In Global Navigation, click the Courses link [1], then click the name of the course [2].



Open Course Activity



In the Home Page sidebar, click the **View Course Stream** button.

Note: If your student's Course Home Page is already set to view the course stream, the View Course Stream link does not appear in the course sidebar.



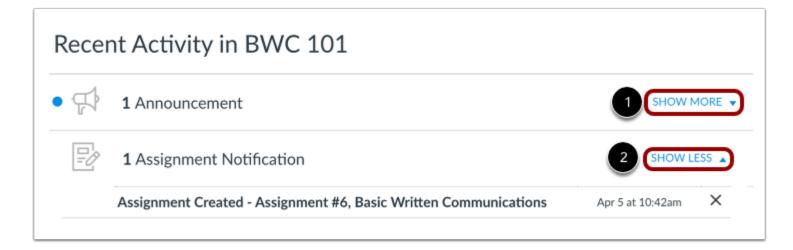
View Course Activity



The Course Activity Stream contains recent notifications in the course, including announcements, discussions, assignments, and conversations. This activity stream helps you see all recent activity in your course and easily ask questions and post to discussion forums. Unlike course cards on the Dashboard, the activity stream does not mimic visibility of Course Navigation links.

You can manage recent activity in a course the same way you can on the Dashboard. Activities are indicated by activity type and display an icon for the activity [1]. New activity in your account is indicated by a blue dot [2]. Discussions and announcements indicate new activity items published in a course, and conversations indicate a new message received from a user in a course. Recent activity items remain for four weeks.

Expand and Collapse Notifications





You can view the details of each activity by hovering in the notification area and clicking the **Show More** link [1]. To collapse recent activity, click the **Show Less** link [2].

Manage Recent Activity



You can directly access your student's recent activities by clicking the activity link [1]. To remove a notification, click the **remove** icon [2].

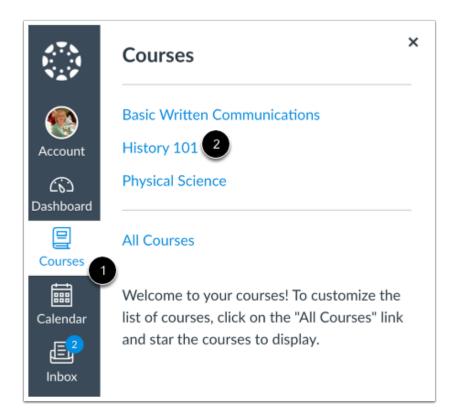


How do I use the Course Home Page as an observer?

If you are enrolled in a course as an observer, the Course Home Page helps you navigate your student's course and manage your student's coursework.

Note: Your student's teacher may choose to display a different font for your course.

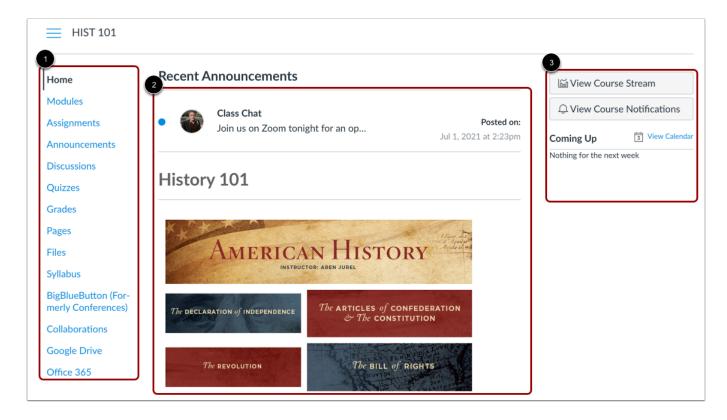
Open Course



In Global Navigation, click the Courses link [1], then click the name of the course [2].



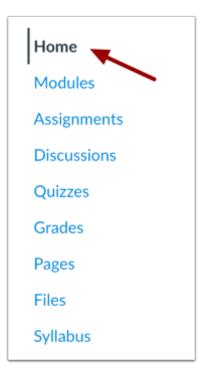
View Course Home Page



The Course Home Page involves Course Navigation [1], the content area [2], and the sidebar [3].



View Course Navigation



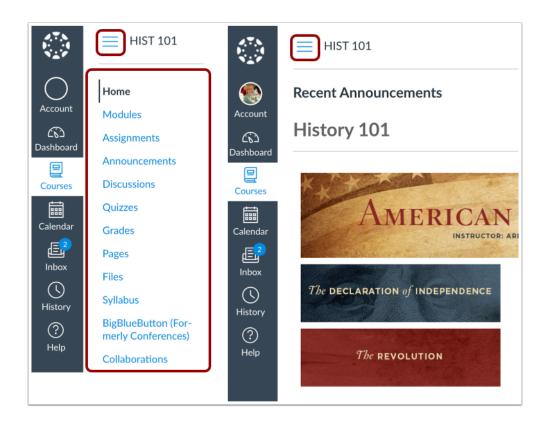
The Course Home Page is viewed from the Course Navigation **Home** link.

Course Navigation includes links that help you and your student(s) get to specific locations in the course. Teachers can customize what links are shown in a course, so if you don't see links that may display in other courses, your student's teacher has hidden those links from your view.

The active link of the page you are viewing is highlighted with different color text and a line indicator. This highlight helps you quickly identify the feature area you are currently viewing in Canvas.



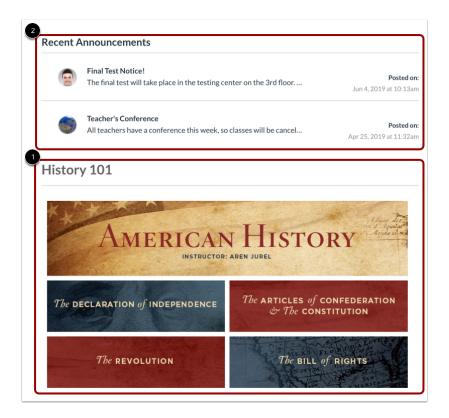
Collapse Course Navigation Menu



To expand or collapse the Course Navigation Menu, click the ${\bf Menu}$ icon.



View Content Area



Home Page content (and all Canvas content) is displayed in the content area.

The content can be a page, the syllabus, discussions, announcements, quizzes, or imported content [1]. The content can also show the <u>Course Activity Stream</u>, which is a list of all recent activity in the course. Your student's Home Page may also display recent announcements at the top of the page [2].

The Home Page content also defines what sections display in the sidebar.



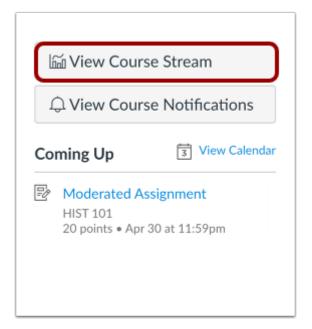
View Breadcrumbs

```
    HIST101
    HIST101 > Assignments
    HIST101 > Assignments > Position Paper
```

Breadcrumbs appear above the course content area.

As you view course content, the breadcrumbs leave a trail to show where you are inside the course. You can follow these links backward to visit prior course content.

View Sidebar

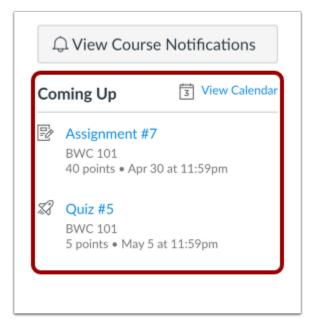


The sidebar functions the same as the Dashboard sidebar but only shows content for the specific course and includes additional options.



If your Course Home Page displays a page other than the Course Activity Stream, you can view the student's course activity stream by clicking the sidebar **View Course Stream** button. When the Home Page is set as the Course Activity Stream, this button will not appear.

View Sidebar Sections



The sidebar shows the Coming Up section, which shows all your student's recent announcements and up to seven assignments that are due in the upcoming weeks, including ungraded quizzes and assignments that do not require a submission. Each item in the Coming Up list displays the assignment name, the number of points, and the due date for the assignment. Once the due date has passed, items remain in this section for four weeks.



How do I use the Syllabus as an observer?

The Syllabus helps your student's teacher communicate course expectations and information. The Syllabus is automatically populated with course assignments and course calendar events.

Your student's teacher has the option to set the Syllabus to be the home page for your student's course as well.

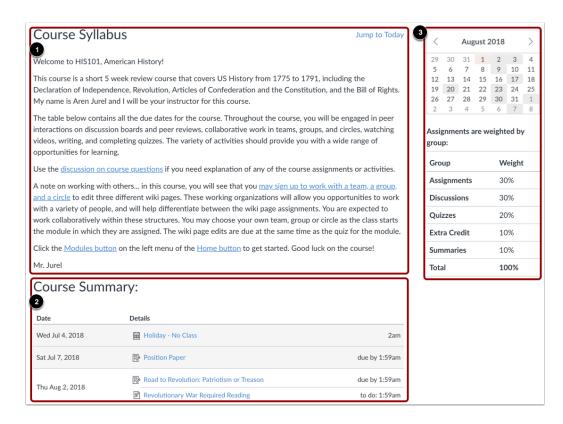
Open Syllabus



In Course Navigation, click the **Syllabus** link.



View Syllabus



The syllabus includes the syllabus description [1], the syllabus table [2], and the sidebar [3].



View Syllabus Description

Welcome to HIST 101, US History!

This course is a short 5 week review course that covers US History from 1775 to 1791, including the Declaration of Independence, Revolution, Articles of Confederation and the Constitution, and the Bill of Rights. My name is Aren Jurel and I will be your instructor for this course.

The table below contains all the due dates for the course. Throughout the course, you will be engaged in peer interactions on discussion boards and peer reviews, collaborative work in teams, groups, and circles, watching videos, writing, and completing quizzes. The variety of activities should provide you with a wide range of opportunities for learning.

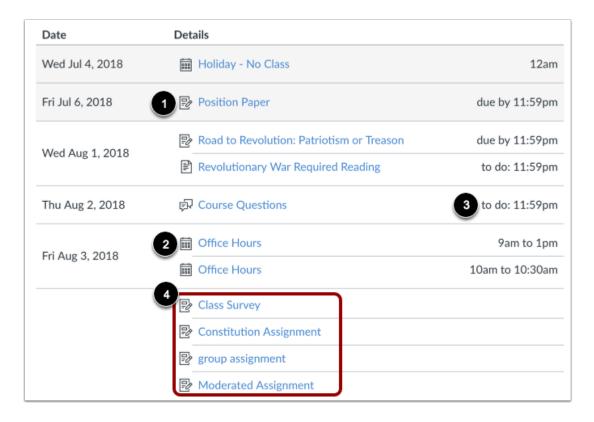
Use the <u>discussion on course questions</u> if you need explanation of any of the course assignments or activities.

A note on working with others... in this course, you will see that you <u>may sign up to work with a team, a group, and a circle</u> to edit three different wiki pages. These working organizations will allow you opportunities to work with a variety of people, and will help differentiate between the wiki page assignments. You are expected to work collaboratively within these structures. You may choose your own team, group or circle as the class starts the module in which they are assigned. The wiki page edits are due at the same time as the quiz for the module.

The syllabus description may contain the course description, a brief introduction, class guidelines, weekly reminders, and other important information from your student's teacher.



View Course Summary



The Course Summary is automatically generated for the course and contains a list of assignments and calendar events. Assignments are indicated by the Assignments icon [1], and events are indicated by the Calendar icon [2]. Non-graded items with a to-do date show the to-do date in the syllabus [3].

Click the title to view the details of the assignment or event. Any assignments or events that are past the due date are highlighted in gray. Undated items are listed in alphabetical order [4].



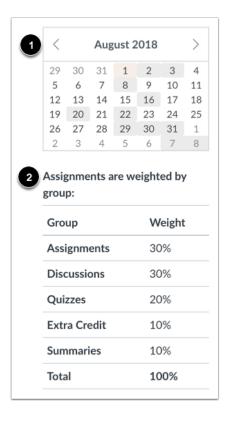
View Time Zones

Date	Details	
Wed Jul 4, 2018	Holiday - No Class	2am
Sat Jul 7, 2018	Position Paper	due by 1:59am
Thu Aug 2, 2018	Road to Revolution: Patriotism or Treason Revolutionary War Required Reading	due by 1:59am Local: Aug 2 at 1:59 Course: Aug 1 at 11:

If you have set a specific time zone in your User Settings, all course dates and times will display in your local time, but if you hover over the time, you can also see the course date and time.



View Sidebar



The sidebar section displays information about course events and grading. If your Syllabus is also set as your course home page, the sidebar may also include additional features.

The Syllabus sidebar includes a mini calendar [1]. Any date that includes an event or assignment due date are shown with a gray background. To view an associated assignment or event in the Syllabus table, click the calendar date.

If your student's course includes weighted assignment groups, the sidebar may also shows the percentages of each group [2].

Note: If you cannot view assignment group totals, your student's teacher has restricted this feature.



Discussions



How do I view Discussions as an observer?

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

Notes:

- Your student's teacher may choose to hide the Discussions link in Course Navigation. If the Discussions link is not available, you can still access Discussions through other areas of Canvas.
- This lesson shows how to view the classic Discussions interface. If your discussions don't look the same as what's shown in this lesson, please view how to <u>view Discussions Redesign</u>.

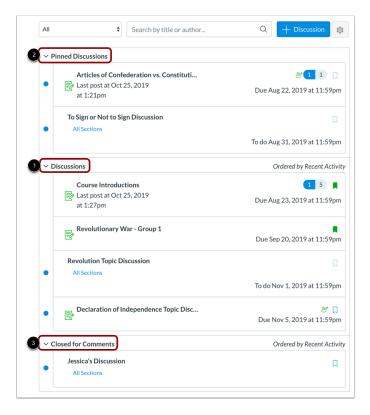
Open Discussions



In Course Navigation, click the **Discussions** link.



View Discussions



Discussions are organized into three main areas.

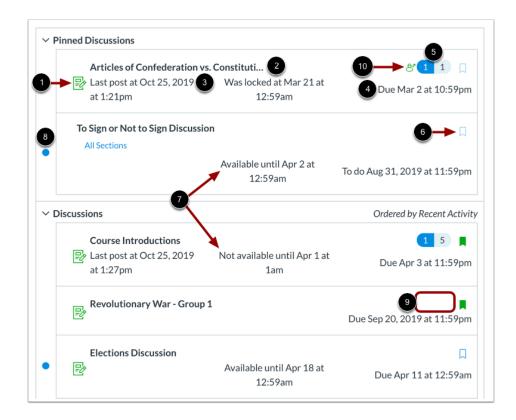
Discussions [1]: These are current discussions within your student's course. Discussions are ordered by most recent activity. You will only see this section heading if there are discussions within this section.

Pinned Discussions [2]: These are discussions that your student's teacher wants you to pay specific attention to and will appear at the top of the Discussions page. You will only see this section heading if there are discussions within this section as designated by your student's teacher.

Closed for Comments [3]: These discussions have been manually closed for comments, or the discussion is past the available from/until date. These are discussions that are only available in a read-only state and are ordered by most recent activity. You will always see this section heading, even if there are no discussions within this section.



View Individual Discussion



Each discussion displays whether or not it is a graded discussion [1], the name of the discussion [2], the date on which the last discussion reply was posted [3], the due date (if any) [4], the number of unread/total posts in the discussion [5], and whether or not you are subscribed to the discussion [6].

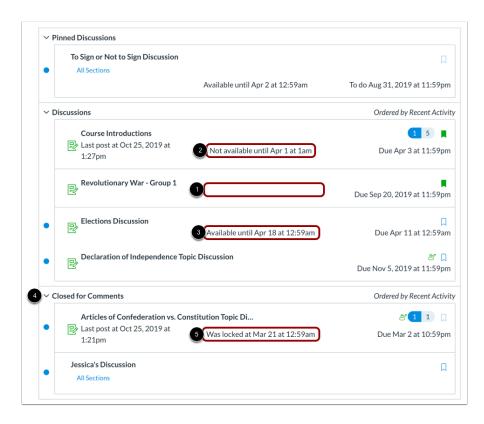
You can also view availability dates for individual discussions [7].

An unread icon next to a discussion indicates an unread discussion [8]. The number of unread/total posts will not appear for group discussions and discussions that have no discussion replies [9].

There will also be a peer review icon if a graded discussion has been assigned peer reviews [10].



View Availability Dates



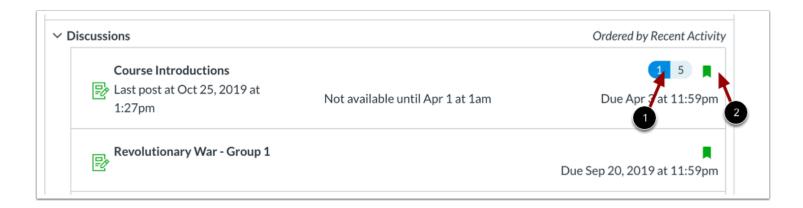
The first dates you may see are the availability dates. Your instructor may use availability dates to restrict discussion replies to a specified date range. The availability dates are the range of time that the discussion is accessible to you. Availability dates also appear on the Assignments page for all discussions with assigned availability dates.

- If the discussion does not have a date listed, the discussion is open; you can reply to the discussion at any time during your course [1].
- If the discussion says Not Available Until [date], the discussion is locked until the specified date [2].
- If the discussion says Available until [date], you can reply to the discussion until the specified date [3].
- If the discussion is in the **Closed for Comments** section, the discussion cannot accept submissions [4]. Discussions in this section may show a "Was locked at [date]" to indicate when the discussion was closed for comments [5].

Note: If a date does not include a time, the listed date defaults to 12 am. Therefore, the last day for the discussion is the full day before the listed date. For instance, if a discussion is Available until March 29, you can access the discussion until March 28 at 11:59 pm.



View Due Dates



The second set of dates are the due dates for each respective discussion [1]. However, due dates only apply to graded discussions. Any replies to discussions after the due date are marked as late; your student's teacher may deduct points for late replies. You can still reply to late discussion before the Available until date.

Please be aware that the Due date may be **before or on** the Available date.

Due dates also include a time [2]. If your student's teacher does not set a specific due time, the graded discussion due time defaults to 11:59 pm and submissions will be late if submitted after 11:59:59 pm.

Filter Discussions

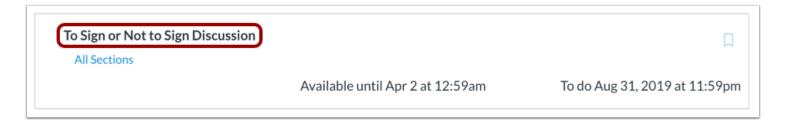


There are a few ways to filter Discussions:

- View All or only unread discussions by selecting an option from the drop-down menu [1].
- Search for a discussion by typing a discussion title, a user name, or a keyword in the **Search** field [2].
- Change the discussions settings to manually mark posts as read by clicking the Settings icon [3].

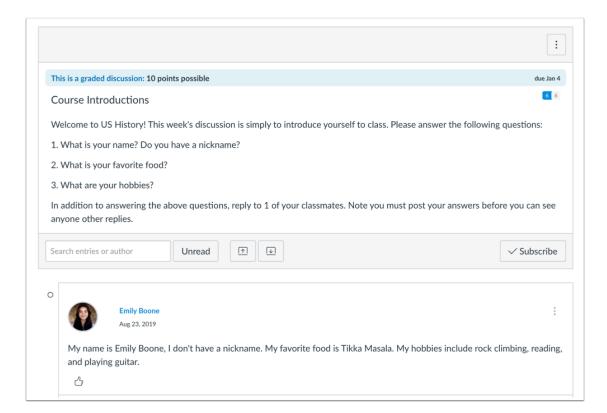


Open Discussion



To view the details of a discussion, click the name of the discussion.

View Open Discussion

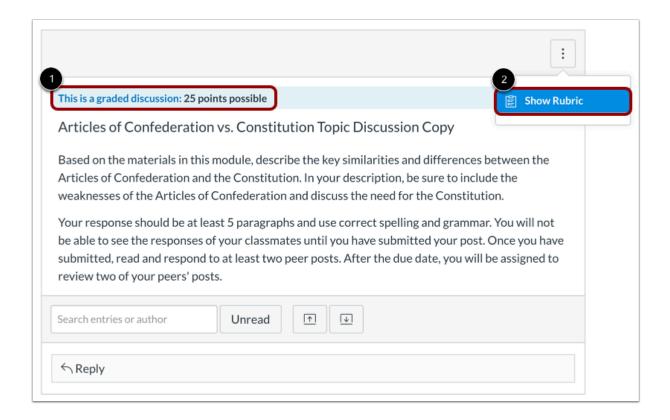


As an observer, you can only view discussion content. You cannot reply to discussions.

Note: The Discussions page supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, press **Alt+F8** (on a PC keyboard) or **Option+Fn+F8** (on a Mac keyboard) simultaneously on your keyboard.



View Graded Discussion



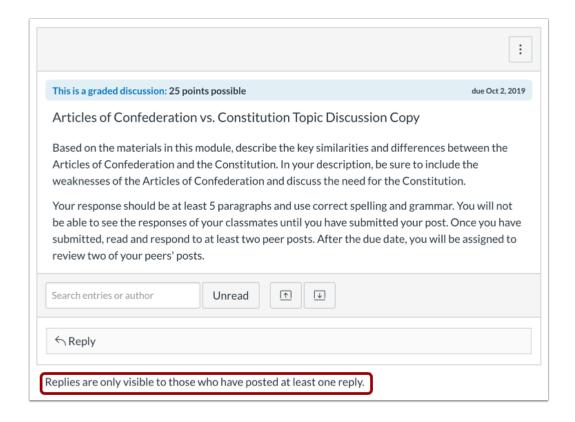
If your discussion is a graded discussion, you can view the discussion the same way as regular discussions with additional information:

- **Graded Discussion details** [1]: points and due date for the graded discussion, if any. Not all graded discussions may have a due date.
- **Rubric** [2]: any grading criteria that your student's teacher has provided for the graded discussion. A graded discussion may or may not include a rubric. You may be able to <u>review the discussion rubric</u>.

If your student misses the due date, they may be able to submit a reply to the discussion before the last day of the course. If the graded discussion does not have a due date, your student can submit a reply any time before the last day of the course.



View Discussion with Required Replies



If you are unable view responses from other students, your student may be required to make a reply before you can view them. Once your student replies to the discussion, any other replies will be visible.

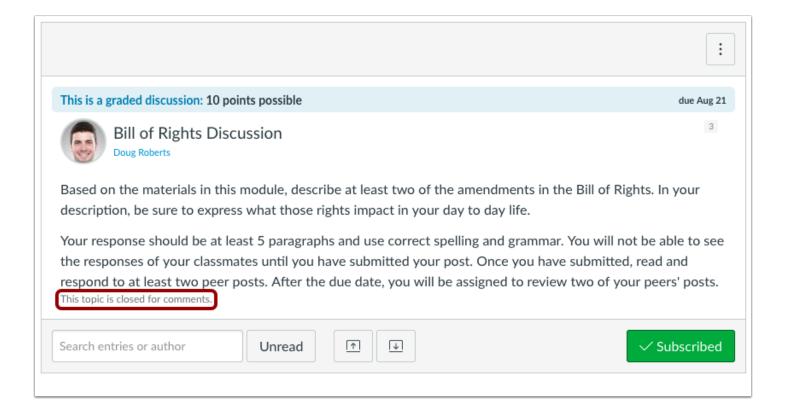
View Locked Discussion



When a discussion is locked, you can't view any details in the discussion topic. However, you can view the date when the discussion will be open.



View Closed Discussion



Both graded- and non-graded discussions can be closed at any time. Your student's teacher may note in the description topic or syllabus if a discussion is only scheduled to be available for a specific period of time.

When a discussion has been closed for comments, you can still view the details of the discussion topic and any replies.

The discussion was either available until a specific date, or your student's teacher manually closed the topic.

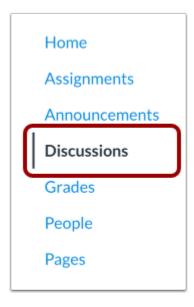


How do I view the rubric for a graded discussion as an observer?

Your student's teacher may include a rubric as part of a graded discussion. The rubric is a set of criteria that your student's teacher uses to grade your discussion.

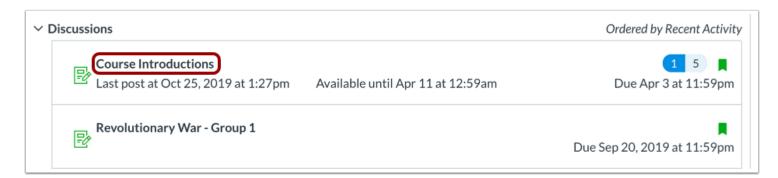
Note: Not all graded discussions may include a rubric.

Open Discussions



In Course Navigation, click the **Discussions** link.

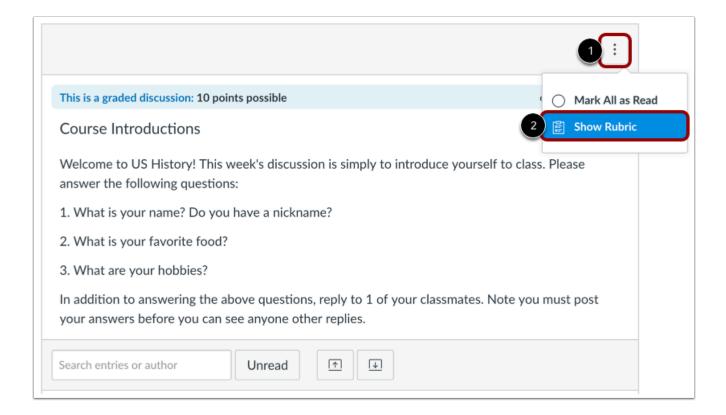
Open Discussion





Click the name of a graded discussion.

Show Rubric

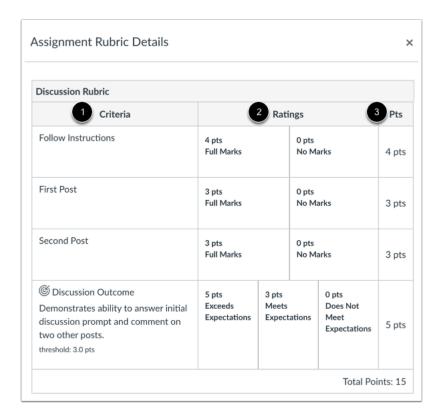


Click the **Options** icon [1] and select the **Show Rubric** link [2].

Note: If the Show Rubric link does not display, there is no rubric for your student's discussion.



View Rubric

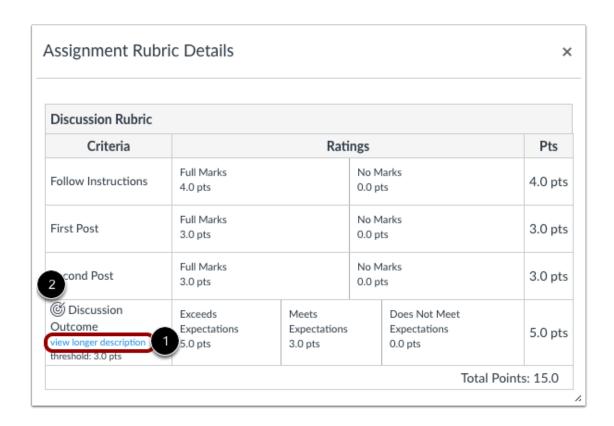


View the graded discussion rubric.

The rubric includes criteria [1], ratings [2], and full point values [3]. A rubric criterion may include up to five different ratings and individual point values.



View Rubric Details



If a criterion includes a longer description with more details, click the view longer description link [1].

The rubric may also include an outcome associated with the course [2]. Outcomes are identified by a small flag and are used to assess learning mastery in a course. The outcome also shows the threshold for the outcome, or the number of points your student must achieve to meet expectations.

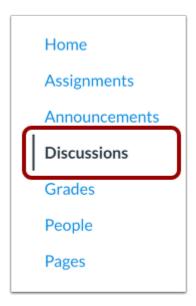


How do I subscribe to a discussion as an observer?

You can subscribe to your student's discussions as an observer.

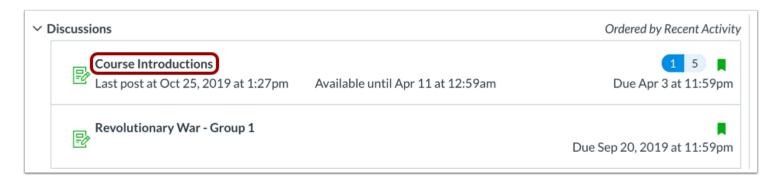
Note: This lesson shows how to subscribe to a graded discussion in the classic Discussions interface. If your discussions don't look the same as what's shown in this lesson, please view how to <u>subscribe to a discussion in Discussions Redesign</u>.

Open Discussions



In Course Navigation, click the **Discussion** link.

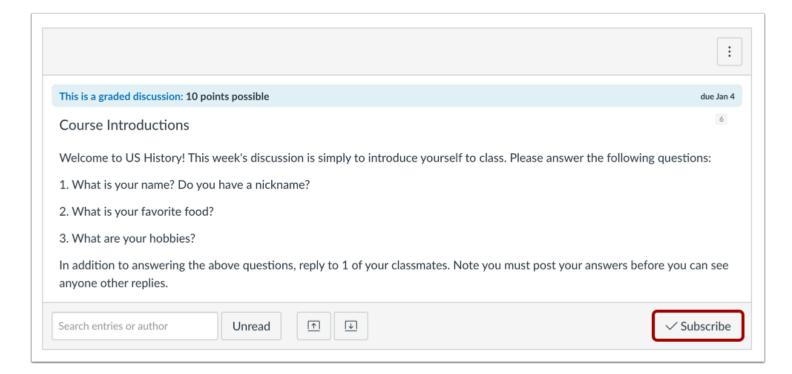
Open Discussion





Click the title of the discussion.

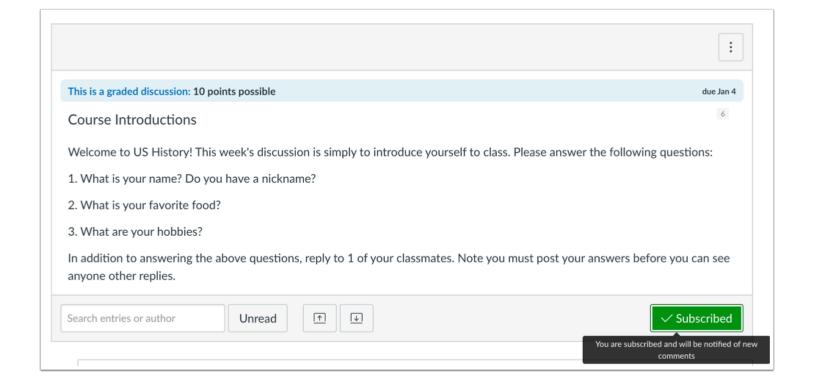
Open RSS Feed



Click the **Subscribe** button.



View Confirmation



You are now subscribed to your student's discussion and can receive notifications for new comments.



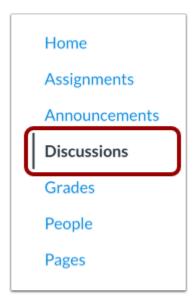
How do I view and sort discussion replies as an observer?

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.

You can also search for discussion replies and copy a direct link to a discussion reply.

Note: This lesson shows how to view and sort discussion replies in the classic Discussions interface. If your discussions don't look the same as what's shown in this lesson, please view how to <u>view and sort discussion replies in Discussions</u> Redesign.

Open Discussions



In Course Navigation, click the **Discussions** link.

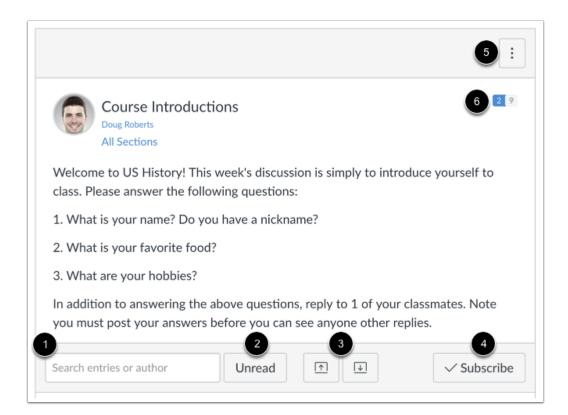


Open Discussion



Click the title of the discussion.

View Discussion



In a discussion, you have several options to view and sort discussions. Use the search field to search for replies or specific authors [1]. To filter by unread replies, click the **Unread** button [2]. You can also collapse and expand all discussion replies [3].

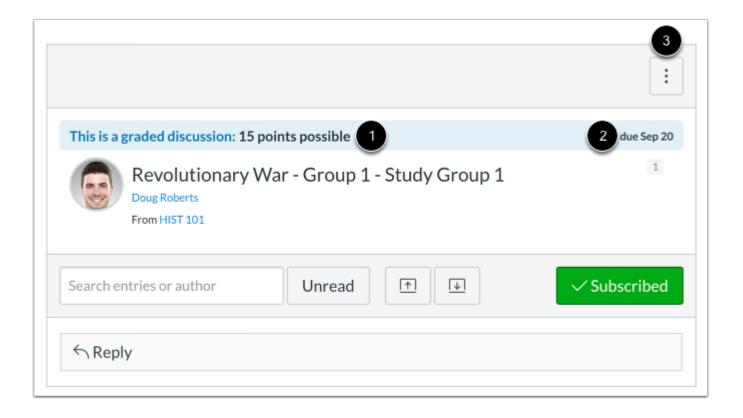


To subscribe to a discussion, click the **Subscribe** button [4]. Subscribing to a discussion allows you to follow the discussion and receive notifications as set in your notification preferences. If you are subscribed, the button will have a green background. To unsubscribe, click the **Subscribe** button and the background will turn gray.

To open options for the discussion, click the **Options** button [5]. Options allows you to mark all existing posts (replies) as read. If your student's discussion is graded, you can view the rubric for the discussion, if any.

You can view how many unread and replies are in a thread [6]. The number on the left indicates unread replies, while the number on the right indicates the total number of replies.

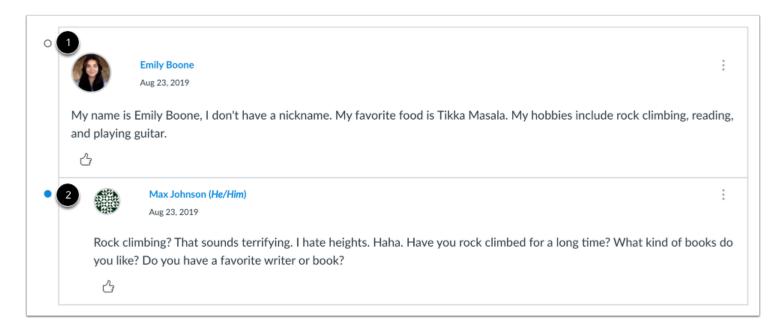
View Graded Discussion



If your student's discussion is a graded discussion, you can view the discussion the same way as regular discussions. However, you can view the number of points the discussion is worth [1], and if there is a due date [2]. The Options button shows the rubric for the graded discussion, if any [3]



View Replies

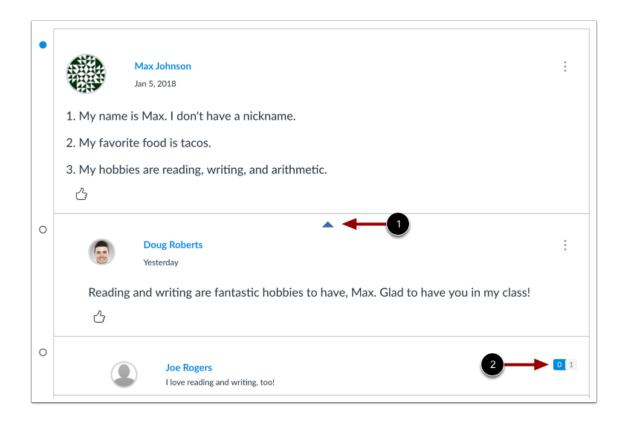


Discussion replies are shown in order of post date. In discussion replies, the unread icon indicates the reply is new and unread [1]. The read icon indicates a reply is read [2]. When you navigate away from the discussion or refresh the page, Canvas automatically marks the replies as read. After Canvas has changed the reply status, you can manually mark discussion replies as read or unread at any time.

