### Credit for CANVAS Basics Guide

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Welcome to the iSchool Student Guide for ELMS-Canvas!

This resource guide was compiled to help students learn how to use ELMS-Canvas. That said, this guide is nowhere near exhaustive. If there is information you need that is not available in this guide, refer to the Division of IT’s extensive resources for Teaching and Learning/ELMS here.

Please note that this guide is only updated annually. The Division of IT updates their content on a more frequent basis, so there is a chance that our links may move or break. Once again, please refer to the Division of IT’s help page here if you come across these issues.

If you have any program-specific questions or concerns, you should reach out to your Program Coordinator/Program Manager.

Images are taken from the Canvas Student Guide, created by the Canvas Doc Team. Text is taken from the Canvas Student Guide and the Canvas Basics Guide.

Access CANVAS/ELMS

To sign in, go to elms.umd.edu. You will be brought to the UMD Central Authentication Service. Log in using your directory ID and password. Once logged into CANVAS/ELMS, you can add courses and set up your notifications.

![ELMS-Canvas](image_url)
Set up Notifications

For more information about notifications, visit Canvas Student Guide - Profile and User Settings.

Notifications allow users to determine where and when they will be notified about activity in Canvas. Each Canvas user can adjust the Notification Preferences in their Profile to contact them via email or SMS on a schedule that fits their individual needs. Some users will want to be notified of course events on a more regular basis than others. Notifications are set for an entire user's account, not on an individual course basis. (Canvas Basics Guide, page 23)

Open Notifications

In Global Navigation, click the Account link [1], then click the Notifications link [2].
Set Notification Preferences

Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for your preferred delivery type.

To receive a notification right away, click the check mark icon [1]. 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.

To receive a daily notification, click the clock icon [2].

To receive a weekly notification, click the calendar icon [3]. The date and time of your weekly notifications are posted at the bottom of the notifications page.

If you do not want to receive a notification, click the remove icon [4].
Add Courses

For more information about courses, visit Canvas Student Guide - Course Navigation.

Open Course

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

Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.
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 [1]. Course Navigation includes links that help you and your students get to specific locations in the course. Instructors can customize what links are shown in a course, so if you don’t see links that may display in other courses, your instructor has hidden those links from your view.

The active link of the page you are viewing is highlighted in blue. This highlight helps you quickly identify the feature area you are currently viewing in Canvas.

You may also see course indicators [2] that show updates to your course grades when your instructor grades your assignments.
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 Course Activity Stream, which is a list of all recent activity in the course. Your 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

Breadcrumbs appear about 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 course activity stream by clicking the sidebar View Course Stream button [1]. When the Home Page is set as the Course Activity Stream, this button will not appear.

If you have been added to a group in your course, the Course Group section [2] includes links to your course groups.
View Sidebar Sections

The sidebar always shows the To Do section [1], which shows all assignments with a due date in the next seven days, including ungraded quizzes and assignments that do not require a submission. Each item in the To Do 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. However, assignments that are not graded or do not require an online submission only display until the due date.

The sidebar can also include a variety of other sections [2], depending on the layout your instructor sets for the Course Home Page. Additional sidebar options include Coming Up or the Assignment list, Calendar and Assignment Groups, and Recent Feedback.
Manage Sidebar Items

Each section items displays an icon [1] to differentiate between assignments and peer review assignments. If a section contains more items than are listed, a link will appear under the list that you can use to view additional items [2]. If there are more than 100 items in the To Do section, you must remove items before you can view any new items. To remove a To Do item, click the remove icon [3].

Note: Assignments submitted through Canvas disappear automatically from the To Do list; no-submission assignments (submitted on paper/in class) can only be removed from the list manually.
Use Inbox and Conversations

For more information about Inbox and Conversations, visit Canvas Student Guide - Conversations.

Conversations is the messaging tool used instead of email to communicate with a course, a group, an individual student, or a group of students. You can communicate with other people in your course at any time. (Canvas Basics Guide, page 79)

Open Inbox

In Global Navigation, click the Inbox link.

If the inbox link includes a numbered indicator, the indicator shows how many unread Conversations messages 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, filter your conversations messages by course [1] and type [2]. Filtering by type lets you filter messages by Inbox conversations, Unread, Starred, Sent, Archived, and Submission Comments. You can compose a message 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 star conversations

View Conversation Panels

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

The Conversation 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].

