



# **CANVAS STUDENT QUICKSTART GUIDE**

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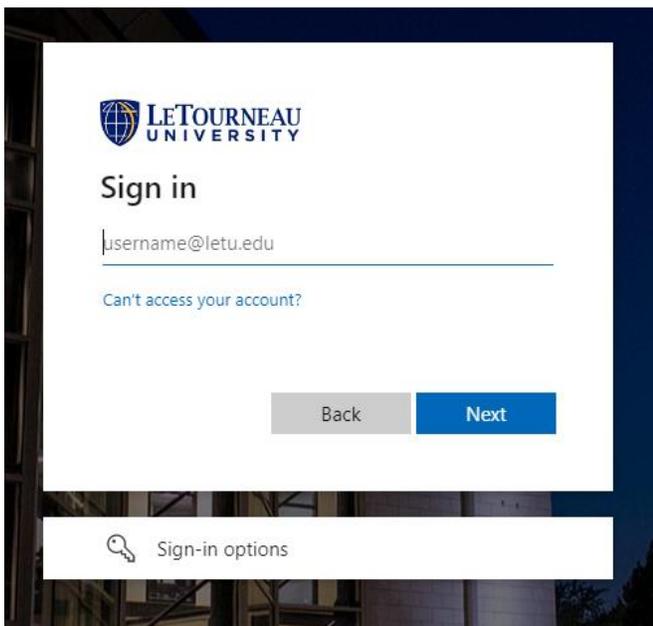
## Getting Started with Canvas

Welcome to LeTourneau University! We're so glad that you've decided to be a part of our community, and we want you to feel equipped and ready as you begin your studies.

In this guide, we will introduce you to the Canvas Learning Management System. Canvas is the program you will use to access your course content here at LeTourneau (LETU). While it can be intimidating at first glance, Canvas is designed to make accessing your classes and submitting your coursework as quick and easy as possible.

### How do I log in to Canvas?

The easiest way to access Canvas is to use the direct link in your browser. In a browser window, enter [courses.letu.edu](https://courses.letu.edu).



When prompted, sign in using your LETU credentials.

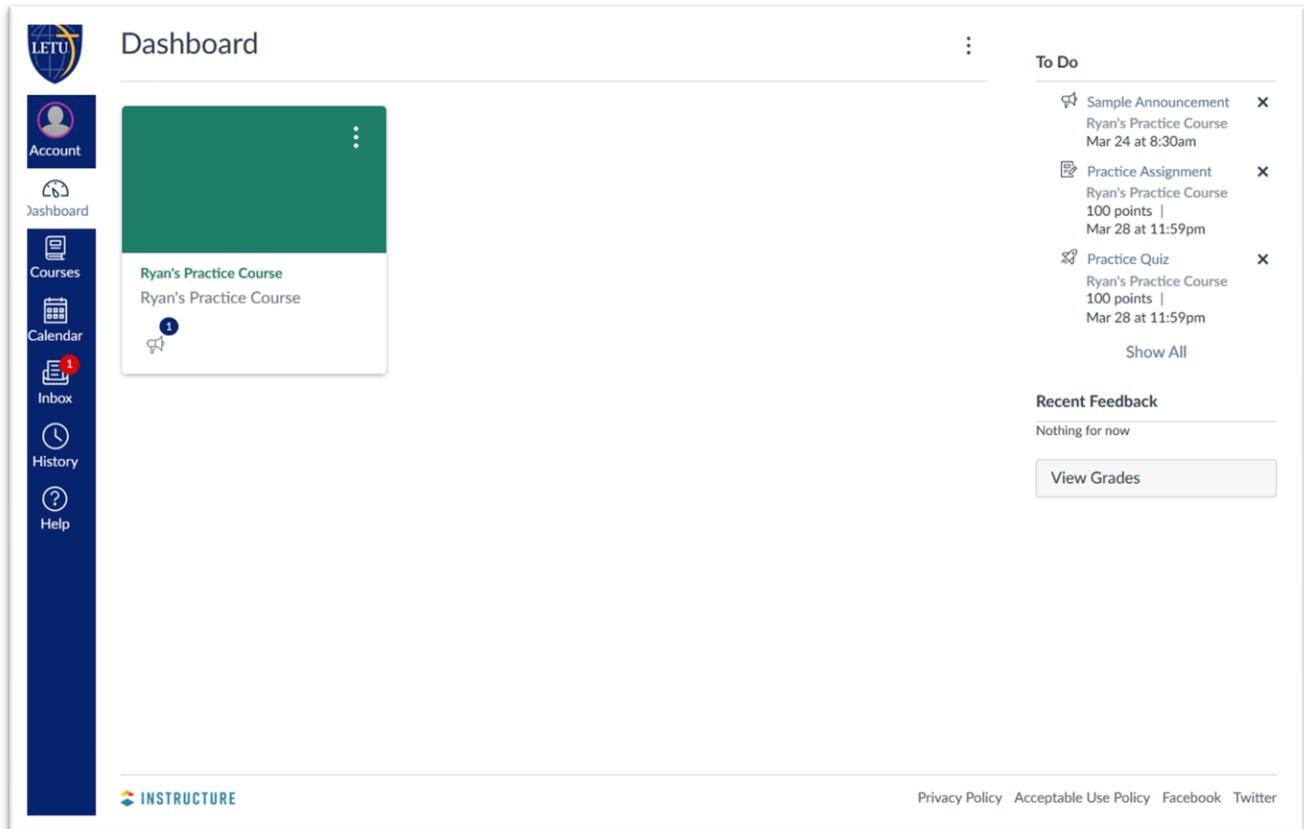
### Login Troubleshooting

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

- Verify you are using the correct Canvas URL, listed above.
- Make sure you are using your correct LETU username and password. LeTourneau utilizes a single sign-on process across all systems, meaning your username and password are the same for Canvas as they are for your LETU email and myLETU.
- If you are still having issues with your login, you can contact IT for a reset at <https://servicedesk.letu.edu/>.

## What is the Dashboard?

The Dashboard is the first thing you will see when you log into Canvas. The Dashboard helps you see what is happening in all your courses and allows you to figure out what to do next.



The Dashboard course view includes a course card for each of your favorite courses. Some courses may include an image for the course behind the course color. Each card can include up to four tabs, which represent the four main Canvas features for student course activity: Announcements, Assignments, Discussions, and Files.

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

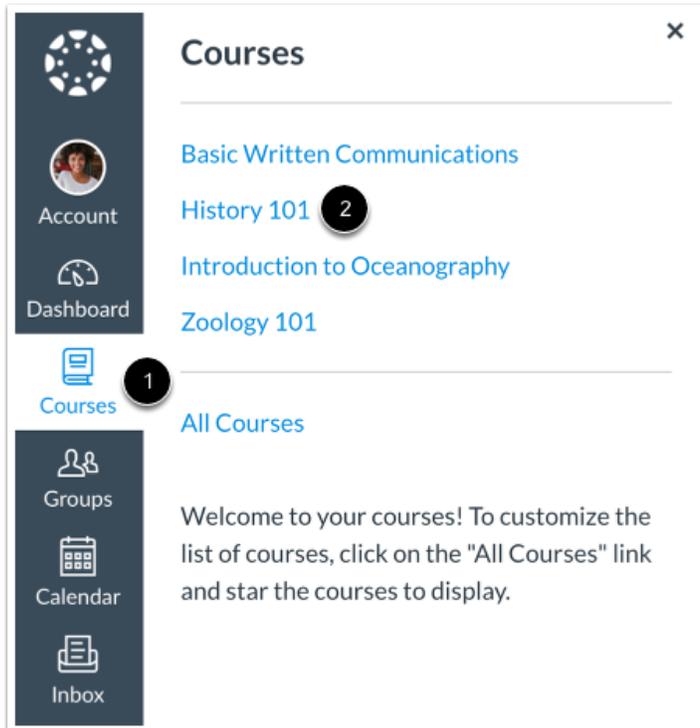
The Dashboard also includes a sidebar on the right, which shows upcoming events in your courses.

- The **To Do** section shows assignments or events that require your attention. Each item in the To Do list displays the assignment name, the number of points, and the due date for the assignment.
- The **Recent Feedback** section shows assignments with feedback from your instructor. Recent Feedback shows assignments updated with feedback from your instructor during the last four weeks.
- The sidebar also allows you to view grades. To view grades for your courses, click the **View Grades** button.

## How do I view my Canvas course?

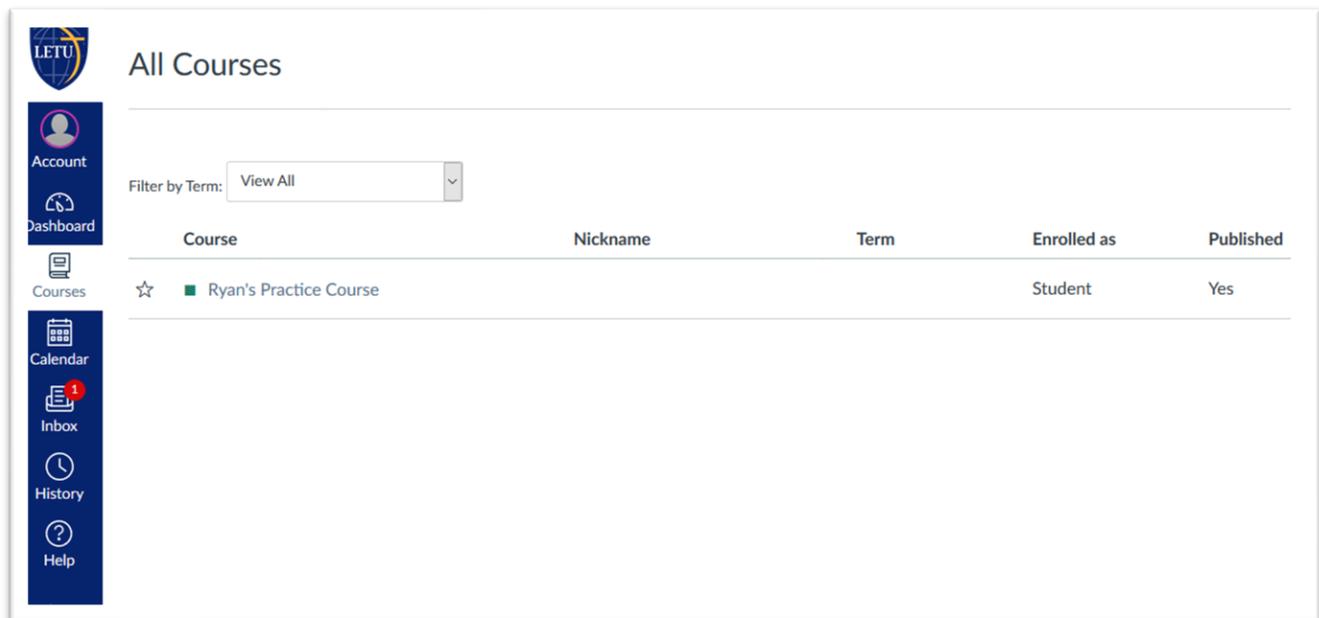
After logging into Canvas, you can view your current courses in Canvas.