You can also change your discussion settings so you can manually mark discussion replies as read.



View Threaded Discussions

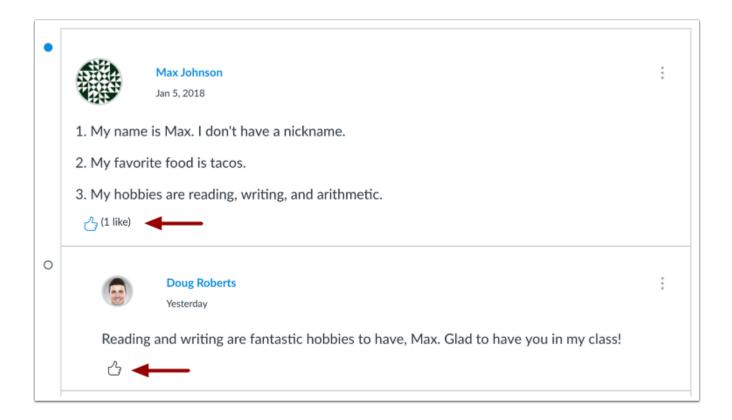


Threaded Discussions are discussions with replies within replies. In addition to post date, replies are shown in hierarchal order, with replies naturally indented to indicate when a student replies to another student's reply.

When viewing threaded discussion replies, you can collapse and expand individual threaded discussions. Hover over the top of a discussion reply and click the up arrow to expand or collapse a threaded discussion reply [1]. When a threaded discussion reply is collapsed, you can view the reply indicators showing the number of unread and total replies [2].



View Liked Discussions

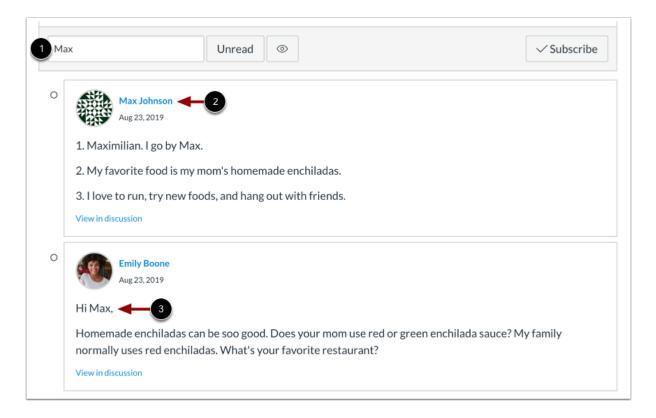


If your student's teacher allows you to like replies in a discussion, a Like icon appears next to each reply in the discussion. Blue icons indicate replies that you've liked. The number of total likes also appears next to the icon.

The discussion may also be set up to sort automatically according to the number of likes. In threaded discussions, likes are retained with the original discussion reply. Original replies will always sort first, and any associated replies will be reordered beginning with the highest-liked reply.



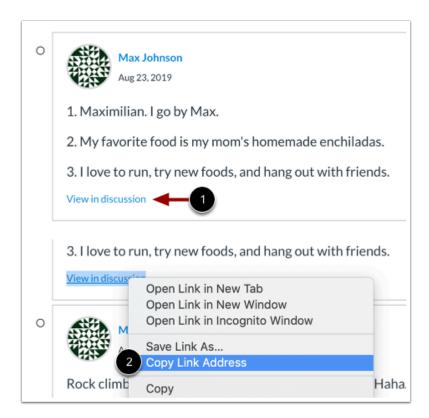
Search for Reply



To search for a discussion reply, enter any term in the **Search** field [1]. Search results include matches for user names [2] and reply text [3].



View Reply in Discussion



To clear search results and view the reply as part of the entire discussion, click the View in discussion link [1].

To copy a direct link to the discussion reply, right click the View in discussion link and select the Copy Link Address option [2].



How do I mark discussion replies as read or unread as an observer?

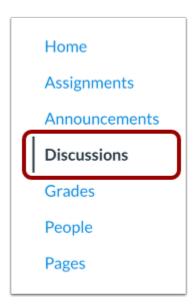
By default, as you read new Discussion posts, Canvas will mark them as read (changing the indicators from blue to white) as you scroll down the page. However, you can manually mark each posts back to a read or unread state.

You can tell Canvas not to automatically mark all your posts as read in your Discussion settings.

Notes:

- Once a post's state is manually changed, the post does not change states (become read or unread) until you manually change it again.
- This lesson shows how to mark discussion replies as read or unread in the classic Discussions interface. If your discussions don't look the same as what's shown in this lesson, please view how to mark discussion replies as read or unread in Discussions Redesign.

Open Discussions



In Course Navigation, click the **Discussions** link.

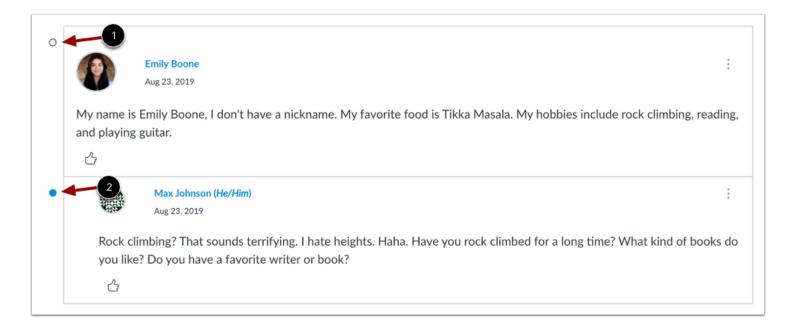


Open Discussion



Click the discussion you want to view.

View Posts



The read icon indicates the reply has been read [1]. The unread icon indicates a reply is new or unread [2].



Mark Post as Unread



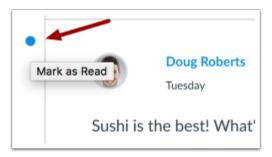
To change a read post to unread, click read icon next to the post you wish to change.

Verify Post as Unread



View the post now marked as unread.

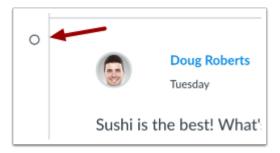
Mark Post as Read



To change an unread post to read, click the unread icon next to the post you wish to change.



Verify Post as Read



View the post now marked as read.

Note: If a post's state is manually changed, the post does not change states (become read or unread) unless you manually change it again.



Discussions Redesign



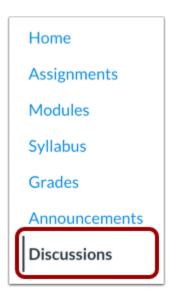
How do I use Discussions Redesign as an observer?

If enabled by your student's school, you can use Discussions Redesign to view your student's discussions.

Notes:

- Your student's teacher may choose to hide the Discussions link in Course Navigation. If the Discussions link is not available, you can still access Discussions through other areas of Canvas.
- If Discussions Redesign is not available in your student's course, it has not been enabled by your student's school.
- This lesson shows how to use Discussions Redesign. If your discussions don't look the same as what's shown in this lesson, please view how to view the classic Discussions interface.

Open Discussions



In Course Navigation, click the **Discussions** link.

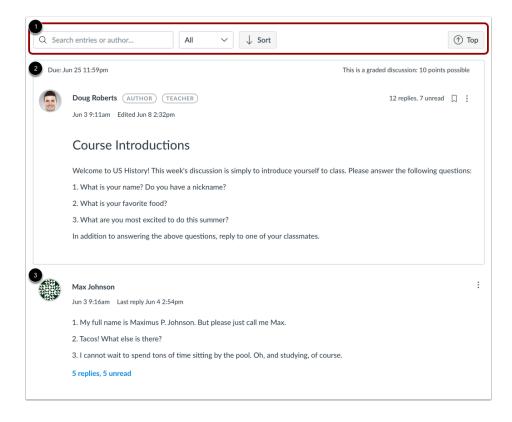
Open Discussion





To view the details of a discussion in the Discussions Redesign interface, click the name of the discussion.

View Discussion



A discussion displayed in the Discussions Redesign interface includes three sections: the discussion toolbar [1], discussion topic [2], and discussion replies [3].

View Discussion Toolbar



The discussion toolbar will remain at the top of the screen when you are viewing discussion replies.

To search for replies or specific authors, enter your terms in the search field [1].

To filter replies, click the **Filter** drop-down menu [2]. You can filter by all replies or unread replies.

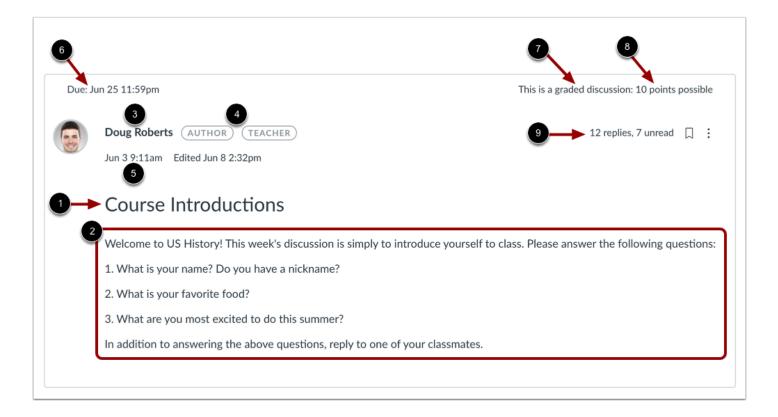
To sort replies by newest or oldest, click the **Sort** button [3].





To return to the top of a discussion, click the **Top** button [4].

View Discussion Topic



The discussion topic section includes important information about the discussion, including the discussion title [1] and description [2].

You can also view the name of the author [3], user role labels for TAs and Teacher (Instructor) roles [4], the date and time the discussion was published [5], due date [6], an indicator for a graded discussion [7], the number of points possible [8], and number of replies [9].



View Discussion Replies



Max Johnson

Jun 3 9:16am Last reply Jun 4 2:54pm

- 1. My full name is Maximus P. Johnson. But please just call me Max.
- 2. Tacos! What else is there?
- 3. I cannot wait to spend tons of time sitting by the pool. Oh, and studying, of course.

5 replies, 5 unread



Jessica Doemann

Jun 3 9:19am Last reply Jun 3 9:29am

- 1. My name is Jessica. I'm not a Jess! ;)
- 2. I gotta agree with Max. Tacos are the best!
- 3. Outdoor concerts!
- 1 reply, 1 unread

Discussion replies display below the discussion topic. Learn how to view and sort discussion replies.

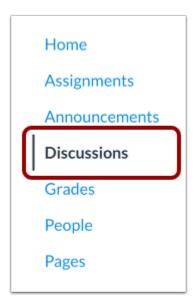


How do I subscribe to a discussion in Discussions Redesign as an observer?

You can subscribe to your student's discussions as an observer.

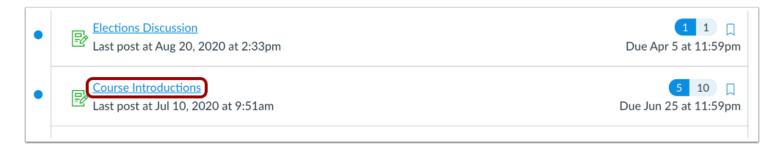
Note: This lesson shows how to subscribe to a discussion using Discussions Redesign. If your discussions don't look the same as what's shown in this lesson, please view how to <u>subscribe to a discussion using the classic Discussions interface</u>.

Open Discussions



In Course Navigation, click the **Discussions** link.

Open Discussion

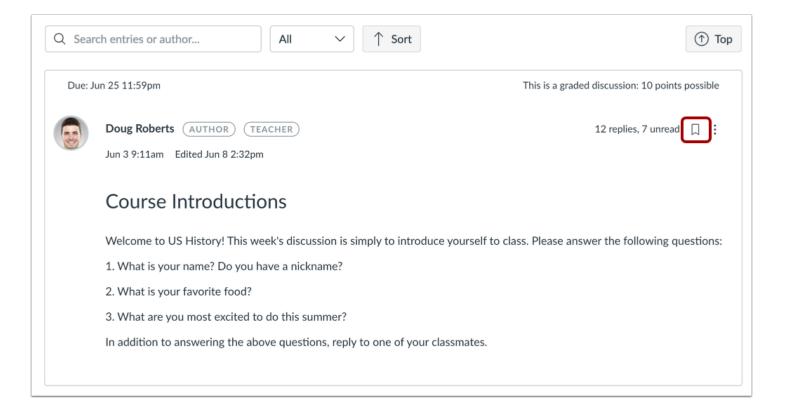


Click the title of the discussion.





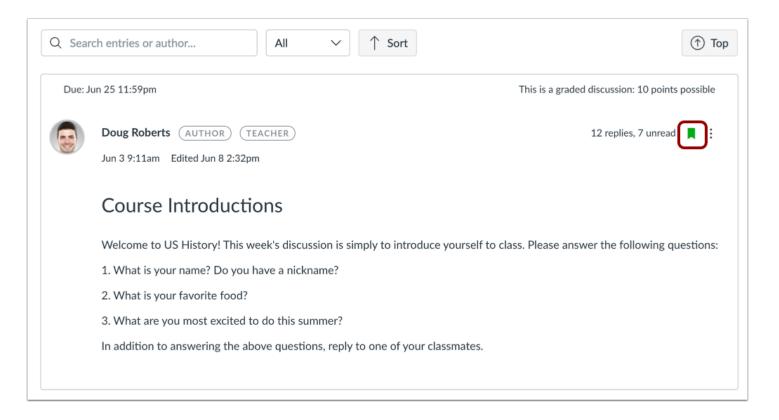
Subscribe to Discussion



Click the Subscribe icon.



View Confirmation



You are now subscribed to your student's discussion and can receive notifications for new comments.

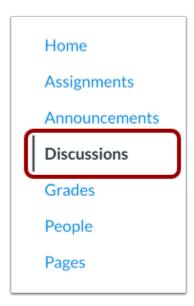


How do I view and sort discussion replies in Discussions Redesign as an observer?

You can view all replies in a discussion in Discussions Redesign by scrolling or searching content.

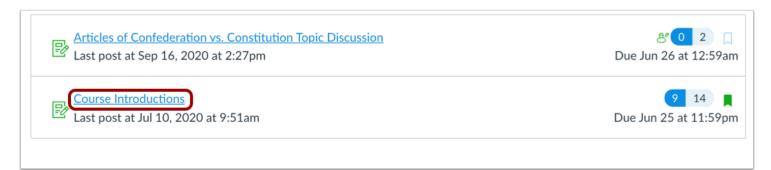
Note: This lesson shows how to view and sort discussion replies using Discussions Redesign. If your discussions don't look the same as what's shown in this lesson, please view how to <u>view and sort discussion replies using the classic Discussions</u> interface.

Open Discussions



In Course Navigation, click the **Discussions** link.

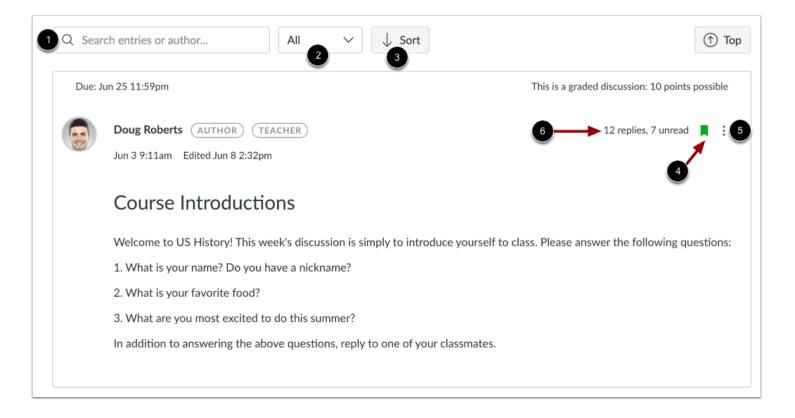
Open Discussion





Click the title of the discussion.

View Discussion



In a discussion, you have several options to view and sort discussions. Use the search field to search for replies or specific authors [1].

To filter by unread or read replies, click the Filter drop-down menu [2].

To sort replies by newest or oldest, click the **Sort** button [3].

To subscribe to a discussion, click the **Subscribe** icon [4]. Subscribing to a discussion allows you to follow the discussion and receive notifications as set in your notification preferences. If you are subscribed, the icon is filled. To unsubscribe, click the **Subscribe** icon.

To open options for the discussion, click the **Options** icon [5]. Options allows you to mark all existing posts (replies) as read.

You can view how many unread and replies are in the discussion [6].

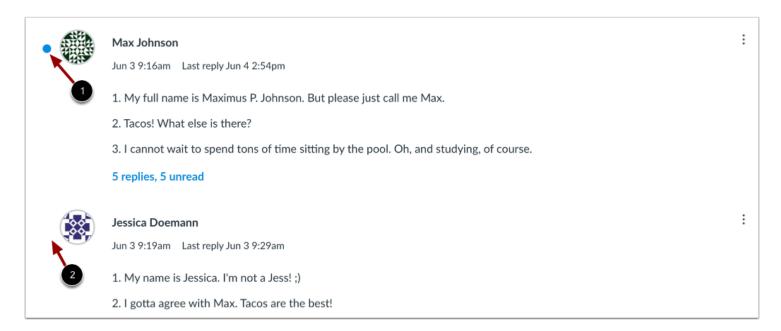


View Graded Discussion



If your student's discussion is a graded discussion, you can view the discussion the same way as regular discussions. However, you can view the number of points the discussion is worth [1], and if there is a due date [2].

View Replies

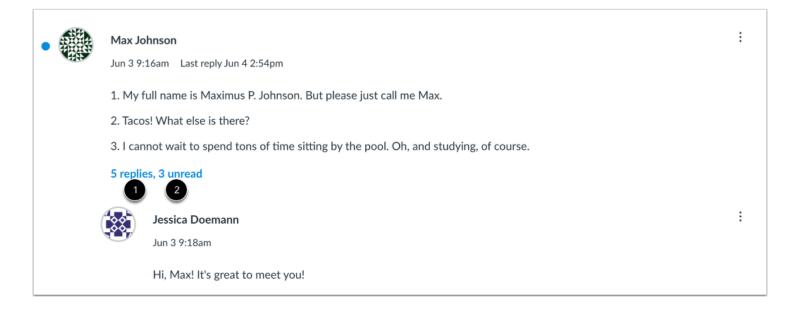


Discussion replies are shown in order of post date. In discussion replies, the unread icon indicates the reply is new and unread [1]. After you view a discussion reply, the unread icon no longer displays [2]. When you navigate away from the discussion or refresh the page, Canvas automatically marks the replies as read. After Canvas has changed the reply status, you can manually mark discussion replies as read or unread at any time.



You can also change your discussion settings so you can manually mark discussion replies as read.

View Threaded Discussions



Threaded Discussions are discussions with replies within replies. In addition to post date, replies are shown in hierarchal order, with replies naturally indented to indicate when a student replies to another student's reply.

When viewing threaded discussion replies, you can collapse and expand individual threaded discussions. Click the # of replies link to expand or collapse a threaded discussion reply [1]. When a threaded discussion reply is collapsed, you can view the reply indicators showing the number of unread and total replies [2].

To collapse threaded replies after you expand them, click the **Collapse replies** link [3].



View Liked Discussions



Max Johnson

Jun 3 9:16am Last reply Jun 4 2:54pm

- 1. My full name is Maximus P. Johnson. But please just call me Max.
- 2. Tacos! What else is there?
- 3. I cannot wait to spend tons of time sitting by the pool. Oh, and studying, of course.





Jessica Doemann

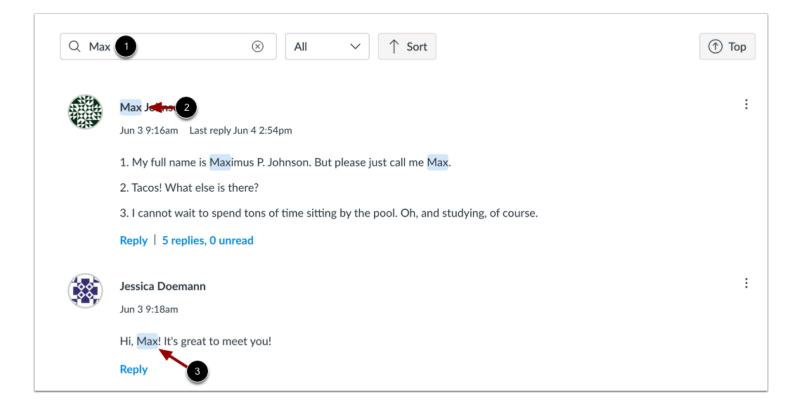
Jun 3 9:19am Last reply Jun 3 9:29am

1. My name is Jessica. I'm not a Jess! ;)

If your student's teacher allows you to like replies in a discussion, a Like icon appears next to each reply in the discussion. Blue icons indicate replies that you've liked. The number of total likes also appears next to the icon.



Search for Reply



To search for a discussion reply, enter any term in the **Search** field [1]. Search results include matches for user names [2] and reply text [3].



How do I mark discussion replies as read or unread in Discussions Redesign as an observer?

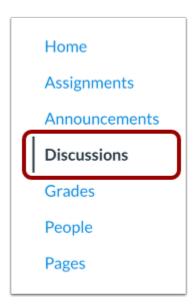
By default, as you read new Discussions Redesign posts, Canvas will mark them as read (changing the indicators from blue to white) as you scroll down the page. However, you can manually mark each posts back to a read or unread state.

You can tell Canvas not to automatically mark all your posts as read in your Discussion settings.

Notes:

- Once a post's state is manually changed, the post does not change states (become read or unread) until you manually change it again.
- This lesson shows how to mark replies as read or unread using Discussions Redesign. If your discussions don't look the same as what's shown in this lesson, please view how to <u>mark replies as read or unread using the classic Discussions</u> interface.

Open Discussions



In Course Navigation, click the **Discussions** link.

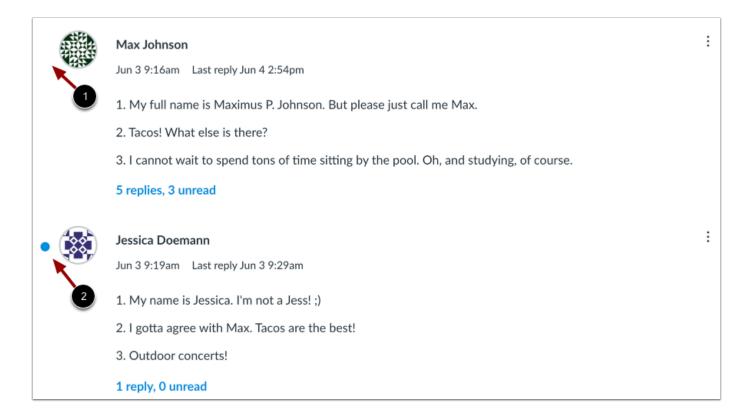


Open Discussion



Click the discussion you want to view.

View Posts



No read icon indicates the reply has been read [1]. The unread icon indicates a reply is new or unread [2].



Mark Post as Unread



Max Johnson

Jun 3 9:16am Last reply Jun 4 2:54pm



- 1. My full name is Maximus P. Johnson. But please just call me Max.
- 2. Tacos! What else is there?
- 3. I cannot wait to spend tons of time sitting by the pool. Oh, and studying, of course.

5 replies, 3 unread

To change a read post to unread, click the **Options** icon [1] and then click the **Mark Post as Unread** option [2].

Verify Post as Unread



View the post now marked as unread.



Mark Post as Read



Max Johnson

Jun 3 9:16am Last reply Jun 4 2:54pm



- 1. My full name is Maximus P. Johnson. But please just call me Max.
- 2. Tacos! What else is there?
- 3. I cannot wait to spend tons of time sitting by the pool. Oh, and studying, of course.

5 replies, 3 unread

To change an unread post to read, click the **Options** icon [1] and then click the **Mark Post as Unread** option [2].

Verify Post as Read



View the post now marked as read.

Note: If a post's state is manually changed, the post does not change states (become read or unread) unless you manually change it again.



Files



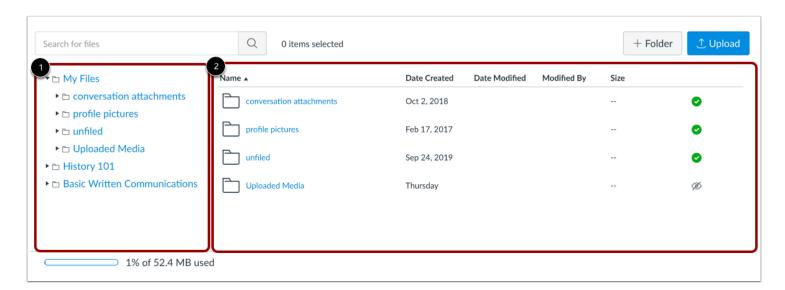
How do I use Files as an observer?

As an observer, Files allows you to store files within Canvas. You can upload one or multiple files, view all details about your files, and preview 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.

You may have access to files (documents, images, media, etc.) in two different feature areas:

- <u>User files</u>, located in your user account
- Course files, located in each course where you are enrolled (if your student's teacher allows you to view Course Files)

View Files

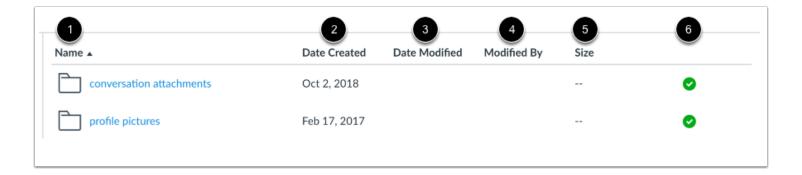


The basic functionality within Files is the same within each files location, but some features may differ according to feature area.

The left panel shows all folders for quick navigation [1]. Some folders may be housed within other folders. To expand all folders, click the arrows next to the folder name.

When you click the name of a folder, all contents within the folder you are viewing display in the right panel [2]. You can also click folder names in the right panel to view folder content.



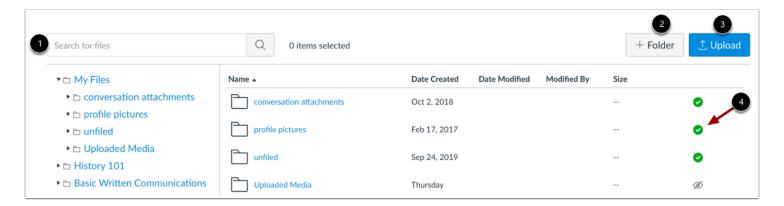


For each file, you can view the name of the file [1], the date the file was created [2], the date the file was modified [3], the name of the person who modified the file (if modified by another user) [4], and the size of the file [5].

You can also view the published status for your user files [6].

Files are sorted alphabetically. To sort files, click the name of any column heading.

Manage Files

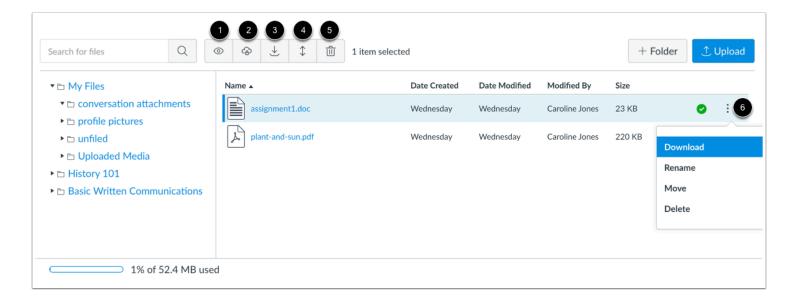


Depending on the file area, files may contain several options to manage files:

- Search for files [1]. Files is fully searchable by file name.
- Add a new folder to Files to store files [2]. Folders can also house other folders.
- Upload a file to Files [3].
- Change the state of the file [4]. Files can be published, unpublished, or include a restricted status.



Manage Selected Files



To select a file, click the name of the file. You can also select multiple files at the same time by holding the command (Mac) or control (PC) key.

When a file is selected, Files displays the file toolbar at the top of the window. Depending on the files area, the toolbar may contain several options to manage the selected file(s):

- Preview the file [1]
- Restrict access to the file [2]
- <u>Download the file</u> [3] (when selecting more than one file, option appears to download as a zip file)
- Move the file [4]
- Delete the file [5]

You can also manage some or all options for a selected file within the file's Options menu [6].



View Usage Rights

Name ▲	Date Created	Date Modified	Modified By	Size	1
assignment_1.docx	Jul 22, 2015	Jul 22, 2015		171 KB	② 2
assignment 2.docx	10:23am	10:23am	Emily Boone	31 KB	©
Group_Findings.docx	Mar 21, 2016	Mar 21, 2016		24 KB	(I)

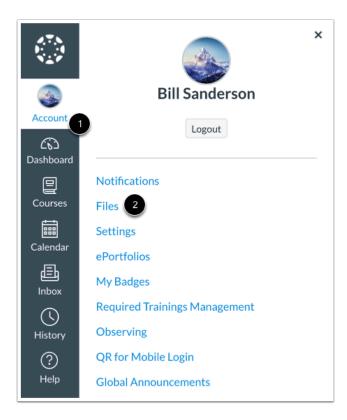
Course Files may display a column for usage rights. If enabled, the column displays the usage right (copyright) for the file [1]. Files that do not contain a usage right display as a **warning** icon [2].



How do I view my user files as an observer?

Personal files include profile pictures and other files uploaded to your personal Canvas file storage area. By default, each user has 50 MB of storage space in Canvas.

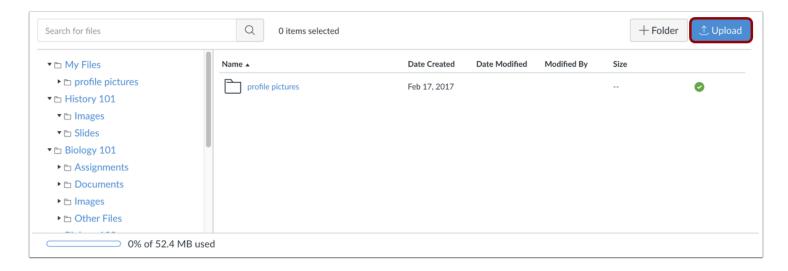
Open Files



In Global Navigation, click the **Account** link [1], then click the **Files** link [2].



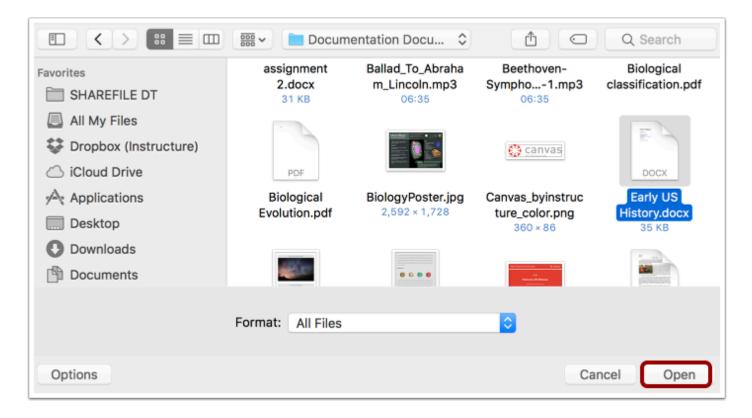
View User Files and Upload a File



View your files. To add a file, click the **Upload** button.



Select File From Computer



Browse to a file on your computer and click the **Open** button.

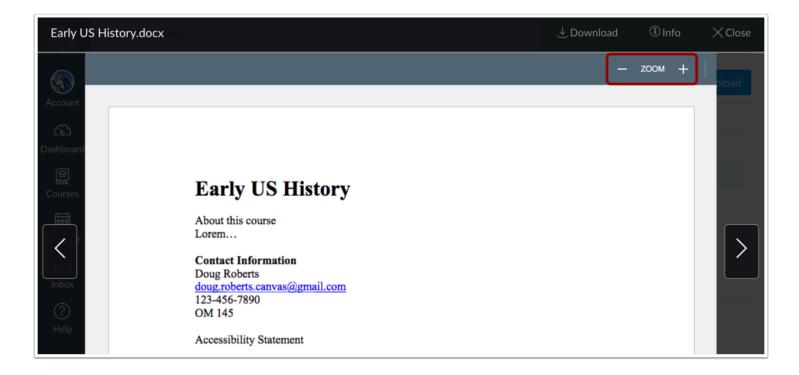
Open File



Click the name of the file.



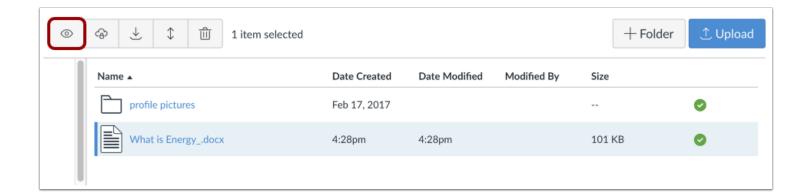
Preview File



The preview displays the file and file information details, as well as a link to download the file.

You can scroll through the document, zoom in and out, and view the document in full screen.

View Button

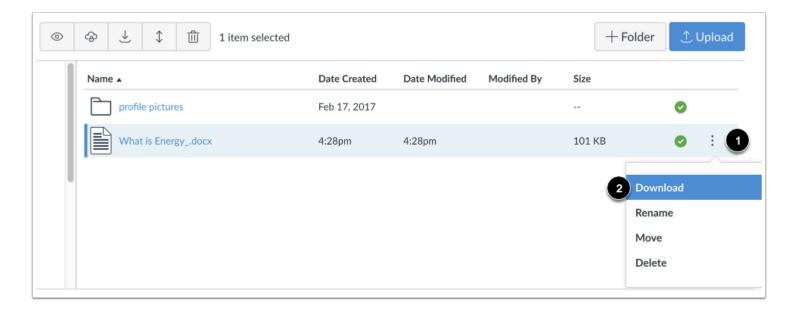


You can also preview a file by clicking the **View** button.





Download File



Click the **Options** icon [1] and then click the **Download** link [2].

Create Folder



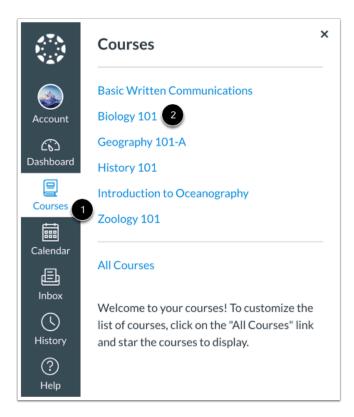
To create an empty folder, click the **Add Folder** button.



