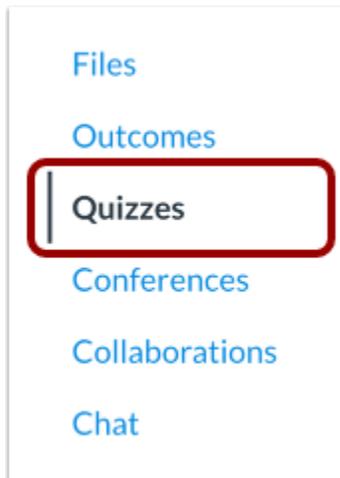


## How do I view Quizzes as a student?

You can view quizzes in your course by accessing the Quizzes page. Learn how to view each type of quiz that may appear in your course.

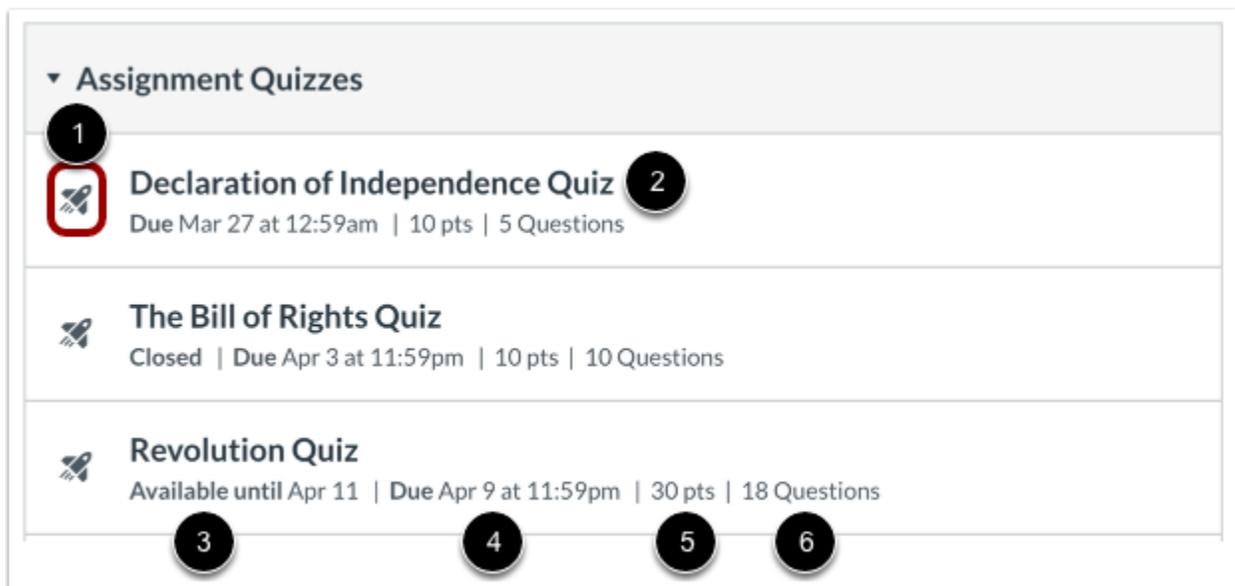
**Note:** Your instructor may choose to hide the Quizzes link in Course Navigation. If the Quizzes link is not available, you can still access Quizzes through other areas of Canvas.

### Open Quizzes



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

### View Quizzes



Quizzes are identified by the quiz icon [1].

In the Quiz Index Page, you can view the name of each quiz [2], the availability dates for the quiz [3], the due date for the quiz [4], the number of points the quiz is worth [5], and the number of questions in the quiz [6].

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

View Availability Dates

The screenshot displays a list of four quizzes under the heading "Assignment Quizzes". Each quiz entry includes a rocket icon, the quiz title, and a status box with a number. The status boxes are highlighted with red rectangles. The quizzes are:

- The Bill of Rights Quiz**: Status "Closed" (4), Apr 3 at 11:59pm | 10 pts | 10 Questions
- Revolution Quiz**: Status "Available until Apr 11" (2), Apr 9 at 11:59pm | 30 pts | 18 Questions
- History Overview**: Status "Not available until Apr 13" (3), Apr 14 at 11:59pm | 11 pts | 11 Questions
- American Revolution Quiz**: Status "9 pts | 9 Questions" (1)

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 quiz 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 auto submit 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 auto submit 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.

View Due Dates

▼ Assignment Quizzes

**The Bill of Rights Quiz**  
Closed | Due Apr 3 at 11:59pm | 10 pts | 10 Questions

**Revolution Quiz**  
Available until Apr 11 | Due Apr 9 at 11:59pm | 30 pts | 18 Questions

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 auto submitted 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 quiz due time defaults to 11:59 pm and submissions will be late if submitted after 11:59:59 pm.

## Filter Quizzes

You can search for a quiz by typing a quiz title or a keyword in the **Search for Quiz** field.

## View Quiz Details

▼ Assignment Quizzes

 **The Bill of Rights Quiz**  
Closed | Due Apr 3 at 11:59pm | 10 pts | 10 Questions

 **Revolution Quiz**  
Available until Apr 11 | Due Apr 9 at 11:59pm | 30 pts | 18 Questions

To view the details of a quiz, click the name of the quiz.

View Open Quiz

## Revolution Quiz

---

**Due Apr 9 at 11:59pm**      **Points 30**      **Questions 18**  
**Available Apr 8 at 12am - Apr 10 at 11:59pm** 3 days  
**Time Limit 15 Minutes** **1**      **Allowed Attempts 2**

---

### Instructions **2**

Please take this quiz following module 2. This is not an open-book 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 must 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 time 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

## Revolution Quiz

---

Due Apr 9 at 11:59pm	Points 30	Questions 18
Available Apr 8 at 12am - Apr 10 at 11:59pm 3 days		
Time Limit 15 Minutes	Allowed Attempts 2	

---

### Instructions

Please take this quiz following module 2. This is not an open-book quiz.