**Note:** LeTourneau University restricts access to courses that have ended after one month. Be sure to back up any coursework before your course has ended.



In Global Navigation, click the **Courses** link [1]. Here, a list of favorite courses [2] will appear – or, if you have not favorited any courses, a list of your current courses will appear instead.

To see the full list of courses that you have access to, click the **All Courses** links [2].



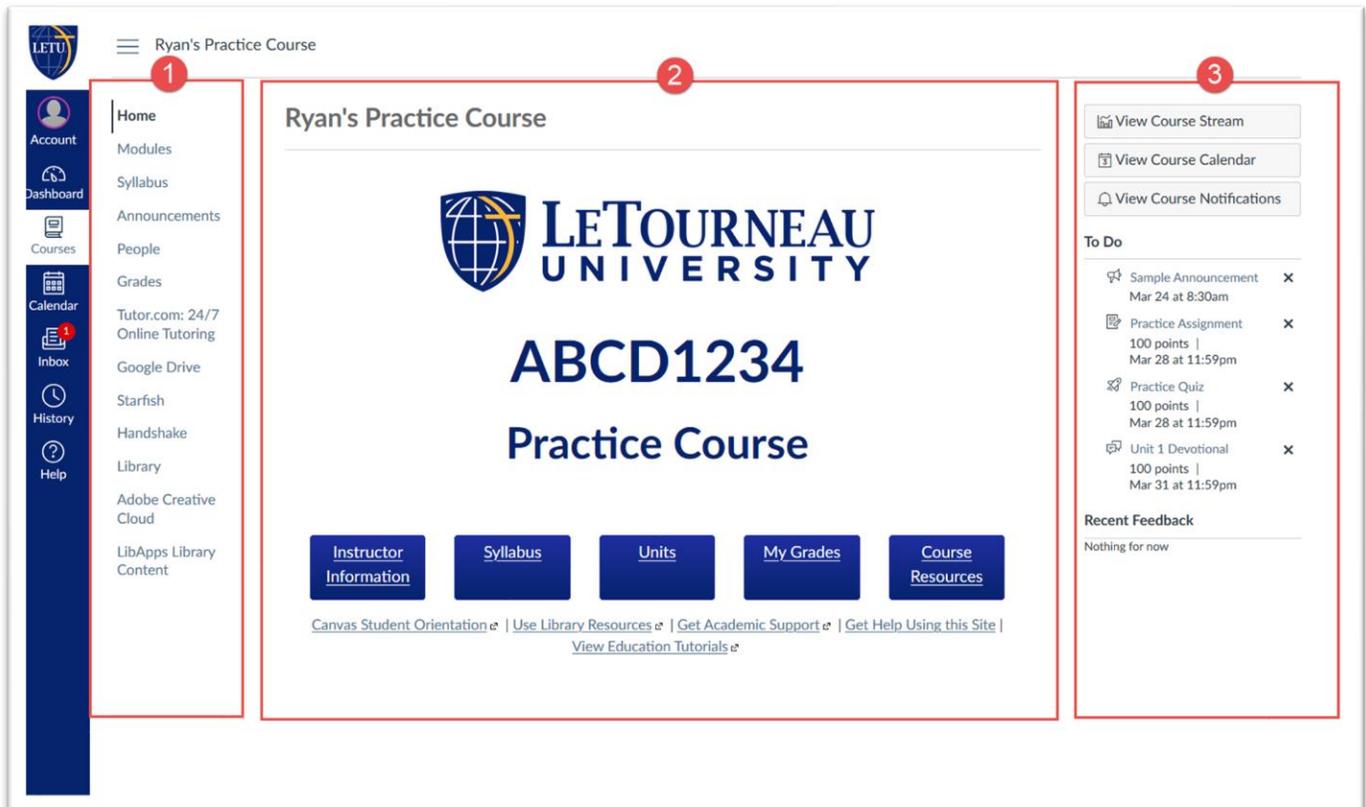
Course	Nickname	Term	Enrolled as	Published
☆ Ryan's Practice Course			Student	Yes

Courses that are available to you are listed in blue text. 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. These courses have not been published.

## How do I use the Course Home Page as a student?

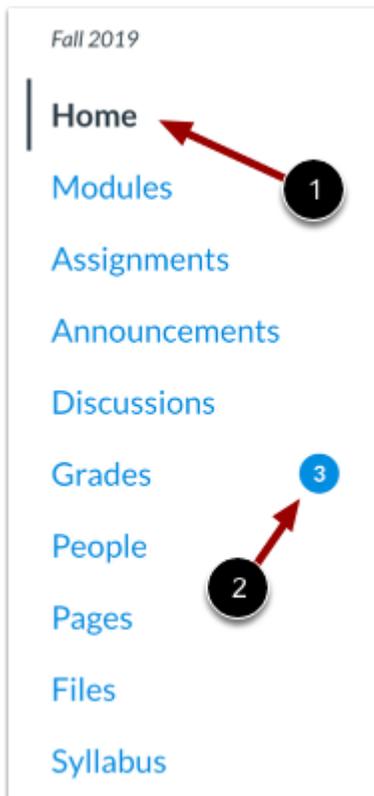
If you are enrolled in a course as a student, the Course Home Page helps you navigate your course and manage your coursework.

To access a course, in Global Navigation, click the **Courses** link, then click the name of your course.



The Course Home Page involves **Course Navigation** (1), the **content area** (2), and the **sidebar** (3).

## View Course Navigation

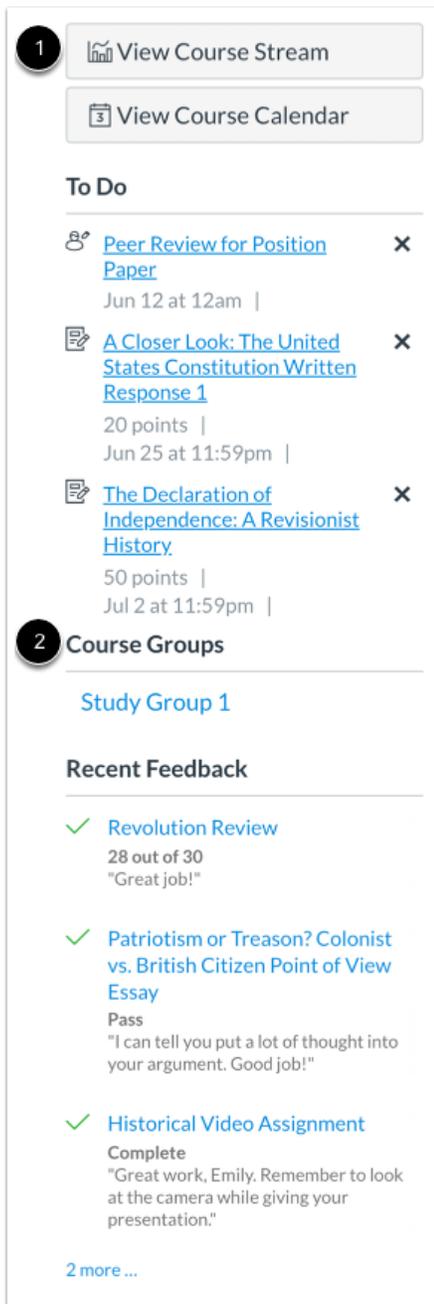


The Course Home Page is viewed from the Course Navigation **Home** link [1].

Course Navigation includes links that help you 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.

You may also see course indicators [2] that show updates to your course grades when your instructor grades your assignments.

## View Sidebar



The screenshot shows the Canvas sidebar interface. At the top, there are two buttons: 'View Course Stream' (marked with a '1') and 'View Course Calendar'. Below these is the 'To Do' section, which lists three assignments: 'Peer Review for Position Paper' (due Jun 12 at 12am), 'A Closer Look: The United States Constitution Written Response 1' (20 points, due Jun 25 at 11:59pm), and 'The Declaration of Independence: A Revisionist History' (50 points, due Jul 2 at 11:59pm). Each item has a close button (X). Below the 'To Do' section is the 'Course Groups' section (marked with a '2'), which shows 'Study Group 1'. At the bottom is the 'Recent Feedback' section, which lists three items with green checkmarks: 'Revolution Review' (28 out of 30, "Great job!"), 'Patriotism or Treason? Colonist vs. British Citizen Point of View Essay' (Pass, "I can tell you put a lot of thought into your argument. Good job!"), and 'Historical Video Assignment' (Complete, "Great work, Emily. Remember to look at the camera while giving your presentation."). A link '2 more ...' is at the bottom of the feedback section.

The sidebar always shows the **To Do** section, which shows all recent announcements and up to seven assignments that are due in the upcoming units, 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.

**Note:** Assignments submitted through Canvas disappear automatically from the To Do list

The sidebar can also include a variety of other sections, depending on the layout your instructor sets for the Course Home Page. Additional sidebar options include the Assignment list, Calendar and Assignment Groups, and Recent Feedback.

If a section contains more items than are listed, a link will appear under the list that you can use to view additional items.

## Customize Canvas

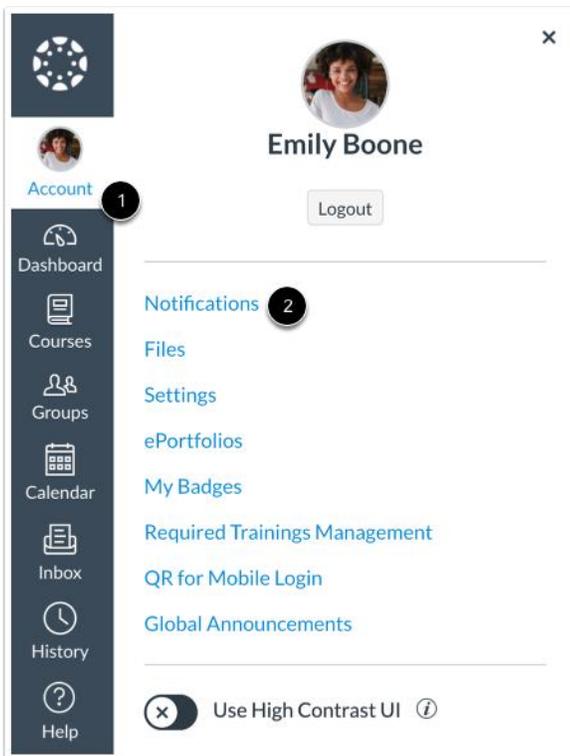
### How do I set my Canvas notification preferences as a student?