Select Multiple Conversations

To select multiple messages to archive, delete, mark as read, mark as unread, or star, click the check box 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 Conversations 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.
Turn in Assignments

For more information about assignments, visit Canvas Student Guide - Assignments.

Assignments include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.). Assignments in Canvas can be used to challenge students’ understanding and help assess competency by using a variety of media. The Assignments page shows students all of the Assignments that will be expected of them and how many points each is worth. Assignments can be assigned to everyone in the course or differentiated by section or user. The Assignments page supports keyboard shortcuts. Press the comma key and a pop-up window with keyboard shortcuts will appear for keyboard navigation.

Any assignment created by an instructor in the Assignments page will automatically show up in the Grades, Calendar, and Syllabus features. To access an assignment, click the name of the assignment. (Canvas Basics Guide, page 63)

Open Assignments

In Course Navigation, click the Assignments link.

Note: You can also access your Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.

View Course Assignments

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

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

**Note:** If the 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, you can access the assignment until December 14 at 11:59 pm.
View Due Dates

The second set of dates are the Due dates [1] for each respective assignment. Any 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. You 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 your instructor does not set a specific time, the assignment defaults to 11:59 pm. Canvas does not account for seconds in the due date, so for instance, a due time of 11:59 pm means the assignment is marked late at 11:59:01 pm.
View Open Assignment

**Biome travel guide (brochure or video)**

1. **Due**  Tuesday by 11:59pm  **Points**  100  
   **Submitting**  a text entry box, a website url, a media recording, or a file upload  
   **Available**  Oct 12 at 12am - Dec 20 at 11:59pm 2 months

2. Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics?  
   The end product must use the informing not the persuading tone.

   **INSTRUCTOR NOTE:** (see if you can align this to common core language standards)

3. **Video Rubric**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Showed that the student has watched the video</td>
<td></td>
<td>5.0 pts</td>
</tr>
<tr>
<td>Completed the worksheet with proper responses</td>
<td></td>
<td>5.0 pts</td>
</tr>
<tr>
<td>Submitted on time</td>
<td></td>
<td>2.0 pts</td>
</tr>
<tr>
<td>☐ Can Write</td>
<td></td>
<td>--</td>
</tr>
<tr>
<td>☐ threshold: 3.0 pts</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Points:</strong> 12.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When an assignment is open to you to submit at any time, you can view the due date, points, and the type(s) of submission(s) you can use for the assignment [1]. Not all assignments have a due date.
You can also view additional details:

- **Instructions [2]:** any instructions that your instructor has 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 view the assignment in the Canvas mobile app.

- **Rubric [3]:** any grading criteria that your instructor has provided for the assignment. An assignment may or may not include a rubric. Before submitting your assignment, you may want to review the assignment rubric.

For example, an assignment may have a due date but may not list any other dates. If you were to miss the due date, you could 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.

To **submit your assignment**, click the **Submit Assignment** link [4].

**Note:** You can always re-submit an assignment unless your instructor has set availability dates for the assignment.

### Submit Assignment

**Biome travel guide (brochure or video)**

<table>
<thead>
<tr>
<th>Due</th>
<th>Tuesday by 11:59pm</th>
<th>Points</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitting</td>
<td>a text entry box, a website url, a media recording, or a file upload</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Available</td>
<td>Oct 12 at 12am - Dec 20 at 11:59pm 2 months</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics?

The end product must use the informing not the persuading tone.

To submit an assignment, click the **Submit Assignment** button to submit your work.
**Note:** If you cannot see the Submit Assignment button, your instructor may not want you to submit your assignment online or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.

Your instructor will decide what kinds of submissions are appropriate for each Assignment. There are four submission types: upload a file, submit a text entry, enter a website URL, or submit media.

**Note:** Not all file types may be available for your Assignment, depending on the assignment submission type set by your instructor.
View Submission

Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics?

The end product must use the informing not the persuading tone.

After you have submitted your work, you will see information in the Sidebar about your submission [1]. For file uploads, the sidebar provides a link to your submission to download if necessary.

If you choose, you may resubmit another version of your assignment using the Re-submit Assignment button [2]. You will only be able to view the details of your most recent submission in the Sidebar, but your instructor will be able to see all of your submissions.

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

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

Notes:

- Your assignment will still appear in Assignments and the Syllabus; the listing is not removed with assignment submissions.
- If you resubmit an assignment that has been reuploaded to Canvas by your instructor, the original submission will remain visible in the sidebar.
Post to a Discussion Board

For more information about discussion boards, visit Canvas Student Guide - Discussions.