How do I view course files as an observer?

Observers may only be able to access certain course files.

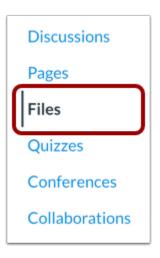
Open Course



In Global Navigation, click the Courses link [1], then click the name of the course [2].

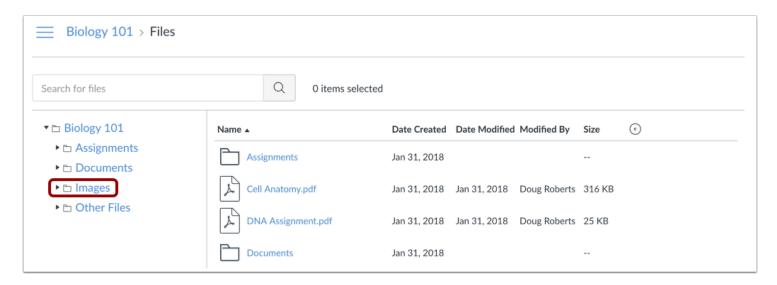


Open Course Files



In Course Navigation, click the Files link.

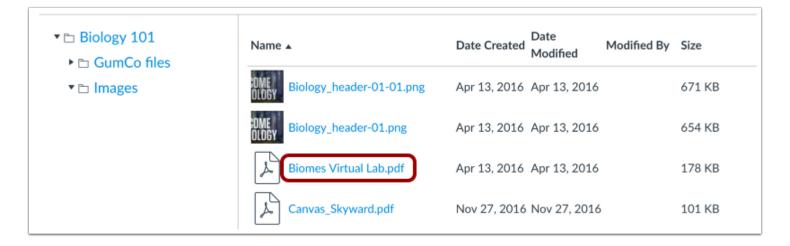
Open a Folder



To open folder contents in the preview pane on the right-hand side, click an unlocked folder from the left-hand side.

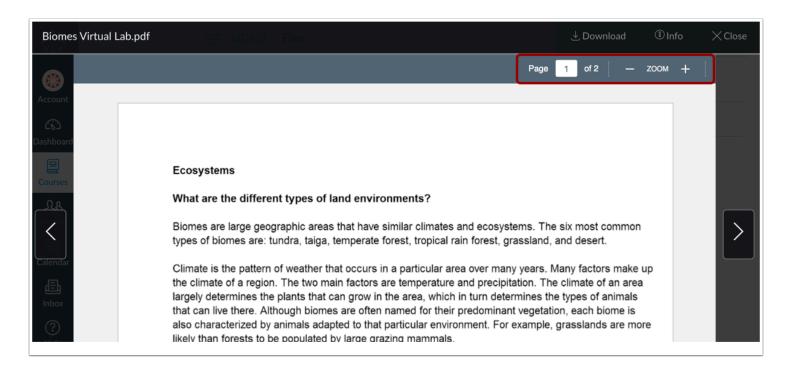


Open File



Click the name of the file.

Preview File



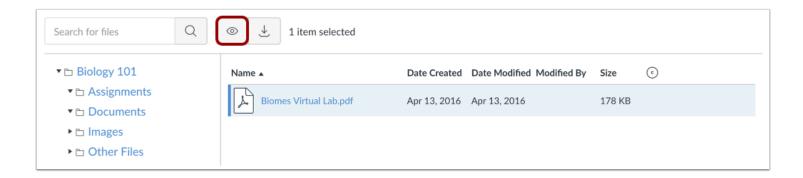
The preview displays the file and file information details, as well as a link to download the file.





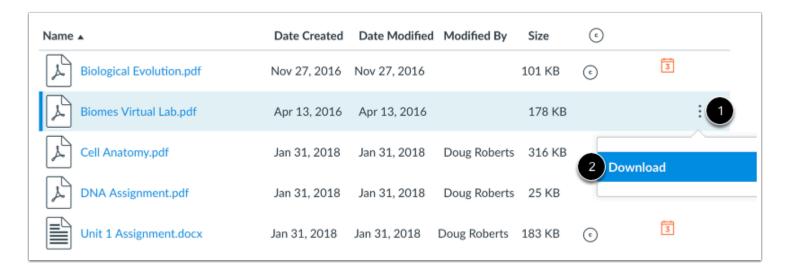
You can scroll through the document, zoom in and out, and view the document in full screen.

View Button



You can also preview a file by clicking the **View** button.

Download Files



Click the **Options** icon [1] and then click the **Download** link [2].



How do I preview a file as an observer?

You can preview a file in a course or user file storage area.

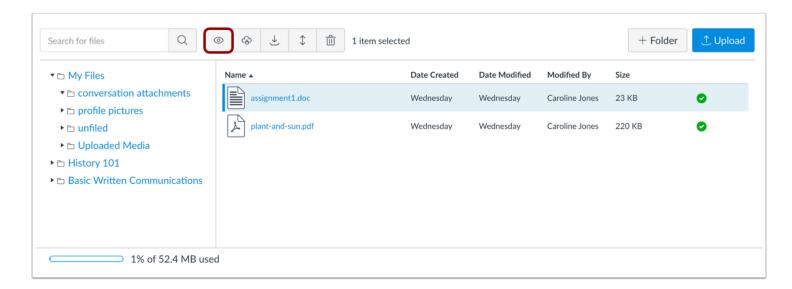
Open File



In user or course files, click the name of the file you want to preview.

Note: Some teachers will lock files or folders so students can't access them. Also, some file types may not render a preview.

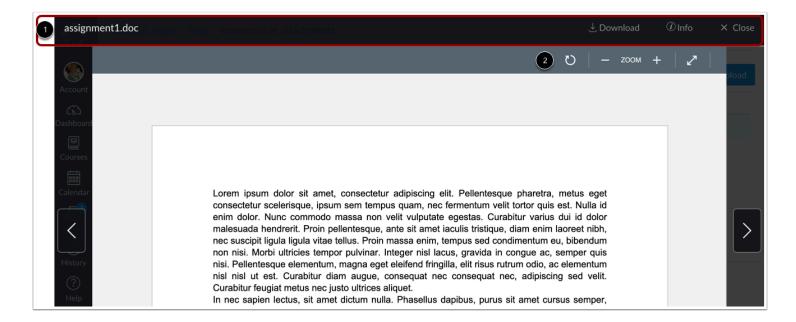
Open File via Toolbar



You can also click the line item for the file and click the View icon.



Preview File



The preview toolbar displays the file and file information details, as well as a link to download the file [1].

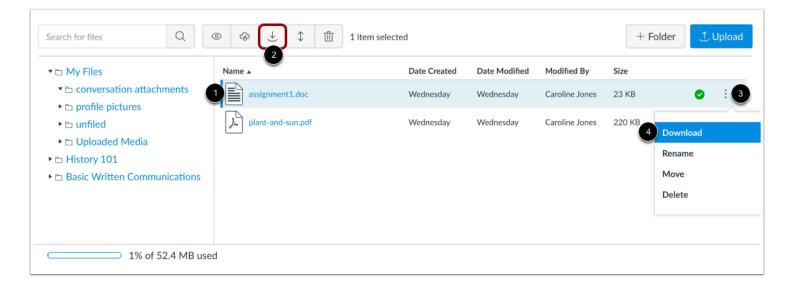
For documents [2], you can scroll through the document, zoom in and out, and view the document in full screen.



How do I download a single file as an observer?

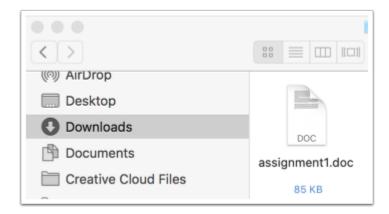
You can download a single file from your user and course file storage area.

Download File



Click the line item for the file [1]. Click the **Download** icon [2]. Or click the **Options** icon [3] and then click the **Download** link [4].

Open File



Your file will download to your desktop. Open the appropriate folder to view the file.





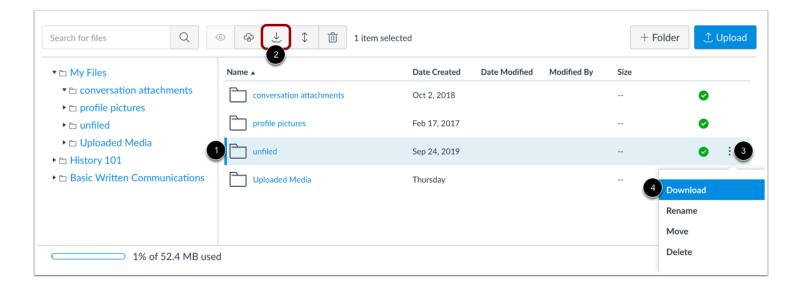
Note: The file may be saved to the Downloads folder on your computer.



How do I download a folder in ZIP format as an observer?

You can download a folder in a ZIP format in your personal or course files.

Download Folder



Click the line item for the folder [1]. Click the **Download** icon [2]. Or click the **Options** icon [3] and then click the **Download** link [4].

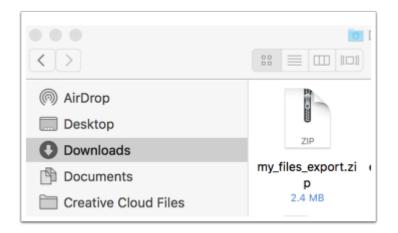
View Download Progress

Preparing download: 0% complete

Monitor the progress of your download.



Open ZIP File



Your ZIP file will download to your desktop. Open the appropriate folder to view the file. To open the file, either double click to open it (MAC users) or right-click the file and select Extract All (PC users).



Global Navigation

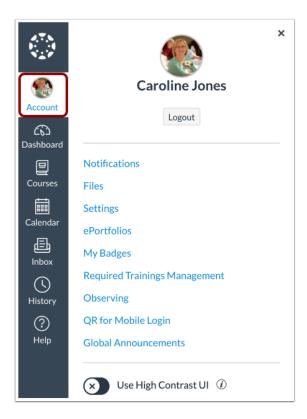


How do I use the Global Navigation Menu as an observer?

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 observed courses collectively. Default links include User Account, Dashboard, Courses, Calendar, Inbox, and the Help menu.

Depending on your student's school account settings, other links may appear in the Global Navigation Menu.

View Account

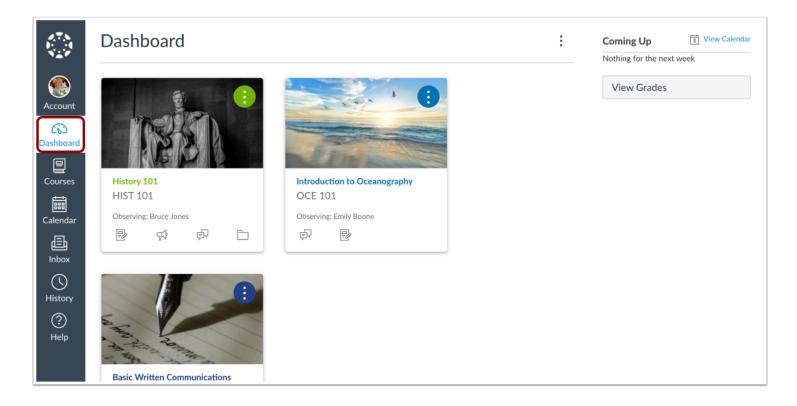


To view your user information, click the **Account** link [1]. A menu will expand and display links to access your <u>notification</u> <u>preferences</u>, <u>personal files</u>, <u>user settings</u>, and <u>the observing page</u> (if enabled) [2].

You can also use the Logout button to log out of Canvas [3].



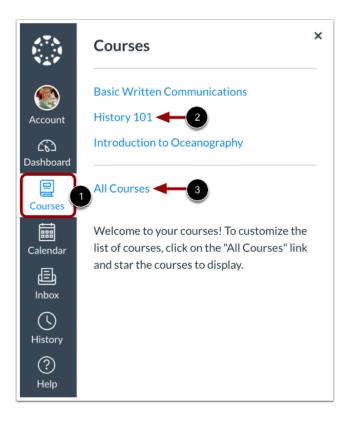
View Dashboard



The <u>Dashboard</u> is the landing page after you log in to Canvas. The Dashboard can be toggled to a course view, or recent activity view and shows notifications for all current Canvas courses.



View Courses

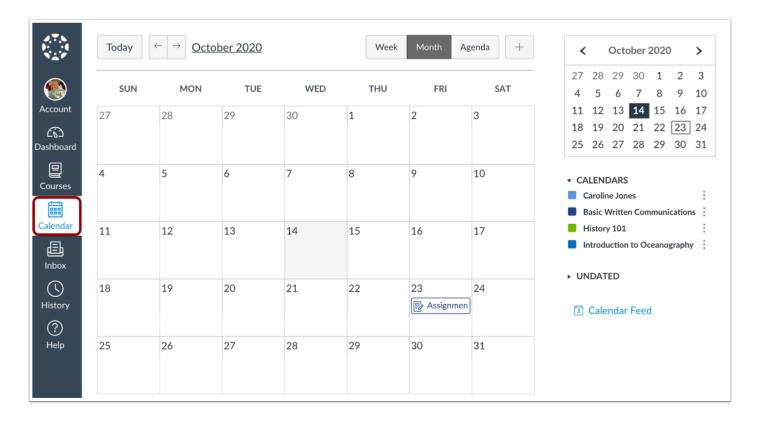


To view your courses, click the **Courses** link [1]. The Courses menu displays your favorite courses. If no courses are selected as favorites, the course list display all current courses. If a course includes term dates, the name of the term displays as part of the course listing.

To view a course, click the name of the course [2]. To <u>customize your courses list</u> or <u>view all your Canvas courses</u>, click the **All Courses** link [3].



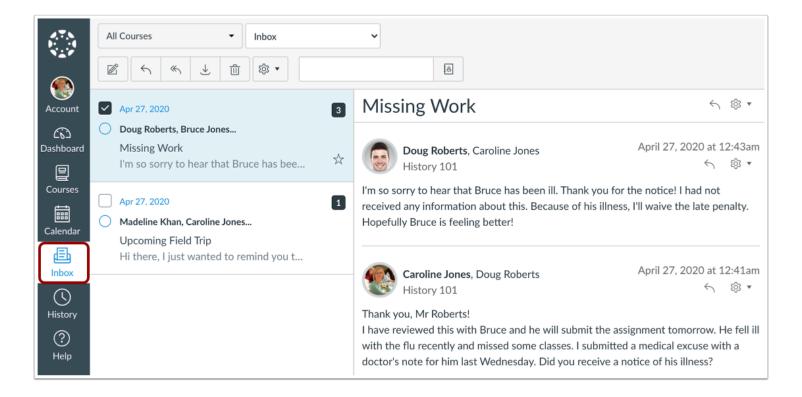
View Calendar



To view your Calendar, click the Calendar link.



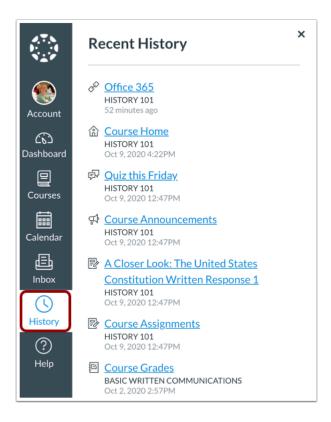
View Inbox



To view your Inbox, click the **Inbox** link. The Inbox is the Canvas messaging system where you can communicate with other users in your courses. The number of new messages are shown as part of the Inbox icon.



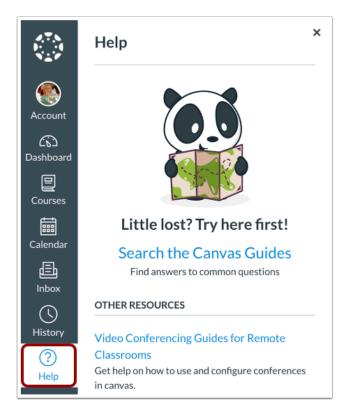
View History



To view your recent Canvas course page view history, click the **History** link. Recent History displays up to three weeks of your Canvas course page view history.



View Help



To get help with Canvas, click the Help link [1]. Select the help option that is relevant to your needs [2].

Note: Depending on your student's school settings, the Help menu may display different options.



Collapse Global Navigation Menu



To expand or collapse the Global Navigation Menu, click the **arrow** icon.

The Global Navigation Menu will be automatically collapsed for tablet screens.



How do I use the Dashboard as an observer?

The Dashboard is the first thing you see when you log into Canvas. The Dashboard displays at-a-glance information about what is happening in all current courses for students you are observing.

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

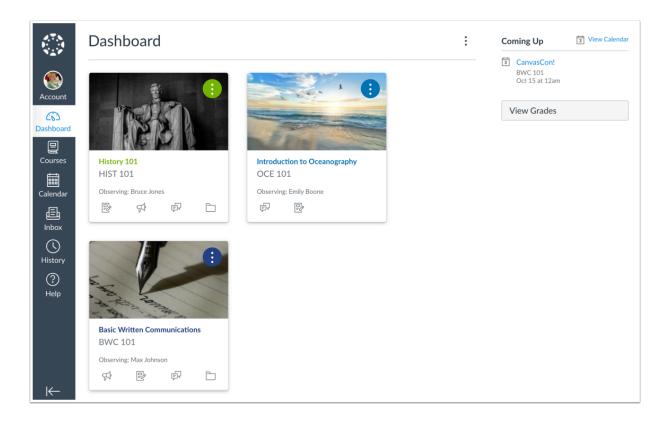
Open Dashboard



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



View Dashboard

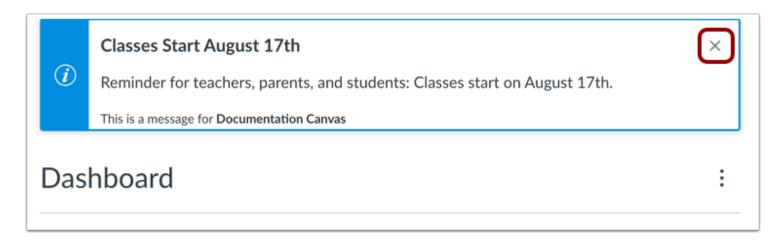


The Dashboard is your landing page in Canvas. Depending on your institution, your Dashboard may default to one of two views: Card View or Recent Activity View.

- <u>Card View</u>: displays course cards for quick access to all your favorite courses (the same courses display in the Courses link from the Global Navigation Menu)
- Recent Activity View: displays all recent activity for all courses

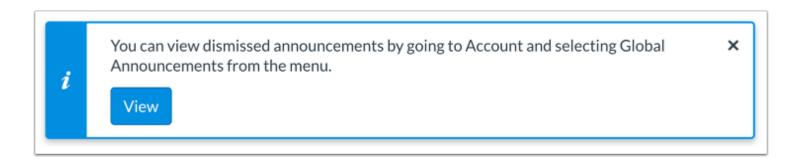


View Global Announcement



The Dashboard may also include global announcements, which are announcements created by your institution. To remove the announcement from your dashboard, click the **Remove** icon.

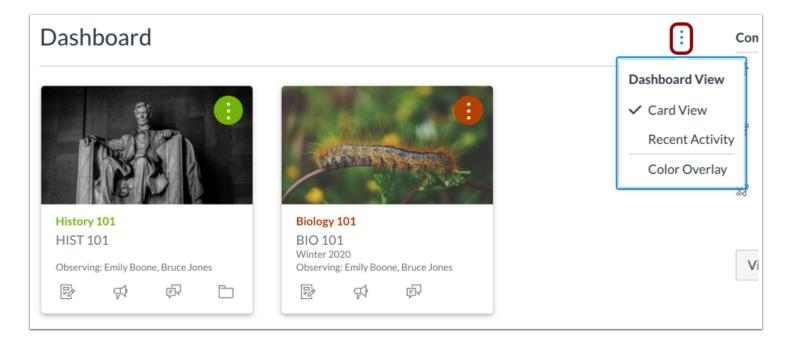
View Dismissed Announcement



If you dismiss a global announcement, you can view dismissed announcements on the Global Announcements page.



Change Dashboard View



To change your Dashboard view, click the **Options** menu and select your preferred viewing option.



How do I view my favorite courses in the Card View Dashboard as an observer?

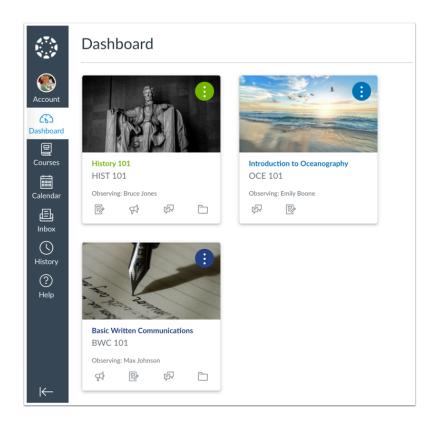
The Card View Dashboard displays course cards for all your favorite active courses. Course cards can help you organize your student's courses by adding a nickname or customizing the color, which is synced with the color shown for the course in the Calendar. Depending on your institution's preference, the Card View may be your default Dashboard.

The Card View Dashboard also includes the Dashboard sidebar, which displays a Coming Up feed and includes a link to the global Grades page.

You can change your Dashboard view at any time using the Dashboard Options icon.

Favorited courses are removed from the Card View Dashboard when the course is concluded. Concluded courses that were previously favorited are still shown as favorited in the **Courses list**.

View Course Cards



By default, active course cards are automatically added by Canvas and display up to 20 courses.

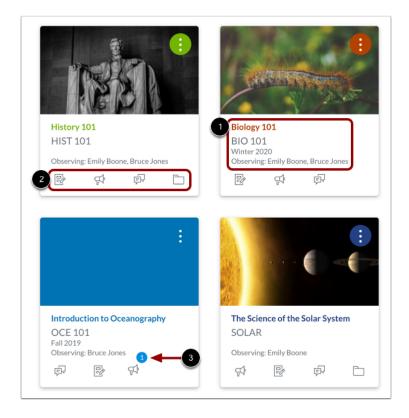
Dashboard courses are ordered alphabetically by course name; nicknames and course codes do not apply to course ordering.





Note: If you want to remove the default course card setting, you can <u>customize the course list</u> and manually select your favorite courses to display in the Dashboard. When you favorite at least one course, the Dashboard will only display favorited courses. Canvas will also continue to automatically favorite new published course enrollments.

View Card Details



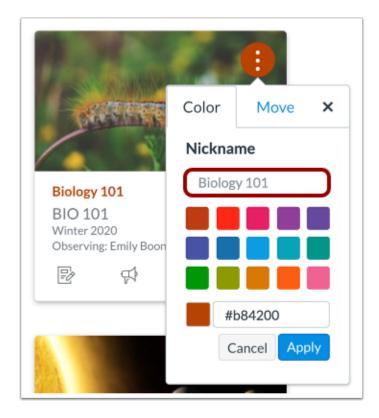
Course cards display an overview of course information including the course name, course code, term, and the student(s) you are observing in the course [1].

Each card can include up to four tabs [2], which represent the four main Canvas features for student course activity: Announcements, Assignments, Discussions, and Files. These tabs mimic visibility and order in Course Navigation, so for instance, if an instructor hides the Announcements link, the Announcements tab will not display on the course card.

An unread icon on the Discussions or Announcements tab indicates that there is a new discussion or announcement in the course [3]. The number in the icon indicates the number of new items.



Create Nickname



If one of your student's courses includes a long or confusing name, you can create a nickname for the course. Most courses are created using Student Information Systems (SIS) that generate course names based on terms, departments, and section numbers, and courses with similar names may be hard to distinguish.

Course nicknames appear in the Dashboard, Course Navigation Menu, course breadcrumbs, and notification emails.

A course nickname does not affect the course name at the account or course level; it only changes the name of the course for the individual user who created the nickname.

If you need to know the original name of the course, you can hover over the nickname and the original name will appear. Additionally, the course code is not affected and always displays on the course card for course reference.

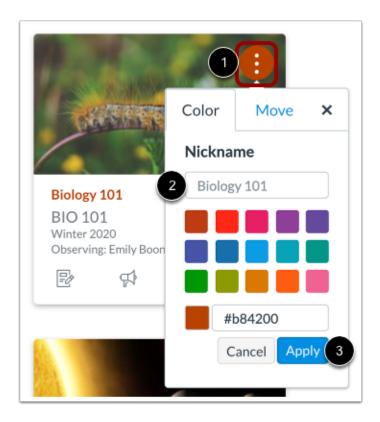
Notes:

- This feature does not currently apply to the global Grades page and Dashboard sidebar elements such as the Coming Up feed.
- Course nicknames are limited to 59 characters.





Manage Nickname

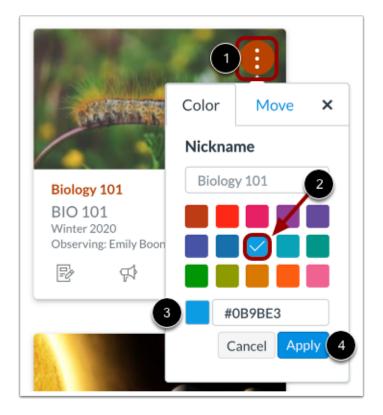


To add a nickname, click the **Options** icon [1], then type the name in the nickname field [2]. Click the **Apply** button [3].

To remove a nickname, open the card options and remove the nickname. The Nickname field will display the original name of the course.



Change Course Color



Course cards can help you organize courses by customizing the color, which is synced with the color shown for the course in the Calendar.

To change the color, click the card's **Options** icon [1], then select a new color. The check mark indicates the selected color [2], and the hex color code displays in the text field [3].

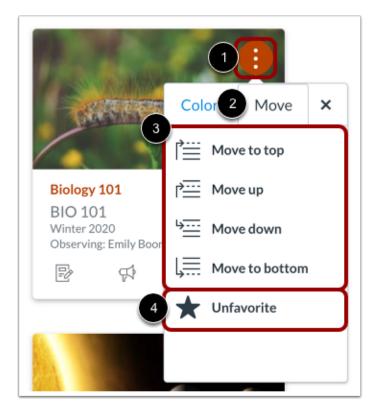
If you want to use a color not shown in the window, you can enter the color's hex code directly in in the text field. The hex field will display a warning icon if the hex code is not valid. Additionally, any variation of white is not accepted as a course color.

Click the **Apply** button [4].

Note: If you change the color for a course in the Calendar, the color also updates in the Dashboard.



Move Course Cards



You can also move a course card to another location in the Dashboard or remove a card from the Dashboard. Click the **Options** menu [1] and select the **Move** tab [2]. Depending on the placement of the existing card, you can move the card to the top of the Dashboard, ahead or behind a specific card, or to the bottom of the Dashboard [3].

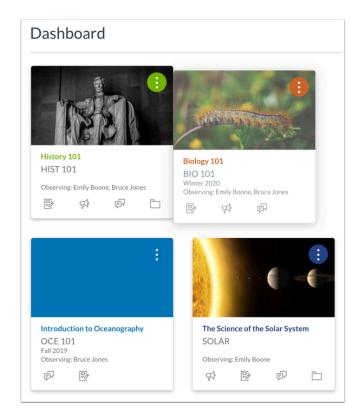
Once a dashboard card has been reordered, new courses added to the Dashboard always display at the end of all existing courses.

To remove the course card from the Dashboard, click the **Unfavorite** option [4].

Note: The Unfavorite option only displays if you previously selected favorite courses.



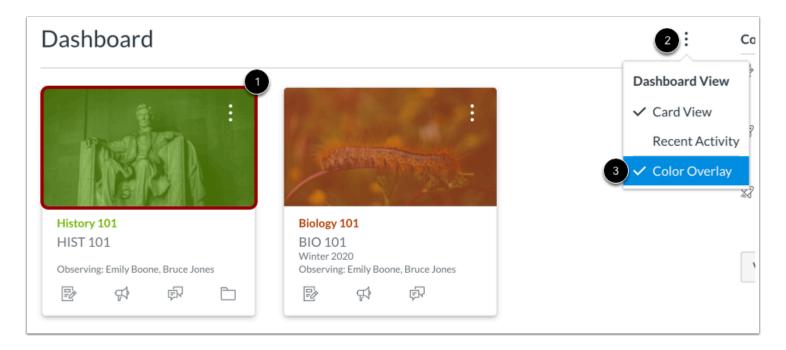
Drag and Drop Course Cards



You can also manually drag and drop a course card to another location in the Dashboard. Click on a course card and drag it to the desired location.



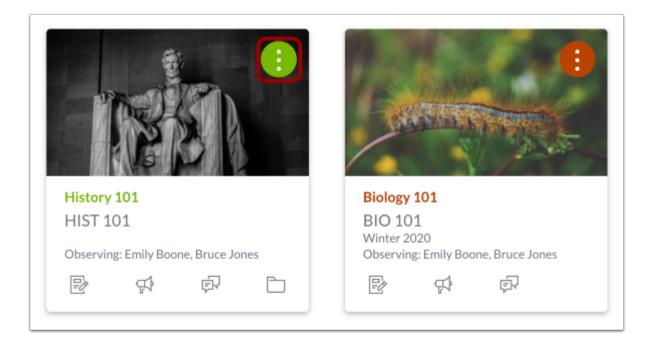
View Color Overlay



Some courses may include an image for the course behind the course color [1]. By default, course cards with an image include a color overlay. To remove the color overlay from all course cards that contain an image, click the **Options** icon [2] and then deselect the **Color Overlay** option [3].



Remove Color Overlay



When the color overlay is removed, the course color will display as a circle behind the card's **Options** icon.



How do I view global activity for my student's courses in the Recent Activity Dashboard as an observer?

The Recent Activity Dashboard displays information about course assignments and inbox messages.

The following will cause course activity notifications to appear in the Recent Activity Dashboard:

- New assignments
- Assignments, quizzes, or discussions changed from Ungraded to Graded
- Due date changes to assignments, quizzes, and discussions
- New graded discussions
- New conversation Inbox messages

The Recent Activity Dashboard also includes the Dashboard sidebar, which displays a Coming Up feed and includes a link to the global Grades page.

You can change your Dashboard view at any time using the Dashboard Options icon.

Notes:

- Notifications in the Recent Activity Dashboard will not display for activity in Announcements, Discussions, Files, Collaborations, Grades, Pages, or Conferences; ungraded quizzes and surveys; or edits to Discussions.
- Edits to Quizzes and Assignments will only display in the Recent Activity Dashboard when an instructor selects the **Notify users that this content has changed** button when updating course content.



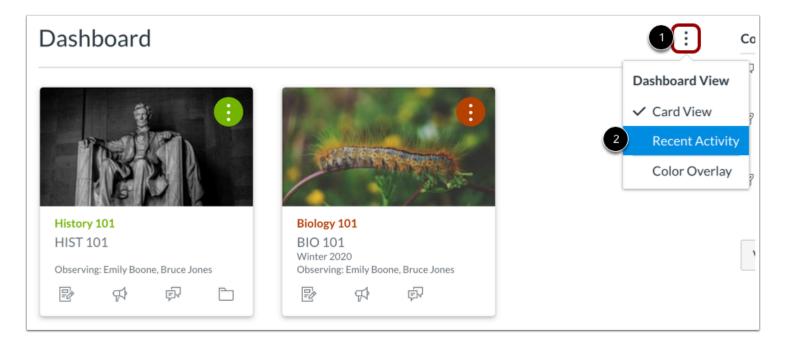
Open Dashboard



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



Open Recent Activity Stream



Click the **Options** icon [1] and then click the **Recent Activity** link [2].

View Recent Activity



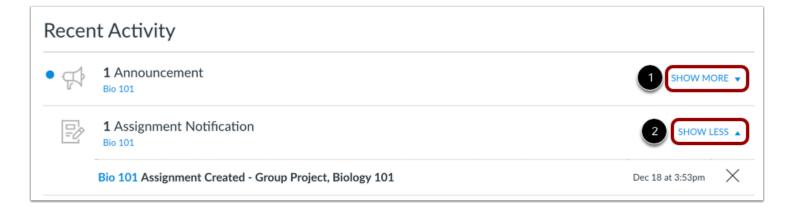
The Recent Activity Stream contains recent notifications from all of your courses, including announcements, discussions, assignments, and conversations. Unlike course cards, the activity stream does not mimic the visibility of Course Navigation links.

Activities are indicated by an activity type icon [1]. Each activity also includes the name of its associated course [2].



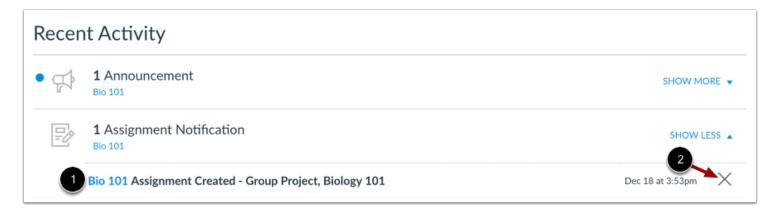
New activity in a course is indicated by an unread icon [3]. Discussions and Announcements indicate new activity items published in a course, and Conversations indicate a new message received from a user in a course. Recent Activity items remain for four weeks.

Expand and Collapse Notifications



You can view the details of each activity by hovering in the notification area and clicking the **Show More** link [1]. To collapse recent activity, click the **Show Less** link [2].

Manage Recent Activity



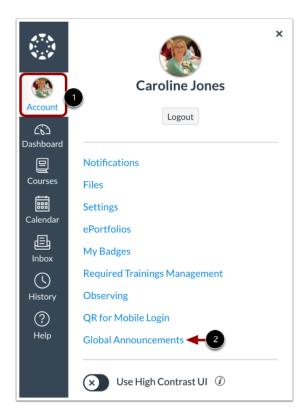
You can directly access your recent activities by clicking the course link [1]. To remove a notification, click the **Remove** icon [2].



How do I view the Global Announcements page as an observer?

You can view current and recent global announcements on the Global Announcements page. Global announcements are announcements created by an admin user at your institution and display on the Dashboard to all applicable user roles. The Global Announcements page displays global announcements that are currently active, announcements that you dismissed from the dashboard, and announcements from the past four months.

Open Global Announcements



In the Global Navigation menu, click the Account link [1], then click the Global Announcements link [2].



View Current Announcements

Current

Recent

Active Announcements



Add/Drop Deadline

The add/drop deadline for all courses is Friday, August 7. For more questions please see the university's home page.

This is a message for Documentation Canvas

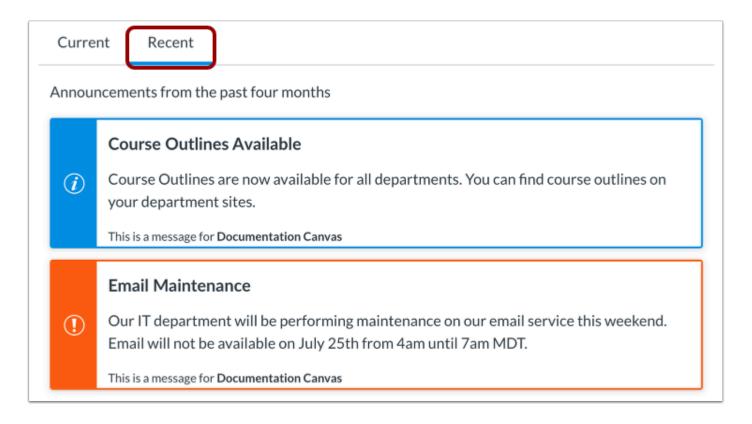
To view currently active announcements, click the **Current** tab.

