The Academy for Teaching and Learning Excellence (ATLE)
University of South Florida
www.usf.edu/atle | atle@usf.edu

Canvas Help Guides for Commonly Used Features

Feature	Links to Canvas Guide
Announcements	Your instructor may use course Announcements to send you important information. • How do I view Announcements?
Emailing Your Instructor	You should always contact your instructor through Canvas. You will send your instructor(s) emails using the Inbox. • How do I use the Inbox? • How do I find my unread messages in the Inbox? • How do I send a message?
Modules	Your instructor may use Modules to organize the course in Canvas. If so, you should see the Modules button on the left side of the course window. Modules can contain things like PowerPoints, readings, quizzes, videos, discussion boards, assignments, and more. • How do I view Modules? Some instructors may require you to mark a module page or assignment as completed before you can progress to the next item in the module. • How do I mark a modules item as done for a module requirement?
Discussion Boards	You may have to respond to discussion boards. Many discussion boards are graded and your grade could be determined by your response to the discussion prompt, as well as your response to your classmates' posts. • How do I view Discussions? • How do I reply to a discussion?
Quizzes	Some of your exams, tests, or quizzes may be delivered through Canvas Quizzes. Quizzes can contain multiple choice, true/false, short answer, and many other types of questions. • How do I view Quizzes? • How do I take a quiz? • How do I answer each type of question in a quiz? Note: Each of your instructors may use different quiz settings. • How do I view quiz results? • How do I view quiz comments from my instructor?

The Academy for Teaching and Learning Excellence (ATLE)
University of South Florida
www.usf.edu/atle | atle@usf.edu

Assignments	Most of the things that you submit for a grade in Canvas are considered Assignments (with the exception of things like Discussion Boards and Quizzes). • How do I view Assignments? • How do I submit an online assignment? Some instructors will use a rubric with the assignment • How do I view the rubric for assignment? • How do I know when my instructor has graded my assignment? • How do I view assignment comments from my instructor? • How do I view my instructor's annotation feedback comments?
Groups	Some instructors may choose to use Canvas Groups for group projects. If so, you will either be put in a group by your instructor or you will be allowed to choose your own group. Groups are like mini-versions of a course that only the members of the group can see. • How do I view my Canvas groups? • How do I upload a file to a group? • How do I start a collaboration in a group?
Canvas Chat	Canvas has a Chat feature that can be used to have real-time conversation with anyone in your course. However, the Chat can only be used if your instructor has activated it in your course. Note that Chat messages cannot be deleted and everyone in the course is able to see them. • How do I use Chat?

Click here to access Canvas Video Guides for several common features

USF Technology Support
Tampa: Call 813-974-1222 or visit www.usf.edu/it
Sarasota-Manatee: Call 941-359-4350 or email help@usf.edu
St. Petersburg: Call 727-873-4357 or visit www.usfsp.edu/computing
All Campuses IT Remote Resources: Visit www.usf.edu/it/remote/index.aspx