Canvas provides an integrated system for class discussions, allowing both instructors and students to start and contribute to as many discussion topics as desired. Discussions allows for interactive communication between two or more people; users can participate in a conversation with an entire class or group. Discussions can also be created as an assignment for grading purposes (and seamlessly integrated with the Canvas Gradebook), or simply serve as a forum for topical and current events. Discussions can also be created within student groups.

Discussion topics can be a focused or threaded discussion. Focused discussions are relatively short-lived interactions, while threaded discussions allow replies within replies and may last for a longer period of time. Focused discussions only allow for two levels of nesting, the original post and subsequent replies. Threaded discussions allow for infinite levels of nesting. (Canvas Basics Guide, page 93)

Open and View Discussions

In Course Navigation, click the Discussions link.

Discussions are organized into three main areas.
Discussions. These are current discussions within the course. Discussions are ordered by most recent activity. You will only see this section heading if there are discussions within this section.

Pinned Discussions. These are discussions that your instructor 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 instructor.

Closed for Comments. 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 of the last discussion post [3], any availability dates for the discussion [4], the due date (if any) [5], whether or not you are subscribed to the discussion [6], and the number of unread/total posts in the discussion [7]. The number of unread/total posts will not appear for group discussions [8].

There will also be a peer review icon in the front of the discussion if a graded discussions has been assigned peer reviews.
View Availability Dates

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

- If the discussion says **Available until** [date], you can reply to the discussion until the specified date [1].
- If the discussion says **Not Available Until** [date], the discussion is locked until the specified date [2].
- 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 [3].
- If the discussion is in the **Closed for Comments** section, the discussion cannot accept submissions [4].
View Open Discussion

When a discussion is available for participation, you can view the Reply field beneath the discussion topic [1]. To reply to the discussion, click the Reply button. The discussion also shows the name of the person who created the discussion [2] and the discussion topic [3].
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 instructor has provided for the graded discussion. A graded discussion may or may not included a rubric. Before submitting your reply, you may want to review the discussion rubric.

If you were to miss the due date, you 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, you can submit a reply any time before the last day of the course.
View Discussion with Required Replies

This is a graded discussion: 10 points possible
due Jul 26 at 3pm

Revolution Topic Discussion

Based on the materials in this module, describe the key elements that led to the Revolution. In your description, be sure to include common myths about the events leading up to the Revolution.

Your response should be at least 5 paragraphs and use correct spelling and grammar. You will not be able to see the responses of your classmates until you have submitted your post. Once you have submitted, read and respond to at least two peer posts. After the due date, you will be assigned to review two of your peers’ posts.

Search entries or author Unread

Replies are only visible to those who have posted at least one reply.

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

Complete Peer Review Discussion

Recent Activity

- 6 Assignment Notifications
  Hist 101, HIST 310, and Bio 101
- 8 Discussions
  Hist 101, Bio Group 1, and Bio 101
- 1 Peer Review
  Hist 101
On your Dashboard, you can view recent activity in your Global Activity Stream. Recent activity will display a peer review and the name of the course. Click the Show More link to access the assignment and view the name of the peer review student.

If a peer review is anonymous, the name will show as Anonymous User.

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

Peer review discussions display the peer review icon [1]. Click the title of the discussion [2].

The peer review assignment is highlighted at the top and includes a direct link to the peer review [1].

If a specific due date is assigned to the peer review, the date also appears as part of the message [2]. Otherwise, it displays the due date for the graded discussion, if any.
Review Grades and Feedback

For more information about grades and feedback, visit Canvas Student Guide - Grades.

Open Grades

In Global Navigation, click the Courses link, then click the name of the course. 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 course, they won't be included as sorting options.
You can view the name of the assignment [4], the assignment due date [5], the score you earned [6], and the total point value of the assignment [7]. You may also be able to view whether the assignment includes scoring details, comments, or rubrics [8].

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

The grades page also lets you create hypothetical or What-If grades. You can click any score field and approximate your grade for both graded assignments (if want to submit an assignment) and ungraded assignments.

To print your grades, click the Print button [10].

View Grading Periods

If grading periods are enabled in your course, you can view your 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 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.
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 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 score appears as a blue square on this plot.

You will only see scoring details if more than five other students have submitted that assignment in the course. If you do not see the scoring details, then fewer than five students have submitted the assignment.

To close scoring details, click the Close link [4].
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 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 instructor.
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 [1] 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 will reflect your total grade.

