Students GETTING STARTED WITH CANVAS

GET HELP USING CANVAS

- In Global Navigation, click the Help link.
- The Report a Problem link allows you to submit problems with Canvas to our support team.
- The Ask Your Instructor a Question link allows you to contact an instructor in any of your active courses directly from the Help page.
- The Search the Canvas Guides link helps you search Canvas documentation for information about features in Canvas.
- The Submit a Feature Idea link allows you to submit ideas about how to make Canvas better.

CHECK YOUR GRADES

By default, grades are sorted chronologically by assignment due date.

- In Course Navigation, click the Grades link.

TAKE A QUIZ

- In Course Navigation, click the Quizzes link and find an available quiz that you would like to take.
- To begin the quiz, click the Take the Quiz button.
- Complete the quiz per your instructor’s instructions. Quizzes will either have all the questions on one page or each question will be shown one at a time.
- Canvas will save your quiz as you go through it. When you are finished, submit your quiz and view the quiz results to find out your score.

SUBMIT AN ASSIGNMENT

- In Course Navigation, click the Assignments link.
- Click the Submit Assignment button and complete the assignment as instructed.
- If the Quizzes link is not available, you can still access Quizzes through other areas of Canvas, such as the Modules area.

PARTICIPATE IN A DISCUSSION

- In Course Navigation, click the Discussions link.
- To view the details of a discussion, click the name of the discussion.
- The Discussion Index page allows you to view all the discussions within a course.
- Note: Your instructor 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 you are unable to view responses from other students, you may be required to make a reply before you can view responses. Once you reply to the discussion, any other replies will be visible.

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The Calendar is a great way to view everything you have to do for your courses in one place. The Calendar displays everything you are enrolled in since the Calendar spans across all courses.

- In Global Navigation, click the Calendar link.
- In the navigation bar, you can choose to view the calendar in Week, Month, or Agenda view. The view you choose dictates the style of the calendar window. By default, the calendar appears in Month view.
- The sidebar shows a quick-view calendar, your list of courses and groups, and updated items for your courses and groups.
- Note: Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Canvas will assign an arbitrary color for each calendar unless a custom color is chosen.

CUSTOMISE YOUR NOTIFICATIONS

Canvas supports notifications through email, SMS text message, and other external services. You will need to set up Ways to Contact in order to receive notification preferences.

- In Global Navigation, click the Account link and go to the Settings link.
- Under Ways to Contact on the right, add any additional contact methods to have messages from Canvas sent to (e.g., add a second email address or SMS/Text message phone) and Register each as directed.
- Click the Notifications link, at the left. Review each item and select how and where you want to be notified.

ACCESS A COURSE

Courses that are available to you are listed in maroon text. These courses have been published and include a link to the course. Courses that are within the current term dates, but are not yet available are listed in black text. These courses have not been published.

- In Global Navigation, click the Courses link, then click the All Courses link.
- To open a course, click the name of the course.

VIEW COURSE ANNOUNCEMENT

- In Course Navigation, click the Announcements link.
- The Announcements Index Page allows you to view and filter announcements in your course.
- The Announcements Index page allows you to view all the announcements in your course.
- Note: Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Canvas will assign an arbitrary color for each calendar unless a custom color is chosen.

Note: Notification preferences apply to all of your courses.

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