CANVAS QUICK GUIDE

Whether this is your first time learning online or you have taken online courses before in a different system, we want to make sure you know how to find what you need quickly so you can focus on your learning.

1. **Global Navigation** can be found in all of your courses in Canvas. Use **Account** to update your profile and notification settings. If you want to see all of your courses, go to **Courses**. **Dashboard** gives you a customized courses view. The **Groups** icon is visible if you are enrolled in groups in any of your courses. If your assignments have due dates, you can see them and create your own important dates in **Calendar**. **Inbox** is a course mail system that allows you to send messages to your classmates. **Help** allows you to contact Canvas support or your instructor.

2. **Course Navigation** is specific to a course. The course code right above Home shows you which course you are in. This course code will be useful if you need help from student services or tech support. You will see all the learning content under **Home**. This includes pages with course content, assignments, discussions, and quizzes. You can get to specific course content by navigating to **Announcements**, **Assignments**, and **Grades**. If you have trouble finding any of the content, it's a good idea to go back and click **Home**.

**IMPORTANT COURSE NAVIGATION NOTE**

All University of Wisconsin Canvas courses contain similar features and tools, but navigation will vary depending on course needs. By clicking **Home**, you can always access most platform features and tools.

Canvas offers detailed documentation of all features and tools. The navigation provided by University of Wisconsin sometimes varies from the navigation presented in Canvas documentation.

For a complete list of the features and tools in Canvas, go to the Canvas Student Guide.
HERE ARE THE TOP 10 OF THE MOST COMMON TASKS TO GET YOU STARTED

Please note that some features and tools mentioned may not apply to your program.

1. **How do I see announcements?**
   Go to [Announcements](#). You can keep track of what’s going on in your class, important reminders from your instructor, or messages from your program.

2. **How do I see important dates?**
   Go to [Calendar](#). You can see all the assignment due dates in your courses and set your own target dates.

3. **How do I know what to do?**
   Use the [To Do list](#). It shows your assignment due dates or the target dates that you set up on the Calendar.

4. **How do I find all of the content in a course?**
   Click [Home](#) to find all your course [Modules](#). Each module contains various content items, such as readings, assignments, quizzes, discussions, and lectures.

5. **How do I find all my graded assessments?**
   You can view and submit assignments. In [Assignments](#), you can view all of your course assignments at a glance, as well as see how final grades are calculated.

6. **How do I view grades?**
   Go to [Grades](#). You can view current grades for all course assignments, scoring details, comments, and rubrics. You can even view an estimate of your scores with the [What-If Grades](#) feature!

7. **How do I participate in discussions?**
   Your discussions are located under Home. You can collaborate with your classmates on projects or ask your instructor a question. [Discussions](#) may include a [rubric](#).

8. **How do I see feedback on an assignment?**
   You can see the [assignment comments](#) in Grades. If your instructor added comments directly to your assignment submission, you can click the [View Feedback](#) button in the assignment details.

9. **How do I see quiz results?**
   You can open the quiz and see [quiz attempts and results](#). If your instructor allows, you can view the results of your quiz along with the correct answers. This view will also show your total score, the time and date it was submitted, and how long it took to complete the quiz.

10. **How do I get email or text notifications of updates in my courses?**
    You can set up Canvas so it works best for you. You can manage your [Profile](#), [User Settings](#), and [Notifications](#) under Account.

---

**HAVE A QUESTION ABOUT CANVAS?**
CONTACT TECH SUPPORT.

If you experience problems with Canvas, 24/7 technical support is available! Simply click Help at the bottom of the Global Navigation bar for various options.

**HAVE A QUESTION ABOUT COURSE CONTENT?**
CONTACT YOUR INSTRUCTOR.

If you have a question about your course, its content, assignment requirements, grades, and the like, your course instructor or facilitator is the best person to contact. Use the contact information found in your course or use the Help option on Global Navigation.

---

**MOBILE APP**

Canvas mobile App is available for free download on Android and iOS devices. [Learn More](#).