**Note:** If your 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 Points Grade Calculation**

<table>
<thead>
<tr>
<th>Assignments</th>
<th>89%</th>
<th>26.70 / 30.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussions</td>
<td>66.67%</td>
<td>20.00 / 30.00</td>
</tr>
<tr>
<td>Quizzes</td>
<td>90%</td>
<td>9.00 / 10.00</td>
</tr>
<tr>
<td>Extra Credit</td>
<td>N/A</td>
<td>0.00 / 0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>80.88%</td>
<td>80.88 / 100.00</td>
</tr>
</tbody>
</table>

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

For more information about pages, visit: Canvas Student Guide - Pages.

Pages store content and educational resources that are part of a course or group but don’t necessarily belong in an assignment. Pages can include text, video, and links to files and other course or group content. Pages can also be linked to other pages. They can also be used as a collaboration tool for course or group wikis where only specific users have access. Canvas keeps the entire history of the page to account for changes over time.

Students can view pages in courses. However, instructors can allow students to edit and contribute to course pages. Students can always create pages in their student group. In groups, students can view the same page layout with the name of the page, creation dates, and edit dates. (Canvas Basics Guide, page 142)

View Pages

In Course Navigation, click the Pages link. Pages is designed to open to the front page for the course, if there is a front page selected. To view the Pages index, click the View All Pages button.

<table>
<thead>
<tr>
<th>PAGE TITLE</th>
<th>CREATION DATE</th>
<th>LAST EDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Declaration by Committee</td>
<td>May 10, 2017</td>
<td>May 10, 2017</td>
</tr>
<tr>
<td>Articles of Confederation and Constitution Wrapup</td>
<td>May 10, 2017</td>
<td>May 10, 2017</td>
</tr>
<tr>
<td>Bill of Rights</td>
<td>May 10, 2017</td>
<td>May 10, 2017</td>
</tr>
<tr>
<td>Bill of Rights Introduction</td>
<td>May 10, 2017</td>
<td>May 10, 2017</td>
</tr>
<tr>
<td>Bill of Rights Wrapup</td>
<td>May 10, 2017</td>
<td>May 10, 2017</td>
</tr>
</tbody>
</table>

The Pages index will list all the pages in the course. Click the title of the page you want to view.
**View Modules Index**

You may also be able to view pages in Modules. In Course Navigation, click the **Modules** link.

Each module can contain files, discussions, assignments, quizzes, and other learning materials the instructor decides to add. Course Pages are indicated with a document icon. Depending on how your course is set up, you may not be able to view module items that have a prerequisite requirement.
Create a Page and Add Content

Click the +Page button.

Type a name for your page [1]. Add content to your page using the Content Selector [2]. Edit the content and add links and media using the Rich Content Editor [3] or switch to the HTML Editor [4].
You can decide who can edit the page by selecting the **Who can edit this page** drop down menu [1]. You can also notify users that content has changed by selecting the **Notify users that this content has changed** checkbox [2].
Take a Quiz

For more information about quizzes, visit Canvas Student Guide - Quizzes.

Quizzes in Canvas are assignments that can be used to challenge student understanding and assess comprehension of course material. The quiz tool is used to create and administer online quizzes and surveys. Quizzes can also be used to conduct and moderate exams and assessments, both graded and ungraded. Canvas has four different types of quizzes:

- A graded quiz is the most common quiz and rewards students points based on their quiz responses.
- A practice quiz is a learning tool to see how well users understand course material without providing a grade.
- A graded survey rewards students with points for completing a survey but grading is not based on right or wrong answers.
- An ungraded survey obtains opinions or other information without providing a grade.

(Canvas Basics Guide, page 153)

Open and View Quizzes

In Course Navigation, click the Quizzes link.

<table>
<thead>
<tr>
<th>Assignment Quizzes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Bill of Rights Quiz</strong></td>
</tr>
<tr>
<td>Due Jul 5 at 3pm</td>
</tr>
<tr>
<td><strong>The Articles of Confederation and the Constitution Quiz</strong></td>
</tr>
<tr>
<td>Due Jul 24 at 11:59pm</td>
</tr>
<tr>
<td><strong>Revolution Quiz</strong></td>
</tr>
<tr>
<td>Closed</td>
</tr>
<tr>
<td><strong>Declaration of Independence Quiz</strong></td>
</tr>
<tr>
<td>Available until Aug 25</td>
</tr>
</tbody>
</table>
On the Quiz Index Page, you can view the name of each quiz [1], the availability dates for the quiz, the due date for the quiz [3], the number of points the quiz is worth [4], and the number of questions in the quiz [5].