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

**Note:** Quiz details do not show due and availability dates in relation to the current time. For example, if a quiz has an Until date of 11:59 pm and you begin the quiz at 11:30 pm, you will only have 30 minutes to complete the quiz. The same time 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. Canvas will notify you regarding any time restrictions when you begin the quiz.

View Locked Quiz

## Declaration of Independence Quiz

**Due** May 6 at 11:59pm      **Points** 10      **Questions** 5  
**Available** after May 4 at 12am      **Time Limit** 60 Minutes

This quiz is locked until May 4 at 12am.

When a quiz is locked, you can view all details of the quiz. You can also view the date when you can take the quiz.

View Closed Quiz

## The Bill of Rights Quiz

**Due** Apr 3 at 11:59pm      **Points** 10      **Questions** 10  
**Available** until Apr 5 at 12:59am      **Time Limit** None  
**Allowed Attempts** 3

### Instructions

This quiz will test your knowledge of the Bill of Rights. Make sure you review the [Bill of Rights transcript](#) before taking the quiz. You have 3 attempts and your highest score will be kept.

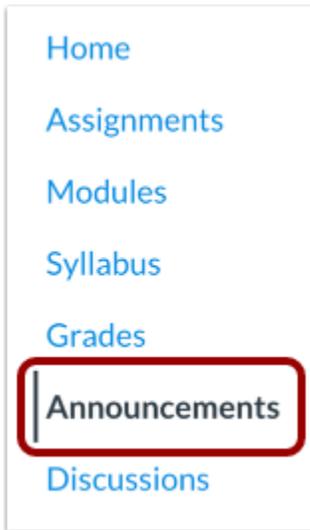
This quiz was locked Apr 5 at 12:59am.

When a quiz is closed, you can view all details of the quiz. You can also view the date the quiz was locked to submissions.

## How do I view Announcements as a student?

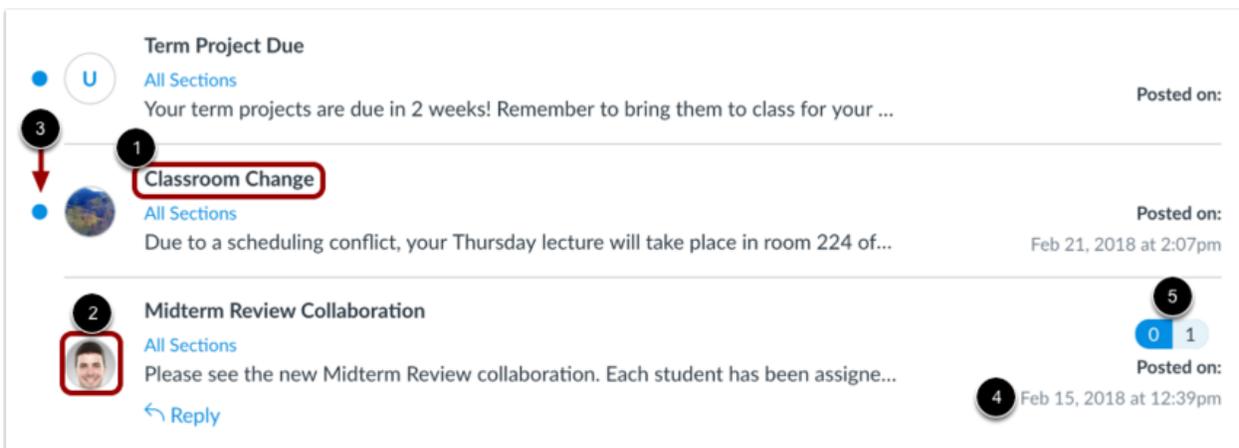
The Announcements Index Page allows you to view and filter announcements in your course. You can also receive new announcements via Canvas notifications, view announcements on the Recent Activity Dashboard, or view announcements in the To Do list.

### Open Announcements



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

### View Announcements



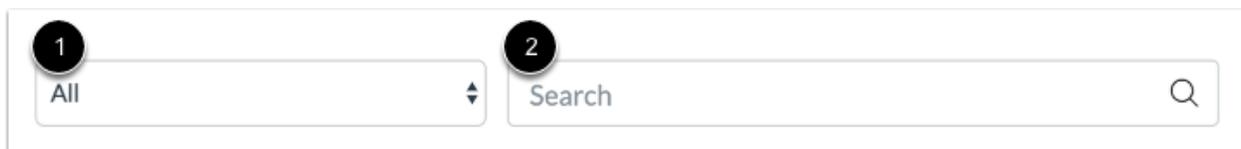
In Announcements, you can view all the announcements in your course.

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].

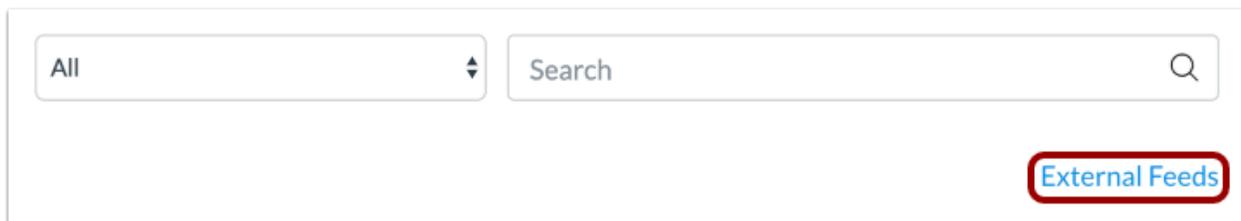
**Note:** If an announcement shows the letter U in place of a profile picture, the announcement was imported or copied from another course in Canvas. Additionally, copied announcements do not include a posted date and time.