Canvas includes a set of default notification preferences you can receive for your courses. However, you can change the default settings by setting your own notification preferences. These preferences only apply to you; they are not used to control how course updates are sent to other users.

Notifications are sent as one of four delivery types: notify me right away, daily summary, weekly summary, or don't send. If you change a setting, the change is made immediately to your account.

Notification settings apply to all of your courses unless you [set notification preferences for individual courses](#).

While there are no specific notification requirements at LeTourneau, we strongly suggest leaving email notifications enabled for coursework and course announcements.



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

### Account Notification Settings

**i** Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications. ✕

Course Activities	Email emily.boone.can...	Email emboone86@gm...	Push Notification For All Devices	SMS 1234567890@t...
Due Date	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1</span> 			<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">6</span> 
Grading Policies	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span>  Notify immediately			
Course Content	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">3</span>  Daily summary			
Files	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">4</span>  Weekly summary			
	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">5</span>  Notifications off			
Announcement				

Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for the contact method [1].

To receive a notification right away, select the **Notify immediately** option [2]. 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, select the **Daily summary** option [3].

To receive a weekly notification, select the **Weekly summary** option [4]. 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, select the **Notifications off** option [5].

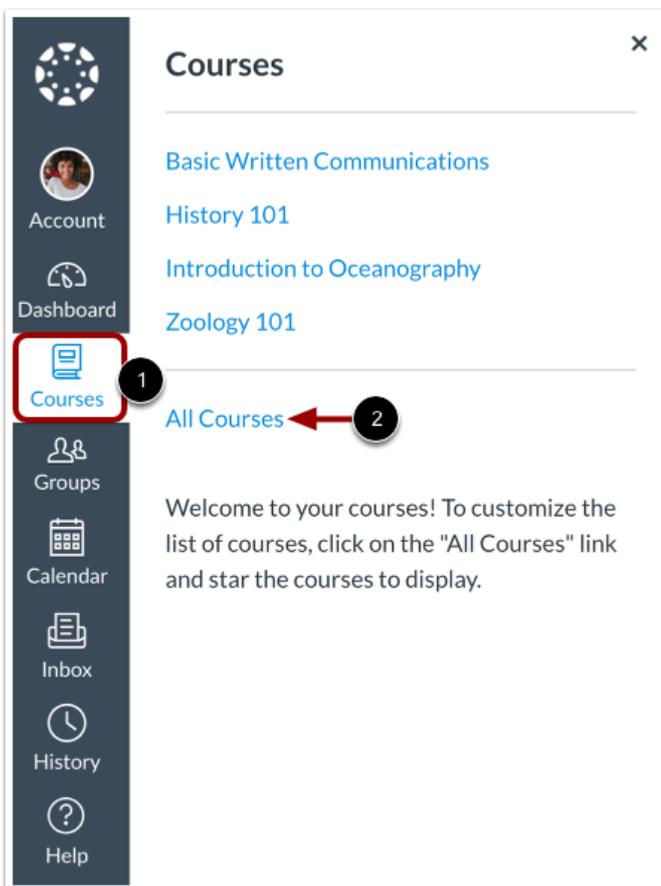
Unsupported notification types display the **Unsupported** icon [6]. Unsupported notification types cannot be enabled.

## How do I customize my Courses list as a student?

When you are enrolled in more than one Canvas course, you can customize the active courses you want to show in your Course list. Courses you want to show in the Courses drop-down menu are called favorite courses. You can favorite any published course that appears in the My Courses section on the course list page.

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

Note: Courses are always listed alphabetically; you cannot reorder your courses manually.



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

All Courses

[Browse More Courses](#)

Course	Nickname	Term	Enrolled as	Published
☆ English 101			Student	No
☆  Biology 102	Advanced Biology		Student	Yes
  Biology 101		Summer 2017	Student	Yes

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

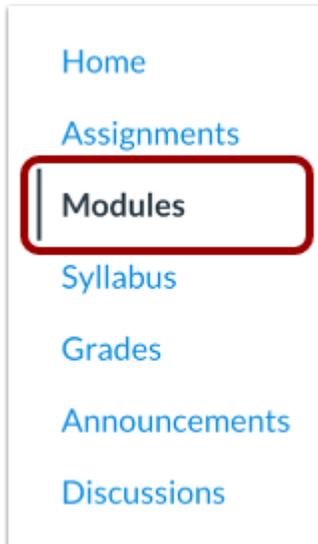
**Notes:**

- 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.

## Participating in a Course

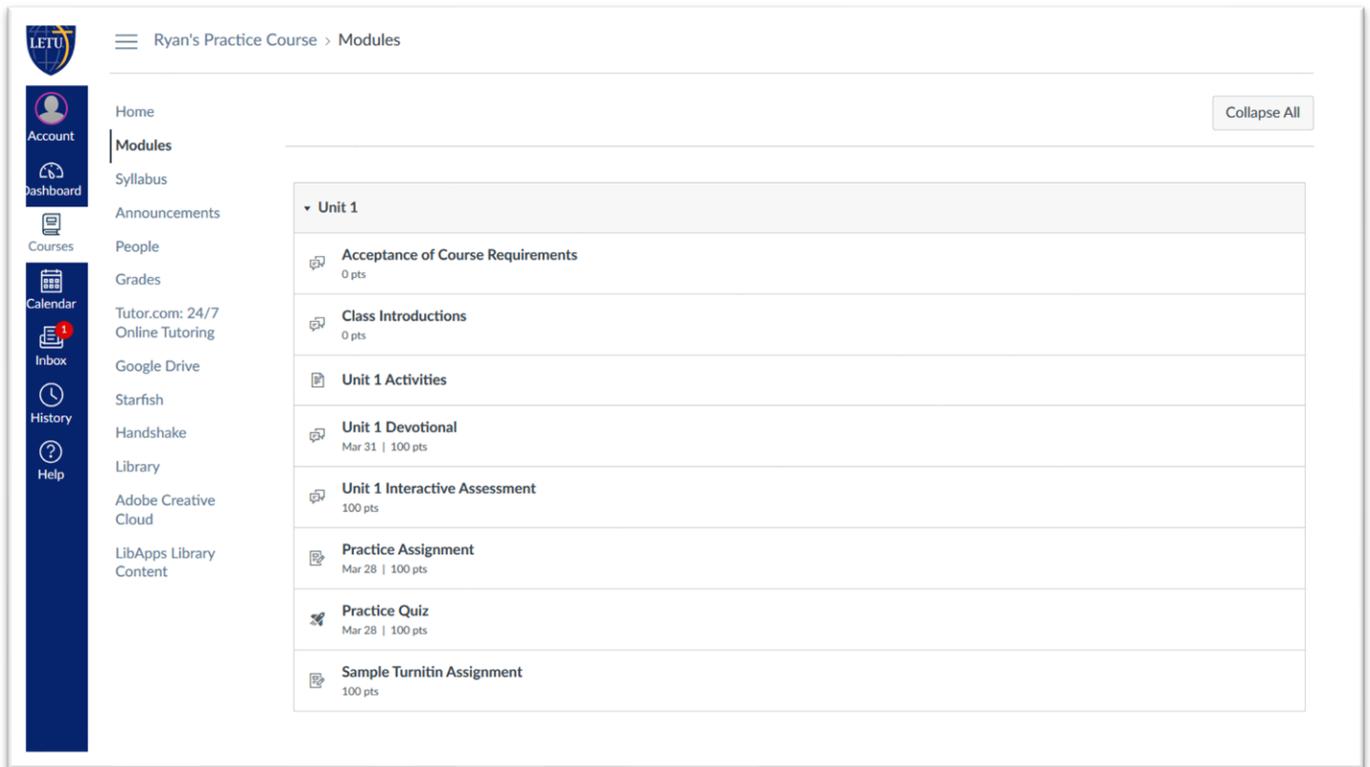
### Where do I access my course content?

While not always the case, many instructors at LeTourneau use modules to organize their course. Modules control the entire flow of the course, along with its content.



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

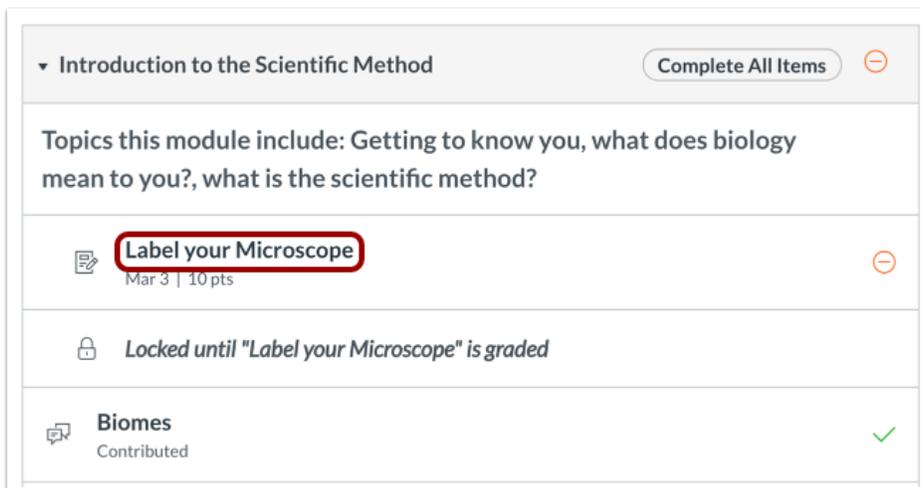
In Modules, you can view all the modules in your course. Modules are organized by order of progression. Modules house the content items within each module.



The screenshot shows the Canvas interface for a course titled "Ryan's Practice Course" under the "Modules" section. On the left is a navigation sidebar with icons for Home, Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area shows a list of items under a collapsed "Unit 1" header. A "Collapse All" button is visible in the top right of the module list.