Quizzes are ordered by due date. Some quizzes may not include a due date.

**View Availability Dates**

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

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

If you start a quiz but do not submit it, Quizzes includes an autosubmit feature that will submit the quiz for you 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:** If a date does not include a time, the listed 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, you can access the quiz until August 21 at 11:59 pm, which in this example is the same date as the Due date.
The second set of dates are the Due dates [1] for each respective quiz. Any quizzes submitted after the due date are marked as late; some instructors may deduct points for late submissions. Again, not all quizzes may include a Due date.

You can still submit late quizzes before the quiz Available until date (otherwise the quiz will be autosubmitted for you).

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 assignment defaults to 11:59 pm. Canvas does not account for seconds in the due date, so for instance, a due time of 11:59 pm means the assignment is marked late at 11:59:01 pm.
View Open Quiz

Declaration of Independence Quiz

Due: Aug 25 at 1:59pm  
Points: 10  
Questions: 5

Available: May 19 at 12am - Aug 25 at 11:59pm 3 months

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.

Take the Quiz

When a quiz is open to you to take at any time, you can view the due date, points, and questions for the quiz.

You can also view additional details:

- **Time Limit [1]**: the length of time you have to complete the quiz. If your quiz has a time limit, you must complete the entire quiz within that time in one sitting. If you navigate away from the quiz, the timer will keep running. You will also be kicked out of the quiz when the time limit has been reached.

- **Instructions [2]**: any instructions that your instructor has about the quiz.

In the example above, the quiz is due by September 15. However, if you were to miss the due date, you could still take the quiz for late credit before the last day of the course.

To take the quiz, click the Take the Quiz button.

Notes:

- *If you start a quiz that has a due date, but do not finish* the quiz by the due date (as indicated in your local time zone), 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 you begin the quiz at 11:30 pm, you will only have 30 minutes to complete the quiz before it is marked late. The same restriction applies if you are taking a timed quiz. For example, if the Time Limit was set to 60 minutes but you
begin the quiz at 11:30 pm, you still only have 30 minutes to complete the quiz before it is marked late. Canvas will notify you regarding any time restrictions when you begin the quiz.

View Quiz with Availability Dates

**Declaration of Independence Quiz**

<table>
<thead>
<tr>
<th>Due</th>
<th>Aug 25 at 1:59pm</th>
<th>Points</th>
<th>10</th>
<th>Questions</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>May 19 at 12am - Aug 25 at 11:59pm</td>
<td>3 months</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Limit</td>
<td>60 Minutes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

When a quiz is open to you during availability dates, you can view all available quiz information in addition to the specific dates the quiz is available to you. Availability dates may include a first available date (open date), last available date (locked or closed), or both dates to create an overall date range. The Due date may be before or on the last available date (if one is set).

In the example above, the quiz is available to you starting September 8 at 12 am and is due by September 15 at 11:59 pm. However, if you were to miss the due date, you could still take the quiz until December 9 at 11:59 pm for late credit. If you do not submit the quiz by the last available date of December 9 at 11:59 pm (as indicated in your local time zone), Canvas will automatically submit the quiz on the last available date. On December 10 at 12 am, the quiz will not be available to you.
Access Files

For more information about files, visit Canvas Student Guide - Files.

Files can house course files, assignments, syllabi, readings, or other documents, as well as profile pictures and use-specific files. Instructors can lock folders and files so they can only be viewed by direct links or only unlock on a specific date. Files can be placed in Modules, Assignments, or Pages. Files and folders are put in alphabetical order and cannot be rearranged. Canvas users will find access to files (documents, images, media, etc.) in three different places:

- **Personal files**, located in each user’s profile (students, teachers, and TAs)
- **Course files**, located in each course (Students, teachers, and TAs unless files are locked by the teacher)
- **Group files**, located in each group (students and teachers who are enrolled in groups) (Canvas Basics Guide, page 109)

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 [1] shows all folders for quick navigation. 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 [6] for your user files.

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 folder** [2]. Add a new folder to Files to store files. Folders can also house other folders.

**Upload a file** [3]. Upload a file to Files.

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
- Restrict access to the file
- Download the file (when selecting more than one file, option appears to download as a zip file)
- Move the file
- Delete the file

Download Folder of Files

You can download a folder in a ZIP format in your personal, group, or course files.
Click the line item for the folder [1]. Click the Download icon [2]. Or click the Settings icon [3] and then click the Download link [4].