## Filter Announcements



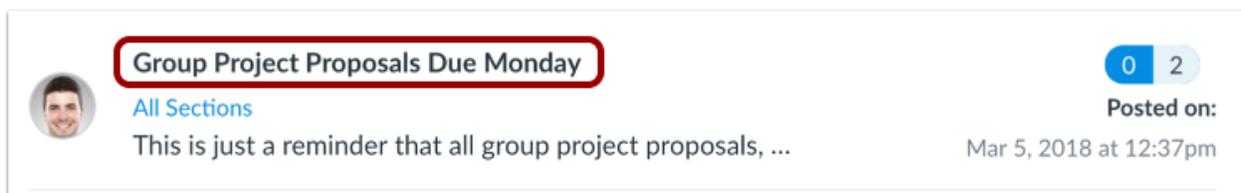
To view only unread or all announcements, use the filter drop-down menu [1]. Additionally, to search for an announcement, you can type an announcement title, a username, or a keyword in the **Search** field [2].

## View External Feeds



To view all External Feeds and subscribe to the RSS feed, click the **External feeds** link.

## View Announcement



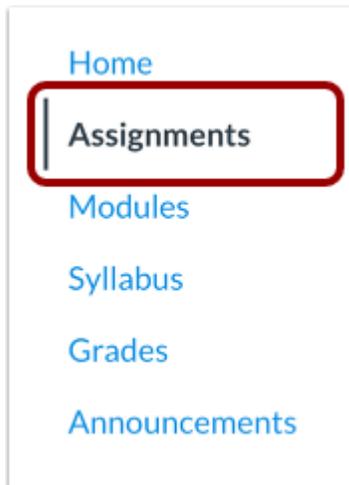
To view an announcement, click the name of the announcement.

## How do I view Assignments as a student?

You can view all your course assignments on the Assignments page.

### Notes:

- Your instructor may choose to hide the Assignments link in Course Navigation. If the Assignments link is not available, you can still access Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature option. Open Assignments



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

## View Assignments

Search for Assignment SHOW BY DATE SHOW BY TYPE

---

**Overdue Assignments**

 **Chapter 1 Discussion**  
Due Aug 30, 2019 at 11:59pm

**1**  **Safety in Science - Symbols (Peer Reviews)**  
Due Aug 31, 2019 at 11:59pm | -/25 pts

**Upcoming Assignments**

**2**  **Biology Test Discussion (Chapter 5)**  
Available until Mar 13 | Due Mar 11 at 11:59pm

**Undated Assignments**

**3**  **Survey**

 **Surveyed Assignment**

**Past Assignments**

 **Reading Assignment**  
Due Mar 8 at 11:59pm | 20/20 pts

 **Biology 101**  
Due Feb 21 at 11:59pm | 24/50 pts

In Assignments, you can view all the assignments in your course.

By default, assignments are grouped by overdue assignments, upcoming assignments, undated assignments, and past assignments.

- Overdue Assignments: assignments and discussions that are past the due date, are still available, have not been submitted, and have not been graded.
- Upcoming Assignments: assignments, discussions, and quizzes that have an upcoming due date.

- Undated Assignments: assignments, discussions, and quizzes that do not have a due date.
- Past Assignments: assignments and discussions that are past the due date and either are not available, have been submitted, or have received a grade; quizzes that are past the due date.

Each assignment also includes an icon with the assignment type: assignment [1], discussion [2], or quiz [3].

**Note:** The Assignments page supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, press the Shift+Question Mark keys simultaneously on your keyboard.

View Assignment Summary

The screenshot shows a section titled "Upcoming Assignments" with a dropdown arrow. Below the title, there are two assignment entries. The first entry is "Safety in Science - Symbols (Peer Reviews)" with a document icon. It has three callouts: 1 (assignment name), 2 (availability date "Available until Mar 18"), 3 (due date "Due Mar 10 at 11:59pm"), and 4 (points "-/25 pts"). The second entry is "Biology Test Discussion (Chapter 5)" with a speech bubble icon. It has two callouts: 2 (availability date "Available until Mar 13") and 3 (due date "Due Mar 11 at 11:59pm").

Each assignment displays the assignment name [1], any availability dates for the assignment [2], due date (if any) [3], and the number of points the assignment is worth [4].

## View Availability Dates

The screenshot displays a list of assignments categorized into 'Upcoming Assignments', 'Undated Assignments', and 'Past Assignments'. Each assignment entry includes a title, a status (e.g., 'Available until', 'Not available until', 'Closed'), a due date and time, and a point value. Four numbered callouts (1-4) highlight specific availability information: 1 points to a 'Research Paper' due Dec 18, 2019; 2 points to 'Safety in Science - Symbols (Peer Reviews)' available until Mar 18; 3 points to 'Biology Test Discussion (Chapter 5)' not available until Mar 12; and 4 points to a 'Reading Assignment' that is closed.

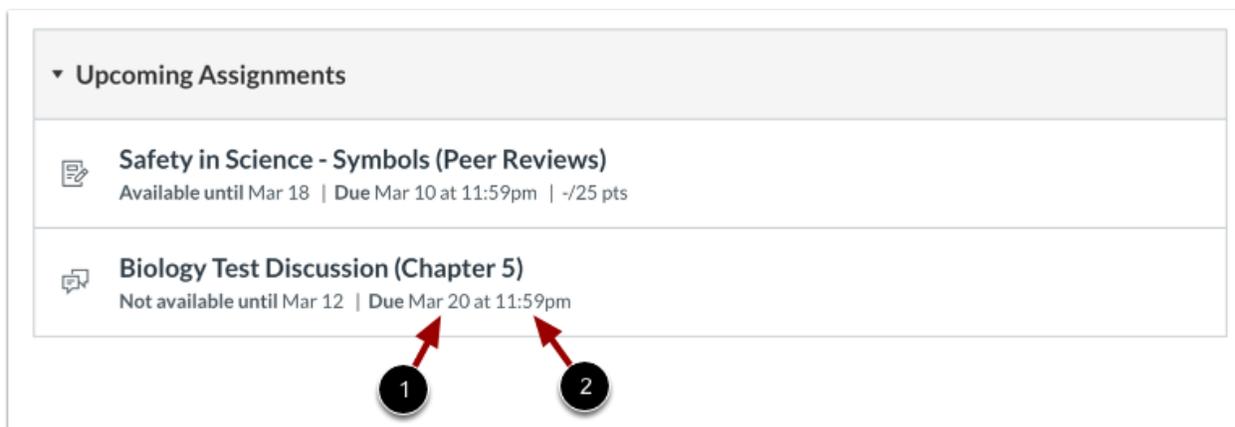
Assignment Title	Availability/Status	Due Date/Time	Points
Research Paper	Due Dec 18, 2019 at 11:59pm	11:59pm	-/35 pts
Safety in Science - Symbols (Peer Reviews)	Available until Mar 18	Due Mar 10 at 11:59pm	-/25 pts
Biology Test Discussion (Chapter 5)	Not available until Mar 12	Due Mar 20 at 11:59pm	
Reading Assignment	Closed	Due Mar 8 at 11:59pm	20/20 pts
Biology 101		Due Feb 21 at 11:59pm	24/50 pts