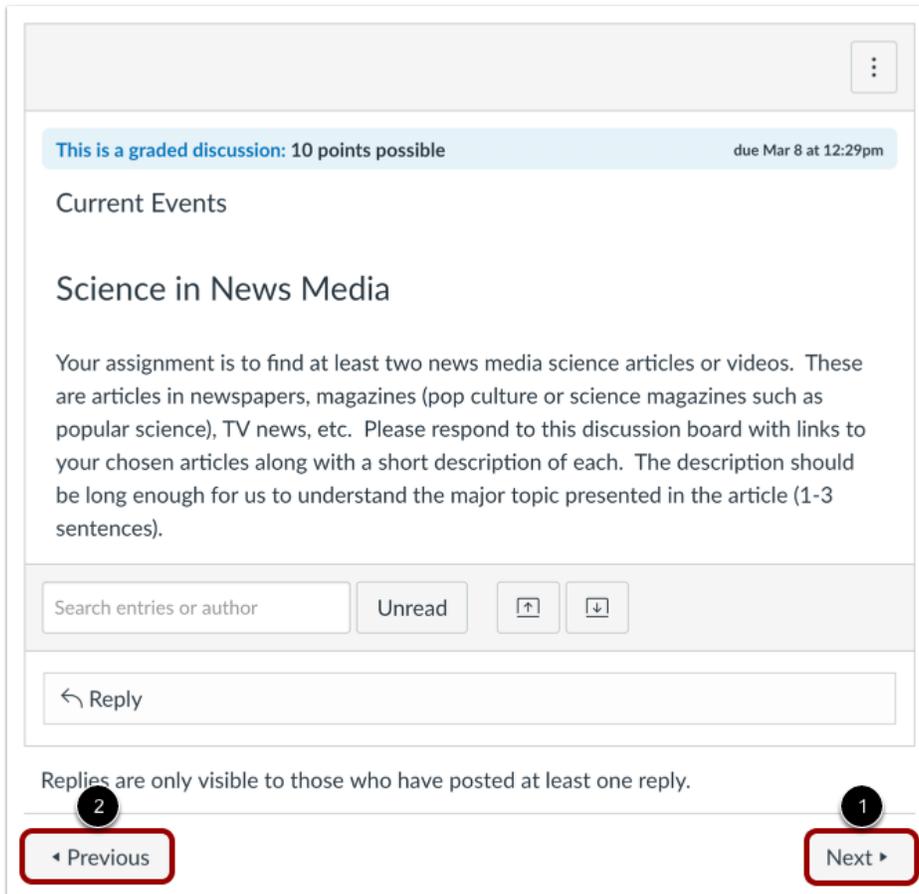
Unit 1	
Acceptance of Course Requirements	0 pts
Class Introductions	0 pts
Unit 1 Activities	
Unit 1 Devotional	Mar 31   100 pts
Unit 1 Interactive Assessment	100 pts
Practice Assignment	Mar 28   100 pts
Practice Quiz	Mar 28   100 pts
Sample Turnitin Assignment	100 pts

All *nontrad* (ie. “online”) courses at LETU utilize a “unit” naming convention for modules. Generally (although not always) one unit = one week.



This screenshot shows a detailed view of a module item. At the top, the module is titled "Introduction to the Scientific Method" with a "Complete All Items" button and a minus sign. Below the title, it lists topics: "Getting to know you, what does biology mean to you?, what is the scientific method?". The main item, "Label your Microscope", is circled in red and has a lock icon and a minus sign next to it. Below this item is a message: "Locked until 'Label your Microscope' is graded". At the bottom, there is another item "Biomes" with a green checkmark and the word "Contributed" below it.

To begin a module, click the first item in the module.



This is a graded discussion: 10 points possible due Mar 8 at 12:29pm

## Current Events

### Science in News Media

Your assignment is to find at least two news media science articles or videos. These are articles in newspapers, magazines (pop culture or science magazines such as popular science), TV news, etc. Please respond to this discussion board with links to your chosen articles along with a short description of each. The description should be long enough for us to understand the major topic presented in the article (1-3 sentences).

Search entries or author Unread ↑ ↓

↩ Reply

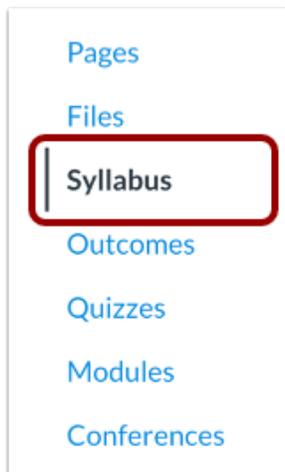
Replies are only visible to those who have posted at least one reply.

◀ Previous Next ▶

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].

## How do I use the Syllabus as a student?

The Syllabus helps your instructor communicate course expectations and information. The Syllabus is automatically populated by assignments and events in the course.



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

## Course Syllabus

Jump to Today

**1** Welcome to HIS101, American 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 [discussion on course questions](#) 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 [may sign up to work with a team, a group, and a circle](#) 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.

Click the [Modules button](#) on the left menu of the [Home button](#) to get started. Good luck on the course!

Mr. Jurel

**2** Course Summary:

Date	Details	
Wed Jul 4, 2018	<a href="#">Holiday - No Class</a>	2am
Sat Jul 7, 2018	<a href="#">Position Paper</a>	due by 1:59am
Thu Aug 2, 2018	<a href="#">Road to Revolution: Patriotism or Treason</a>	due by 1:59am
	<a href="#">Revolutionary War Required Reading</a>	to do: 1:59am

**3** August 2018

29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

**Assignments are weighted by group:**

Group	Weight
Assignments	30%
Discussions	30%
Quizzes	20%
Extra Credit	10%
Summaries	10%
<b>Total</b>	<b>100%</b>

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

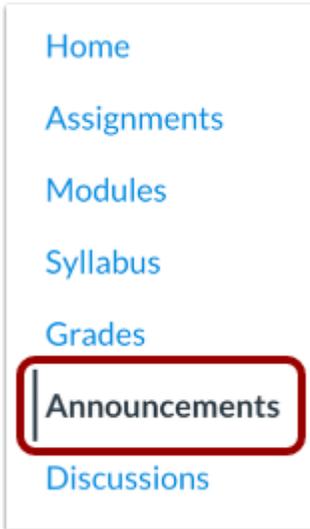
The Syllabus description [1] may contain the course description, a brief introduction, class guidelines, weekly reminders, and other important information from your instructor.

The Syllabus table [2] is automatically generated for the course and contains a list of assignments and events. 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.

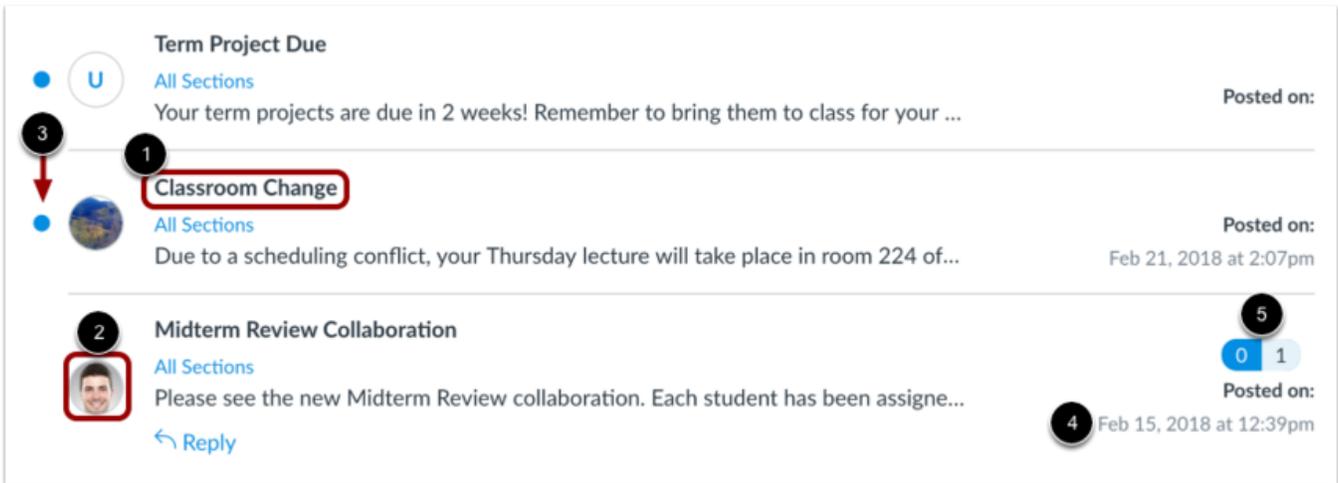
The sidebar section [3] displays information about course events and grading. The Syllabus sidebar includes a mini calendar. Any date that includes an event or assignment due date are shown with a gray background. To view an associated assignment or event in the Syllabus table, click the calendar date. If your course includes weighted assignment groups, the sidebar may also shows the percentages of each group.

## How do I view Announcements as a student?

The Announcements Index Page allows you to view and filter announcements in your course. You can also receive new announcements via Canvas notifications, view announcements on the Recent Activity Dashboard, or view announcements in the To Do list.



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



In Announcements, you can view all the announcements in your course.

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

Each announcement includes the title of the announcement [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].

## How do I use the Inbox as a student?

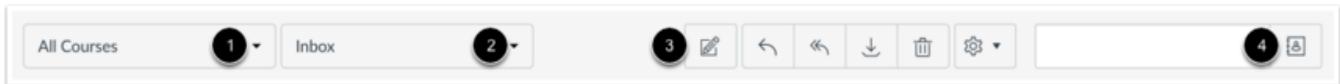
The Inbox is split into two panels and displays messages (called “conversations” in Canvas) chronologically. You can view and reply to conversations and sort them by course or inbox type. Depending on your notification preferences, your conversations may also send a copy to your LETU email address.



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

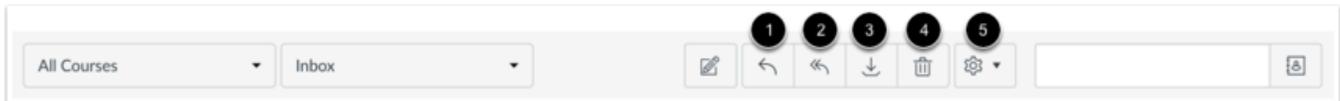
If the Inbox link includes a numbered indicator, the indicator shows how many unread messages you have in your Inbox. Once you read the new messages, the indicator will disappear.

## View Toolbar



The toolbar includes global message options. To load conversations, filter your messages 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 compose a message at any time using the compose icon [3].

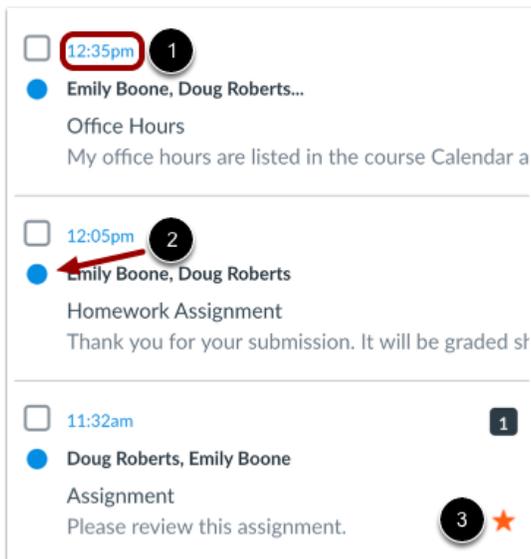
You can also search for conversations by user in the **Search by user** field [4].