There are five announcement types for global announcements:

- A blue announcement with an *i* icon indicates an information announcement type.
- A red announcement with an exclamation icon indicates an error announcement type.
- An orange announcement with an exclamation icon indicates a warning announcement type.
- A blue announcement with a question icon indicates a question announcement type.
- A blue announcement with a calendar icon indicates a calendar announcement type.

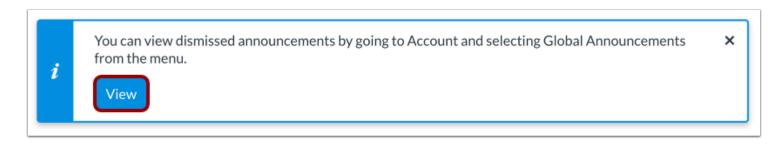


View Recent Announcements



To view announcements from the past four months, click the **Recent** tab.

View Dismissed Announcement



When you dismiss a global announcement, Canvas displays a message notifying you that you can view the announcement on the Global Announcements page. To view the announcement, click the **View** button.

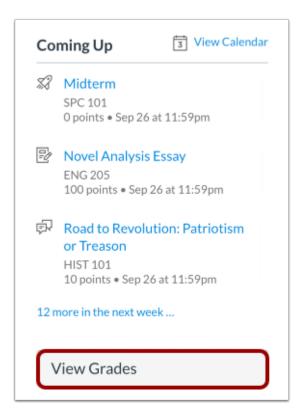


How do I view Grades in the Dashboard as an observer?

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.

Note: You may not be able to view grade totals.

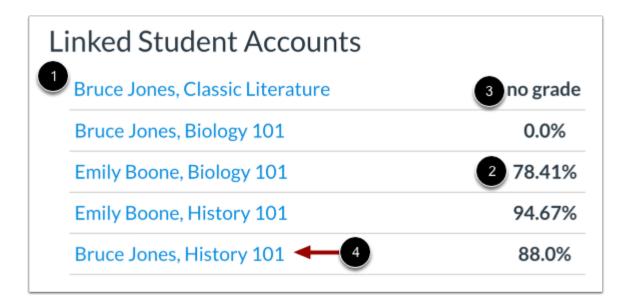
Open Grades



In the Dashboard sidebar, click the View Grades button.



View Courses



The **Linked Student Accounts** heading displays the name of each student and their linked courses [1], as well as their current overall grade. [2]. If no grades have been assigned, the grade appears as *no grade* [3].

To view grading details for a student in a course, click the student name and course link [4].

Note: Your instructor may restrict you from viewing grade totals.

View Grading Periods



If your student's course is using multiple grading periods, the course displays the name and grade of the current grading period [1]. To view grades for another grading period, click the grading period drop-down menu [2].

Note: Your instructor may restrict you from viewing grade totals.



How do I view a list of all Canvas courses in which I am an observer?

After logging into Canvas, you can view a list of all courses in which you are enrolled as an observer. You may also be able to view past and future course enrollments in Canvas.

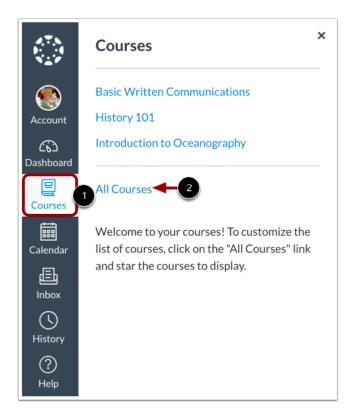
If you cannot access one of your student's courses, review the following scenarios:

- If you are creating a Canvas account and linking your account using a pairing code, you may not have completed the registration process.
- If your institution enrolled you in your student's course, your enrollment may not have been set up properly. Please contact your student's instructor(s) for assistance.
- Each course is associated with a specific access date. Depending on the date associated with the course, you may not yet be able to view the course.
- Courses must be published by your institution before you can access them. If a course is not accessible to you in your course list, it may not be published.
- Access to concluded courses may be restricted by your institution.
- Confirm your browser is up to date. Outdated browsers cannot support Canvas courses.

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.



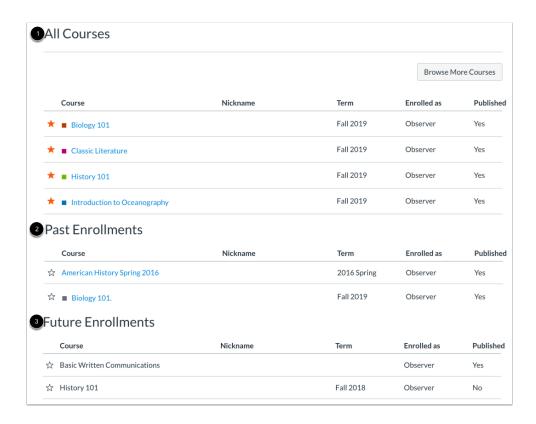
Open Courses



In Global Navigation, click the **Courses** link [1], then click the **All Courses** link [2].



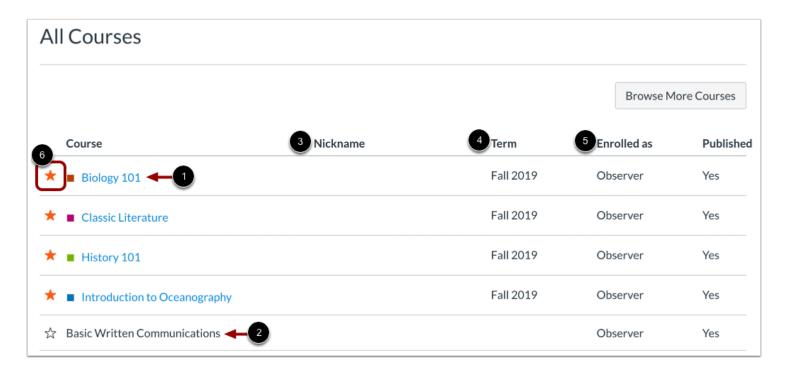
View Courses



Courses are organized into All Courses [1], Past Enrollments [2], and Future Enrollments [3].



View All Courses



All Courses are courses that are part of the current semester or term. However, depending on access settings for a course, My Courses can also display courses that have not yet started or that are unpublished.

Active courses that are available to you are listed in blue text [1]. These courses have been published and include a link to the course. To open a course, click the name of the course. Courses that are within the current term dates but are not yet available are listed in black text [2]. These courses have not been published.

You can also view any nicknames you have created for courses [3].

If a course includes a term date [4], the term date displays next to the course name.

Each course includes your enrollment status [5]. Statuses can be student, teacher, TA, observer, designer, or a custom role as created by your institution.

In the All Courses section, you can <u>customize the courses list</u> and mark courses as favorites [6]. Favorite courses display in the <u>Card View Dashboard</u>.



View Past Enrollments

Past Enrollments								
Course	Nickname	Term	Enrolled as	Published				
☆ American History Spring 2016		2016 Spring	Observer	Yes				
☆ ■ Biology 101.		Fall 2019	Observer	Yes				

Courses under the **Past Enrollments** heading are courses that have concluded but are still available as a read-only archived course. You can view course material and grades but can no longer participate in the course.

Note: Some institutions may not allow past enrollments to display in the Courses page.

View Future Enrollments

Future Enrollments								
	Course	Nickname	Term	Enrolled as	Published			
☆	Basic Written Communications 2			Observer	Yes			
☆	Using Technology in Education (K-12)		Fall 2018	Observer	No			

Future Enrollments are courses that will be made available as part of an upcoming term or specific course start date. Future courses may be published or unpublished. However, some institutions may restrict you from viewing published courses before the start date.

If a future course includes a link [1], you can view course content but cannot fully participate in the course until the start date. Participation includes submitting assignments and replying to discussions.

If a future course does not include a link [2], the course cannot be viewed until the start date.

Note: Some institutions may not allow future enrollments to display in the Courses page.



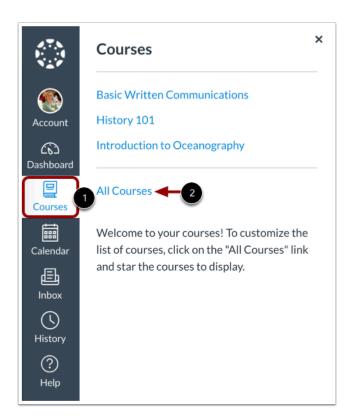
How do I customize my Courses list as an observer?

When you are enrolled in more than one Canvas course, you can customize the active courses that display in your Course list when you click the Courses link in Global Navigation. Courses you want displayed in the Courses list 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 <u>Card View Dashboard</u>.

When no courses are favorited, the Courses list automatically displays up to 20 courses alphabetically in the Courses list. However, once you have selected at least one course as a favorite, only your favorite courses will display in the list.

Note: Courses in the Courses list always display alphabetically; you cannot manually reorder the list.

Open Courses



In Global Navigation, click the Courses link [1], then click the All Courses link [2].



Manage Courses

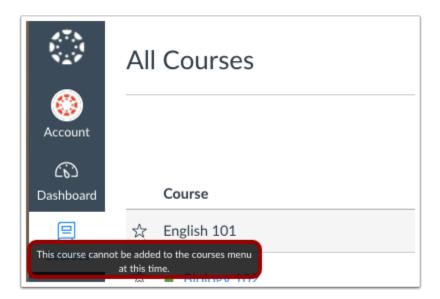


To favorite a course, click the star next to a course [1]. Courses with filled stars show the course is a favorite [2].

Notes:

- After you have manually favorited at least one course, Canvas automatically favorites any new published course enrollments for you.
- You can only favorite active courses.

View Unpublished Courses





If a course is unpublished and you are allowed to view unpublished courses before the course start date, you cannot favorite the course. If you hover over a star icon for an unpublished course, you can view a message indicating that the course cannot be added as a favorite.

Future and past enrollments also cannot be favorited.

View Past Enrollments

Pa	Past Enrollments						
	Course	Nickname	Term	Enrolled as	Published		
☆	American History Spring 2016		2016 Spring	Observer	Yes		
☆	■ Biology 101.		Fall 2019	Observer	Yes		

Depending on course configuration, you may still be able to view your past enrollments after courses have concluded. However, favorited courses are *not* automatically removed as a favorite. If a past enrollment course still shows as a favorite, you can unfavorite the course by clicking the star icon.



How do I view my recent page view history in Canvas as an observer?

As an observer, you can view a list of your recent Canvas course page views from the History link in Global Navigation. The Recent History list displays page view history within the most recent three weeks.

Note: Recent history does not work in Canvas beta and test environments. If you open Recent History in either environment, a link to the Canvas Guides article about using the beta or test environments displays.

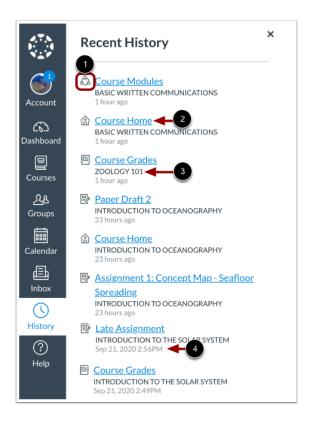
Open History



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



View Recent History



Recent History displays a list of course content and content areas you have viewed within the last three weeks. Page views are listed in chronological order with the most recent page view listed first. List items display the following information:

- Activity Icon [1]: the Canvas feature or course activity type
- Course Link [2]: the name of the course content area or content item name
- Course Name [3]: the name of the course in which you viewed the item; if set, the course nickname displays.
- **Viewed Date** [4]: the date and time when you viewed the page; if the page view occurred within the last 24 hours, a time stamp of [n] hours ago displays



View Recent History Icons



The following icons display in Recent History:

- Home [1]: viewed a course home page
- Announcements [2]: viewed a course or group Announcements page or a course or group announcement
- Assignments [3]: viewed a course Assignments Index page or an assignment
- Pages/Collaborations [4]: viewed a course Pages Index page, Collaborations page, course page, or course collaboration
- Conferences [5]: viewed a course or group Conferences page
- Discussions [6]: viewed a coure or group Discussions page or a course or group discussion
- Files [7]: viewed a course or user Files page or a course or user file
- Grades [8]: viewed a student's grades page
- Modules [9]: viewed a course Modules page
- Outcomes [10]: viewed a course Outcomes page
- People [11]: viewed a course People page
- Quizzes [12]: viewed a course Quizzes page or a quiz
- External Tools (LTI) [13]: viewed an external tool from Course Navigation or opened an LTI in the course





How do I get help with Canvas as an observer?

You can get help with Canvas from the Help icon. The Help menu displays a list of resources to help you with Canvas. Canvas displays links according to roles in all enrollments; for instance, if you are an observer who has one course with an student-based role, the Help menu will show you links available to observers and students.

This lesson outlines the two default help links that are most commonly included in the Help menu for observers. However, your institution may customize the Canvas Help menu to display custom help resource links and hide default links.

Note: Depending on your institution, the Help menu may not be available.

Open Help

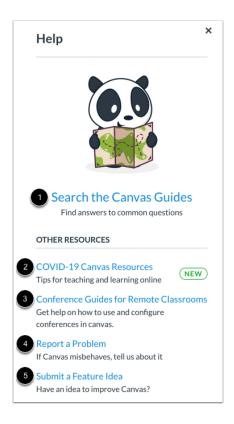


At the bottom of Global Navigation, click the **Help** link.

Note: Depending on your institution, the Help link name and icon may vary.



View Default Links



Five default help links may display for observer users:

- Search the Canvas Guides [1]: Search the Canvas Guides for information about features inside of Canvas
- COVID-19 Canvas Resources [2]: Users can view resources for teaching and learning online
- Conference Guides for Remote Classrooms [3]: Users can view and search guides and resources for using Conferences in remote classrooms and online learning
- Report a Problem [4]: Submit problems with Canvas to our support team
- Submit a Feature Idea [5]: Submit ideas about how to make Canvas better

Note: Depending on your institution, not all default links may be available in your Help Menu.



View Custom Links



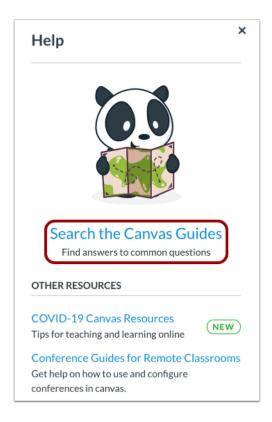
Your institution may reorder or remove the default links.

Your institution may remove or modify which link displays as the featured link [1] and which link displays the New label [2].

Lastly, your institution can include custom links in the Help menu [3]. Custom links may include pages to phone numbers, support information, and other resources.



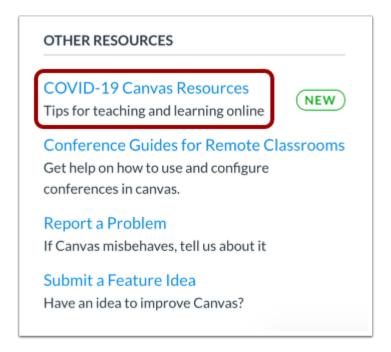
Search Canvas Guides



The Search the Canvas Guides link helps you search Canvas documentation for information about features in Canvas.



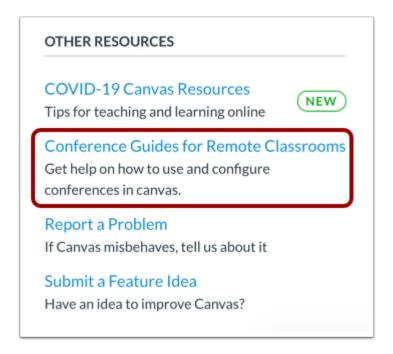
COVID-19 Canvas Resources



The COVID-19 Canvas Resources link allows users to view tips for learning online using Canvas.



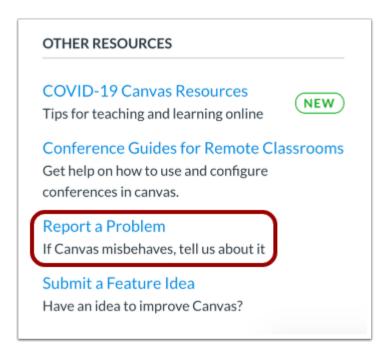
View Web Conferencing Resources



The Conference Guides for Remote Classrooms link allows users to access guides and resources for using web conferencing in remote classrooms and online courses. This link may not appear in your Canvas Help menu.



Report a Problem

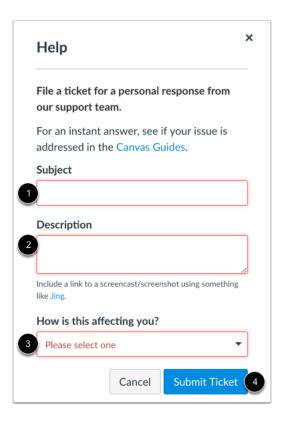


The **Report a Problem** link helps you report problems in Canvas.

You may find a faster response to your question by searching the Canvas Guides. But if you can't find an answer, you can submit a ticket and get support help.



Submit Ticket



In the **Subject** field [1], create a subject for your ticket.

In the **Description** field [2], describe the problem you are experiencing in Canvas. Please be as detailed as possible to help troubleshoot the problem. If you submit tickets frequently, you may prefer to use a screencasting program to create an online link to an image or create a video walkthrough. However, if you're not comfortable using online links, you can submit attachments later if necessary; once you submit the ticket, you'll receive an email from the support team. You can reply to the email with any attachment as needed.

In the **How is this affecting you?** drop-down menu [3], select the statement that best describes how the problem is affecting you:

- Just a casual question, comment, idea, suggestion
- I need some help but it's not urgent
- Something's broken but I can work around it for now
- I can't get things done until I hear back from you
- EXTREMELY CRITICAL EMERGENCY

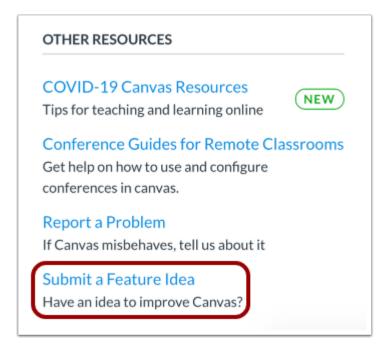




When you're done, click the **Submit Ticket** button [4].

Depending on your institution's support schedule, you'll receive a reply as soon as possible.

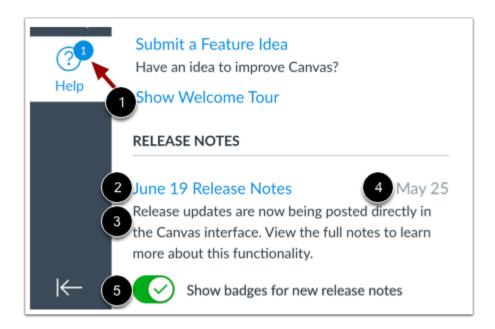
Request a Feature



The **Submit a Feature Idea** link allows you to <u>submit feature ideas to Canvas</u>. This link directs to the Feature Ideas space in the Canvas Community.



View Release Notes



If enabled by your institution, you can view release note links from the Help Menu. Release notes describe new and updated features added to the Canvas interface. The Help Menu displays the last ten release notes posted for the observer role. You may also see notes for admin and instructor roles, if you have been assigned one of those roles in a course.

To view a release note document, click the link for the release [1]. The document contains a user summary of release information relevant to observers. The Help Menu also includes a short description [2] and the date the release notes were published [3].

The Help Menu displays a numbered badge for any release notes that have not been viewed [4]. To hide the numbered badge, click the **Show badges for new release notes** button [5].

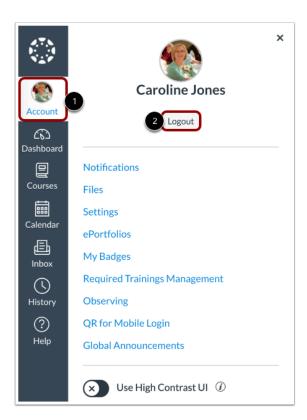
Note: Feature options are not mentioned in release notes until the feature will become a default feature for all users.



How do I log out of Canvas as an observer?

When you are finished accessing Canvas, you can log out of your account.

Log Out



In Global Navigation, click the **Account** link [1], then click the **Logout** button [2].



Grades



How do I view the Grades page for a student as an observer?

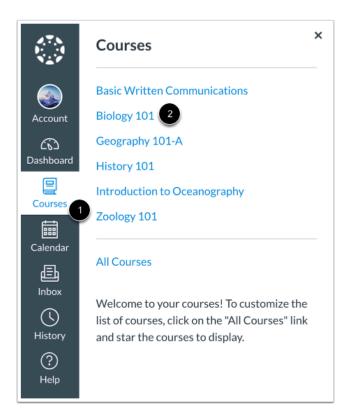
As an observer, you can view grades for students you are observing. The Grades page in a course displays your student's current course grade as well as all current grades for course assignments. You can also view assignment scoring details, comments, and rubrics. If the instructor is using multiple grading periods, you can also filter grades by grading period.

You can also view grades for your student's concluded courses from the Global Navigation Menu Courses link.

Note:

- Some details in the Grades page, such as scoring details and the total grade, may be restricted in your student's courses
- You can also access the Grades page using the Dashboard View Grades link.

Open Course

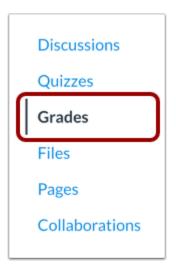


In Global Navigation, click the Courses link [1], then click the name of the course [2].





Open Grades



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

View Course Grade



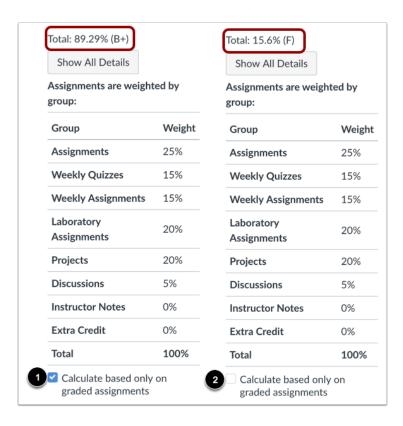
The grade summary displays your student's total grade [1], and allows you to show or hide all scoring details, comments, and rubrics shown in the Grades page [2].

Depending on the grade calculation for the course, your student's total grade may display as a point value or as a percentage.

Note: Your instructor may restrict you from viewing your student's total grade [3].



View Current and Total Grades



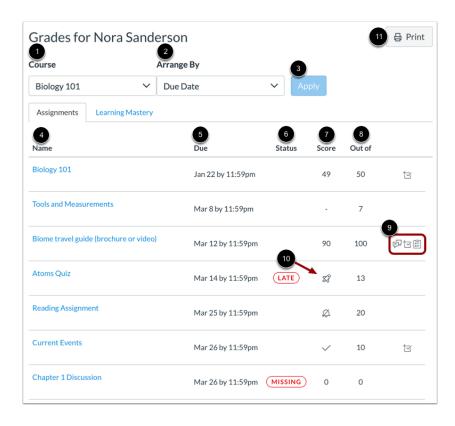
By default, the Grades page displays your student's current course grade. The current grade is calculated by adding the score for graded assignments according to their weight in the course grading scheme. This grade is calculated with the **Calculate** based only on graded assignments checkbox [1].

The total grade is calculated by adding all assignments, both graded and ungraded, according to their weight in the course grading scheme. To view the total grade, deselect the **Calculate based only on graded assignments** checkbox [2].

Note: If your student's instructor has restricted you from viewing the current and/or total grades, selecting or deselecting the sidebar checkbox still affects individual assignments. You may be able to see small changes with assignment shading indicating that a grade may be dropped from the course.



View Assignment Grades



From the grades page you can select the course for which you want to view grades by clicking the **Course** drop-down menu [1]. By default, the Grades page displays assignments chronologically by assignment due date. To sort grades by module, assignment title, or assignment group, click the **Arrange by** drop-down menu [2]. However, if modules or assignment groups aren't used in the course, they won't be included as sorting options. To apply selected sort options, click the **Apply** button [3]. Assignments that are not part of a module display at the end of the assignments list in alphabetical order.

You can view assignment names [4], due dates [5], status [6], scores [7], and total point values [8]. You may also be able to view whether the assignment includes a comments, scoring details, or a scoring rubric [9].

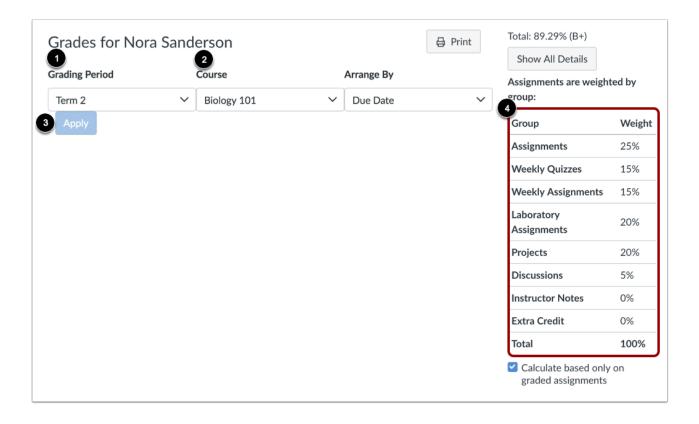
You may see various grade icons in the score column indicating the assignment type [10]. Assignments that display a grade icon have not been graded by the instructor. Once the assignment is graded, the icon will be replaced by your student's score.

To print your student's grades, click the **Print** button [11].

Note: The Status column only appears if one or more assignments have an associated status.



View Grading Periods



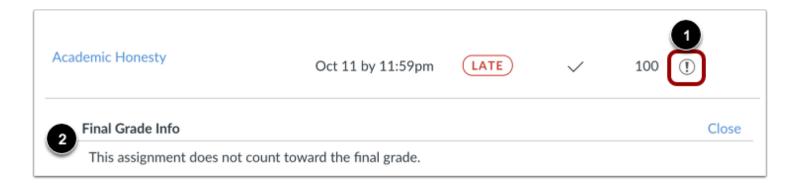
If grading periods are enabled in your student's course, you can view their grades according to grading period [1]. By default the Grades page displays the current grading period. If an assignment does not include a due date, it will display as a part of the last grading period. To view grades for another course, click the **Course** drop-down menu [2]. To see the specified grading period and course, click the **Apply** button [3].

If your student's course includes weighted assignment groups, assignment groups may vary in the sidebar depending on which grading period you are viewing [4]. An assignment group displays if the group has at least one assignment due in the selected grading period.

When grading periods are weighted and you select the All Grading Periods option, the sidebar displays the weights of each grading period.



View Grade Info



Some assignments display a black warning icon [1], which alerts you that points earned from this assignment will not count toward your student's final grade [2]. Your student should still submit this assignment unless it has been excused by their instructor.

View Comments



If your student's instructor left a comment on the assignment, the assignment displays a comment icon [1]. To view comments, click the icon. Comments display chronologically [2]. To close comments, click the close link [3].



View Scoring Details



If you can view scoring details, click the **Check Mark** icon [1]. You can view the grade distribution for the assignment and view the mean, high, and low scores [2].

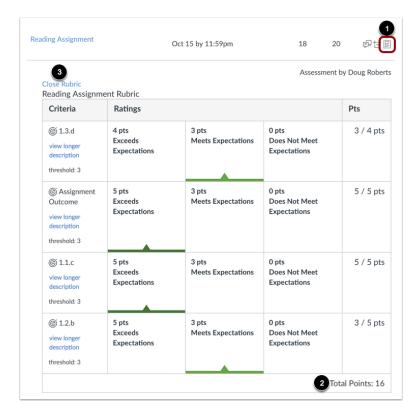
The graph's horizontal line extends from 0 to the assignment's highest possible score [3]. The white box extends from the lowest to the highest student scores. Your student's score appears as a square on this plot [4].

You will only see scoring details if more than five other student submissions are also scored. If you do not see the scoring details, then fewer than five other students submissions are scored.

To close scoring details, click the **Close** link [5].



View Rubric

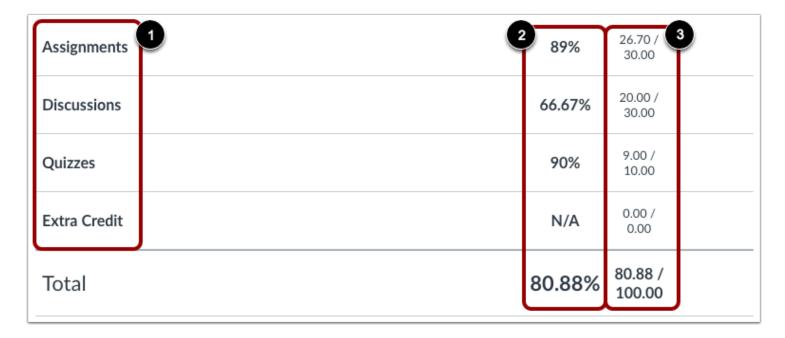


If an assignment includes a rubric, the assignment may display a rubric icon [1]. To view your student's results, click the icon. View your student's score based on the rubric [2]. To close the rubric, click the **Close Rubric** link [3].

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



View Assignment Groups

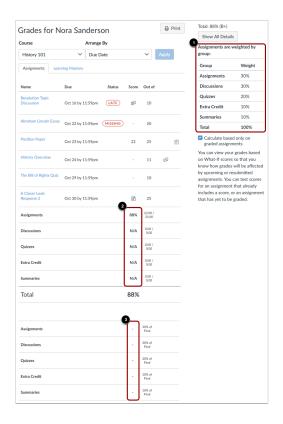


The Grades page lists assignment groups included in your student's course [1]. Assignment groups allow instructors to organize assignments, discussions, and quizzes into groups and apply specific grading rules or weights to those groups. You can view the percentage score for each group [2] and the points your student has earned versus the total points possible [3].

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



View Percentage Grade Calculation



The sidebar displays information about how your student's grades are calculated.

If assignment groups are weighted, the sidebar displays the breakdown of weighted assignment groups [1].

Assignment group weights always display as a percentage. If your student's instructor allows you to view total grades, you can see a breakdown in the points your student has earned versus the total points possible [2].

Note: Your student's instructor may restrict you from viewing your grade totals in assignment group percentages [3].



View Points Grade Calculation

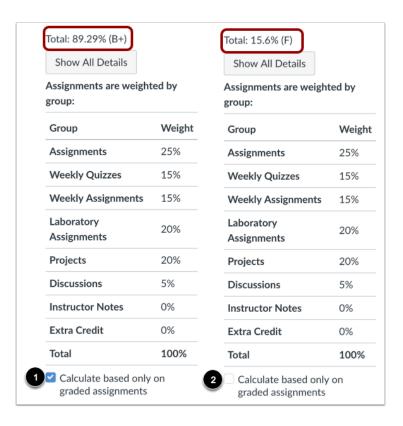
Assignments	89%	26.70 / 30.00
Discussions	66.67%	20.00 / 30.00
Quizzes	90%	9.00 / 10.00
Extra Credit	N/A	0.00 / 0.00
Total	80.88%	80.88 / 100.00

If your student's course does not use assignment groups, their total grade can be displayed in points or as a percentage. If the total grade displays in points, you can view your student's overall grade percentage.

Note: Your student's instructor may restrict you from viewing grade totals.



View Current and Total Grades



By default, the Grades page displays your student's current course grade. The current grade is calculated by adding the score for graded assignments according to their weight in the course grading scheme. This grade is calculated with the **Calculate** based only on graded assignments checkbox [1].

The total grade is calculated by adding all assignments, both graded and ungraded, according to their weight in the course grading scheme. To view the total grade, deselect the **Calculate based only on graded assignments** checkbox [2].

Note: If your student's instructor has restricted you from viewing the current and/or total grades, selecting or deselecting the sidebar checkbox still affects individual assignments. You may be able to see small changes with assignment shading indicating that a grade may be dropped from the course.



View Learning Mastery Gradebook



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

To view your student's standards-based scores, click the **Learning Mastery** tab.



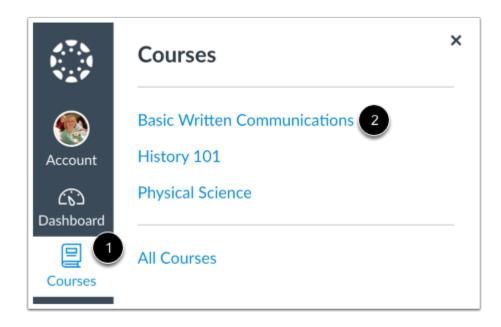
How do I view my student's grades in a current course?

The Grades page in your student's course displays all current grades for all course assignments. You can also view scoring details, comments, and rubrics. If your student's teacher is using multiple grading periods, you can also filter grades by grading period.

If you any of your student's courses have concluded and are able to access their content, you can view those grades from any active course.

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

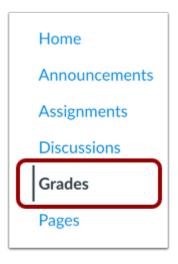
Open Course



In Global Navigation, click the Courses link [1], then click the name of the course [2].

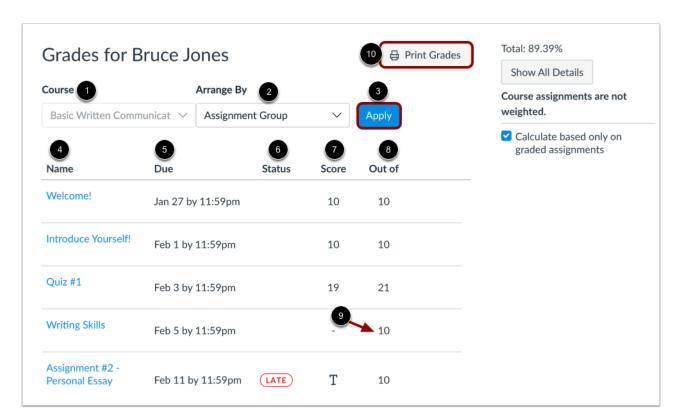


Open Grades



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

View Grades





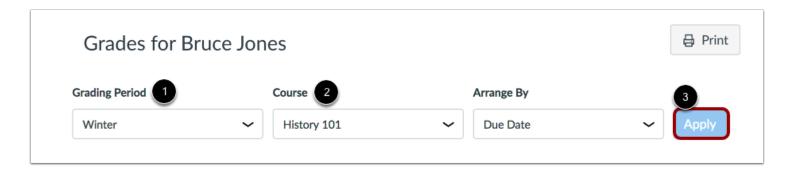
From the grades page you can select the **Course** for which you want to view grades [1]. By default, grades are sorted chronologically by assignment due date. In the **Arrange by** menu [2], you can also sort by module, assignment title, or assignment group. To see the specified grades, click the **Apply** button [3]. Assignments that are not part of a module will be shown at the end of the assignments list in alphabetical order. However, if modules or assignment groups aren't used in your student's course, they won't be included as sorting options.

You can view the name of the assignment [4], the assignment due date [5], the assignment status [6], the score your student earned [7], and the total point value of the assignment [8]. You may also be able to view whether the assignment includes scoring details, comments, or rubrics.

You may see various grade icons in the score column indicating the type of assignment you submitted [9]. These assignments have not been graded by your student's teacher. Once the assignment is graded, the icon will be replaced by your student's score.

To print your student's grades, click the **Print Grades** button [10].