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 a 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 screenshot shows a list of assignments under the heading 'Upcoming Assignments'. The first assignment is 'Safety in Science - Symbols (Peer Reviews)' with a due date of 'Mar 10 at 11:59pm'. The second assignment is 'Biology Test Discussion (Chapter 5)' with a due date of 'Mar 20 at 11:59pm'. Two red arrows point to the due date text of the second assignment, with callout boxes labeled '1' and '2' below them.

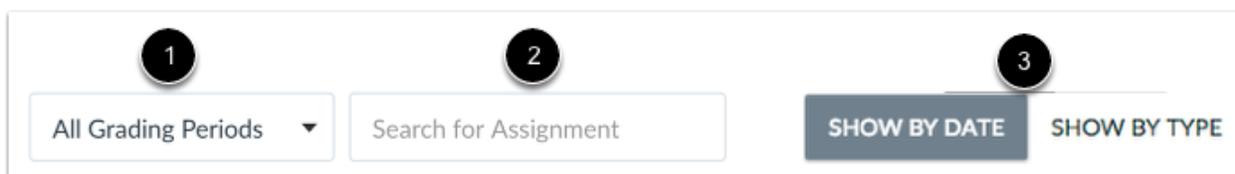
The second set of dates are the Due dates [1] for each respective assignment. Any assignments submitted after the due date are marked as late; some instructors may deduct points for late submissions. Again, not all assignments may include a Due date.

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 due time defaults to 11:59 pm and submissions will be late if submitted after 11:59:59 pm.

## Filter Assignments



The screenshot shows a control bar for filtering assignments. It includes a dropdown menu labeled 'All Grading Periods' with a callout '1', a search input field labeled 'Search for Assignment' with a callout '2', and two buttons: 'SHOW BY DATE' (highlighted) and 'SHOW BY TYPE' with a callout '3'.

If your course includes Multiple Grading Periods, you can view assignments by grading period [1]. You can search for an assignment by typing an assignment title or a keyword in the **Search for assignment** field [2]. You can also group assignments by type [3].

## Open Assignment



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 may have a due date.

You can also view additional details:

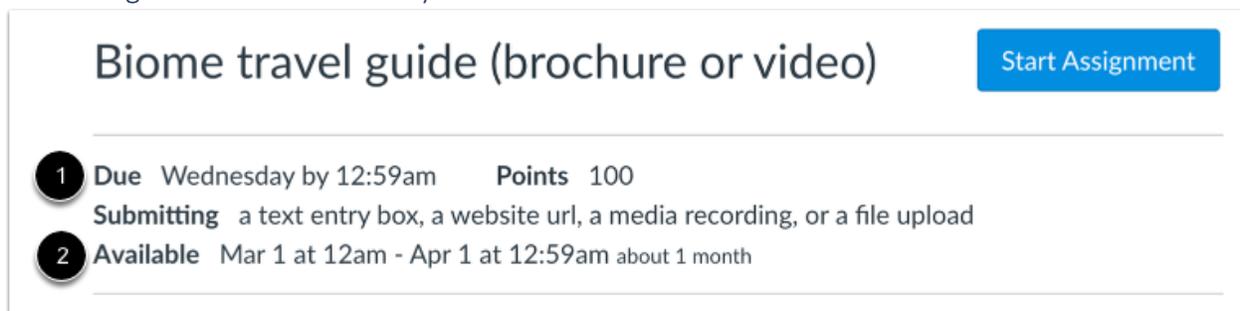
- **Instructions** [2]: any instructions that your instructor has about the assignment. Please note that you cannot download assignment instructions unless your instructor has included a link to download them. You can also print the screen or copy and paste the directions into a word processing program, or you can also 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 **Start Assignment** button [4].