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 Conversations



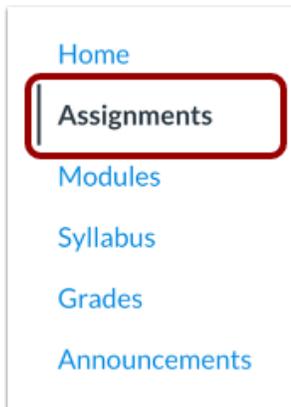
The Inbox is organized chronologically from newest to oldest with the newest conversations appearing on top [1] and the older conversations at the bottom.

## How do I submit an online assignment?

You can submit online assignments in Canvas using several submission types. Instructors can choose what kind of online submissions they want you to use. You may also have the option to resubmit assignments if your instructor allows. Before submitting an assignment, you may want to review all assignment information, such as the assignment rubric, if any.

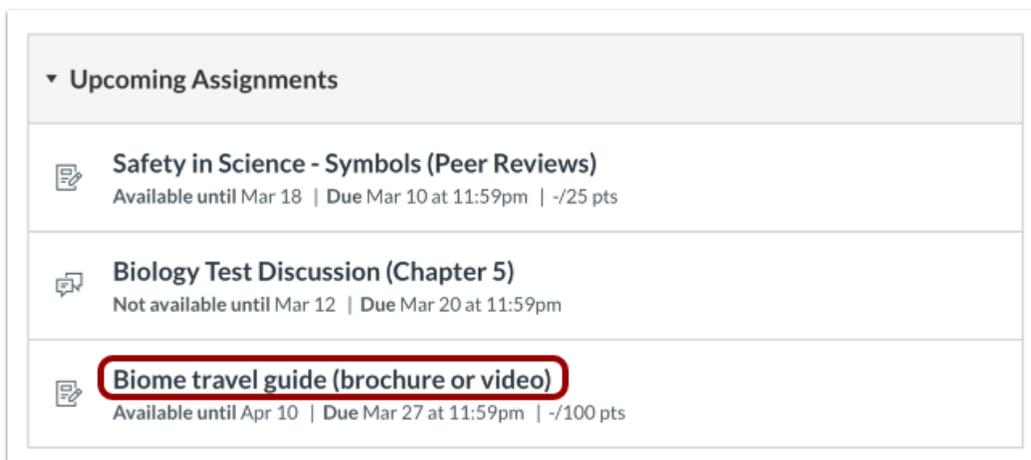
This lesson shows how to turn in a standard online assignment.

### 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.



Click the name of an assignment.

## Submit Assignments

### Biome travel guide (brochure or video)

[Submit Assignment](#)

---

**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

---

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.

File Upload    **Text Entry**    Website URL    Google Doc    Media

Upload a file, or choose a file you've already uploaded.

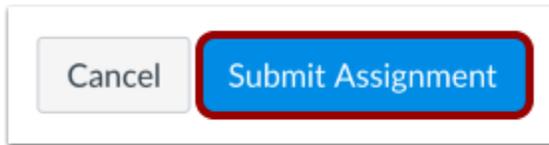
[+ Add Another File](#)

[Click here to find a file you've already uploaded](#)

Comments...

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. You can only select one submission type per submission.

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



When you are ready to submit your assignment, click the **Submit Assignment** button.

## View Submission

### Biome travel guide (brochure or video)

---

**Due** Mar 27 by 11:59pm    **Points** 100

**Submitting** a text entry box, a website url, a media recording, or a file upload

**Available** Mar 2 at 12am - Apr 10 at 11:59pm about 1 month

---

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.

2

Re-submit Assignment

1

**Submission**

---

✓ **Submitted!**  
 Mar 10 at 12:11pm  
[Submission Details](#)  
[Download Assignment.pdf](#)

**Assigned Peer Reviews**  
 None Assigned

You may not see all comments right now because the assignment is currently being graded.

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.

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.

## What is Turnitin?

Turnitin is a plagiarism prevention service incorporated into written assignments. This service helps educators prevent plagiarism by detecting unoriginal content in student papers. If the assignment is designated as a Turnitin assignment, your paper will be compared to an archive of papers previously submitted by you as well as other students. If the assignment is designated as a Turnitin assignment, when you submit it, an originality report will be available within a few minutes to a few hours (depending on how many papers are being submitted all over the world at this time).

On the submission screen you will see a percentage match, known as the Similarity Score, that is color coded to indicated acceptability ranges. Be aware that most faculty check a paper with a match of 21% or higher, although this is just a guide. Plagiarism can occur even with a very low percentage match.

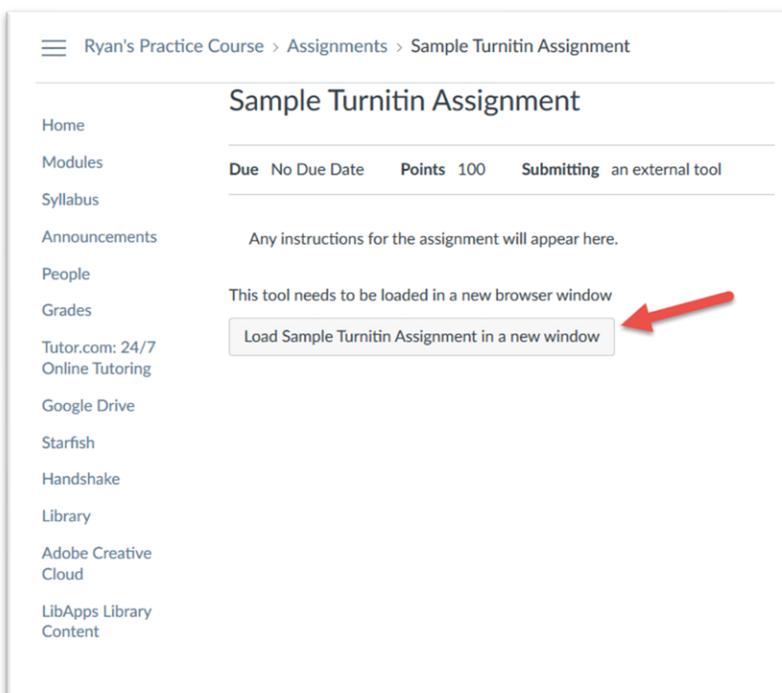
Depending on the settings your instructor has selected, you may be able to re-submit you assignment to Turnitin after seeing the Similarity Score. For assignments with this setting enabled, the final submission you make is the one that will be sent to your instructor for grading.

## How do I submit a Turnitin assignment?

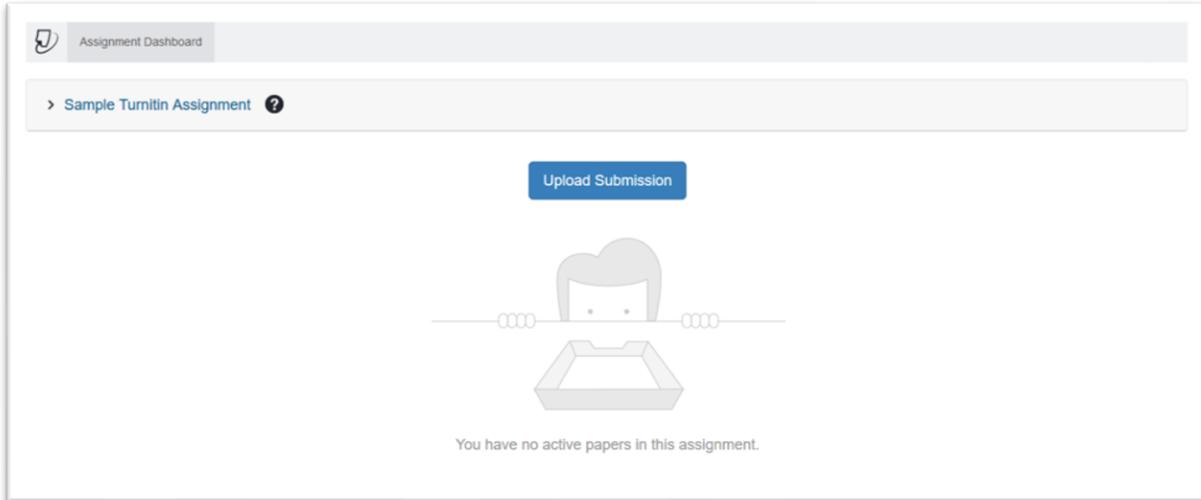
Submitting a Turnitin assignment is similar to submitting a regular online assignment, as Canvas has the ability to connect to Turnitin directly. There are a couple of key differences, though.

To submit a Turnitin assignment, first open the assignment in Canvas (following the steps listed above).

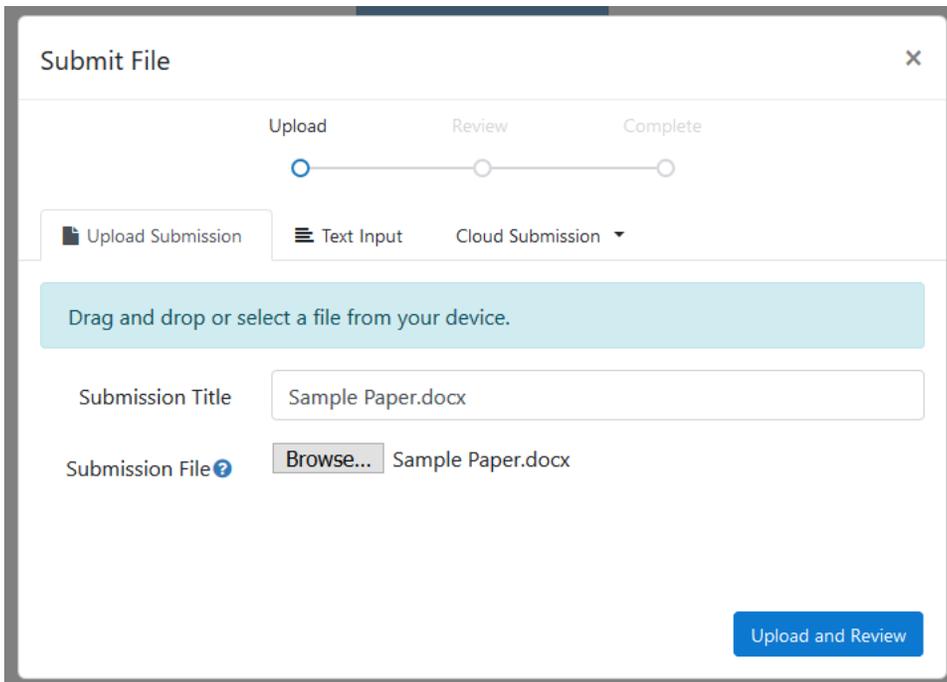
At the end of the assignment instructions you should see a button labelled **“Load [Assignment] in a new window.”** Click this button to connect to Turnitin.