View Grading Periods



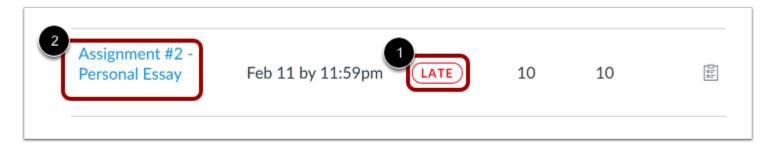
If grading periods are enabled in your student's course, you can view your student's grades according to grading period [1]. By default the Grades page displays the current grading period. If an assignment does not include a due date, it displays as a part of the last grading period. To view grades for another course, click the **Course** drop-down menu [2]. To see the specified grading period and course, click the **Apply** button [3].

If your student's course includes weighted assignment groups, assignment groups may vary in the sidebar depending on which grading period you are viewing. An assignment group displays if the group has at least one assignment due in the selected grading period.

When grading periods are weighted and you select the All Grading Periods option, the sidebar displays the weights of each grading period.



View Late Assignment



Your student's teacher may enforce an automatic late policy in the course. Any assignments that are submitted after the due date are marked as late. The late policy automatically deducts a percentage of the grade from the total score. Late assignments display the Late icon in the Status column of the grades page [1]. To view submission details for a late assignment, click the submission name [2].

View Late Submission



The Submission Details page displays your student's grade, the amount deducted for the late penalty, and the final grade.

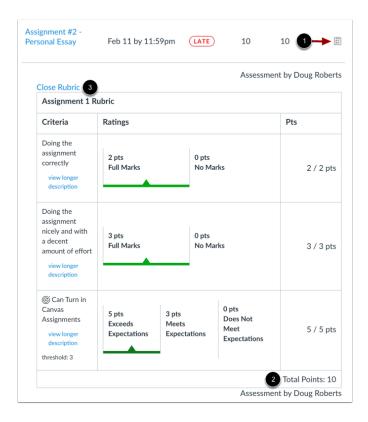
View Comments





If there are comments in your assignment, the assignment displays a comment icon [1]. To view comments, click the icon. Comments will be organized chronologically [2]. To close comments, click the **Close** link [3].

View Rubric

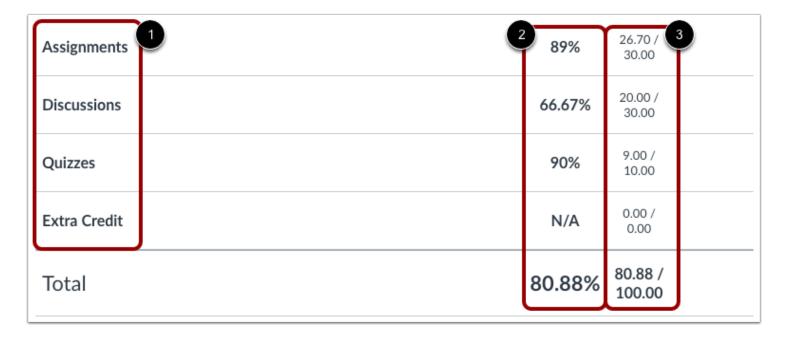


An assignment may also include a **Rubric** icon [1], which means the assignment included a rubric for grading purposes. To view your results, click the icon. View your student's score based on the rubric [2]. To close the rubric, click the **Close Rubric** link [3].

Note: The total rubric score may be restricted by your student's teacher.



View Assignment Groups

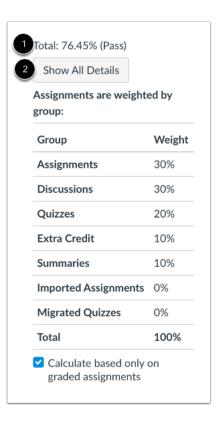


The Grades page will list the assignment groups included in your course [1]. Assignment groups allow instructors to organize assignments, discussions, and quizzes into groups and apply specific grading rules or weights to those groups. You can view the percentage score for each group [2] and the points you've earned versus the total points possible [3].

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



View Sidebar



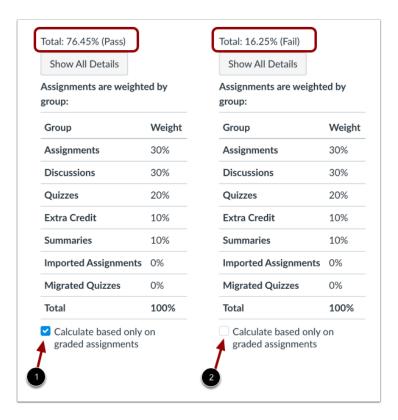
The grade summary shows your student's total grade [1] and allows you to show or hide all scoring details, comments, and rubrics shown in the Grades page [2].

Depending on the grade calculation for your student's course, your student's total grade may display as a point value or as a percentage.

Note: Your student's teacher may restrict you from viewing your student's total grade.



View Current and Total Grades



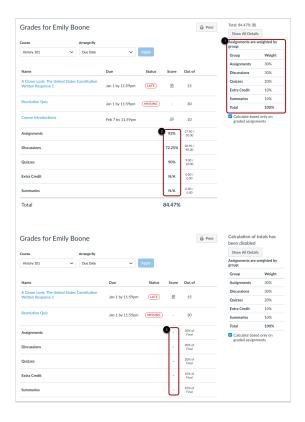
The current grade is calculated by adding up the graded assignments according to their weight in the course grading scheme. This grade is calculated with the **Calculate based only on graded assignments** checkbox selected in the sidebar.

The total grade is calculated by adding all the assignments according to their weight in the course grading scheme (both graded and ungraded assignments). To view the total grade, deselect the sidebar checkbox [2]. The grade at the top of the sidebar reflects your student's total grade.

Note: If your student's teacher has restricted you from viewing the current and/or total grades, selecting or deselecting the sidebar checkbox still affects individual assignments. You may be able to see small changes with assignment shading indicating that a grade may be dropped from the course.



View Percentage Grade Calculation



The sidebar shows the information about how your student's grades are calculated.

If your student's assignment groups are weighted, the sidebar will show the breakdown of weighted assignment groups [1].

Assignment groups will always display as a percentage. If your student's teacher allows you to view total grades, you can see a breakdown in the points your student has earned versus the total points possible [2].

Note: Your student's teacher may restrict you from viewing your grade totals in assignment group percentages [3].



View Points Grade Calculation

Assignments	89%	26.70 / 30.00
Discussions	66.67%	20.00 / 30.00
Quizzes	90%	9.00 / 10.00
Extra Credit	N/A	0.00 / 0.00
Total	80.88%	80.88 / 100.00

If your student's course does not use assignment groups, your student's total grade can be displayed in points or percentage. If your student's total grade is displayed in points, you can view your student's overall grade percentage. Again, your student's teacher may restrict you from viewing your student's total grade.

Change Gradebook



If you are observing a student in multiple courses, you can use the course drop-down menu to view grades in other courses [1].





If your student's Grades page shows Assignments and Learning Mastery headings [2], you can also view your student's standards-based scores in the <u>Learning Mastery</u> link.

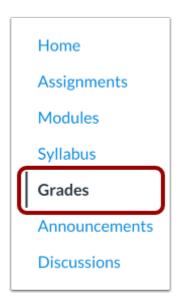


How do I view my student's Learning Mastery scores in the Grades page as an observer?

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

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

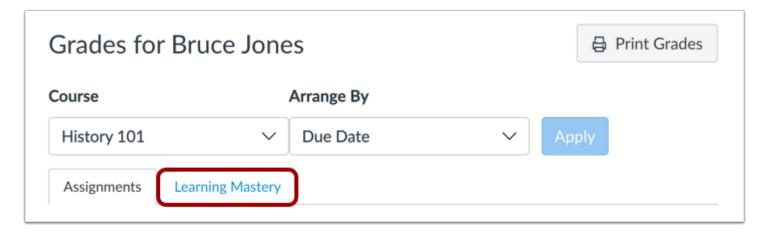
Open Grades



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

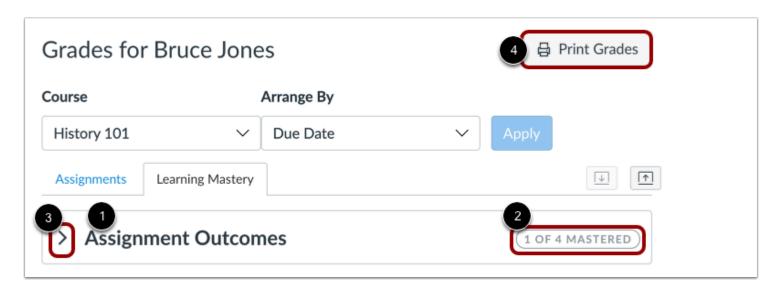


Open Learning Mastery Link



On the Grades page, click the Learning Mastery link.

View Outcomes Overview



In the Learning Mastery tab, you can view overall details about the outcomes available in your student's course. Grades will show you the name of each outcome group [1], as well as the outcome summary [2]. The outcome summary displays the number of outcomes your student has mastered on the left, while the total number of outcomes within the group are shown on the right.

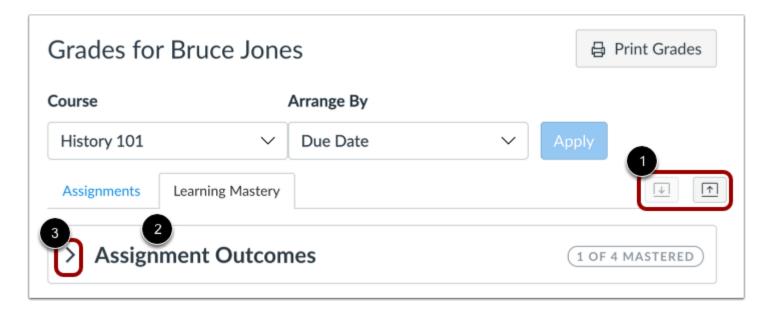
Click the down arrow [3] or the name of the outcome group to expand the overall achievement for the entire outcome group.





Click the **Print Grades** button to print your outcomes results [4].

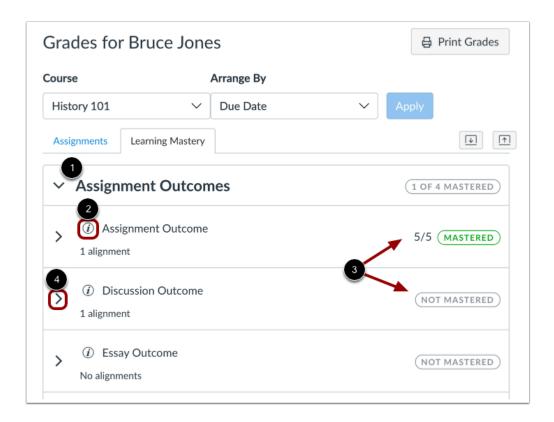
Expand Outcome Group



You can expand each outcome to view all outcomes within the group. You can use the **expand and collapse icons** to expand and collapse all outcome groups at once [1]. You can also expand outcome groups individually by clicking the name of an outcome group [2] or the down arrow [3].



View Outcomes



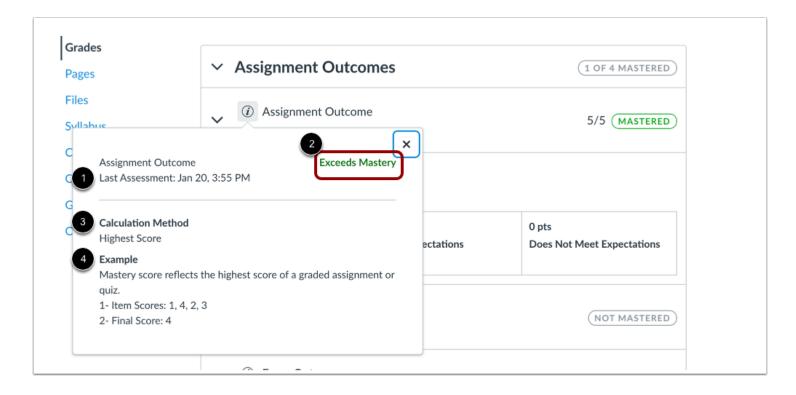
When an outcome group is expanded, each outcome is displayed with the outcome name [1]. To view more information about an outcome, hover over the information icon [2].

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

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



View Outcome Information



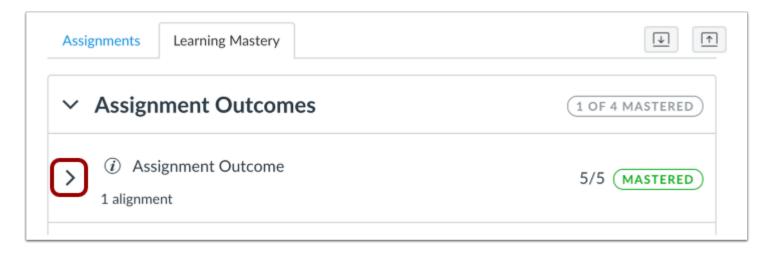
The information window displays the assessment of the outcome.

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

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

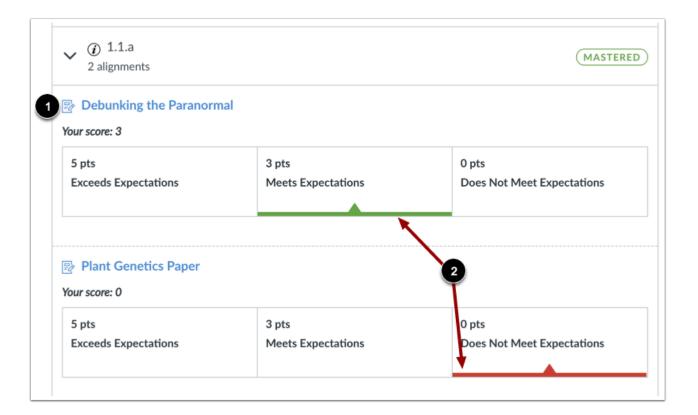


View Alignments



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

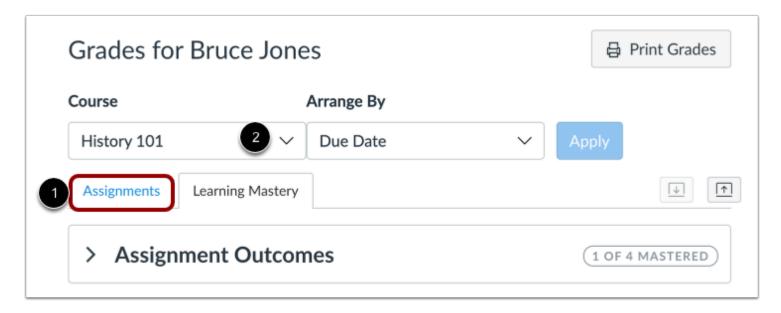
To view alignments for an outcome, click the **arrow** icon.





Each outcome displays a link for each aligned item [1], as well as your student's assessed mastery level for each aligned item [2].

Change Gradebook



To view the standard Assignments grades page for your student's course, click the **Assignments** link [1]. You can toggle between assignments and outcome scores at any time.

If you are observing a student in more than one course, you can view grades by selecting another course name in the grades course drop-down menu [2].



How do I use the icons and colors in the Grades page as an observer?

There are different icons on the Grades page. Depending on the type of assignment submission, grading rules, and comments, you will see different icons.

Submission Type Icons

Name	Due	Status	Score	Out of	
A Closer Look: The United States Constitution Written Response 1	Jan 1 by 11:59pm		1	20	Out.
Course Introductions	Feb 7 by 11:59pm		2 🗊	10	
The Bill of Rights Quiz	Feb 13 by 11:59pm	LATE	3 🛭	10	
A Closer Look: Response 2	Feb 18 by 11:59pm		4 T	25	
Patriotism or Treason? Colonist vs. British Citizen Point of View Essay	Mar 13 by 11:59pm		5 00	30	
The Declaration of Independence: A Revisionist History	Mar 13 by 11:59pm		6 ▶	50	•
Revolution Quiz	Mar 15 by 11:59pm		7 Ø	30	

The following icons represent different assignment submission types on your student's Grades page:

- Document Icon [1]: File upload submitted, not graded
- **Discussion Icon** [2]: Graded discussion submitted, but not graded
- **Quiz icon** [3]: Quiz submitted, not fully graded (contains questions that must be manually graded, or an auto-submitted quiz score has been deleted and needs to be reassigned); can also display if a quiz has been edited and includes major changes that affect the quiz score, such as deleting questions or deleting quiz answers, and requires a grader to manually resolve
- Text Icon [4]: Text entry submitted, not graded
- Link Icon [5]: A URL has been submitted, not graded
- Media Icon [6]: Media recording submitted, not graded





• **Visibility Icon** [7]: Score is hidden while instructor is grading; you will not be able to view your grade, submission comments, or quiz responses until your instructor posts grades for the assignment

Note: Some external tool assignments may display a dash instead of a submission icon after your student submits the assignment.

Submission Details Icons

1	Patriotism or Treason? Colonist vs. British Citizen Point of View Essay	Mar 2 by 11:59pm	27.9 (A-)	30	2 3 4
	Road to Revolution: Patriotism or Treason	Mar 7 by 11:59pm	10 (4.0)	10	争位置
	Bill of Rights Review	Mar 13 by 11:59pm	87%	20	(B)

When your student's teacher grades your student's assignment, the grades page displays a blue dot next to the assignment [1]. The indicator disappears when you navigate away or refresh the page.

Assignment updates may also include additional icons representing submission details:

- **Discussion Icon** [2]: Assignment comments
- Check Plus Icon [3]: Scoring details
- Rubric Icon [4]: Rubric details



Grading Types

Bill of Rights Topic Discussion	Feb 23 by 6:59pm	1 ~	10
The Articles of Confederation and the Constitution Quiz	Feb 28 by 11:59pm	2 9	10
Declaration of Independence Topic Discussion	Mar 1 by 3pm	3 ×	10
Patriotism or Treason? Colonist vs. British Citizen Point of View Essay	Mar 2 by 11:59pm	4 26.7 (B+)	30
Road to Revolution: Patriotism or Treason	Mar 7 by 11:59pm	5 10 (4.0)	10
Bill of Rights Review	Mar 13 by 11:59pm	6 87%	20 🖫 9
Revolution Topic Discussion	Mar 14 by 3pm	7 EX	10 ×
Revolution Quiz	Mar 28 by 11:59pm	8 -	30

Each grading type shows up differently on the Grades page. Here you can see how each grading type is represented:

- Check Icon [1]: Complete grade
- Number [2]: Grade shown by number of points
- X Icon [3]: Incomplete grade
- Letter [4]: Letter grade
- GPA [5]: GPA scale
- Percentage [6]: Grade shown as a percentage
- EX [7]: Excused assignment; this assignment cannot be submitted but does not factor into your overall grade
- Dash [8]: No submission
- Grade Info Icon [9]: Points earned from this assignment do not count toward your final grade

Note: A dash may still display in the Grades page after your student submits an assignment for an external tool assignment.



Colors

Road to Revolution: Patriotism or Treason	Mar 7 by 11:59pm	10 (4.0)	10	自立侵
Bill of Rights Review	Mar 13 by 11:59pm	87%	20	(I)
Revolution Topic Discussion	Mar 14 by 3pm	EX	10	×

When an assignment's details display in gray text, this assignment has been dropped as part of an assignment group calculation and does not factor into your student's total score.

Status

Name	Due	Status	Score	Out of
A Closer Look: The United States Constitution Written Response 1	Jan 1 by 11:59pm	LATE 1		15
Revolution Quiz	Jan 1 by 11:59pm	MISSING		30
Course Introductions	Feb 7 by 11:59pm		Ð	10

The status column displays labels for assignments that are late or missing. If an assignment was submitted after the due date, it is identified as late [1]. If an assignment has not been submitted by the due date, it is identified as missing [2].



Originality Report

Name	Due	Status	Score	Out of	
Continental Congress (MP/GP)	Jul 29 by 11:59pm		Ø	30	•
America at War Essay (MPP)	Jul 30 by 11:59pm	LATE	Ø	30	1=
George Washington Biography Assignment (APP)	Jul 30 by 11:59pm			30	•
Benjamin Franklin Assignment			Т	50	2 6
Revolutionary War Essay			Т	50	

If your student's teacher uses an originality tool, you may be able to view an originality report for your student's submission. To view the originality report, click the **Originality Report** icon [1]. The icon color indicates the percentage of text matched by the originality tool. A timer icon indicates the originality tool is still checking your student's submission [2].



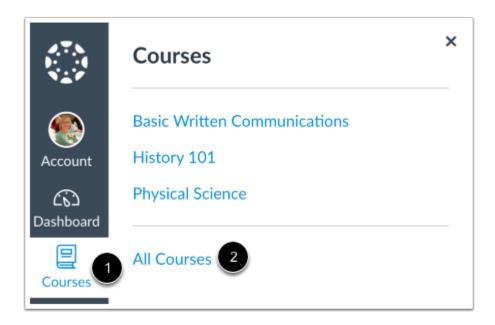
How do I view my student's grades in a concluded course as an observer?

You may be able to view your student's grades for courses that have ended. Depending on the grade calculation for your student's course, your student's total grade may display as a point value or as a percentage. If viewable, concluded course grades can also be viewed from any active course.

Notes:

- Your student's teacher may restrict you from viewing grade totals.
- Some institutions may restrict the option to view concluded courses.

Open Courses



In Global Navigation, click the Courses link [1], then click the All Courses link [2].

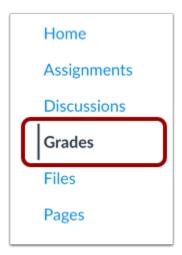


Open Concluded Course

	Course	Nickname	Term	Enrolled as	Published
☆	Classic Literature.		Fall 2019	Observer	Yes
☆	History 101 RC 2014		2014 Fall-1	Observer	Yes
¥	■ History 101.		Fall 2019	Observer	Yes
☆	■ Intro to Marketing			Observer	Yes
☆	■ Introduction to Oceanography.		Fall 2019	Observer	Yes
☆	■ Introduction to the Solar System		Fall 2019	Observer	Yes

Under the **Past Enrollments** heading, click the name of your concluded course.

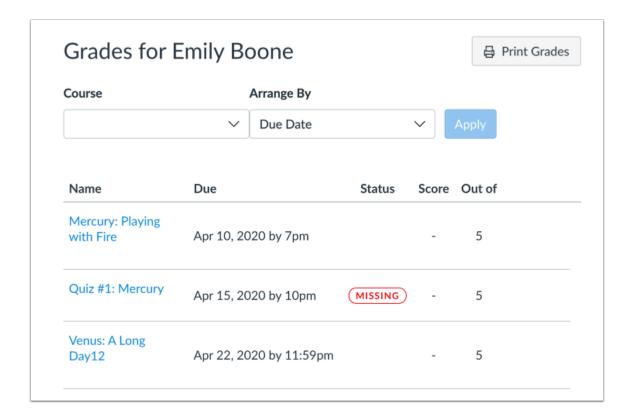
Open Grades



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



View Grades



View your student's grade in the concluded course.



Inbox



How do I use the Inbox as an observer?

The Inbox is split into two panels and displays messages chronologically. You can view and reply to conversations and sort them by course or inbox type. The Inbox itself does not have any file size limits; however, attachments added to a conversation are included in the sender's personal files.

Learn more about the Inbox.

Notes:

- Users display in the Inbox once they have an active enrollment in the course, and users cannot join a course unless it is published.
- Once a course has concluded, you cannot message users in that course.

Open Inbox





If the Inbox link includes a numbered indicator, the indicator shows how many <u>unread messages</u> you have in your Inbox. Once you read the new messages, the indicator will disappear.

View Toolbar



The toolbar includes global message options. To load conversations, <u>filter your messages</u> by course or group [1] and type [2]. Filtering by type lets you filter messages by Inbox, Unread, Starred, Sent, Archived, and Submission Comments. You can <u>compose a message</u> at any time using the Compose icon [3].

You can also search for conversations by user in the **Search by user** field [4].

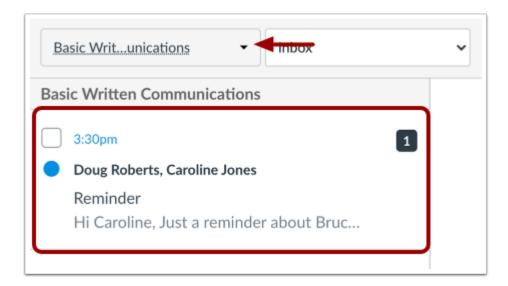


Once you have selected a conversation, you can use the other options in the toolbar to:

- 1. Reply to a conversation
- 2. Reply-all to a conversation
- 3. Archive a conversation
- 4. Delete a conversation
- 5. Forward, mark a conversation as read or unread, and <u>star</u> conversations



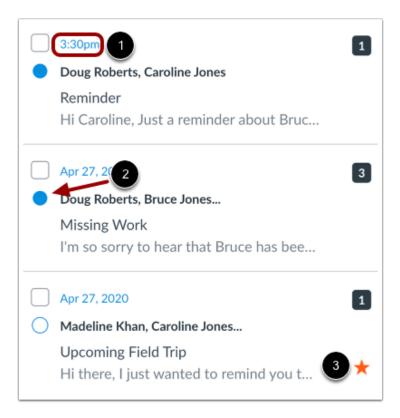
View Inbox Panels



Conversations for your selected course and Inbox filter appear in the left Inbox panel.



View Conversations

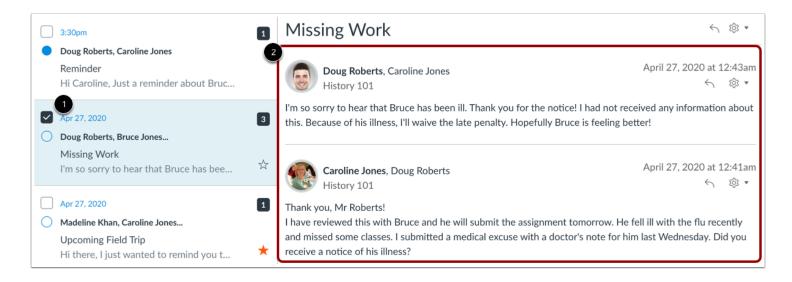


The Inbox is organized chronologically from newest to oldest with the newest conversations appearing on top [1] and the older conversations at the bottom.

You can manually mark a conversation as read or unread by hovering over the conversation and clicking the circle to the left of the conversation [2]. To star a conversation, hover over the conversation and click the star to the right of the conversation [3].

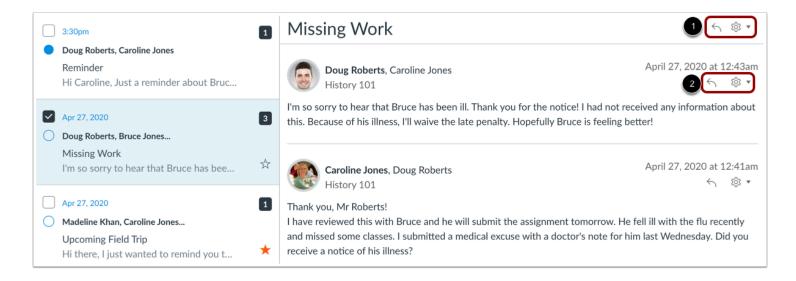


View Conversation Thread



When you select a conversation [1], all messages in the conversations thread appear in the right Inbox panel [2].

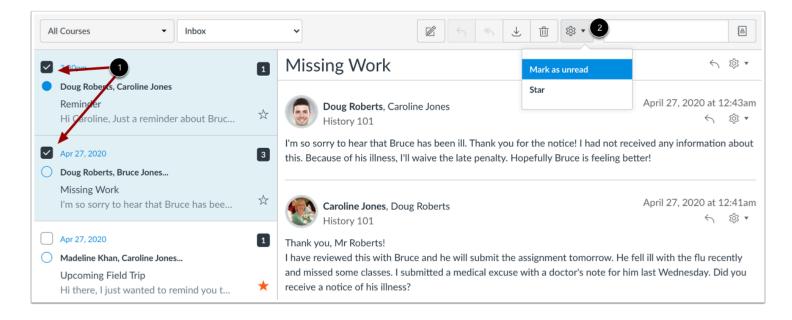
Manage Conversation Thread



Within each conversation, you can reply, reply-all, forward, or delete the entire conversation thread [1]. You can also hover over an individual message and use the same commands within the individual message [2].



Select Multiple Conversations



To select multiple messages to archive, delete, mark as read, mark as unread, or star, click the checkbox for each message [1]. You can also press the command key (Mac) or the control key (Windows) while clicking each message you want to select. In the Inbox toolbar [2], click the desired option.

To select all messages, click the command + A keys (Mac) or the control + A keys (Windows).

To select a range of messages, click the first message you want to select, hold down the Shift key, and then click the last message you want to select. All messages between the first and the last messages will be selected.

Note: You can also click the message check box or use the same keyboard command to deselect a message.



How do I reply to a message in the Inbox as an observer?

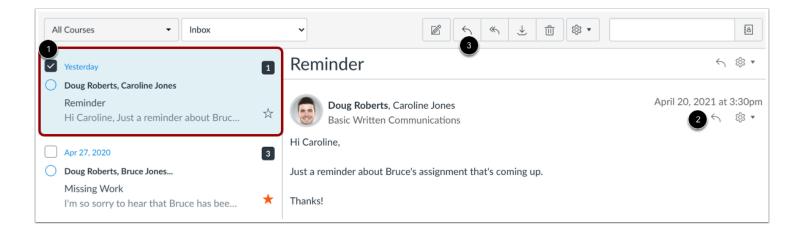
Canvas makes it easy to reply to messages from your student and your student's teacher(s) in your Inbox.

Open Inbox



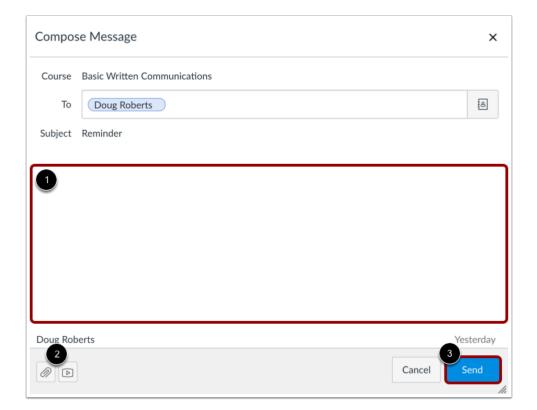


Select Conversation



Click the conversation you want to respond to [1]. Click the **Reply** icon in the message header, or hover over the timestamp and click the **Reply** icon within the message [2]. You can also click the **Reply** icon in the toolbar [3].

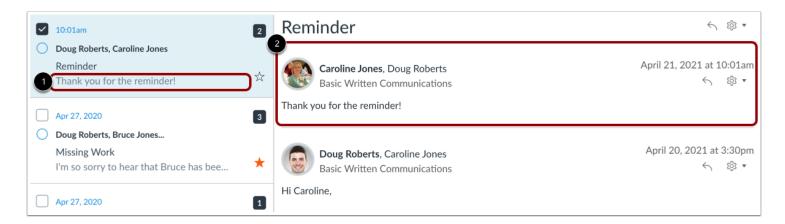
Reply to Message





Type your reply in the message field [1]. You can attach a file or media [2]. When you are ready, click the **Send** button [3].

View Sent Message



Your message appears in the preview text of the conversation [1] and at the top of the individual thread [2].



How do I delete a conversation as an observer?

You can delete conversations from your Inbox when you no longer need them.

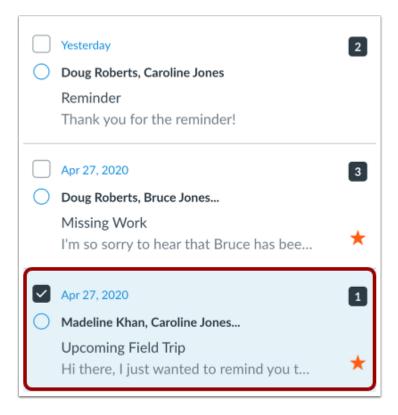
You can also <u>delete individual messages</u> from a conversation instead of deleting the entire thread.

Open Inbox





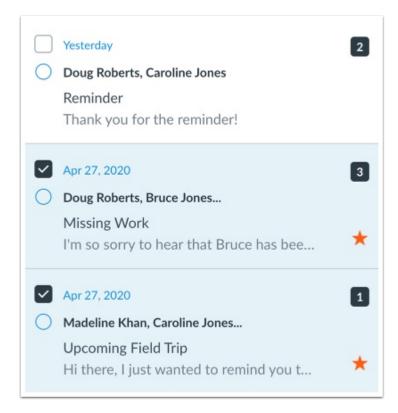
Select Conversation



Select the conversation.



Select Multiple Conversations



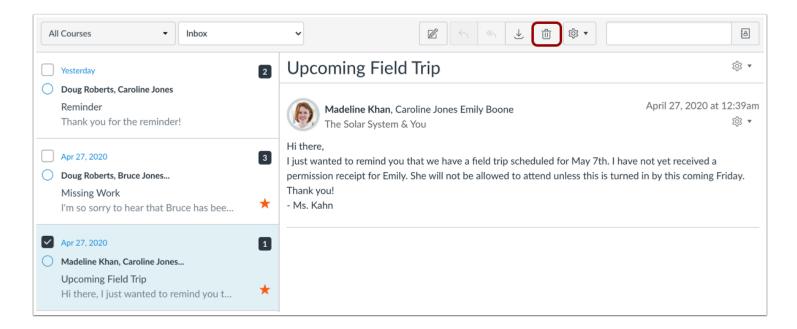
To select multiple messages to delete, click the message checkbox or press the command key (Mac) or the control key (Windows) while clicking each message you want to select. You can also click the checkbox or use the same keyboard command to deselect a message.

To select all messages, press the command + A keys (Mac) or the control + A keys (Windows).

To select a range of messages, click the first message you want to select, hold down the Shift key, and then click the last message you want to select. All messages between the first and the last messages will be selected.



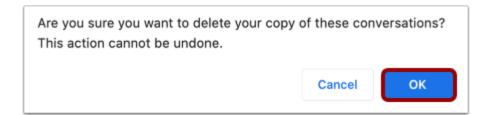
Delete Conversation



Click the Delete icon.

Note: You can only delete your copy of the conversation. You cannot delete the conversation for all recipients.

Confirm Deletion



Select the **OK** button. All messages from that conversation will be deleted.

Note: New messages sent to you by any participant in a deleted conversation will still appear in your Inbox.



How do I delete a message from a conversation as an observer?

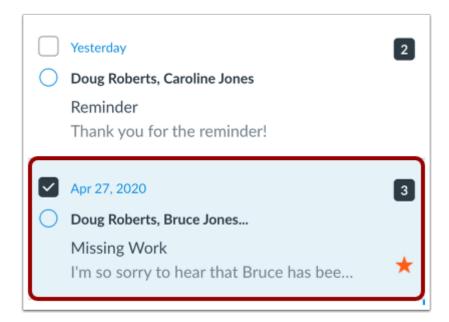
You can delete individual messages within a conversation in Canvas.