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

View Assignment with Availability Dates

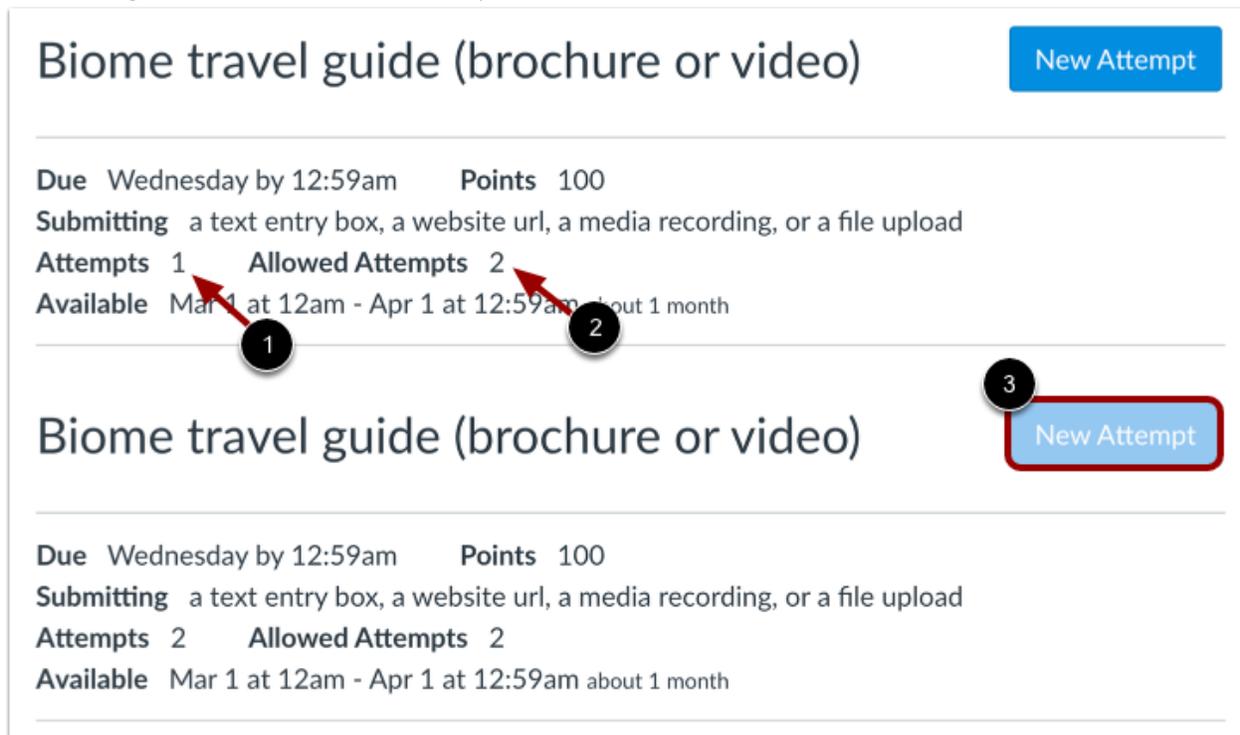


The screenshot shows a Canvas assignment card. At the top, the title "Biome travel guide (brochure or video)" is displayed in a large, dark font. To the right of the title is a blue button with the text "Start Assignment". Below the title, there are two numbered items: "1 Due Wednesday by 12:59am Points 100" and "2 Submitting a text entry box, a website url, a media recording, or a file upload". Below these, there is a line with "2 Available Mar 1 at 12am - Apr 1 at 12:59am about 1 month".

When an assignment is open to you during availability dates, you can view all available assignment information in addition to the specific dates the assignment 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).

If you were to miss the assignment submission due date [1], you could still submit the assignment until the last available date [2]. Once the last date passes, you can no longer submit the assignment.

## View Assignment with Limited Attempts



**Biome travel guide (brochure or video)** [New Attempt](#)

---

**Due** Wednesday by 12:59am **Points** 100  
**Submitting** a text entry box, a website url, a media recording, or a file upload  
**Attempts** 1 **Allowed Attempts** 2  
**Available** Mar 1 at 12am - Apr 1 at 12:59am about 1 month

---

**Biome travel guide (brochure or video)** [New Attempt](#)

---

**Due** Wednesday by 12:59am **Points** 100  
**Submitting** a text entry box, a website url, a media recording, or a file upload  
**Attempts** 2 **Allowed Attempts** 2  
**Available** Mar 1 at 12am - Apr 1 at 12:59am about 1 month

Your instructor may limit the number of submissions attempts you are allotted for an assignment. If your assignment has a limited number of submissions, you can view the number of submissions attempts you have made [1] and the number of submission allowed for the assignment [2].

Once you have used all your submission attempts, the New Attempt button displays as disabled [3].

View Locked Assignment

## Safety in Science - Symbols (Peer Reviews)

This assignment is locked until Jul 12 at 12am.

Assignment Rubric			
Criteria	Ratings		Pts
Follow Instructions	Full Marks 5.0 pts	No Marks 0.0 pts	5.0 pts
Format	Full Marks 5.0 pts	No Marks 0.0 pts	5.0 pts
Length	Full Marks 5.0 pts	No Marks 0.0 pts	5.0 pts
			Total Points: 15.0

An assignment can be locked before an instructor wants it open, or after a specific date has passed after the due date. When an assignment is locked, you can view the rubric (if any) and the assignment details. You can also view the date when the assignment will be open for submissions if it has not been opened yet.

View Closed Assignment

## Biomes

**Due** Jun 29 at 11:59pm      **Points** 8      **Questions** 8  
**Available** until Jun 30 at 11:59pm      **Time Limit** None  
**Allowed Attempts** Unlimited

## Instructions

Using the To Plant or Not to Plant page available [here on the NASA website](#) , provide your answer to the question: Where would you plant this?

There is no time limit on this quiz and you have 3 attempts.

This quiz was locked Jun 30 at 11:59pm.

When an assignment is closed, you can still view the rubric, if any, and any existing submission details in the sidebar, but you can no longer view the assignment details or submit/re-submit the assignment. You can also view the date the assignment was locked to submissions.

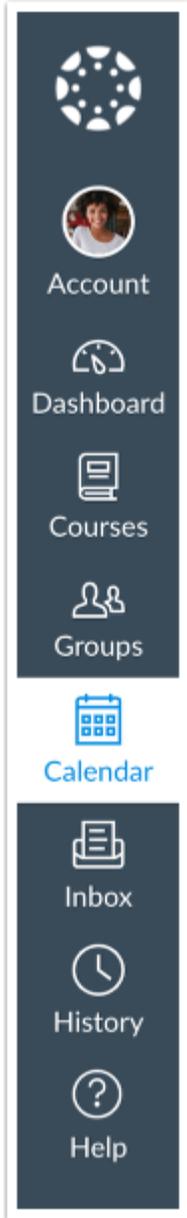
Assignments close when they are only available until a specific date.

## **How do I use the Calendar as a student?**

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.