A new tab or window should open in your browser; this is Canvas connecting you to Turnitin. Accept any license agreements that may appear, then proceed to the Turnitin submission page. If properly set up, you should see a page similar to the following:



Click **Upload Submission**.



To upload your assignment, click the **Browse** button. Navigate to your file on your computer and double click it, then click **Upload and Review**.

Review your submission to verify that it is correct, then click **Submit to Turnitin**. Turnitin should now confirm that your upload is complete!

## View Submission



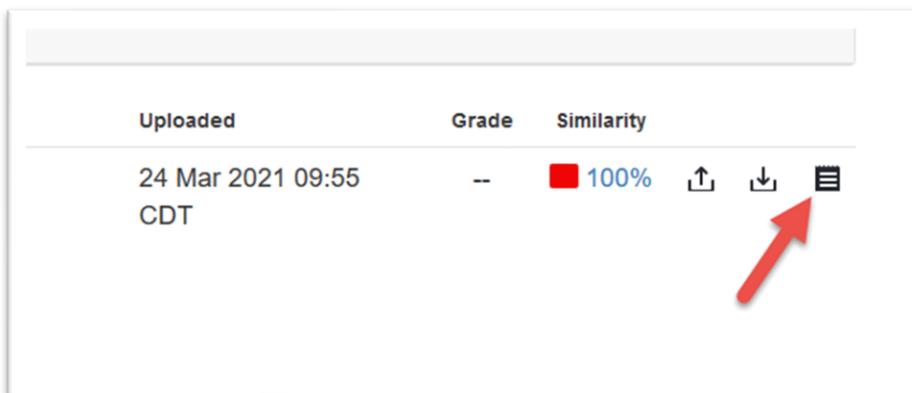
The screenshot shows the 'Assignment Dashboard' for a 'Sample Turnitin Assignment'. It displays a table with submission details:

Paper Title	Uploaded	Grade	Similarity
<a href="#">Sample Paper.docx</a>	24 Mar 2021 09:55 CDT	--	100%   

Your submission will not be listed on Turnitin's assignment page, as well as the Similarity Score, once Turnitin has had a chance to compare your paper to the database. To see the full Similarity Report, click on the percentage number listed under Similarity.

## Save a Turnitin Submission Receipt

To save a submission receipt for proof of submission, click the receipt button to the far right of your assignment. We recommend saving this receipt in case of connection issues.



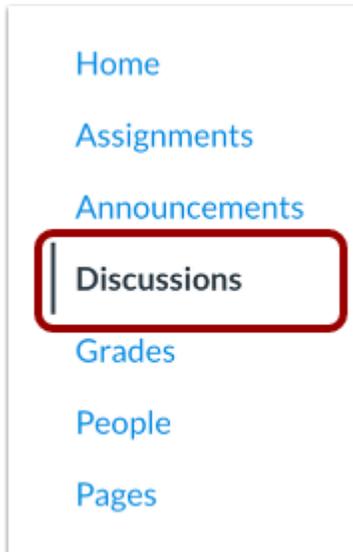
This close-up view of the table highlights the receipt icon (three horizontal lines) at the end of the row, with a red arrow pointing to it.

Uploaded	Grade	Similarity
24 Mar 2021 09:55 CDT	--	100%   

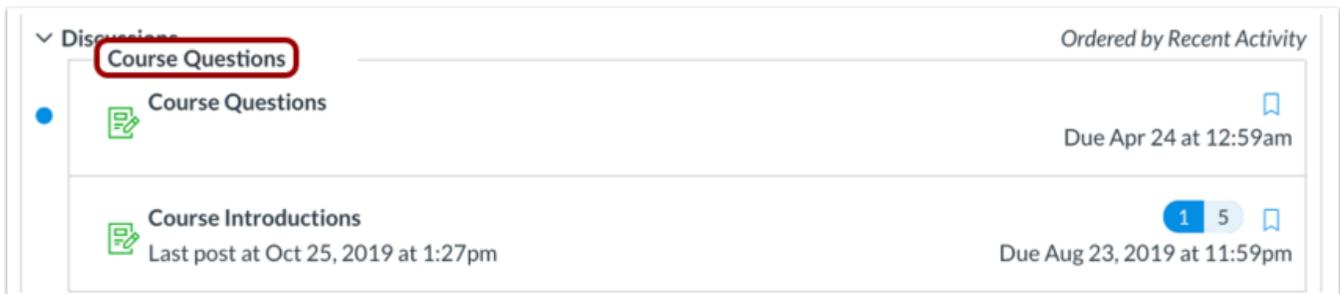
## How do I participate in a discussion as a student?

You can easily reply to any discussion. However, the reply option may vary depending upon how your instructor set up the discussion. Before submitting a reply for a graded discussion, you may want to review all discussion information, such as the graded discussion rubric, if any.

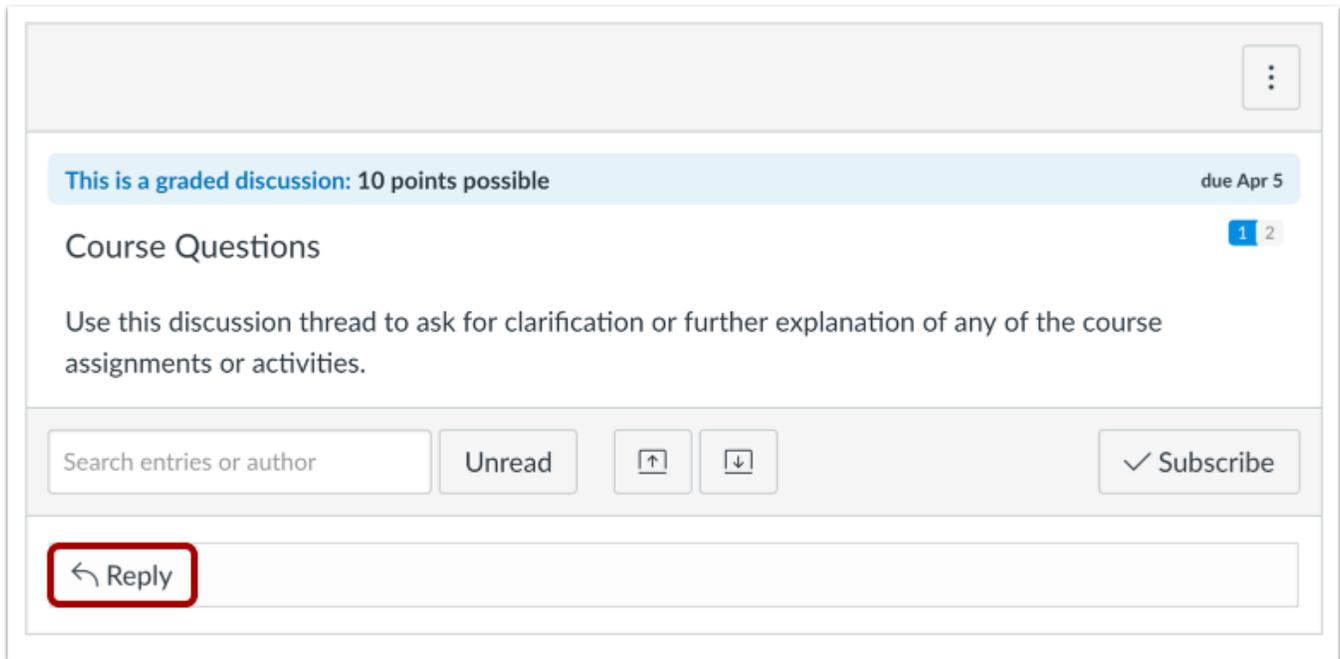
**Note:** The discussion reply Rich Content Editor includes a word count display below the bottom right corner of the text box.



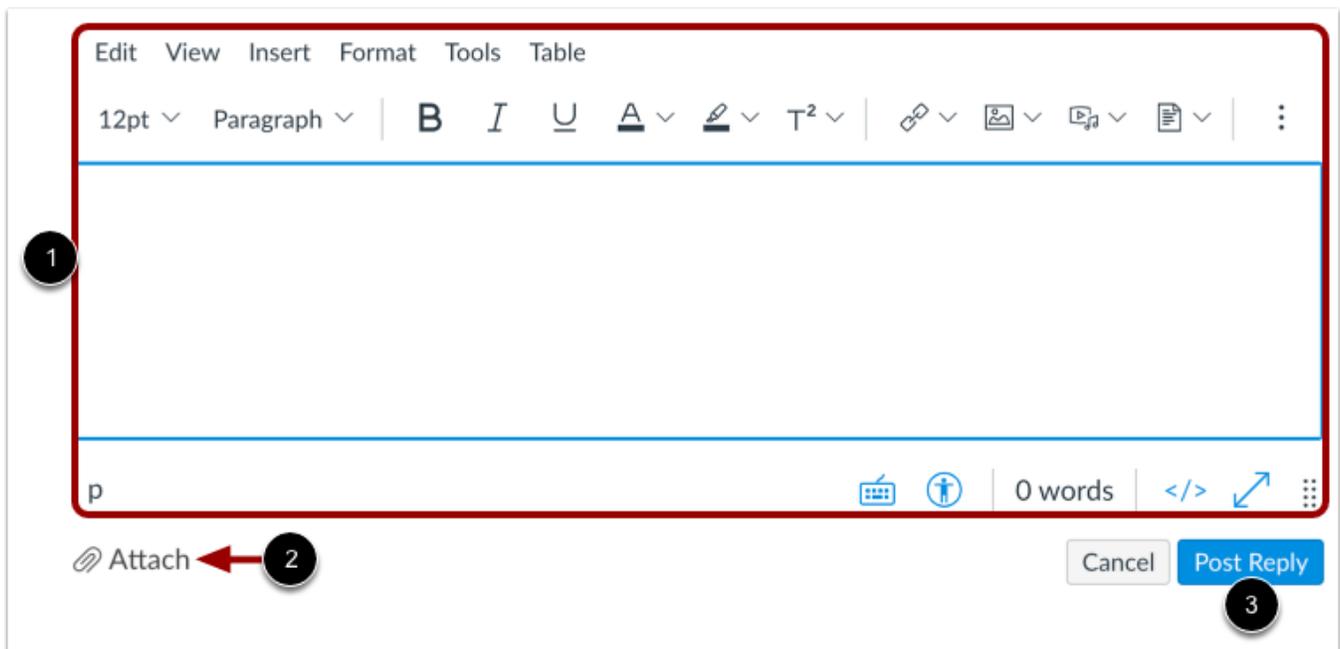
In Course Navigation, click the **Discussions** link.