Your ZIP file will download to your desktop. Open the appropriate folder to view the file.
Accessibility for students

For more information on accessibility, visit the University of Maryland Accessibility & Disability Service.

Ensuring an accessible and pleasant experience to all users, regardless of disability, is a key focus of Canvas. The Canvas platform was built using the most modern HTML and CSS technologies, and is committed to W3C’s Web Accessibility Initiative and Section 508 guidelines.

Screen Readers and Browsers

Canvas officially supports the following screen reader and browser combinations:

- Macintosh: VoiceOver (latest version for Safari)
- PC: JAWS (latest version for Internet Explorer 11; we currently do not support the Edge browser for accessibility)
- PC: NVDA (latest version for Firefox)
- There is no screen reader support for Canvas in Chrome

Official browser support means that these browsers are actively tested against Canvas code. Canvas may be able to be used in any other browser or screen reader not listed, but official support is not provided. Learn more about supported Canvas browsers.

Canvas Navigation with a Screen Reader

Canvas makes extensive use of ARIA landmark regions. Accessible Rich Internet Applications (ARIA) defines ways to make web content and web applications more accessible to people with disabilities. Therefore, the best way to get around in Canvas is to navigate via regions. Within regions, Canvas uses HTML headings, so navigating between headings can be helpful.

When using a screen reader, the Canvas page navigation menu is as follows:

1. Main navigation
2. Context navigation
3. Breadcrumbs navigation
4. Main region
5. Complimentary information
6. Content information
Canvas-wide Accessibility Components

Canvas contains several unifying accessibility features that can be found on various pages in Canvas.

Moving Content within Canvas

Wherever drag and drop is used to reorder components, the Move-to option is also available and allows both screen readers and keyboard users to move Canvas content. The Move-to option is available in the following features:

- Course navigation
- Modules
- Discussions
- Assignments
- Outcomes
- Quizzes

Keyboard Shortcuts

By pressing the comma key, users can view a pop-up window with shortcuts for keyboard navigation. Keyboard shortcuts are available on the following Canvas pages:

- Assignments Index Page
- Course Settings: Navigation Tab
- Discussion Threads
- Gradebook
- Modules Index Page
- SpeedGrader

Accessibility within Specific Canvas Features

Several areas within Canvas have been specifically improved for accessibility. Other features may be limited at this time. This section highlights several feature areas and accessibility behaviors.

Font Sizing. The Canvas interface uses rem sizing for fonts so any typography will meet the following: it will zoom when the browser is zoomed, and it will scaled if a custom browser sized font is chosen or set from a browser’s setting.
Rich Content Editor. The Rich Content Editor supports multiple accessibility features for easy creation of accessible content:

- The Rich Content Editor includes an accessibility tool that checks common accessibility errors within the editor. This tool can help you design course content while considering accessibility attributes and is located in the Rich Content Editor menu bar.
- Alt text should be added when embedding external images.
- Closed captions should be imbedded for videos uploaded to Canvas.
- Headings for table columns and rows can be changed in either the Rich Content Editor or the HTML Editor view.

Calendar. The Calendar supports Agenda View, which lists all assignments and events in a list or agenda format.

Quizzes. Quizzes allows instructors to moderate a quiz for individuals requiring more time or who need multiple attempts.

Gradebook. Both the default (assignment) Gradebook and the Learning Mastery Gradebook support an individual view, where instructors can view assignments and grades for one student at a time.

User Settings. The User Settings page hosts two feature options to enhance accessibility.

- High Contrast UI: When enabled, this feature offers higher contrast in buttons, tabs, and other areas throughout Canvas.
- Underlink Links: When enabled, this feature underlines hyperlinks in navigation menus, the Dashboard, and page sidebars.

Chat tool. The Chat Tool has an option to enable audio notifications when new messages are posted.

SpeedReader/DocViewer/Annotations. Students can now access annotations and comments with a screen reader, including information about the annotation type, author name, comment, and any reply comments at the end of the document.

UDOIT

The Universal Design Online Content Inspection Tool (UDOIT) (pronounced, “You Do It”) enables faculty to identify accessibility issues in their Canvas course content. It will scan a course, generate a report, and provide resources on how to address common accessibility issues. It was created by the Center for Distributed Learning at the University of Central Florida.

Click here for more information about UDOIT on Canvas.