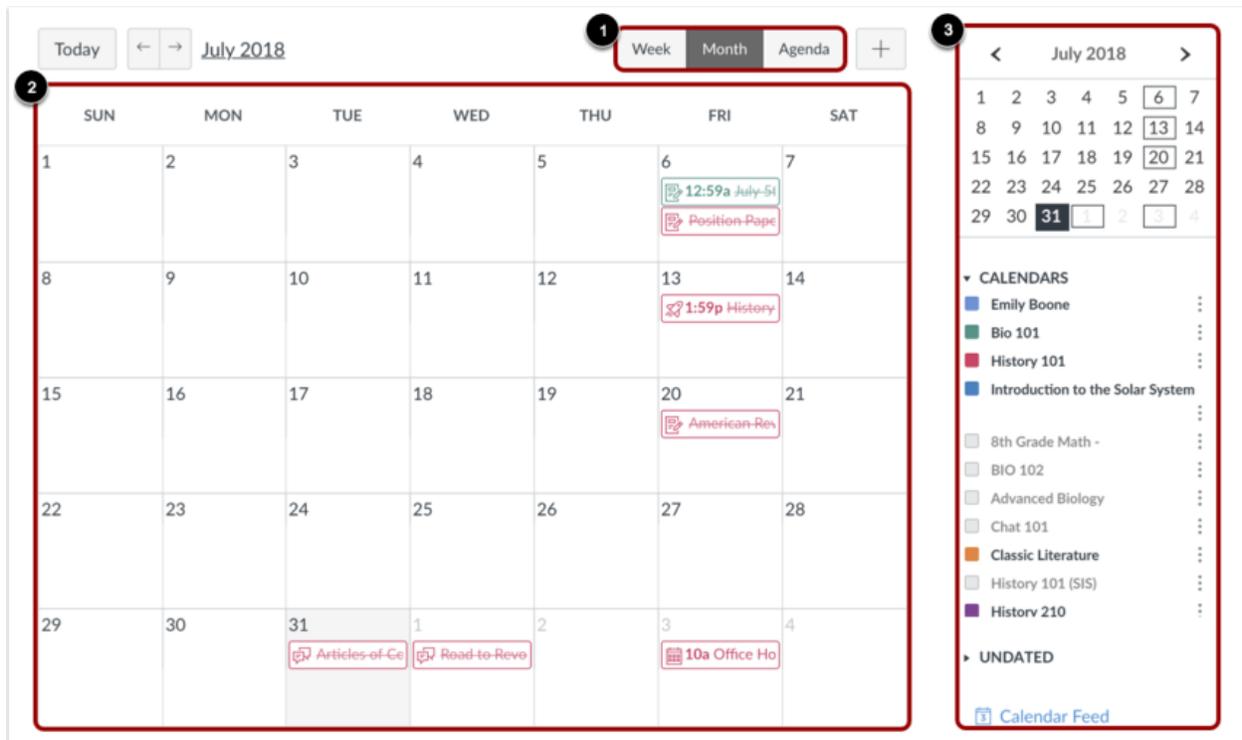
**Note:** If you change your language or locale preferences, the Calendar week start date may also change. Certain languages or locales change the Calendar week start date to Monday.

## **Open Calendar**



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

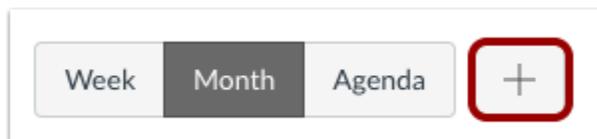
## **View Calendar**



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.

#### Add Calendar Items



Each calendar view shows any assignments or events that have been added to the calendar. You can add events and to-do items to your personal calendar at any time in the navigation bar by clicking the **Add** button.

## View Calendar List

The screenshot shows a calendar interface for July 2018. The main calendar grid displays events for various dates, with three red arrows pointing to specific calendar items in the 'CALENDARS' list on the right. Arrow 1 points to 'History 101', arrow 2 points to 'Introduction to the Solar System', and arrow 3 points to '8th Grade Math -'. The interface includes navigation buttons for 'Today', 'Week', 'Month', and 'Agenda', and a 'Calendar Feed' link at the bottom.

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

- ▼ **UNDATED**
- Biology Overview
- General Class Question and Answer
- Constitution Assignment
- Declaration Summary
- Research Paper
- Moderated Assignment
- Class Survey
- Class Survey

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 Calendar by Month

Today (2) ← → June 2018 (3)

Today ← → 4 (4)

SUN		June 2018						
		Su	Mo	Tu	We	Th	Fr	Sa
27	28			5 (5)			1	2
		3	4	5	6	7	8	9
		10	11	12	13	14	15	16
		17	18	19	20	21	22	23
3	4	24	25	26	27	28	29	30

In the Month view, click the arrow buttons [1] to move from month to month. To view events for the current date, click the **Today** button [2].

To view a specific date, click the month link [3] and enter a date in the date field [4] or select a date from the calendar [5].

### View Assignments and Events

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

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.

### View All-Day Events

3	4	5	6	7
<div>📅 11a Articles of Conf</div> <div>📅 6p Plant Genetics Pa</div>	<div>📅 Holiday - No Class</div>	<div>📅 11a Biology 101 Stu</div>	<div>📅 Laboratory Field Trij</div>	<div>📅 12p History Study G</div> <div>📅 6:59p Bill of Rights 1</div>
10	11	12	13	14
<div>📅 Project Sign-up</div> <div>🕒 2:05p The Bill-of Rig</div> <div>📅 5:29p Course Introd</div> <div>📅 7:59p Revisionist HI</div>	<div>📅 5:59p Safety in Scie</div>	<div>📅 12:00a Group Project</div>	<div>📅 3p Declaration of Inl</div> <div>📅 9:29p Research Paper</div>	<div>📅 Field Trip</div> <div>📅 2p Study Group</div> <div>📅 4:59p Group Assign</div> <div>📅 7:29p Patriotism or</div> <div>📅 To Sign or Not to Sig</div>

All-day events display the Events icon and do not include a specific event time.

If you want to extend an all-day event across multiple days, hover over the edge of the event until you see a black arrow. Drag your event across all required dates in the current month.