Click the title of the discussion.



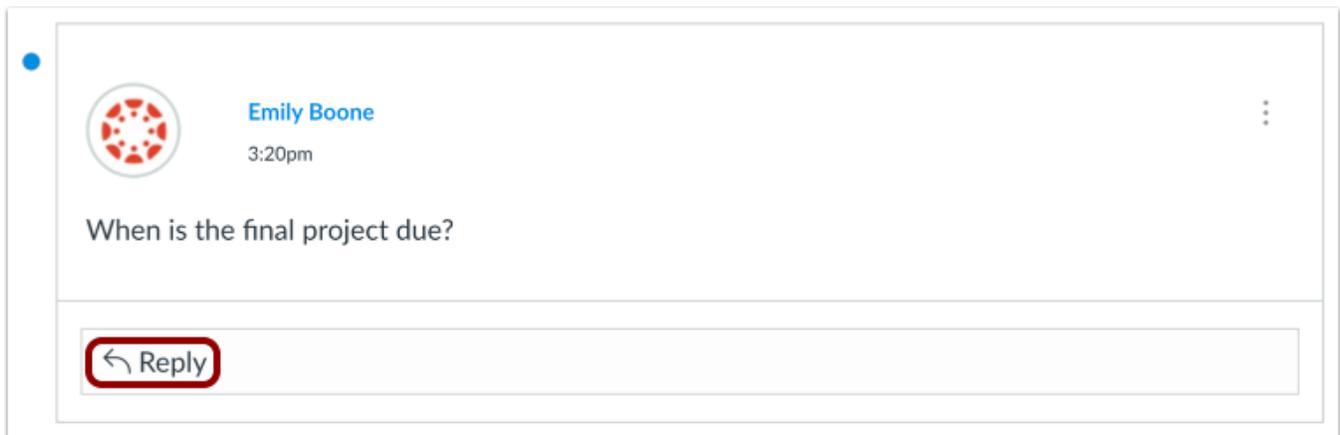
To reply to the main discussion, type your reply in the **Reply** field.



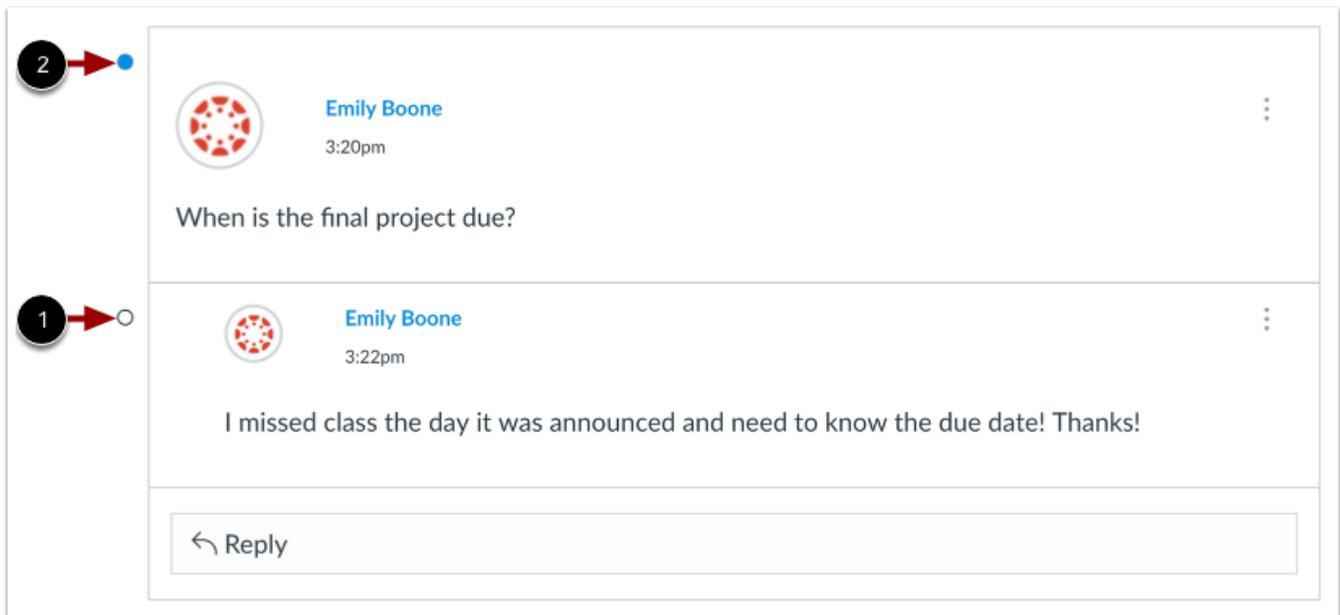
Add your reply, links, files, and other media in the Rich Content Editor [1]. If allowed in your course, you may also attach files [2].

To post your reply, click the **Post Reply** button [3].

## Thread a Discussion Reply



To respond to a discussion reply, click the **Reply** link.



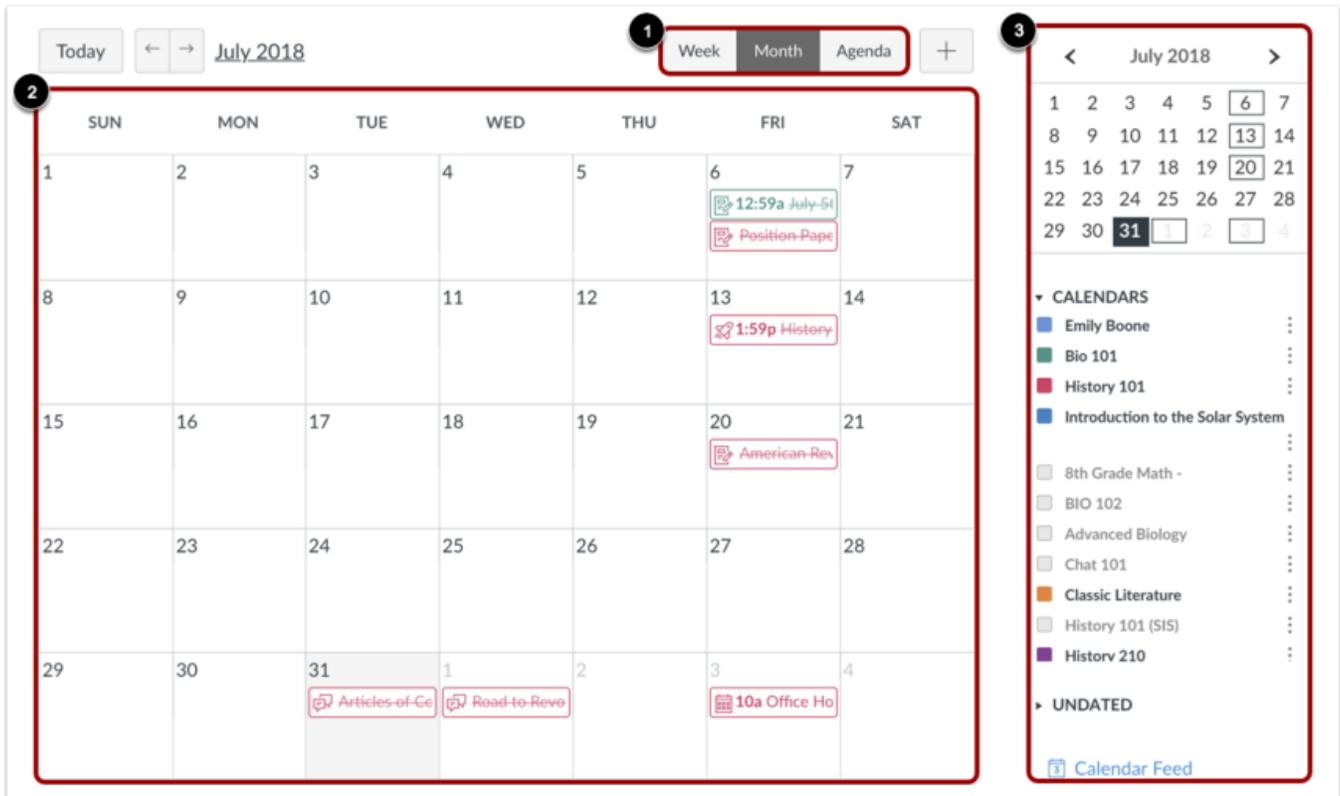
Your reply displays at the bottom of the discussion thread.

## How do I use the Calendar?

The Calendar is a great way to view everything you have to do for all your 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.



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



The Calendar spans all courses and displays information for each of your enrolled courses and groups. 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.

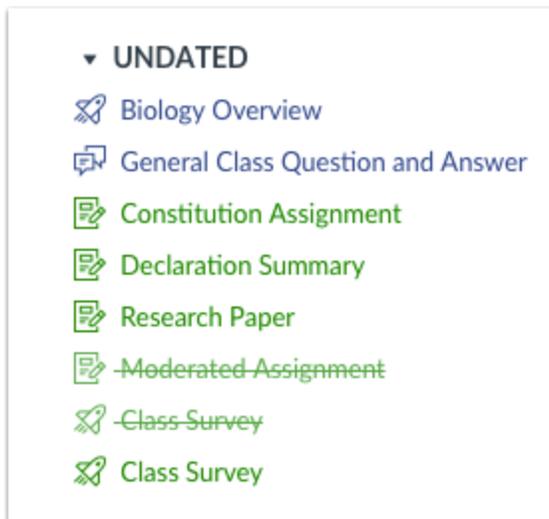
The sidebar [3] shows a quick-view calendar, your list of courses and groups, and undated items for your courses and groups.

Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Associated calendar items for each course or group display when selected in the calendar view [1].

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 Assignments and Events

25	26	27	28	29	30	1
				Biomes	mr. bill's event	
2	3	4	5	6	7	8
	11a Articles of Conf 6p Plant Genetics P	Holiday - No Class	11a Biology 101 Stu	Laboratory Field Tri	12p History Study G 6:59p Bill of Rights T	
9	10	11	12	13	14	15
	Project Sign-up 2:05p The Bill of Rig 5:29p Course-Introd 7:59p Revisionist Hi	5:59p Safety-in-Sciei		3p Declaration of In 9:29p Research Paper	Field Trip 2p Study Group 4:59p Group Assignm 7:29p Patriotism or To Sign or Not to Sign	
16	17	18	19	20	21	22
			Road to Revolution	Current Events		
23	24	25	26	27	28	29
	The Articles of Con	Bill of Rights Review	3p Revolution Topic	Debunking the Para		
30	31	1	2	3	4	5
				Identify the Fallacy Logical Fallacy Proje	Areas of Research	

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]. Non-graded items with a to-do date may display in the calendar for a course.