Open Inbox



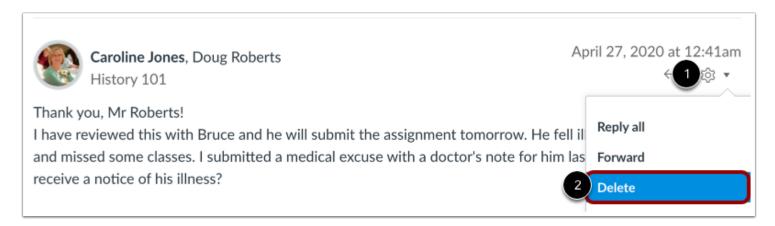


Select Conversation



Select the conversation.

Select Message

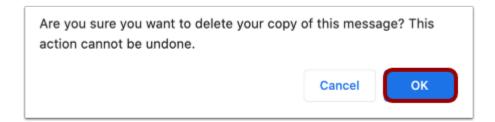


Click the **Settings** icon [1] and then select the **Delete** link [2].

Note: You can only select one message to delete at a time.



Confirm Deletion



Click the **OK** button to delete the message.

Note: You can only delete your copy of the message. You cannot delete the message for all recipients.



How do I archive a conversation as an observer?

You can archive messages if you want to keep them but remove them from your Inbox.

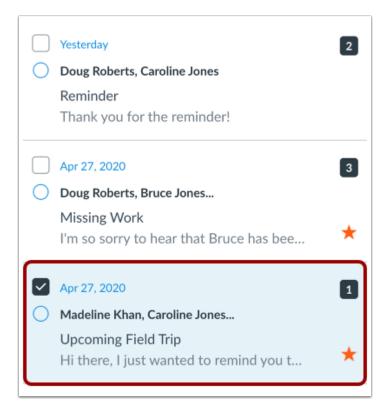
Note: You cannot archive sent messages.

Open Inbox





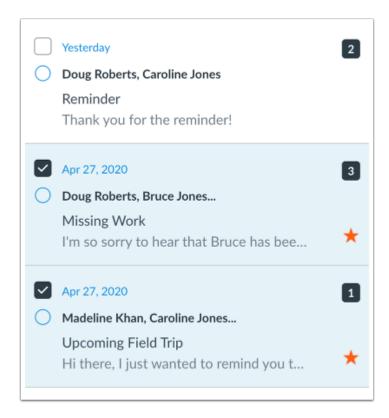
Select Conversation



Select the conversation.



Select Multiple Messages



To select multiple messages to archive, click the message checkbox or press the command key (Mac) or the control key (Windows) while clicking each message you want to select. You can also click the checkbox or use the same keyboard command to deselect a message.

To select all messages, click the command + A keys (Mac) or the control + A keys (Windows).

To select a range of messages, click the first message you want to select, hold down the Shift key, and then click the last message you want to select. All messages between the first and the last messages will be selected.

Archive Conversations

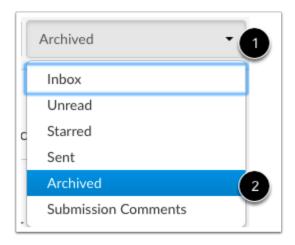


Click the Archive icon.



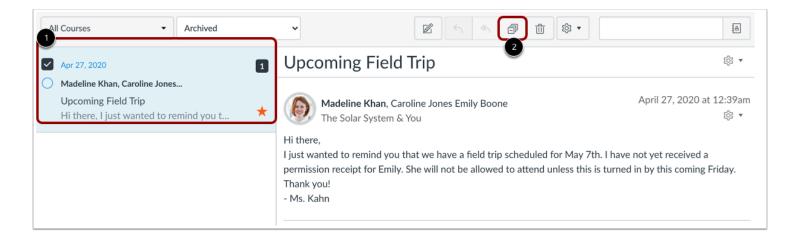


View Archived Conversations



To view archived messages, click the **Inbox** drop-down menu [1]. Select the **Archived** link [2].

Unarchive Conversations



To unarchive a message, click the message you want to unarchive [1]. Click the **Unarchive** icon [2].



How do I star a conversation as an observer?

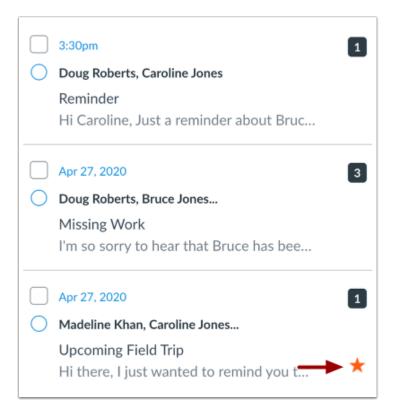
Starring conversations allows you to see important messages at a glance.

Open Inbox





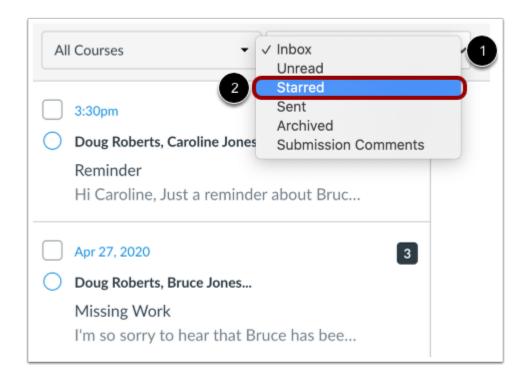
Star and Unstar Conversations



To create a starred message, click the star icon. If you want to remove the star, click the star icon again.



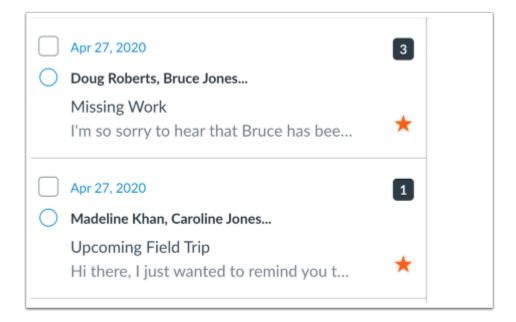
View Starred Conversations



To view only starred conversations, click the Inbox drop-down menu [1]. In the drop-down menu, select the Starred link [2].



View Starred Conversations Only



View all the conversations you have starred.



How do I send a message to a course instructor in the Inbox as an observer?

In the Inbox, you can send a message to your student's teacher(s).

Learn more about the Inbox.

Notes:

- 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.
- You cannot send messages to users in concluded courses.

Open Inbox



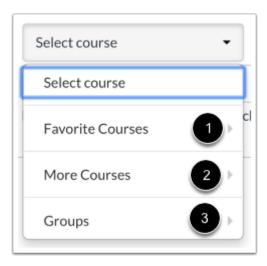


Compose Message



Click the **Compose** icon.

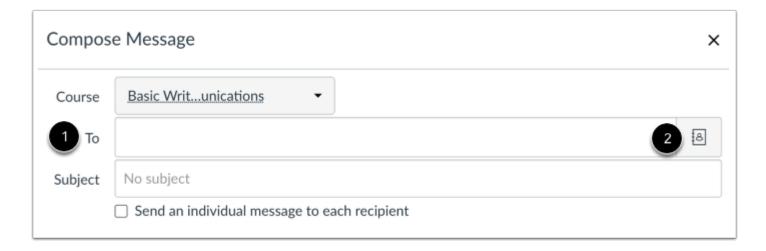
Select Course



In the Courses drop-down menu, select the course where you want to send your message. You can filter your courses by current favorite courses [1], more courses [2], or course groups [3].

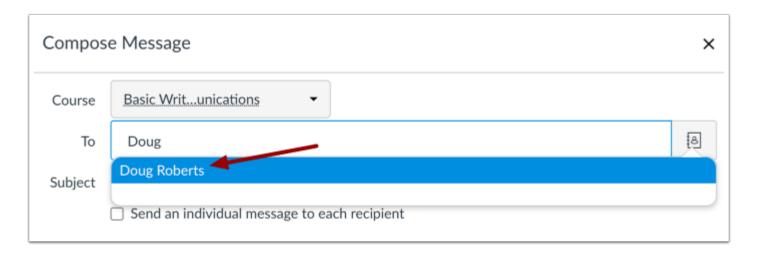


Add User



To add the teacher, you can search for the teacher in the To field [1] or you can use the Course Roster [2].

Search for User



To search for the teacher, type the teacher's name in the To field. Canvas will automatically populate matching names. If multiple names appear, use the arrow key to select the user's name. Then press the **Enter** key. The teacher's name will appear in the To field, highlighted in light blue.

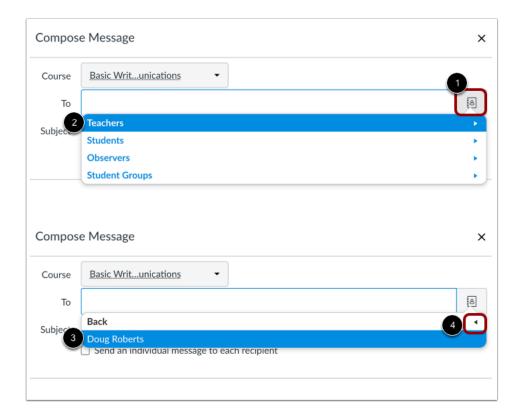
If you accidentally select the wrong user, press the **Delete** key (on a MAC keyboard) or the **Backspace** key (on a PC keyboard) to remove the teacher.

You can also hover over a user's name and click the white x to remove the user from the list.





Use Course Roster

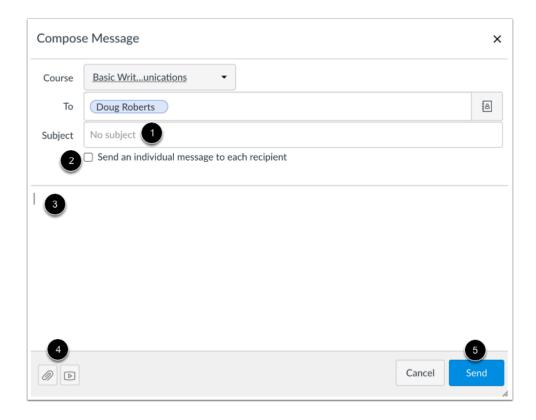


To select a user from the course roster, click the **Address Book** icon next to the To field [1]. From the address book, locate the user's role [2] and then select the user's name [3]. Names are arranged by last name.

To navigate back to the course roster, use the arrow icon [4].



Send Message



In the subject line field [1], enter a subject line for your message.

If you are sending your message to multiple users, but you do not want each user to see who else was included in the message, click the **Send an individual message to each recipient** checkbox [2]. If your message includes over 100 recipients (including you as the sender), this checkbox will be selected by default.

In the message field [3], type your message. All content is sent in plain text. Note that if you include a URL in your message, the URL will automatically become a clickable link after you send the message.

If you want to include an attachment or media file, click the attachment or media file icons [4].

When you are finished, click the **Send** button [5].



How do I find my unread messages in the Inbox as an observer?

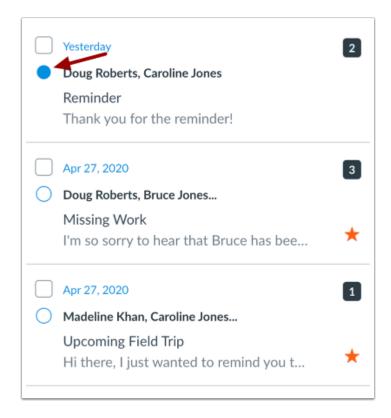
You can view all unread messages in your Inbox. You can also filter messages to show only unread messages.

Open Inbox





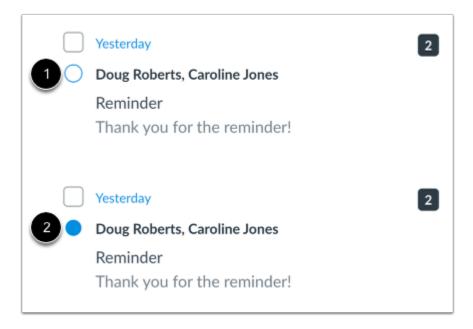
View Unread Message



All unread messages have an indicator next to the message. Once a message has been read, the blue dot changes to a gray circle.



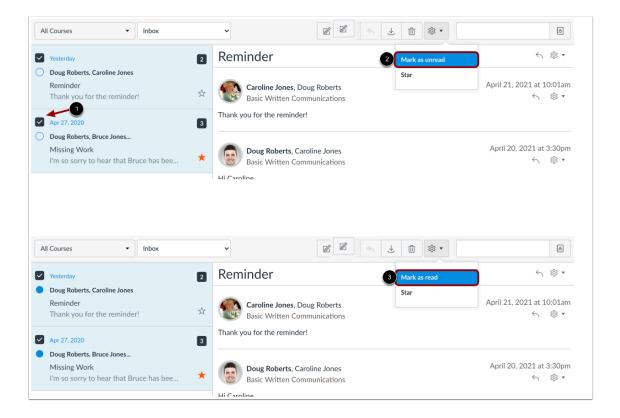
Mark as Unread



If you want to mark a conversation as unread, click the read indicator [1]. The message will now show the unread indicator [2].



Mark Multiple Messages



You can mark multiple conversations as unread or read by pressing the command key (Mac) or the control key (Windows) while clicking multiple messages, or by selecting the message checkbox [1].

Locate and click the settings icon and choose the Mark as unread link [2].

If you select multiple unread messages, you will see Mark as read link [3].



Select Unread Conversations



To view only unread messages, open the the Inbox drop-down menu [1]. Select the **Unread** link [2].



How do I filter inbox conversations as an observer?

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.

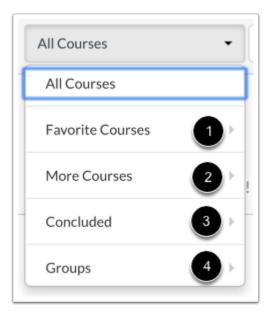
Open Inbox



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



Filter by Course



You can filter your inbox by types of courses. Your Inbox may contain the following options:

- Current courses in your Favorites menu [1]
- Other courses that you haven't favorited [2]
- Concluded courses [3]
- Current or concluded groups [4]

Note: You cannot send messages to users in concluded courses.

Filter by Inbox



You can also filter by Inbox type. By default, the Inbox displays all messages.



View Unread Messages



The **Unread** filter displays all unread conversations in your Inbox. Learn how to <u>view and manage unread messages</u>.

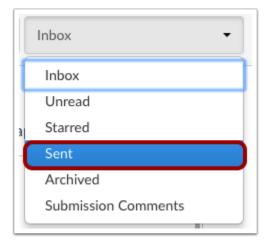
View Starred Messages



The Starred filter displays all starred messages in your Inbox. Starred messages are marked as important so you can locate them later. Learn how to <u>star a message</u>.



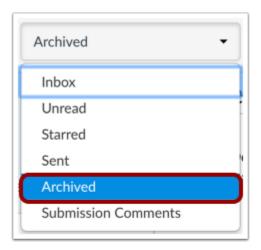
View Sent Messages



The Sent filter displays all your sent messages, both to individual users or multiple users.

Note: The Sent filter only includes sent messages from the first user to send a message in a conversation thread. Replies from recipients of the original message will appear in their Inboxes, but not in their Sent filters.

View Archived Conversations

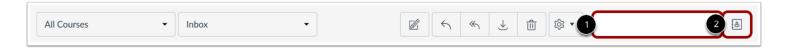


The Archived filter displays all archived conversations. Learn how to archive a conversation.

Note: Sent messages cannot be archived. Additionally, archived messages do not include <u>deleted messages</u>, which are completely removed from the Inbox.



Filter by User



To filter by user, type the name of a user in the filter field [1], or browse for the course, group, or user by selecting the **Address Book** icon [2].



How do I attach a file or media comment to a message as an observer?

You can upload supplemental files and record or upload media files as part of your Inbox 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.

Open Inbox



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

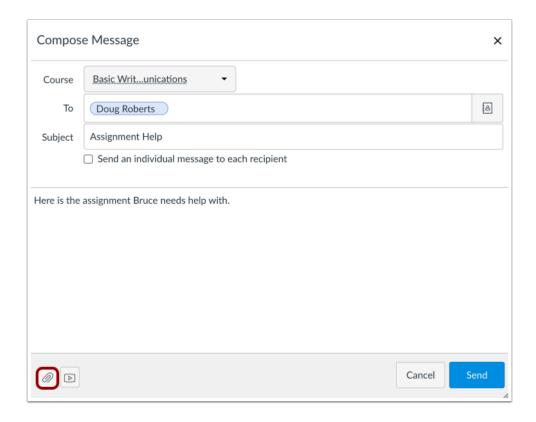
Compose Message





To start a new message, click the **Compose** icon.

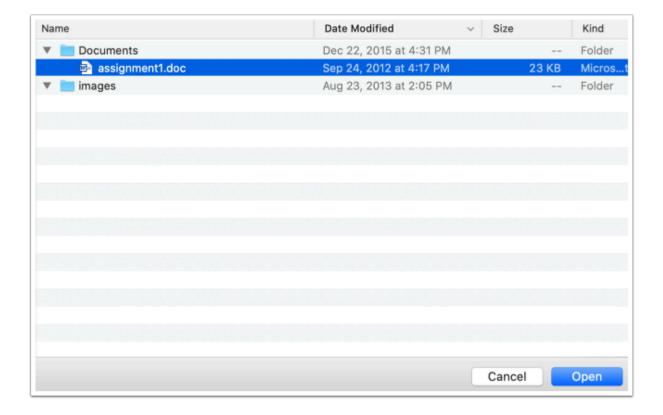
Add Attachment



To attach a file, click the **Attachment** icon.



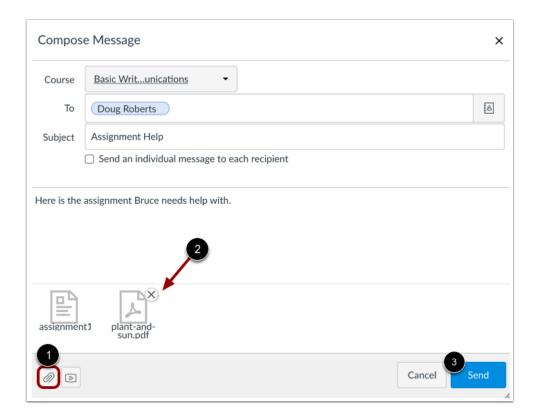
Select File(s)



Select the file and click the **Open** button.



Select Multiple Files



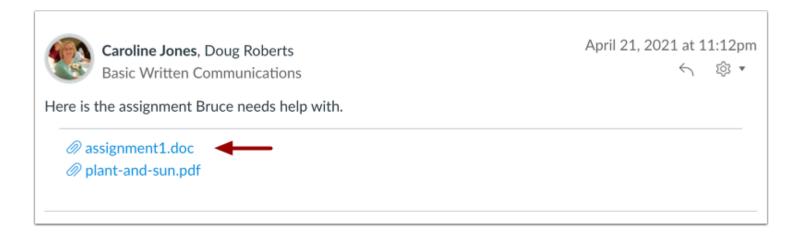
You can upload additional files by clicking the Attachment icon [1].

If you accidentally select the wrong file, click the **Delete** icon to remove it [2] or click the Attachment icon, or double click the file to select a different file.

When you are finished, click the **Send** button [3].

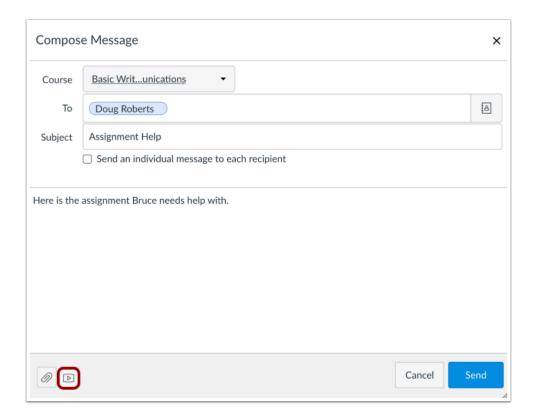


View Attachment(s)



The attachments will appear below the message. To view the file, click the link.

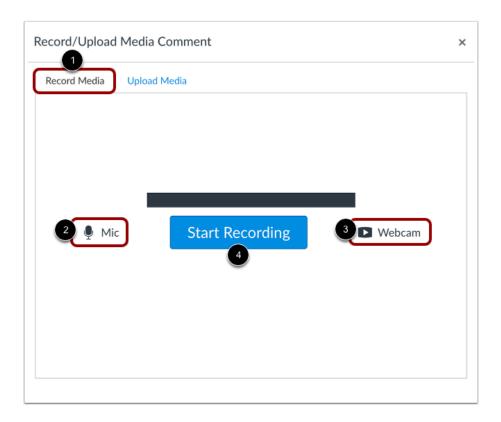
Add Media Comment or File





To attach a media comment or file, click the **Media** icon.

Record Media Comment



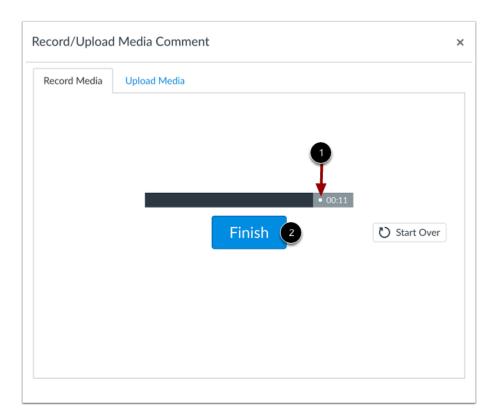
A pop-up window will appear in your browser.

Click the **Record Media** tab [1]. Select your preferred media method: record with microphone only [2] or record with webcam [3]. When you're ready to record, click the **Start Recording** button [4].

Note: If you see a message from Adobe Flash Player and instructure.com requesting access, click the **Allow** button.



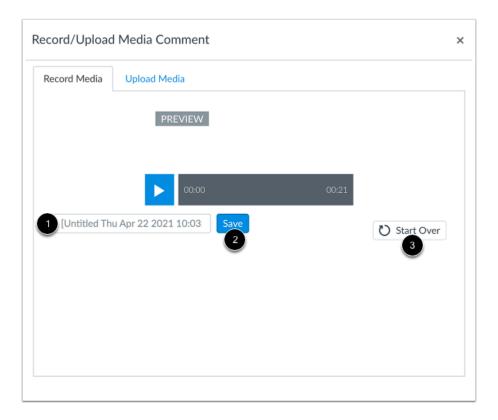
Create Recording



The timer with the dot indicates you are recording your media comment, as well as the length of the comment [1]. Once you are finished recording, click the **Finish** button [2].



Save Recording



Before you attach the media comment, you have the chance to review it. In the title field, name your media comment [1]. If you are happy with the result, click the **Save** button [2]. If you want to re-record the recording, click the **Start Over** button [3].

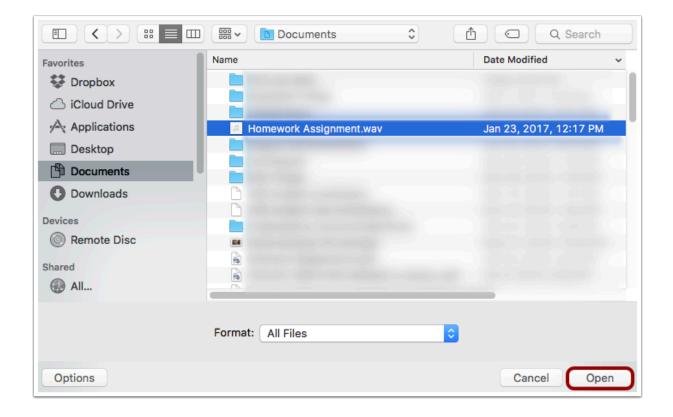
Upload Media Comment





If you have a previously recorded media file, you can upload it as part of your message. Click the **Upload Media** tab [1]. Click either the **Select Audio File** button [2] or **Select Video File** button [3].

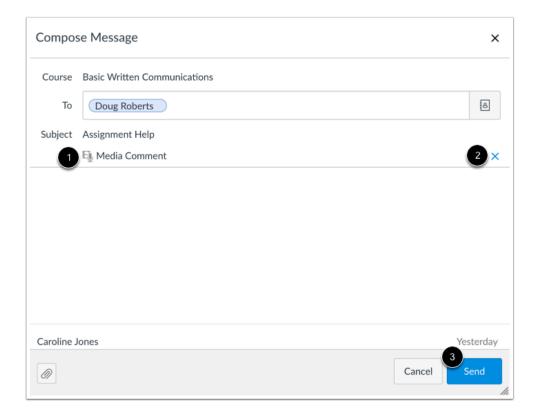
Upload Media File



Locate the media file on your computer. Click the **Open** button.



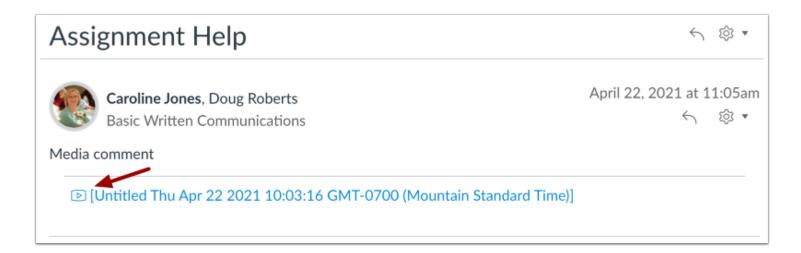
Send Message



Your media comment will appear in your message [1]. If you want to remove the comment, click the delete icon to remove it from the message [2]. When you are finished, click the **Send** button [3].



View Media Comment



The media comment will appear below the message. Click the link to view the file.



Modules

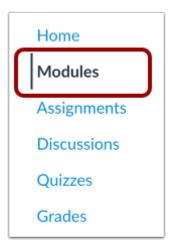


How do I view Modules as an observer?

Some teachers use modules to organize the course. Modules control the entire flow of the course, along with its content.

Note: Your student's teacher may choose to hide the Modules link in Course Navigation. If the Modules link is not available, you can still access Module items through other areas of Canvas, such as the Syllabus or Course Home Page. Alternatively, your student's teacher may choose to hide all Course Navigation links except for Modules. If other Course Navigation links are not available, your student's teacher wants you to navigate the course using Modules.

Open Modules



In Course Navigation, click the **Modules** link.



View Modules



In Modules, you can view all the modules in your course. Modules are organized by order of progression.

Modules house the content items within each module.

To expand or collapse all modules, click the **Expand All/Collapse All** button [1].

To expand or collapse individual modules, click the module **Expand or Collapse** arrows [2].

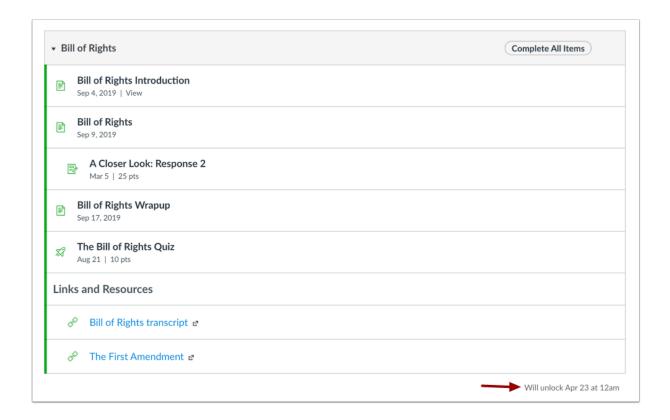
If you choose to collapse or expand one or more modules, the Modules Index Page retains the state of each module.

Notes:

- The Collapse All button displays if one or more modules are expanded. The Expand All button displays if all modules are collapsed.
- The Modules page supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, press the Shift+Question Mark keys simultaneously on your keyboard.



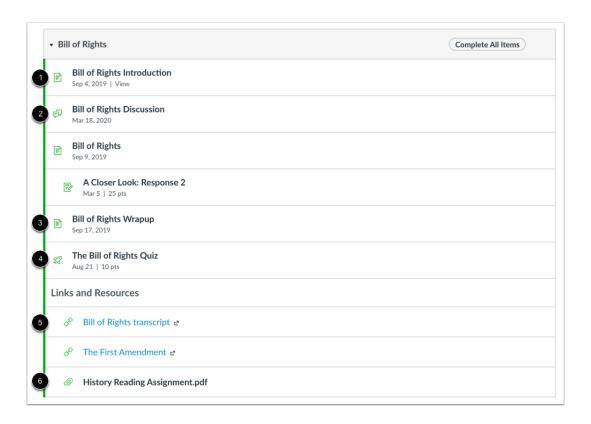
View Locked Module



Your student's teacher may lock a module until a specified date. Locked modules display an unlock date.



View Module Icons



Modules can be filled with different types of content. Each module item also includes an icon with its type:

- Page [1]: a page of content to read
- Discussion [2]: a course discussion
- Assignment [3]: a course assignment
- Quiz [4]: a course quiz
- Link or External Tool [5]: an external link or tool to view outside of the course
- File [6]: a file to download or view



View Requirements



If a module includes requirements, the header shows whether the student is supposed to complete all requirements or select one requirement [1].

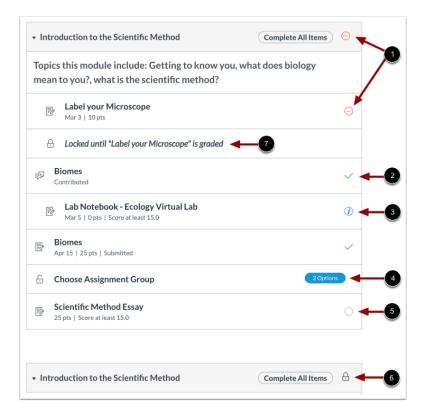
Next to the module item, you can view the type of requirement necessary to complete the module item [2]. The student must complete all required module items before they can progress to the next module. Some modules may require the student to complete the module items in order.

Depending on the module item type, requirements include up to five options:

- View: You must view the item.
- Mark as done: You must mark the module item as done before you can progress to the next item.
- Contribute: You must post a reply to the discussion topic or contribute content to a page.
- **Submit**: You must submit the assignment, graded discussion, or quiz.
- Score at least X: You must submit the assignment with a minimum of the shown score.



View Progression Icons



Module items can also be used to show progression through a module. Modules and/or module items that are not available to you are grayed out.

For any module icon, you can hover over the icon and view the message for the requirement.

Icon meanings may change depending on if your course is using requirements:

- Orange dash icon [1]: when next to a module item, the module item is overdue. When next to the module heading, the module requirements have not been met.
- Green check mark [2]: the module item has been completed. For requirements, this icon means the module requirement has been met.
- Blue info icon [3]: the module item has been submitted, but has not yet been graded.
- **Options label** [4]: the module item requires you to choose an assignment path before additional module items can be displayed.
- White circle [5]: the module item has not been started.
- Lock icon [6]: the module is locked until a future date. For prerequisites, this icon means the previous module has not been completed so it cannot be viewed.



• Lock message [7]: the module may contain additional information that cannot be accessed until the name of the assignment in the message is graded.

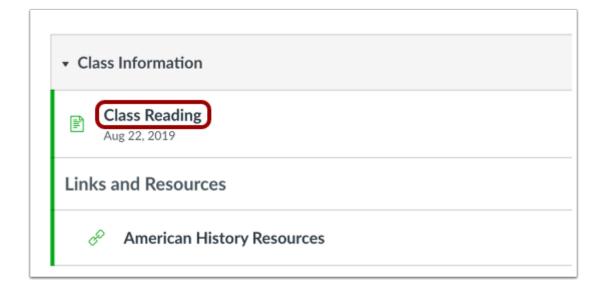
View Individual Module Item



Each module contains module items. Each item includes the module item name [1]. Items will display the due date (if any) [2], and the number of points the assignment is worth [3]. If a To-Do date was added to a non-graded item, the date will display next to the module item [4].

Note: If your student's teacher has placed an unpublished quiz in the module, you will not be able to see the points possible or the quiz questions until the quiz has been published.

Open Module Item



To begin a module, click the first item in the module.





Navigate Module



You can advance through module items or return to previous modules using the progression bar at the bottom of the page. To advance to the next module item, click the **Next** button [1]. To return to a previous module item, click the **Previous** button [2].

You can view the name of the next or previous module item by hovering over the Next or Previous button, respectively.

Note: If your student's teacher has enabled MasteryPaths for your course and an assignment is processing, the Next button in the modules progression bar indicates that you should refresh the page. This change notifies you about progressing to the next module item.



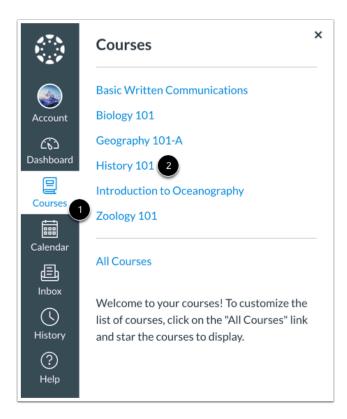
Pages



How do I edit a course page as an observer?

If an instructor allows observers to edit course pages, you can edit a page in a course.

Open Course



In Global Navigation, click the Courses link [1], then click the name of the course [2].



Open Pages



In Course Navigation, click the **Pages** link.

View Pages



Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.



Choose Page

Creation date 🔻	Last edit 🔻	To-Do Date 🔻
Aug 13, 2019	Dec 17, 2020 By Erin Hallmark	Dec 19 at 11:59pm
Aug 13, 2019	Jan 12, 2021 By Doug Roberts	Oct 29 at 11:59pm
Aug 13, 2019	Aug 13, 2019 By Doug Roberts	Nov 14 at 11:59pm
Aug 13, 2019	Aug 20, 2019 By Doug Roberts	Sep 9 at 11:59pm
	Aug 13, 2019 Aug 13, 2019 Aug 13, 2019	Aug 13, 2019 Dec 17, 2020 By Erin Hallmark Aug 13, 2019 Jan 12, 2021 By Doug Roberts Aug 13, 2019 Aug 13, 2019 Aug 20, 2019 Aug 20, 2019

Click the title of the page you wish to edit.

Edit Page

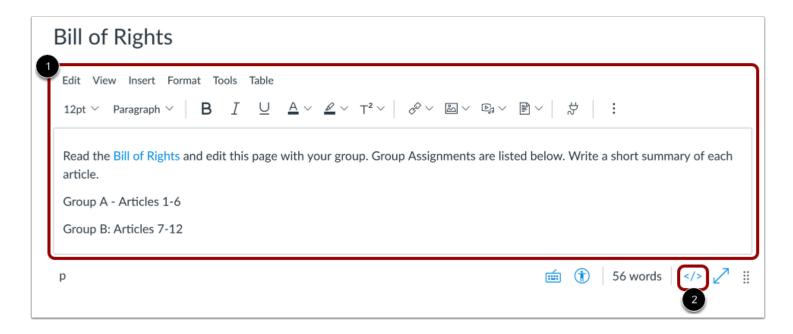


Click the **Edit** button.

Note: You will only see the Edit button if you are allowed to edit the page.



Edit Content



Edit the content using the Rich Content Editor [1] or switch to the HTML Editor [2].

Save Changes



You can notify users that content has changed by selecting the **Notify users that this content has changed** checkbox [1]. Click the **Save** button [2].



View Page

Bill of Rights

To-Do Date: Sep 9 at 11:59pm

Read the <u>Bill of Rights</u> and edit this page with your group. Group Assignments are listed below. Write a short summary of each article.

Group A - Articles 1-6

Group B: Articles 7-12

View your changes.



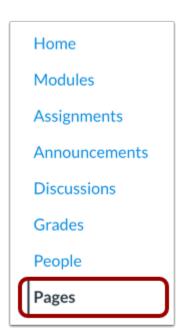
How do I use the Microsoft Immersive Reader when viewing a page as an observer?