### View Wrapped Assignments and Events

3	4	5	6	7
<div>📅 11a Articles of Confederation vs. Constitution Topic Discussion</div> <div>📅 6p Plant Genetics Paper</div>	<div>📅 Holiday - No Class</div>	<div>📅 11a Biology 101 Study Group</div>	<div>📅 Laboratory Field Trip</div>	<div>📅 12p History Study Group</div> <div>📅 6:59p Bill of Rights Topic Discussion</div>
10	11	12	13	14
<div>📅 Project Sign-up</div> <div>🕒 2:05p The Bill-of Rights Quiz (2 students)</div> <div>📅 5:29p Course Introductions</div> <div>📅 7:59p Revisionist History</div>	<div>📅 5:59p Safety in Science - Symbols</div>		<div>📅 3p Declaration of Independence Topic Discussion</div> <div>📅 9:29p Research Paper</div>	<div>📅 Field Trip</div> <div>📅 2p Study Group</div> <div>📅 4:59p Group Assignment</div> <div>📅 7:29p Patriotism or Treason?</div> <div>📅 To Sign or Not to Sign Discussion</div>

Your calendar view may show entire assignment and event titles as part of the calendar entry. This calendar view is only available in the Month view and can only be enabled by your

institution. The wrapped assignment and event title view allows you to view the entire calendar item without having to hover over the title.

## View Calendar by Week

The screenshot shows a calendar interface with the following elements:

- Navigation: "Today", navigation arrows, "Jun 3 – 9, 2018", and view buttons for "Week", "Month", "Agenda", and a "+" icon. A red arrow points to the "Week" button.
- Calendar Header: A row of days from 3 (SUN) to 9 (SAT), highlighted with a red border.
- Calendar Grid: A grid with time slots from "all-day" to "6pm". Events are shown as vertical bars with titles and times:
  - 10:30 - Project (TUE)
  - 10:00 - 2:00 Museum Field T (WED)
  - 2:00 - 4:00 Class Readings (WED)
  - 1:59 History-Reading (THU)
  - 4:29 Articles-of-Conf (MON)
  - 3:59 To Sign or Not t (TUE)
  - 4:59 Chapter Twelve (FRI)

To view the calendar by week, click the **Week** button. The Week view shows all calendar items by date and time. Note that some assignments may be due at 11:59 pm, which appear at the bottom of the calendar view.

### View All-Day Events

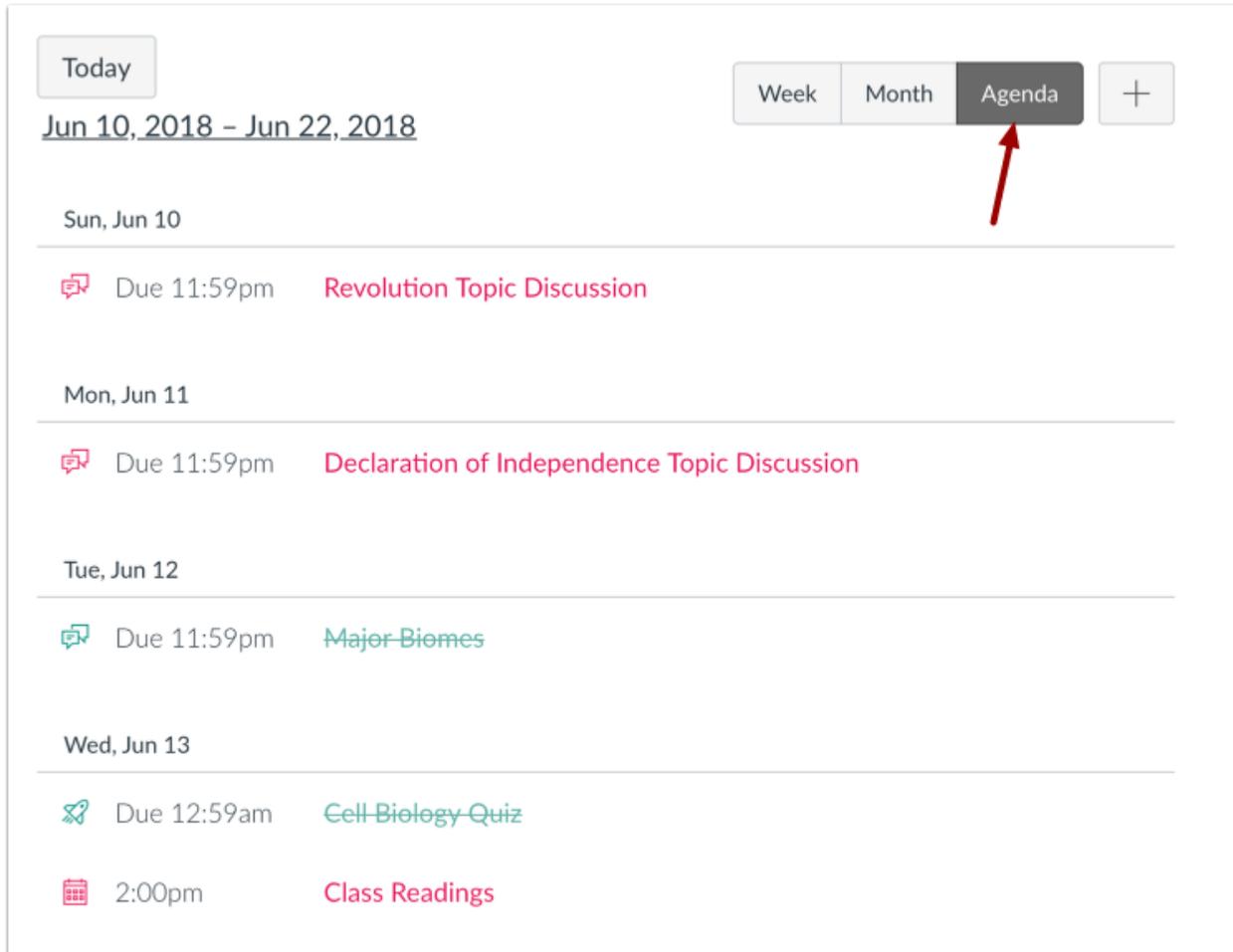
The screenshot shows a calendar interface with the following elements:

- Calendar Header: A row of days from 9 (SUN) to 15 (SAT).
- Calendar Grid: A grid with an "all-day" row at the top. All-day events are shown as horizontal bars:
  - Project Sign-up (MON)
  - Group Project (WED)
  - Field Trip (FRI)

All-day events appear at the top of the calendar week. These events do not include a specific event time.