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

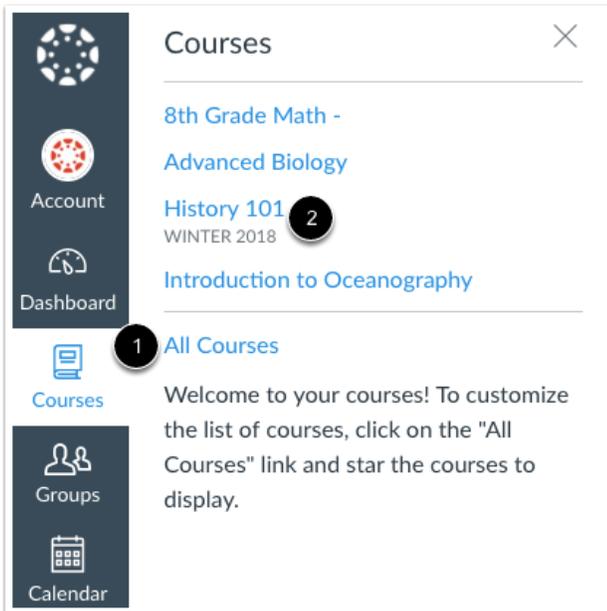
To view full details for an assignment or event, hover over the item [5].

Calendar assignments can also be crossed out [6], which is a simple way to keep track of assignments. Assignments are crossed out once the assignment has been submitted. However, assignments that have been awarded a grade but do not contain an actual submission will not be crossed out.

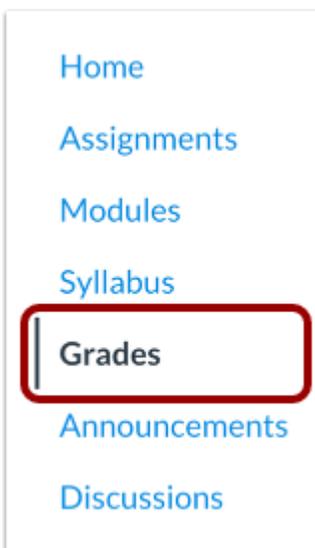
## How do I view my grades in a current course?

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

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

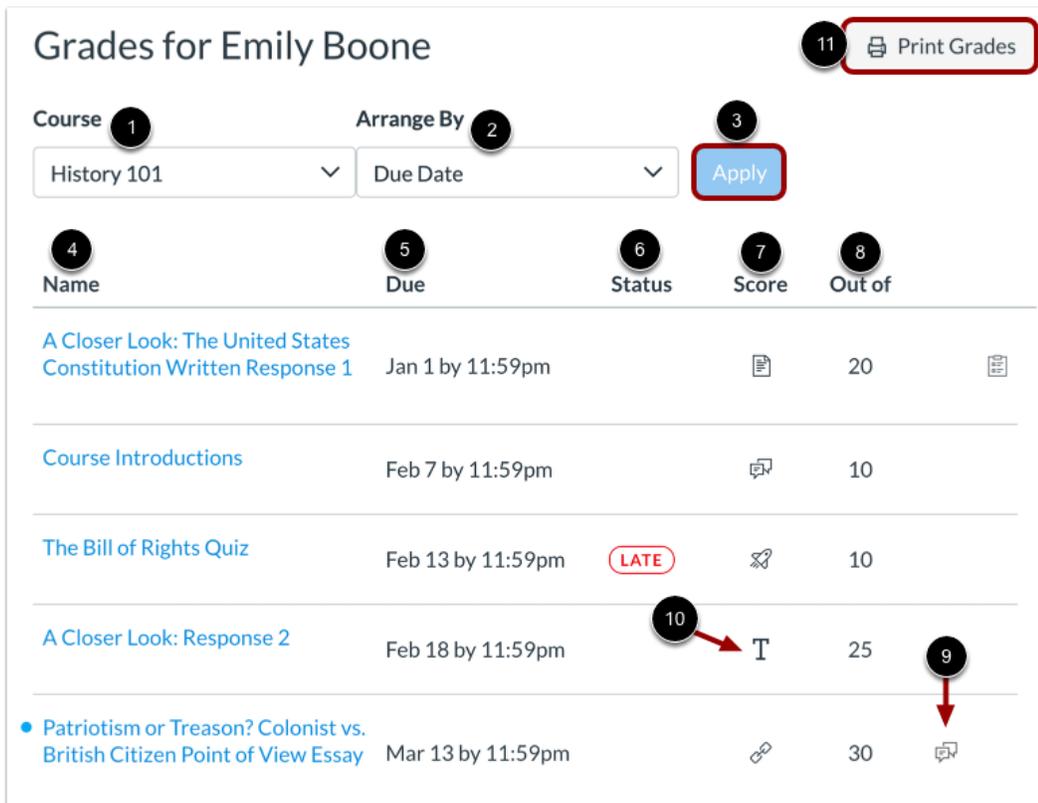


In Global Navigation, click the **Courses** link [1], then click the name of the course [2].



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

## View Grades



**Grades for Emily Boone** 11 [Print Grades](#)

Course **1** History 101 ▼ Arrange By **2** Due Date ▼ **3** [Apply](#)

<b>4</b> Name	<b>5</b> Due	<b>6</b> Status	<b>7</b> Score	<b>8</b> Out of
<a href="#">A Closer Look: The United States Constitution Written Response 1</a>	Jan 1 by 11:59pm		20	
<a href="#">Course Introductions</a>	Feb 7 by 11:59pm		10	
<a href="#">The Bill of Rights Quiz</a>	Feb 13 by 11:59pm	<b>LATE</b>	10	
<a href="#">A Closer Look: Response 2</a>	Feb 18 by 11:59pm		25	<b>10</b>  <b>9</b>
<a href="#">Patriotism or Treason? Colonist vs. British Citizen Point of View Essay</a>	Mar 13 by 11:59pm		30	

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 assignment status [6], the score you 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 [9].

You may see various grade icons in the score column [10] 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 Grades** button [11].

### View Late Assignment

**2** [An Introduction to US History](#) Aug 9 by 11:59pm **1** **LATE** 24 30

Your instructor may enforce an automatic late policy in your 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 gradebook [1]. To view submission details for a late assignment, click the submission name [2].

**Submission Details**

Grade:	30 / 30
Late penalty:	-6
Final grade:	24 / 30

---

**An Introduction to US History**  
Emily Boone submitted Aug 13 at 11:30am **LATE** [Re-submit Assignment](#)

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

### View Comments

**Historical Video Assignment** Feb 13 by 11:59pm 25 **1**

---

**Comments** **3** [Close](#)

**2** Thank you for your submission! Doug Roberts, Jan 2 at 3:10pm

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

Road to Revolution: Patriotism or Treason      Mar 7 by 11:59pm      10 (A)      10   

Assessment by Doug Roberts

**3** [Close Rubric](#)

Discussion Rubric			
Criteria	Ratings		Pts
Follow Instructions Instructor Comments	4.0 pts Full Marks	0.0 pts No Marks	4 / 4.0 pts
First Post Instructor Comments	3.0 pts Full Marks	0.0 pts No Marks	3 / 3.0 pts
Second Post Instructor Comments	3.0 pts Full Marks	0.0 pts No Marks	3 / 3.0 pts
 Discussion Outcome <a href="#">view longer description</a> threshold: 3.0 pts Instructor Comments	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations
			<b>2</b> Total Points: 15.0

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].

### View Assignment Groups

<b>1</b> Assignments	<b>2</b> 89%	<b>3</b> 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	<b>80.88%</b>	<b>80.88 / 100.00</b>

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].

## View Sidebar

Total: 90.04% (A-) 1

Show Saved "What-If" Scores 2

Show All Details 3

Assignments are weighted by group:

Group	Weight
Assignments	30%
Quizzes	20%
Discussions	30%
Extra Credit	10%
<b>Total</b>	<b>90%</b>

Calculate based only on graded assignments

You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

Calculation of totals has been disabled 4

Show Saved "What-If" Scores

Show All Details

Assignments are weighted by group:

Group	Weight
Assignments	30%
Quizzes	20%
Discussions	30%
Extra Credit	10%
<b>Total</b>	<b>90%</b>

Calculate based only on graded assignments

You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

The grade summary shows your total grade [1], allows you to view any saved what-if scores [2], and allows you to show or hide all scoring details, comments, and rubrics shown in the Grades page [3].

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

## View Current and Total Grades

**Total: 90.04% (A-)**

Show Saved "What-If" Scores

Assignments are weighted by group:

Group	Weight
Assignments	30%
Quizzes	20%
Discussions	30%
Extra Credit	10%
<b>Total</b>	<b>90%</b>

Calculate based only on graded assignments

**1** You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

**Total: 37.8% (F)**

Show Saved "What-If" Scores

Assignments are weighted by group:

Group	Weight
Assignments	30%
Quizzes	20%
Discussions	30%
Extra Credit	10%
<b>Total</b>	<b>90%</b>

Calculate based only on graded assignments

**2** You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

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.

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
<b>Total</b>	<b>→ 80.88%</b>	<b>80.88 / 100.00</b>

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.

## More Help

### Which browsers does Canvas support?

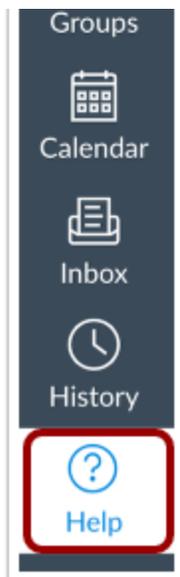
Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

That said, all students at LeTourneau University are required to utilize an adequate computer for coursework. Specific technology requirements can be found here: <https://www.letu.edu/offices/administration-finance/it/techspecs.html>. LETU does not provide Canvas support for phones, tablets, or other mobile devices.

Additionally, we recommend utilizing Google Chrome for Canvas coursework whenever possible, as we've found it to have the least number of issues.

### How do I get help with Canvas?

You can get help with Canvas by using the **Help** menu within Canvas. The Help menu generates a list of resources to help you with Canvas, such as how to search Canvas Documentation and report a problem. The **Help** menu also includes links on how to access LETU support, including the IT Department and the Curriculum Design and Technology Department.



To access help, at the bottom of Global Navigation, click the **Help** link.

For more information on the topics contained in this Quickstart Guide and beyond, visit Canvas' knowledgebase located at <https://community.canvaslms.com/t5/Student-Guide/tkb-p/student>.



Last Updated 03/24/2021