You may be able to use the Microsoft Immersive Reader when viewing pages in Canvas. The Microsoft Immersive Reader enhances your reading experience by improving accessibility and boosting reading comprehension. For more information about the reader, visit the <u>Microsoft Immersive Reader</u> website.

Notes:

- The Microsoft Immersive Reader is an account feature preview. If the Immersive Reader button does not display in your course, talk to your institution's Canvas admin about enabling this feature.
- The Microsoft Immersive Reader is being offered in Canvas as a trial feature.

Open Pages



In Course Navigation, click the Pages link.



View Page



By default, Pages displays the set front page for your course [1].

To view all pages in your course, click the View All Pages button [2].

Open Page

Page title A	Creation date 🔻	Last edit 🔻	To-Do Date 🔻	
A Declaration by Committee	Aug 13, 2019	Aug 13, 2019 by Doug Roberts	Nov 25 at 11:59pm	
Amendments to the Constitution	Aug 13, 2019	Aug 13, 2019 by Doug Roberts	Oct 29 at 11:59pm	
Compare and Contrast: Taxes Today	Aug 13, 2019	Aug 20, 2019 by Doug Roberts	Oct 8 at 11:59pm	

To view a page, click the page title.

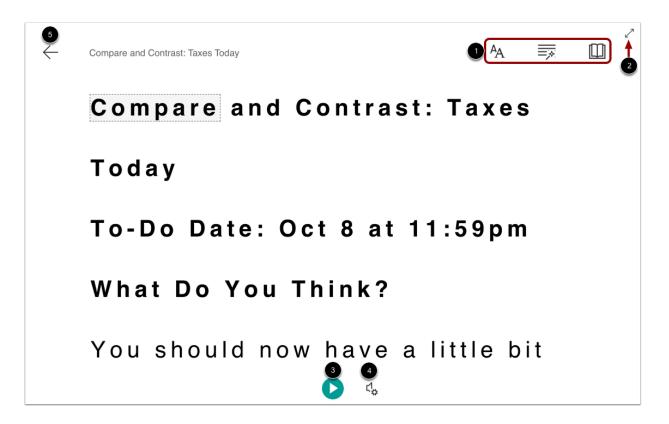


Open Immersive Reader



Click the **Immersive Reader** button.

View Immersive Reader



The Microsoft Immersive Reader displays a variety of tools and options to enhance your reading experience.

You can manage text, grammar, and reading preferences using the toolbar [1]. To expand the reader display, click the **Full Screen** button [2].

To hear the page text read aloud, click the Play button [3]. To adjust audio settings, click the Voice Settings button [4].

To close the reader and return to Canvas, click the **Exit** button [5].





Note: For more details about the Microsoft Immersive Reader functionality, visit the Microsoft Immersive Reader website.



Profile and User Settings

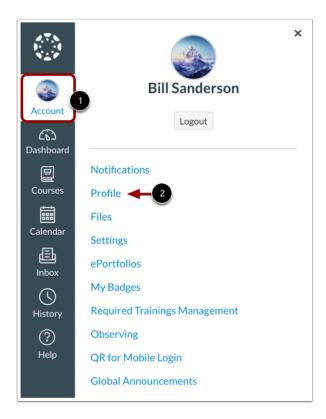


How do I edit my profile in my user account as an observer?

Some schools 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 courses you are observing.

Note: If you do not see the Profiles tab in your user navigation menu, this feature has not been enabled for your school.

Open Account Profile



In Global Navigation, click the **Account** link [1], then click the **Profile** link [2].



Edit Profile



Bill Sanderson



Contact

Biography

Bill Sanderson hasn't added a bio

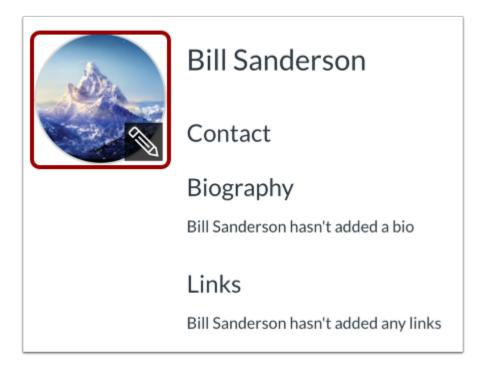
Links

Bill Sanderson hasn't added any links

Click the **Edit Profile** button.



Edit Profile Picture



To upload a profile picture, click the **profile picture** icon.

Note: Profile pictures are a separate permission from profiles. If you do not see a placeholder picture, your institution has not enabled this feature.

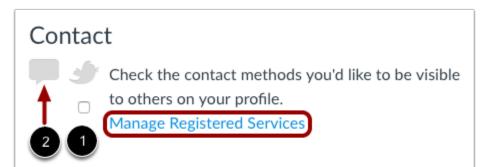
Edit Name and Title



If you are allowed to change your name, type your name in the name field [1]. Type your title in the title field [2].



Add Contact Methods



If you have connected to any <u>web services</u>, click the checkbox underneath the web service to indicate how you wish to be contacted via that service [1]. To add additional services, click the **Manage Registered Services** link. Please note that any selected services will not be shared with other course/group members unless you have previously selected the sharing checkbox in the Manage Registered Services page.

The Discussion icon [2] automatically appears as a contact method for Admins so users can contact you through Canvas Conversations. It cannot be selected by any other users.

Note: As created in your user profile, email addresses do not appear as a contact method and are only used for Canvas notifications. Canvas users should contact each other via Conversations.

Edit Bio

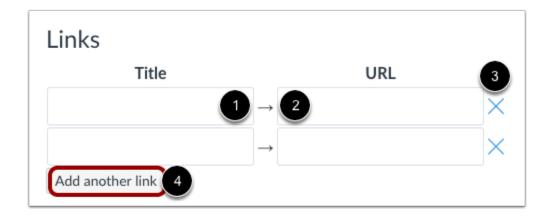
Biography

I was born into a family of educators who instilled in me a love of learning. I earned my Bachelor of Science degree in Biology from the University of Massachusetts and my Master's degree in Education from Lesley University in Cambridge, Massachusetts. I enjoy the challenge of teaching higher education students. I currently live near Boston where I

Type your biography in the bio field. You can add hobbies and interesting facts about yourself.



Edit Links



To add personal links to your profile, such as personal websites, blogs, or portfolios, enter the title of the link in the title field [1]. Type the URL in the URL field [2]. Click the **remove** icon to delete the link [3]. Click the **Add another link** button to add another link [4].

Save Profile



Click the **Save Profile** button.



How do I add a profile picture in my user account as an observer?

If profile pictures are enabled at your institution, you can add and change your Canvas account profile picture. If your user settings page does not display a placeholder picture, this feature is not enabled at your institution.

Set your Canvas profile picture using these three options:

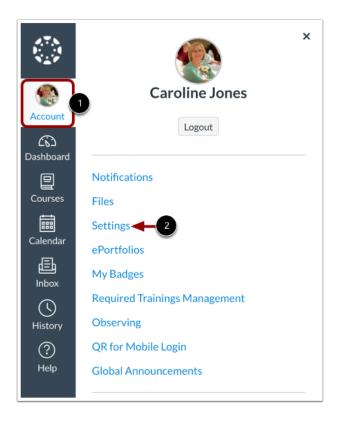
- Upload a Picture from your computer
- Take a Picture using your computer's camera (not supported in Safari or Internet Explorer)
- Import from an existing <u>Gravatar</u> account (this feature may be restricted by your institution and only G-rated images are supported)

Profile Picture Tips

- Choose an appropriate picture to represent yourself. Your institution reserves the right to remove pictures that are not appropriate for a classroom setting.
- To prevent your picture from being resized or distorted, select a square image.
- Canvas stores your profile picture in your user files. You can select any file type (.jpg, .png, .gif) and size as long as you have enough Canvas user file storage.
- When uploading a profile picture, your personal files quota is enforced. 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.



Open Account Settings



In Global Navigation, click the Account link [1], then click the Settings link [2].

Open Profile Picture



Click the Profile Picture icon.

Note: If your Canvas account does not display a placeholder profile picture, your institution does not allow you to add or change your profile picture.



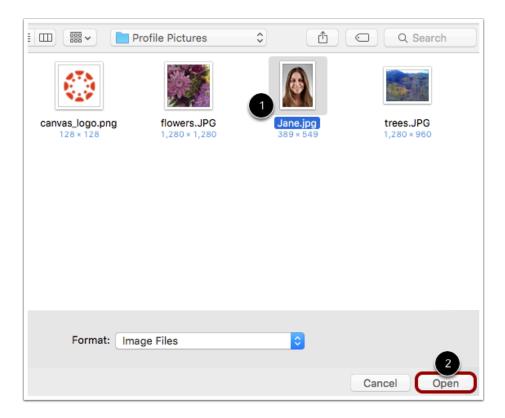
Upload a Picture



By default, the profile picture editor displays the **Upload a Picture** tab [1]. Click the **choose a picture** link [2]. You can also drag a picture from your desktop and drop it into the uploader.



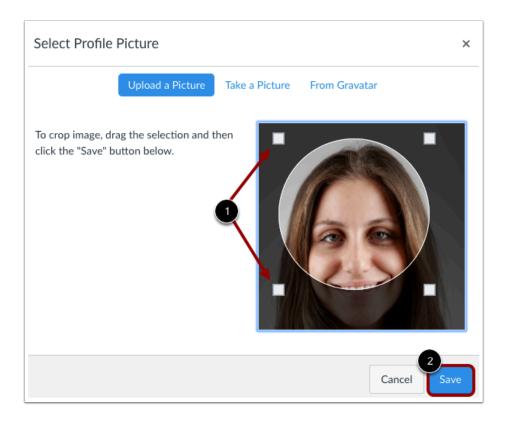
Choose Profile Picture



Find the image you want to upload [1] and click the **Open** or **Browse** button [2].



Crop or Resize Picture

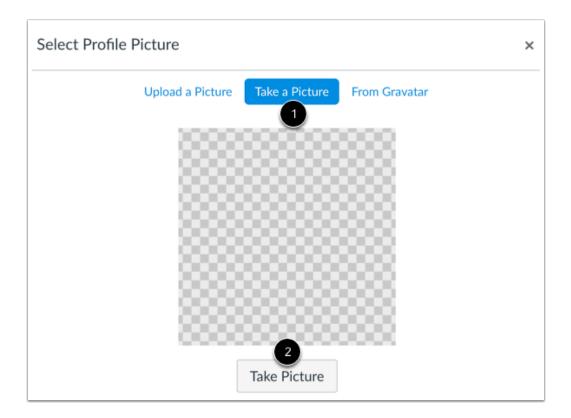


Use the selection boxes to crop your image [1]. To save your picture, click the **Save** button [2].

Note: Canvas automatically stores a copy of the saved profile picture in your personal files. When a new picture is saved in your profile, the new picture overrides the existing picture file in your personal files.



Take a Picture



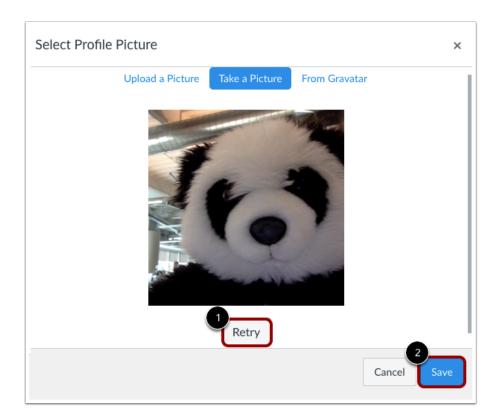
To take a picture using your device camera, click the **Take a Picture** tab [1], then click the **Take Picture** button [2].

Notes:

- You may need to allow Canvas to access your camera.
- This option is not supported when using Safari or Internet Explorer.



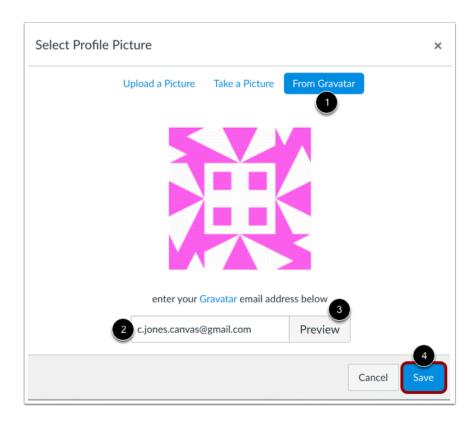
Save Picture



To take another picture, click the **Retry** button [1]. When you are finished, click the **Save** button [2].



Import from Gravatar



If your institution allows Gravatars and you have a <u>Gravatar</u> account, you can import an existing Gravatar to use as your profile picture.

Click the **From Gravatar** tab [1]. Type your email address in the **Gravatar email address** field [2]. To view your Gravatar, click the **Preview** button [3].

To save your picture, click the **Save** button [4].

Note: Before adding a photo in your Gravatar account, you have to rate the photo. Please note that you can only display G-rated Gravatar photos in Canvas.



View Profile Picture



View your profile picture in Account Settings.

Delete Profile Picture from Files

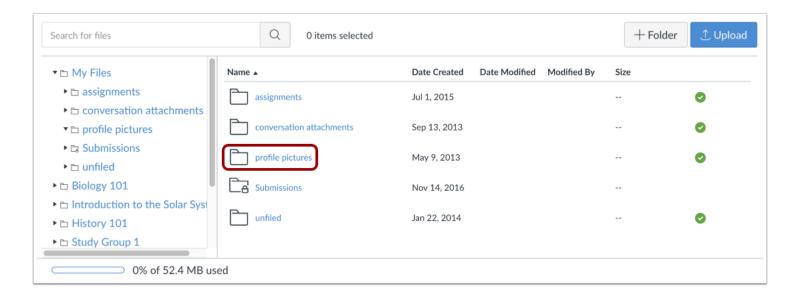


Profile pictures are linked to your personal files. To delete a profile picture, click the Account Navigation Files link.

Note: Gravatar images cannot be deleted from your account from your personal files. However, you can replace your Gravatar images with an uploaded or captured image.



Open Profile Pictures



Click the **profile pictures** folder.

Delete Profile Picture



Locate the file and click the **Options** icon [1]. Then click the **Delete** link [3].



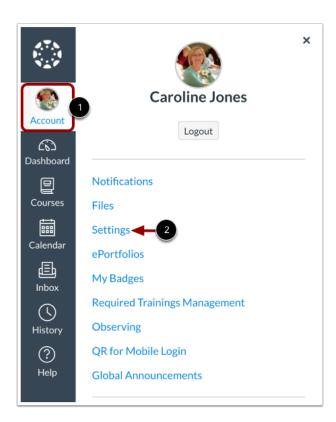
How do I change the settings in my user account as an observer?

You may be able to change your user settings in your Canvas account, including your name, <u>pronouns</u>, default email, language, time zone, and <u>password</u>.

Notes:

- You may not be able to manage all of the settings shown here. If you cannot edit your user settings, contact your student's school to request they change this information.
- Selecting a specific language in your user settings page overrides the default language settings selected by your student's school. However, course language settings will override your selected user language.
- Your student's school may update or change your password by using the password associated with your login credentials for Canvas.
- Users associated with a SIS ID cannot delete their own account.

Open Account Settings

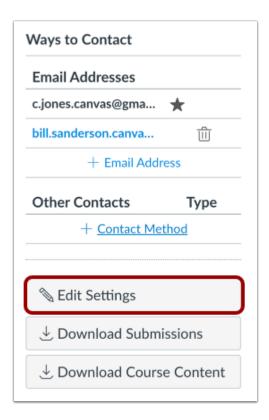


In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].





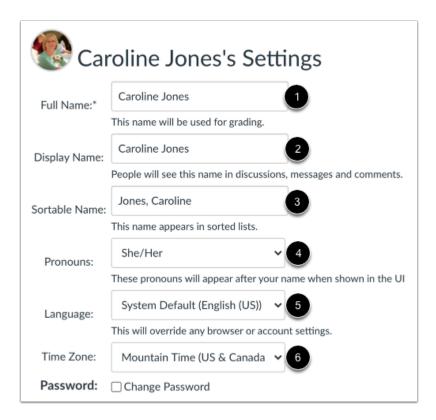
Edit Settings



In the sidebar, click the **Edit Settings** button.



Change Settings



If enabled, edit the appropriate settings:

- Full Name [1]: used in the People page and for SIS imports.
- **Display Name** [2]: how other users see your name in Conferences and Conversations.
- Sortable Name [3]: default is your last name, first name; appears in sorted lists so admins can search for it.
- **Pronouns** [4]: display after your name in various areas throughout Canvas.
- Language [5]: can be set to your preferred language and is the language used in Canvas (does not apply if an instructor sets a specific language for a course).
- Time Zone [6]: can be set to your local time zone; this setting displays assignments in your local time.
- Password [7]: the combination of characters you choose to use to log in to your Canvas account.

Note: You may not be able to edit all of these settings. If you cannot edit your user settings, please contact your student's school to change this information.



Update Settings



Click the **Update Settings** button.



How do I select personal pronouns in my user account as an observer?

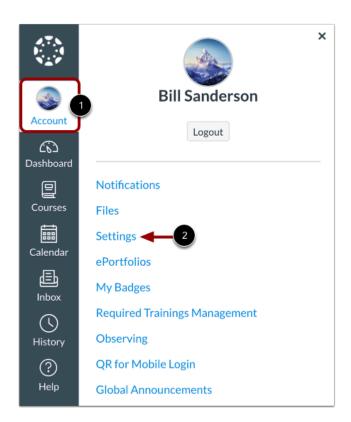
If enabled by your student's school, you can select personal pronouns to add to your user account. Personal pronouns display after your name in various areas in Canvas, including:

- Inbox
- People Page
- User Navigation Menu
- User Profile Page
- User Settings Page

Notes:

- If you cannot view pronouns in your User Settings, your student's school has not enabled this feature.
- LTI tools, such as New Quizzes and Analytics, do not currently support displaying pronouns.

Open Account Settings

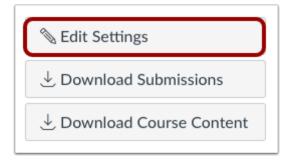


In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].



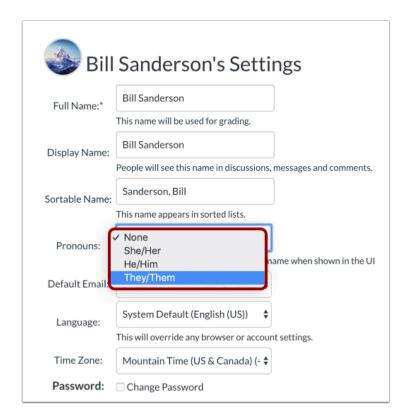


Edit Settings



Click the **Edit Settings** button.

Select Pronouns



In the **Pronouns** drop-down menu, select your personal pronouns.

Notes:





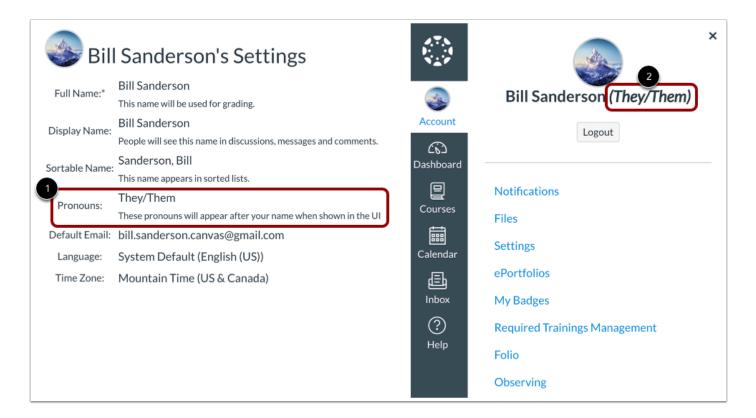
- If the Pronouns drop-down menu does not display in your User Settings, your student's school has not enabled this feature.
- Pronoun options are managed by your student's school. You cannot add pronoun options.

Update Settings



Click the **Update Settings** button.

View Pronouns



You can view your personal pronouns in your User Settings [1]. Your personal pronouns also display after your name in other areas throughout Canvas [2].



How do I reset my password as an observer?

If you created your own Canvas account, you can reset your password through a link in the password request email.

If your login credentials were provided to you by your institution, you may not be able to reset your Canvas password on your own. Additionally, if you log in to Canvas using your institution's authentication system, you may need to reset your password using your institution's website. If you request a password reset and the email does not have a password reset link, it will include your Canvas email address and the institution that provided you with your password. To change or verify your password, contact the system administrators at your institution.

Notes:

- A password reset email may take up to five minutes to arrive in your email inbox.
- Password reset emails expire after two hours.
- If you can log in to Canvas and want to change your password, you may be able to change your password in your User Settings page

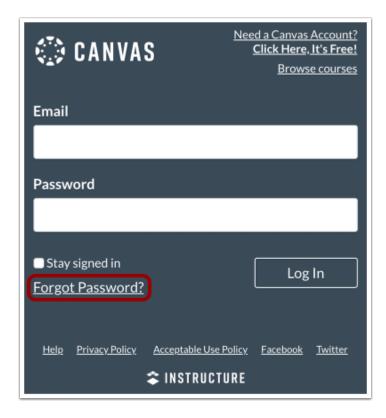
Email Errors

If you enter your email address and never get a password reset email, review the following password tips.

- Have you typed your email address correctly? Sometimes email addresses can be misspelled.
- Are you accessing the correct Canvas URL? You will not get the reset email if you are trying to reset your password on a site where you are not enrolled (such as canvas.instructure.com instead of myinstitution.instructure.com).
- Is your Canvas email sponsored by your institution? If your mail email address is part of a campus firewall system that blocks emails from mass senders, you won't be able to receive the email. Contact your institution's IT department for assistance.
- Are you the owner of your email address? If your email address is owned by someone else and you can't receive email for that address, you won't be able to get the reset email. Contact the owner of the email address for assistance.



Reset Password

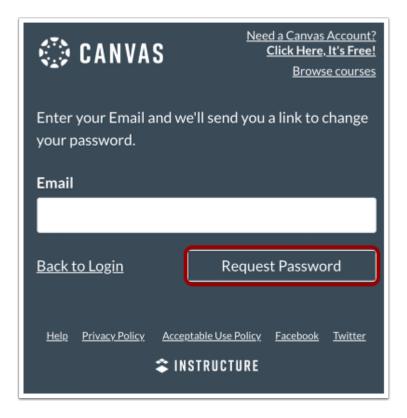


In a new browser window, open to your Canvas login page. Click the Forgot Password? link.

Note: If your login screen does not show the password reset link, contact your institution for assistance.



Request Password



Enter the login information associated with your Canvas account and click the Request Password button.

Note: The password reset field verifies password reset information by user login. Depending on your institution, login information may vary.

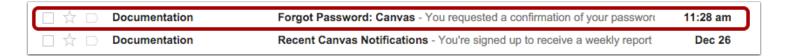
View Password Recovery Notification



A notification displays stating that it may take up to 30 minutes to send password recovery instructions to your email and you may need to check your spam folder to locate the email.



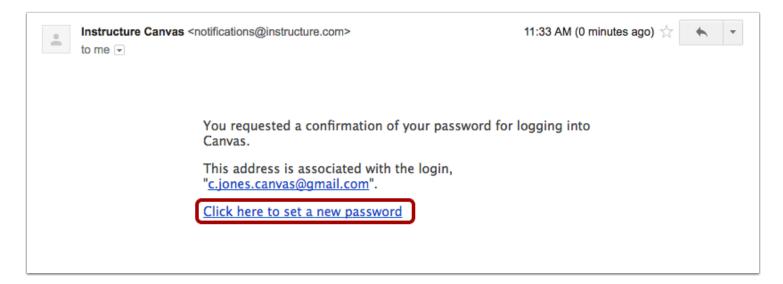
Check Email



Return to your email account and sign in. Open the *Forgot Password* email. (If the email is not in your Inbox, check your Spam folder.)

If your user login is associated with multiple email addresses, password reset instructions will be sent to each address.

Open Password Link



Click the **Click here to set a new password** link.



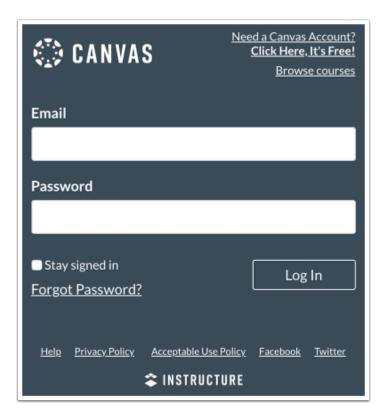
Change Password

Change login password for Caroline Jones						
c.jones.canvas@gmail.com						
New Password:						
Confirm New Password:						
	Update Password					

Type in a new password and then confirm that password by typing it again. Click the **Update Password** button.



Log in to Canvas



With your login credential and new password, log in to Canvas.

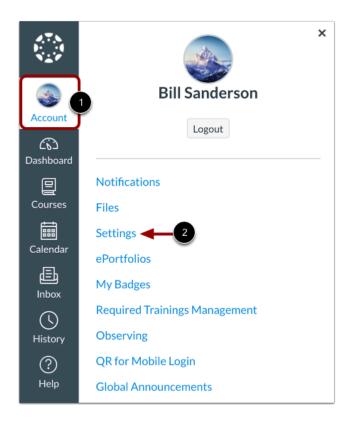


How do I add contact methods to receive Canvas notifications as an observer?

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, Slack, and various web services.

Once you add contact methods, you can <u>set your Notification Preferences</u> to select how often you want to be notified of course events.

Open Account Settings



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].



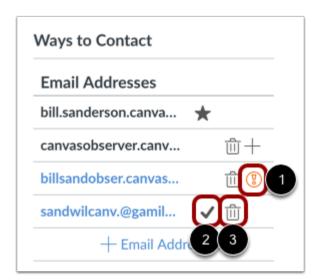
Add Ways to Contact



The Sidebar displays the default email associated with your account [1]. You can manage your default email address.

To add an additional email address, click the Add Email Address link [2].

View Communication Warnings





Canvas does not send notifications to communication channels that have bounced, which means the channel can no longer attempt to generate or send a notification. Bounces can occur from invalid addresses (caused by address typos, changed addresses, etc.) or blocked servers.

Your Account Settings page may display the following icons indicating the contact method status:

- Warning [1]: indicates a bounced contact method. To correct the error, you can remove then re-add the contact method to your profile.
- Check Mark [2]: indicates an unconfirmed email address.

To delete a contact method, click the **Delete** icon [3].

Link to Web Services



The Web Services section displays two columns. View services you have already registered, such as services verified in your contact methods or through course Collaborations, under **Registered Services** [1]. Other services available for registration appear under **Other Services** [2].

Learn how to add web services in Canvas.



View Approved Integrations

Approved Integrations:

These are the third-party applications you have authorized to access the Canvas site on your behalf:

Арр	Purpose	Dates			
Inst-FS (Production)		Expires: never	details	Û	
		Last Used:			

When you allow third-party integrations to access your account, the Approved Integrations section displays the authorized integrations. Each integration shows you the name of the app, the purpose (if one is noted), the date the app was last used, the date the app expires, and a link to view further details.

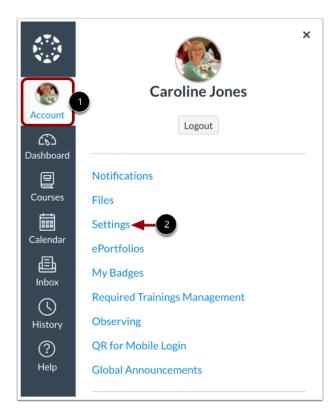


How do I add Slack as a contact method in Canvas as an observer?

If allowed by your student's institution, you may be able to add Slack as a contact method in Canvas. Notifications from Canvas are received via message in the Slack app. You can add your Slack contact from the User Settings sidebar in Other Contacts.

Once you have enabled the contact method, learn how to set notification preferences.

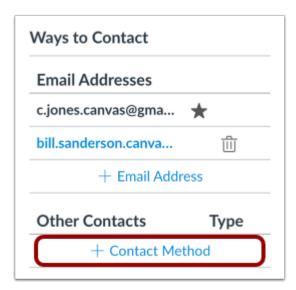
Open Account Settings



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

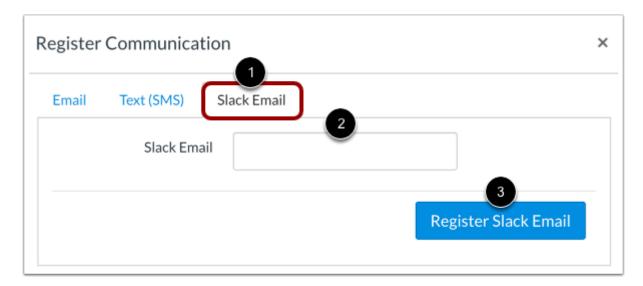


Add Contact Method



In Other Contacts, click the Add Contact Method link.

Register Slack Email



Click the **Slack Email** tab [1].

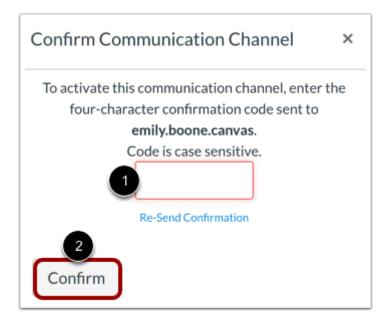
Enter the email address associated with your Slack account in the Slack Email field [2].

Click the **Register Slack Email** button [3].





Confirm Slack Email

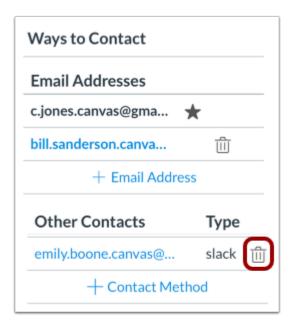


Slack will verify your registration by sending you a notification with a four-character confirmation code. Enter the code in the **Confirmation** field [1].

To confirm the communication channel, click the **Confirm** button [2].



Delete Slack



To delete Slack as a contact method, click the **Delete** icon.

Confirm Deletion



Click the **OK** button.



How do I set my Canvas notification preferences as an observer?

You can receive Canvas notifications for the courses you are observing. Notifications are sent to Canvas contact methods listed in your account User Settings. Canvas includes a set of default notification preferences. However, you can change the default settings by setting your own notification preferences. Your notification preferences only apply to you; your notification settings do not affect course notifications sent to the student you are observing.

Some notifications may not apply to the observer role. To learn more about each notification, default settings, and notification triggers, view the <u>Canvas Notifications PDF</u>.

You can select one of four delivery frequency options for each notification type:

- Notify me right away
- Daily summary
- Weekly summary
- Don't send.

If you change a setting, the change is effective immediately to your account.

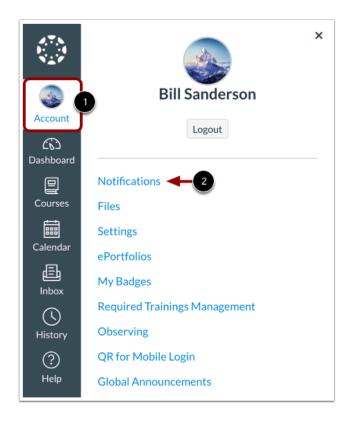
If you reply directly to email notifications from outside of Canvas, your reply also appears in your Canvas Inbox. However, attachments added as part of an external reply are not included with the Canvas Inbox message.

Notes:

- You may be able to select notification preferences for an individual course. Learn more about <u>managing notifications</u> for a single course.
- Some notification categories include limited availability for push notifications. Full details about supported notifications for push notifications can be found in the <u>Canvas Notifications PDF</u>.



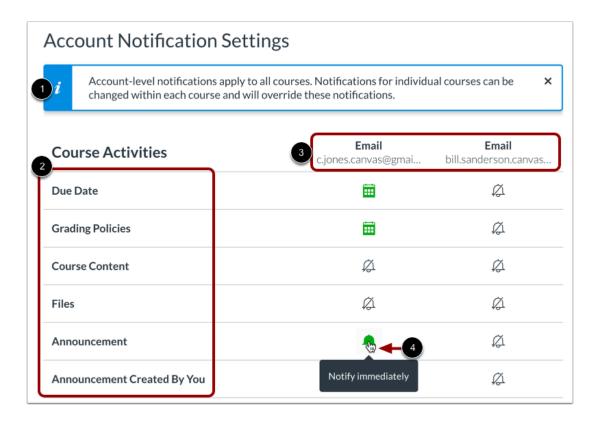
Open Account Notifications



In Global Navigation, click the **Account** link [1], then click the **Notifications** link [2].



View Account Notification Settings



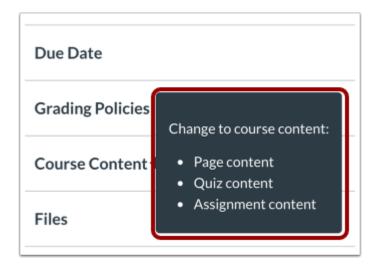
The Account Notification Settings page displays a banner reminding you that account-level notifications apply to all courses [1].

View the account-level notification types [2] and your listed contact methods [3].

Each notification has a default delivery frequency preference. To view the current notification delivery frequency for a notification type and contact method, hover over the notification icon [4].



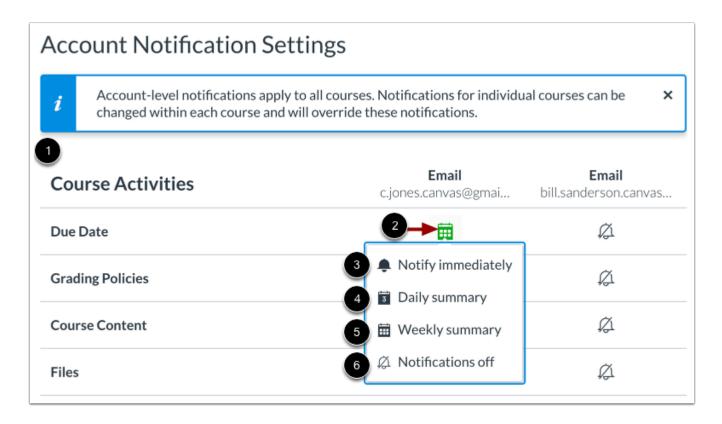
View Notification Details



To view details for a notification, hover over the notification name.



Set Notification Preferences



To view an observed student's name in notifications, click the **Show name of observed students in notifications** checkbox [1]. Currently only grade update notifications include observed student names.

To change a notification delivery frequency for a contact method, locate the notification and contact method. Then click the notification icon [2]. You can select one of four delivery frequency types:

- **Notify immediately** [3]: receive these notifications right away. These notifications may be delayed by up to one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.
- Daily summary [4]: receive a daily summary for this notification type.
- Weekly summary [5]: receive a weekly summary for this notification type.
- Notifications off [6]: no notifications sent for this notification type.

Notes:

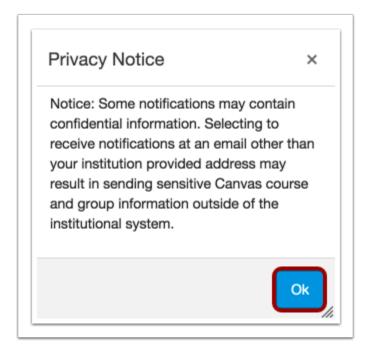
- Account-level notification preferences automatically apply to all of your courses. However, you may be able to <u>manage</u> <u>notifications for a single course</u>.
- Twitter notification preferences do not support daily summary or weekly summary options.





• Unregistered contact methods display on the Account Notification Settings page but notifications will not be sent until you confirm the registration.

View Privacy Notice



If you've set a notification preference for an email address that is not associated with your institution, a Privacy Notice may display. To close the warning, click the **OK** button. Once the warning displays and is dismissed once, it will not display again.

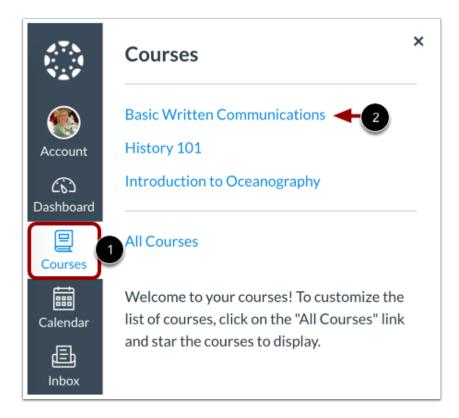


How do I manage notifications for a single course as an observer?

You can manage notifications for a single course on the Course Notification Settings page. Course notification settings only apply to the course in which they are set. To receive course notifications, you must first <u>set your Canvas notification preferences</u>.

Note: Once a notification preference is changed in your course, the course course notification preference will override preferences set in your Account Settings. You must continue to manage that notification type within your course.

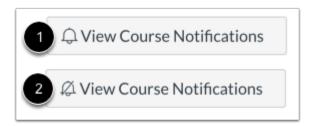
Open Course



In Global Navigation, click the Courses link [1], then click the name of the course [2].

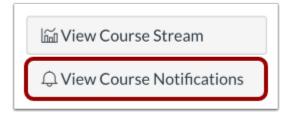


View Course Notifications Status



On the course home page, the View Course Notifications button icon displays if course notifications are enabled [1] or disabled [2].

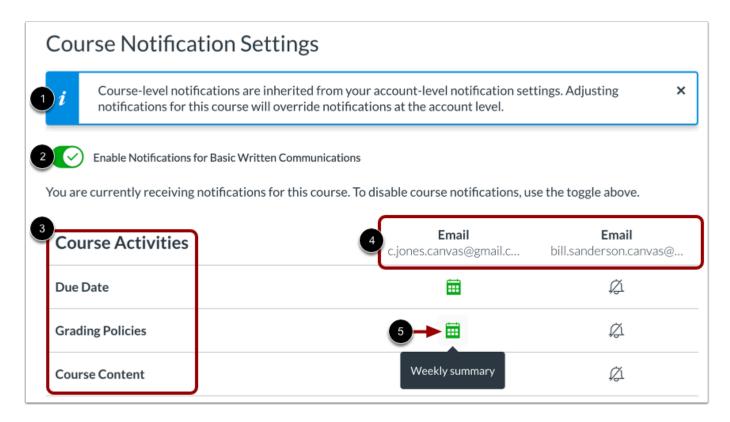
Open Course Notifications



To manage your course notifications, in the course home page sidebar, click the View Course Notifications button.



View Course Notification Settings



The Course Notification Settings page displays a banner reminding you that course-level notifications override any account-level notifications you may have set [1].

You can enable or disable all notifications for the course [2].

View the course-level notification types [3] and your listed contact methods [4].

Each notification has a default delivery frequency preference. To view the current notification delivery frequency for a notification type and contact method, hover over the notification icon [5].



Manage Notification Settings



Enable Notifications

You are currently receiving notifications for this course. To disable course notifications, use the toggle above.



Enable Notifications

You will not receive any course notifications at this time. To enable course notifications, use the toggle above.

To manage your course notification settings, click the **Enable Notifications** toggle.

When notifications are enabled for the course, the toggle displays a checkmark icon [1].

When notifications are disabled for the course, the toggle displays an X icon [2].

Manage Individual Notifications

Course Activities	Email c.jones.canvas@gmail.com
Due Date	
Grading Policies	Notify immediately
	3 🗊 Daily summary
Course Content	4 ⊞ Weekly summary
Files	5 Ø Notifications off

To change a notification delivery frequency for a course notification, locate the notification and contact method. Then click the notification icon [1]. You can select one of four delivery frequency types:



- **Notify immediately** [2]: receive these notifications right away for this course. These notifications may be delayed by up to one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.
- Daily summary [3]: receive a daily summary for this notification type.
- Weekly summary [4]: receive a weekly summary for this notification type.
- Notifications off [5]: no notifications sent for this notification type.



How do I merge my user account with an account using the same email address as an observer?

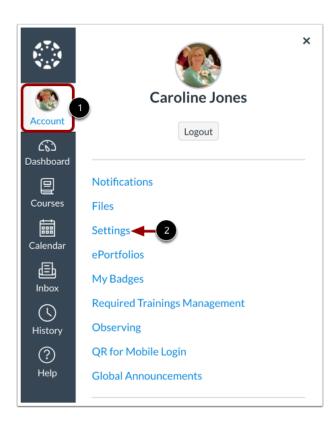
If you have an email address registered in two Canvas accounts, you can merge these accounts. Merging accounts combines the logins, contact methods, and enrollments for the two accounts.

The option to merge user accounts only displays in User Settings if the account has two or more registered and verified email addresses, and if one of the same email addresses is also registered and verified in another account.

In order to complete this process, you must know the Canvas username and password for both accounts.

Note: Merging user accounts cannot be undone.

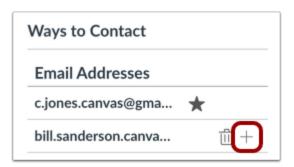
Open Account Settings



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

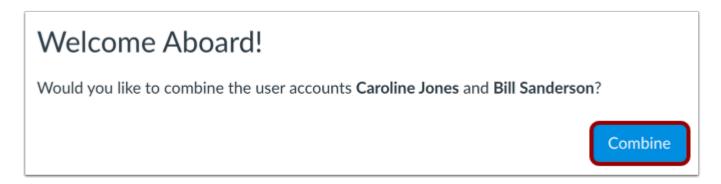


Merge User Accounts



To merge user accounts, locate the email associated with the second account and click the **Merge** icon.

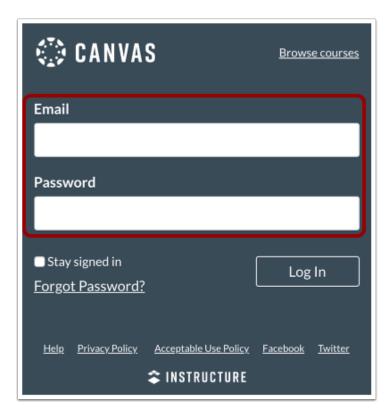
Confirm Account Merger



Click the **Combine** button.



Enter Login Credentials



Enter the email address and password for the second account.

View Confirmation Message



Confirm the merge was successful.

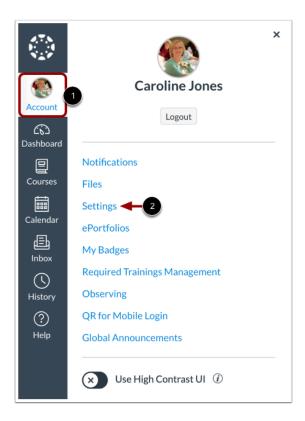


How do I change my default email address in my user account as an observer?

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 <u>Canvas notifications</u>; 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.

Open User Settings



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

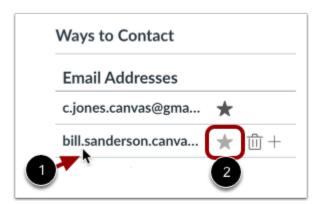


View Email Addresses



The User Settings sidebar displays your contact options. View your email address contacts under **Email Addresses** [1]. Your default email address displays a **Star** icon [2].

Choose Default Email Address



To select a new default email address, hover over the preferred default email address [1] and click the Star icon [2].

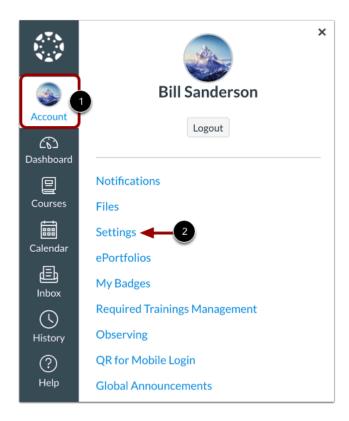


How do I change the language preference in my user account as an observer?

Canvas's default language is English, but you can choose to view the Canvas interface in another language.

Note: Instructors have the option to change the language preference for their courses. If you are observing a student in a course where the instructor has made this change (most often for a foreign language course), the course language will override your selected language.

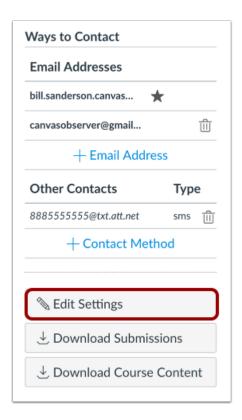
Open Account Settings



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].



Edit Settings



Click the **Edit Settings** button.



Select Language



To choose your preferred language, click the Language drop-down menu. You can view a list of supported languages in Canvas.

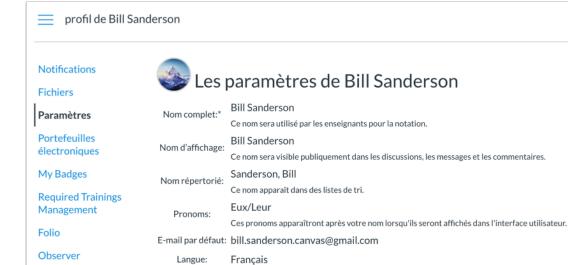
Update Settings



Click the **Update Settings** button.



View Preferred Language



Fuseau horaire: Heure des Rocheuses (États-Unis et Canada)

Services Web

Canvas peut vous simplifier la vie en se jumelant aux outils Web que vous utilisez déjà. Cliquez sur un service dans Autres services pour le constater par vous-même.

View Canvas in your preferred language.



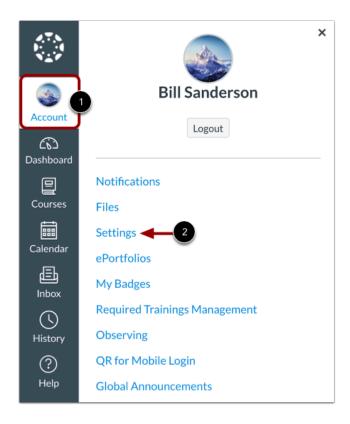
How do I set up multi-factor authentication for my user account as an observer?

Your student's school may enable multi-factor authentication for your user account. Multi-factor authentication adds security to your account by verifying you are the user accessing your account. Multi-factor authentication may be optional or required.

You must have a mobile device to set up multi-factor authentication for your user account. Your device must be able to send text (SMS) messages, or if you have a smartphone, you can download the Google Authenticator app for iPhone or Android.

Note: This lesson shows how to set up multi-factor authentication if it is an optional setting in your user account. However, if multi-factor authentication is *required* by your student's school, you will be shown the multi-factor authentication page directly after you log in to Canvas.

Open Account Settings

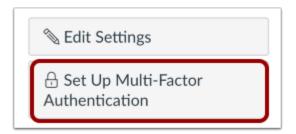


In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].



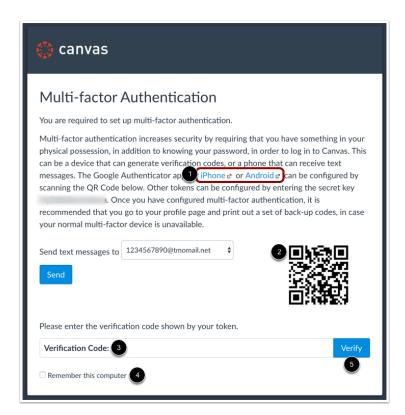


Set Up Multi-Factor Authentication



Click the **Set Up Multi-Factor Authentication** button.

Verify via Google Authenticator



To verify multi-factor authentication with Google Authenticator, download the app for your device (iPhone or Android) [1]. Use the app to scan the QR code and generate a code. Enter the code in the **Verification Code** field [3].

If you want multi-factor authentication to remember the computer you are using to log in to Canvas, click the **Remember this computer** checkbox [4].





Click the **Verify** button [5].

Verify via Text Message



To verify multi-factor authentication via text message, any existing SMS notification type displays in the drop-down menu [1]. This is the number where your multi-factor verification code will be sent. To select a new text (SMS) number, select the drop-down menu and enter the option to add a new phone number. You will need to know the phone number and mobile carrier (provider).

Once you have set up your new phone number, or selected an existing phone number, click the **Send** button [2]. Your mobile device will receive a verification code. Enter the code in the **Verification Code** field [3].

If you want multi-factor authentication to remember the computer you are using to log in to Canvas, click the **Remember this computer** checkbox [4].

Click the **Verify** button [5].



Manage Multi-Factor Authentication



Once multi-factor authentication is enabled, your User Settings page may display additional options to manage your authentication.

You can choose to create multi-factor authentication codes to use as backup in case your authentication device is not available [1]. This option is available to all users with multi-factor authentication.

If multi-factor authentication is *optional* for your account, you can also choose to reconfigure authentication [2] or disable authentication [3].



How do I view a QR code to log in to the Canvas mobile apps as an observer?

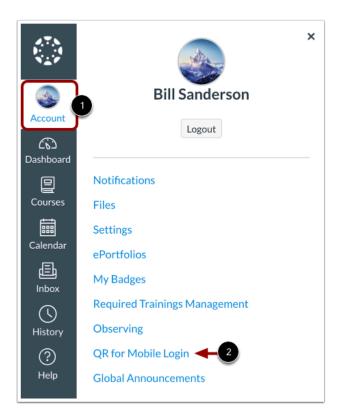
You can generate a Canvas login QR code in your Canvas web browser. Once generated, you can use your mobile device to scan the QR code to log in to the Canvas Parent app without entering your student's school URL and user credentials.

While you would most likely use the QR code to <u>access the Canvas Parent app</u>, the code can also be used to log in to the Student app or Teacher app if are a student or instructor in a course.

Notes:

- If you cannot view QR codes, your student's school has not enabled this feature.
- QR codes should be kept confidential, just as passwords.
- No other users should be in the surrounding area to capture the QR code.
- Do not generate a QR login code while sharing a screen via a screen sharing service.

Open QR Code



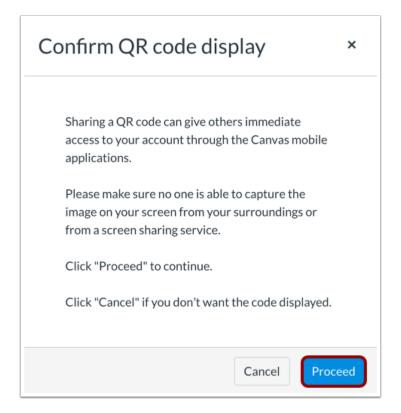
In Global Navigation, click the Account link [1], then click the QR for Mobile Login link [2].





Note: If you cannot view the QR for Mobile Login link, your student's school has not enabled this feature.

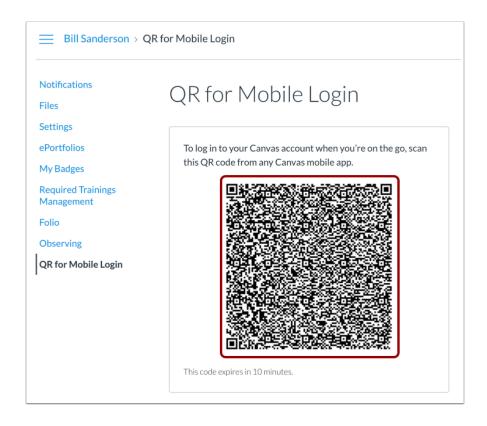
Confirm QR Code Display



To generate your mobile login QR code, click the **Proceed** button.



View QR Code



View your QR code. The QR code can be scanned from the login page of the Parent app from an Android device or an iOS device.

Note: Mobile login QR codes expire 10 minutes after they are generated.



What feature settings can I enable in my user account as an observer?

Canvas is continually creating new features to improve your user experience. The majority of improvements are made available as part of our regular release cycle. However, some features may affect your personal interaction with Canvas. Learn more about User Feature Settings and how to enable them in the <u>manage new features</u> lesson.

Auto Show Closed Captions

Auto Show Closed Captions
Automatically show closed captions in the user's current language (if available) when playing canvas media.



By default, this feature is set to Off.

The **Auto Show Closed Captions** feature setting allows you to enable captions added to videos by default for your Canvas account.

Note: Videos embedded from third-party tools, such as Youtube, are not supported. Additionally, embedded Canvas Studio videos are not yet supported.

Disable Alert Notification Timeouts

Disable Alert Notification Timeouts
Enabling this feature gets rid of the timeout for alert notifications that pop up, giving the user as much time as they need to read the notification over and dismiss it when they are finished.



By default this feature is set to Off.

The **Disable Alert Notification Timeouts** feature setting prevents alert notification pop-ups from timing out. When this feature setting is enabled, alert notifications in Canvas display until you manually dismiss the alert.



Disable Celebration Animations

→ Disable Celebration Animations

Enabling this feature hides all celebration animations.



By default this feature is set to Off.

The **Disable Celebration Animations** setting allows you to turn off all celebration animations. The Celebration feature must be enabled by a Canvas admin at your institution. If this feature is not enabled, the Disable Celebration Animations setting will not display in your user Feature Settings. Learn how to <u>manage celebrations</u>.

Disable Keyboard Shortcuts

 Disable Keyboard Shortcuts
 Disable Canvas keyboard shortcuts. Some users using screenreaders or keyboard navigation will have an improved experience with these shortcuts turned off.



By default this feature is set to Off.

The **Disable Keyboard Shortcuts** feature setting allows you to disable keyboard shortcuts in Modules, Discussions, the Gradebook, and SpeedGrader. Other areas of Canvas will be updated at a future date.

This setting allows users who rely on screen readers or keyboard navigation to control their experience in Canvas with keyboard shortcuts.

High Contrast UI

High Contrast UI

High Contrast enhances the color contrast of the UI (text, buttons, etc.), making those items more distinct and easier to identify. Note: Institution branding will be disabled.



By default this feature is set to Off.





The **High Contrast UI** feature setting allows you to view Canvas using high contrast styles. This feature enhances the color contrast of the user interface (text, buttons, etc.) so they are more distinct and easier to identify in Canvas. However, institutional branding is not supported when this feature is enabled, so you will not be able to view the institution's logo or other elements.

You can also enable High Contrast UI from your User Navigation Menu.

Underline Links

✓ Underline Links

Underline Links displays hyperlinks in navigation menus, the Dashboard, and page sidebars as <u>underlined text</u>. This feature option does not apply to user-generated content links in the Rich Content Editor, which always underlines links for all users.



By default this feature is set to Off.

The **Underline Links** feature setting allows you to view Canvas interface links as underlined text. When enabled, this feature underlines hyperlinks in navigation menus, the Dashboard, and page sidebars. This feature setting does not apply to usergenerated content links in the Rich Content Editor, which always underlines links for all users.

CSV Separator Preferences

You can set how you want to view separators in CSV export files, depending on your locale or preference.

Separator settings are managed through one of three feature settings in User Settings. These settings only apply to compatible spreadsheet exports.

Autodetect Field Separators in Compatible Spreadsheet Exports

Autodetect field separators in compatible spreadsheet exports
Attempt to detect an appropriate field separator in compatible spreadsheet exports based on the number format for your language.



The **Autodetect field separators** feature setting attempts to determine the appropriate field separator as indicated by the language set in the user's account. For languages where the decimal separator is a dot, (e.g. 1,234.56), autodetection will choose



a comma as the field separator. For languages where the decimal separator is a comma, (e.g. 1.234,56), autodetection will choose a semicolon as the field separator. For all other cases, autodetection will choose a comma as the field separator as a default.

Note: This feature is automatically disabled if the Use semicolons to separate fields setting is enabled.

Include Byte-Order Mark in Compatible Spreadsheet Exports

Include Byte-Order Mark in compatible spreadsheet exports
 Optionally include a byte-order mark in compatible spreadsheet exports so they can be imported into Excel for users in some locales.



The Include Byte-Order Mark feature setting generates a specific set of three characters at the beginning of the CSV file. These characters, known as a byte-order mark, help some versions of Microsoft Excel understand that the CSV file is a UTF-8 encoded file. It also tells some localized versions of Excel that they should treat the incoming CSV file as if it were semicolon-separated by default. Because some versions of Excel do not understand or honor the byte-order mark, this feature allows all users to disable generation of this byte-order mark.

Use Semicolons to Separate Fields in Compatible Spreadsheet Exports

Use semicolons to separate fields in compatible spreadsheet exports
Use semicolons instead of commas to separate fields in compatible spreadsheet exports so they can be imported into Excel for users in some locales.



The **Use semicolons to separate fields** feature setting generates CSV files with semicolons as the field separators instead of the default comma. When disabled, this feature falls back to behavior determined by the state of the Autodetect field separators setting.

Note: This feature is automatically disabled if the Autodetect Field Separators setting is enabled.

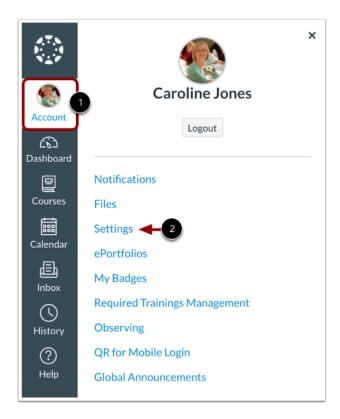


How do I manage new features in my user account as an observer?

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 settings for your user account. To view specific feature settings available in Canvas, visit the <u>user account features</u> lesson.

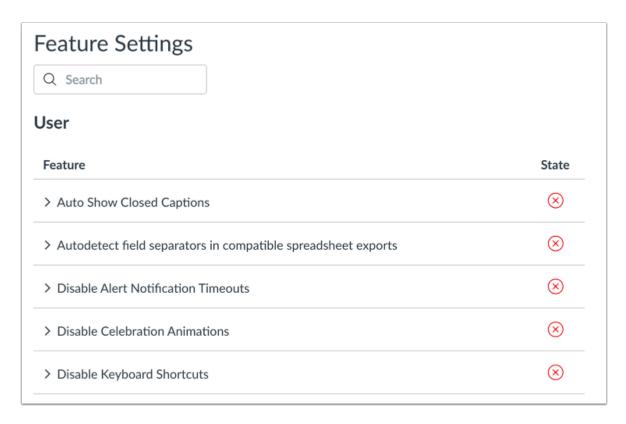
Open Account Settings



In Global Navigation, click the Account link [1], then click the Settings link [2].

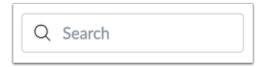


View Feature Settings



Available features display in the Feature Settings section.

Search Feature Settings



To search for a feature setting, type a keyword in the **Search** field.

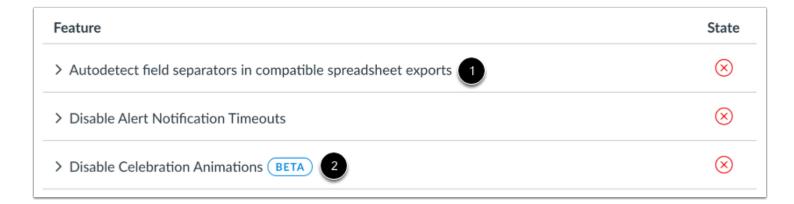


View Types of Features



Each feature includes a feature description. To expand the feature box and display the description, click the arrow icon.

View Feature Tags



Feature tags identify the state of each feature. Features ready for use in your production environment do not display a label [1]. When a feature is available for use in your production environment but is still being tested for usability and accessibility behavior, a **beta** tag displays [2]. Enabling a beta feature may create unintended behavior within your Canvas account.



View Feature States



You can choose to enable or disable feature settings.

To enable or disable a feature, click the feature's **State** icon [1].

To turn the feature on, click the **Enabled** option [2]. Enabled features display the **Enabled** icon [3].

To turn the feature off, click the **Disabled** option [4]. Disabled features display the **Disabled** icon [5].



How do I enable the high contrast user interface as an observer?

The high contrast user interface (UI) enhances the color contrast of text, buttons, and other elements so they are more distinct and easier to identify in Canvas.

High contrast UI can also be enabled from the feature settings in your User Settings.

Note: The High Contrast UI setting does not support Institutional branding.

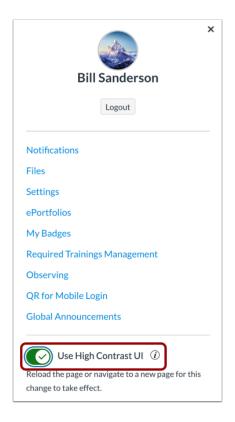
Open Account



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

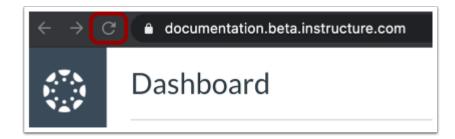


Enable High Contrast UI



Click the Use High Contrast UI toggle.

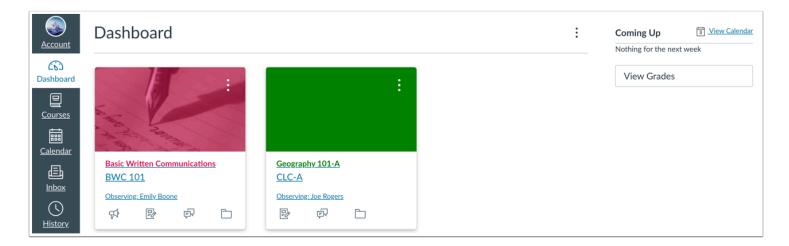
Reload Page



For the high contrast UI to take affect, reload the page or navigate to another page in Canvas.



View High Contrast UI



View the high contrast user interface (UI).

The high contrast user interface (UI) enhances the color contrast of text, buttons, and other elements so they are more distinct and easier to identify in Canvas.

Note: The High Contrast UI setting does not support Institutional branding.



Quizzes



How do I view Quizzes as an observer?

As an observer, you may be able to view a list of quizzes in your student's course from the Quizzes page. Instructors may choose to hide the Quizzes link in Course Navigation. If the Quizzes link is not available, you can still view course quizzes in other areas of a Canvas course.

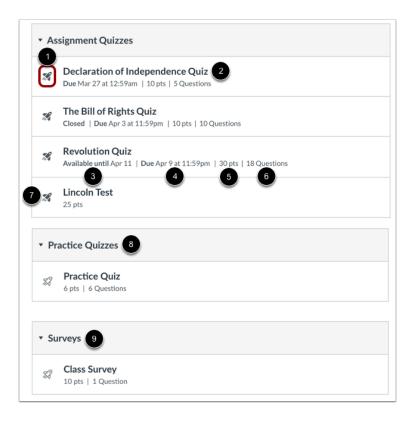
Open Quizzes



In Course Navigation, click the Quizzes link.



View Quizzes



Quizzes are identified by the quiz icon [1].

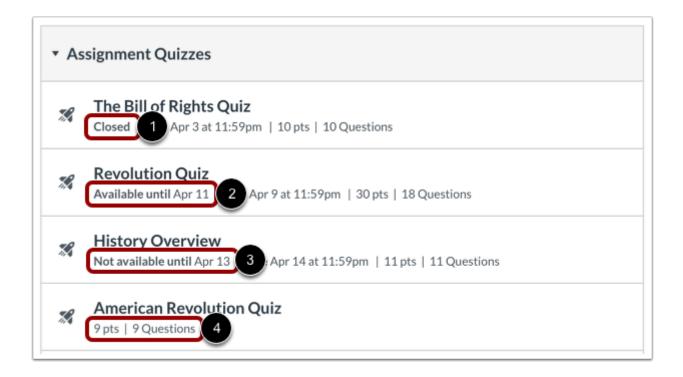
In the Quiz Index Page, you can view the name of each quiz [2], the quiz availability dates [3], the quiz due date [4], the points possible for the quiz [5], and the number of questions in the quiz [6].

Quizzes are ordered by due date. Some quizzes may not include a due date. Quizzes without due dates are listed at the bottom of the Quizzes list [7].

You can also view ungraded practice quizzes [8] and course surveys [9].



View Availability Dates



Availability dates are the range of time during which students can access a quiz. Instructors set availability dates. The Quizzes page may display the following availability date labels:

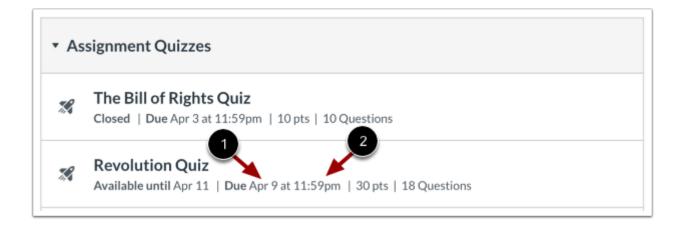
- If the quiz displays a **Closed** label [1], students cannot access or submit the quiz.
- If the quiz displays an Available until [date] label [2], students can access and submit the quiz until the specified date.
- If the quiz displays a **Not Available Until** [date] label [3], the quiz is locked and students cannot access the quiz until until the specified date.
- If the no dates are listed [4], the quiz is open and students can complete the quiz at any time during the course.

If a student starts but does not submit a quiz, the quiz will autosubmit on behalf of the student on the **Available until** quiz date. If a quiz does not include an Available until date, the quiz will autosubmit on the last day of the course.

Note: Instructors may choose to specify availability times. If the availability date does not include a time, the date defaults to 12 am. Therefore, the last day for the quiz is the full day before the listed date. For instance, if a quiz is Available until August 22, a student can access and submit the quiz up until August 21 at 11:59 pm.



View Due Dates



The Quizzes Page also displays quiz due dates [1]. Any quizzes submitted after the due date are marked late; some instructors may deduct points for late submissions.

Students can access and submit late quizzes until the **Available until** date, if one is listed. *Please be aware that the Due date may be before or on the Available date.*

Due dates also include a time [2]. If your instructor does not set a specific time, the quiz due time defaults to 11:59 pm and submissions will be late if submitted after 11:59:59 pm.

Note: Not all quizzes may include a due date.

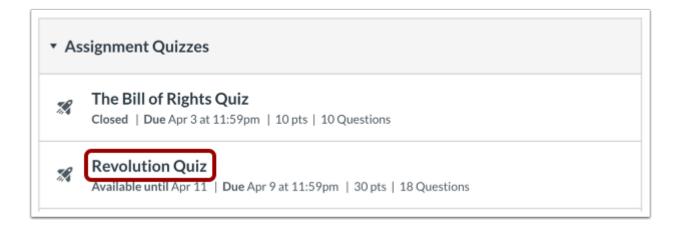
Filter Quizzes



You can search for a quiz by typing a quiz title or a keyword in the Search for Quiz field.

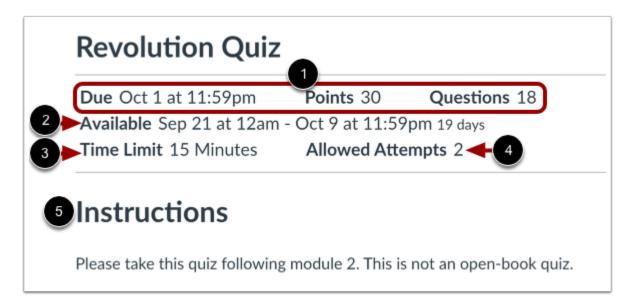


Open Quiz Details



To view the details of a quiz, click the name of the quiz.

View Quiz Details



On the quiz details page, you can view the due date, points possible, and number of questions for the quiz [1]. You can also view the quiz availability dates [2], the time limit for each quiz attempt [3], the number of allowed attempts [4], and the instructions [5].

In the example above, the quiz is due October 1st. However, a student could still take the quiz for late credit by October 9th.



Notes:

- If a time limit is listed, students must complete the entire quiz within that time in one sitting. If they navigate away from the quiz, the timer continues to run. When the time limit is reached, the quiz auto submits.
- If a student starts but does not submit a quiz by the due date, Canvas will automatically submit the quiz on the due date.
- Quiz details do not show the due date in relation to the current time. For example, if a quiz has a due date of 11:59 pm and the student begins the quiz at 11:30 pm, they only have 30 minutes to complete the quiz before it is marked late. The same time restriction applies if the quiz has a time limit. For example, if a student starts a quiz with a 60-minute time limit at 11:30 pm, they still only have 30 minutes to complete the quiz before it is marked late. Canvas notifies students regarding any time restrictions when they begin a quiz.

View Locked Quiz

The Articles of Confederation and the Constitution Quiz

Due Oct 16 at 11:59pm Points 10 Questions 10

Available Sep 30 at 12am - Oct 22 at 11:59pm 23 days

Time Limit 30 Minutes Allowed Attempts Unlimited

2 This quiz is locked until Sep 30 at 12am.

When a quiz is locked, you can view the quiz details [1]. The details page also displays the date and time when students can access the quiz [2].



View Closed Quiz

Declaration of Independence Quiz

Due Sep 16 at 11:59pm Questions 5 Points 10

Available Sep 7 at 12am - Sep 23 at 11:59pm 17 days Time Limit 60 Minutes

Instructions

This practice quiz is to determine your understanding of the Declaration of Independence. Write what you think each section or statement means. You have 1 attempt and 60 minutes to complete the quiz.

This quiz was locked Sep 23 at 11:59pm.

When a quiz is closed, you can view the quiz details [1] and the quiz instructions [2]. The details page also displays the date and time when the quiz closed [3].



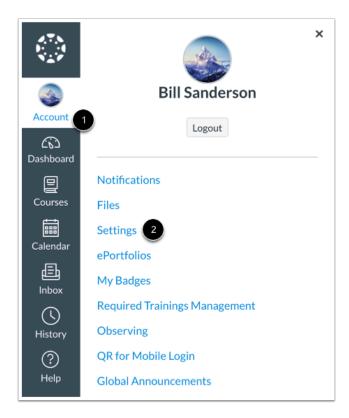
Web Services



How do I connect to web services outside of Canvas as an observer?

Canvas is integrated with a number of third party web services. Most of these services can be configured from the user settings page.

Open Account Settings



In Global Navigation, click the Account link [1], then click the Settings link [2].



Link Services to Profile

Web Services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean.

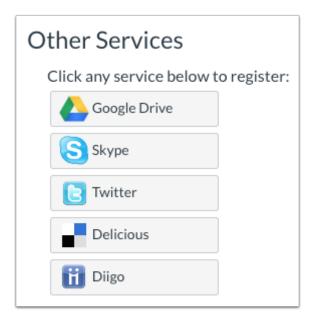
Let fellow course/group members see which services I've linked to my profile

When you register other web services with Canvas, you can integrate your account with services you already use. Each of these services also generates a contact method for other people in your course or group.

If Profiles is enabled for your account, and you want to show any of your registered web services on your profile page, click the **Let fellow course/group members...** checkbox. You can select specific services to display by editing your profile.

Note: If you do not have a profile page, your student's school has not enabled this feature.

Connect to Web Services



You may be able to integrate Canvas with the following web services:

Google Drive





- Skype
- Twitter
- Delicious
- Diigo