Like in the Month view, if you want to extend an all-day event across multiple days, hover over the edge of the event until you see a black arrow. Drag your event across all required dates. In Week view, you can only drag your event to the end of the week that you are viewing.

## View Calendar Agenda



Today

Week Month **Agenda** +

Jun 10, 2018 - Jun 22, 2018

Sun, Jun 10

 Due 11:59pm **Revolution Topic Discussion**

Mon, Jun 11

 Due 11:59pm **Declaration of Independence Topic Discussion**

Tue, Jun 12

 Due 11:59pm **Major Biomes**

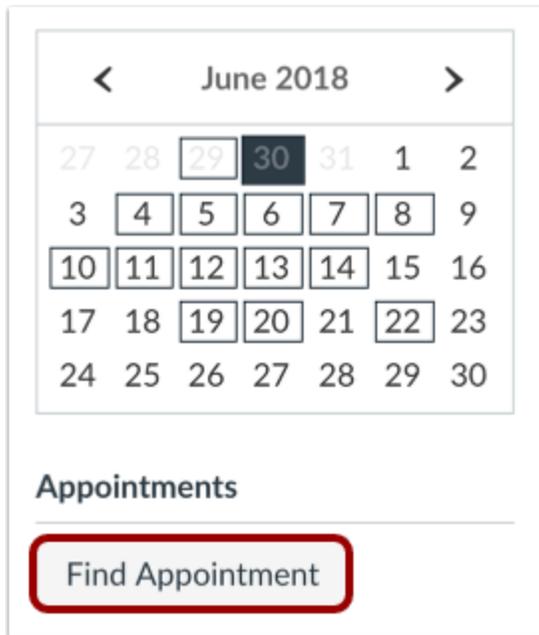
Wed, Jun 13

 Due 12:59am **Cell Biology Quiz**

 2:00pm **Class Readings**

To view all your calendar items in an agenda format, click the **Agenda** button.

## Find Appointments



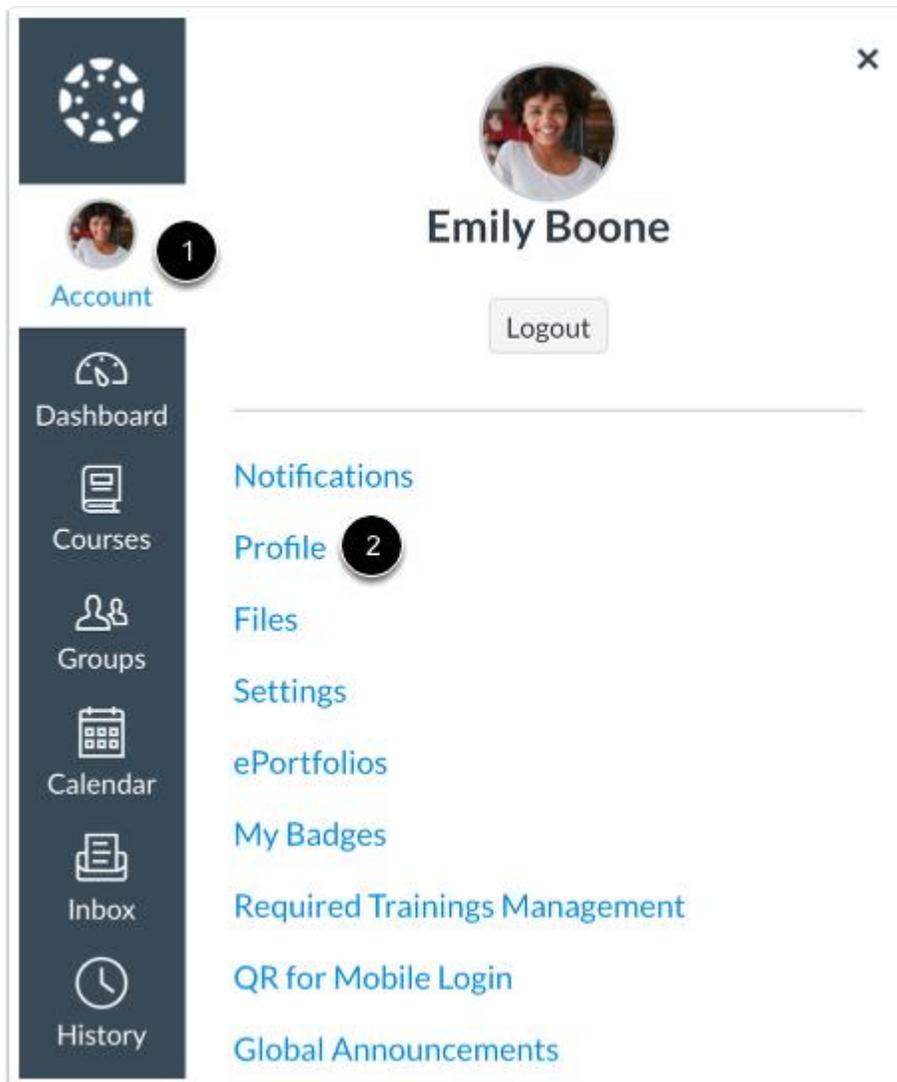
If your institution has enabled Scheduler appointment groups, you can sign up for an appointment in the Calendar sidebar.

## How do I edit my profile in my user account as a student?

Some institutions may enable a feature in Canvas called Profiles. Profiles allows you to update your name, preferred contact methods, and any personal links for your account. Your profile information can be viewed by all users in your courses.

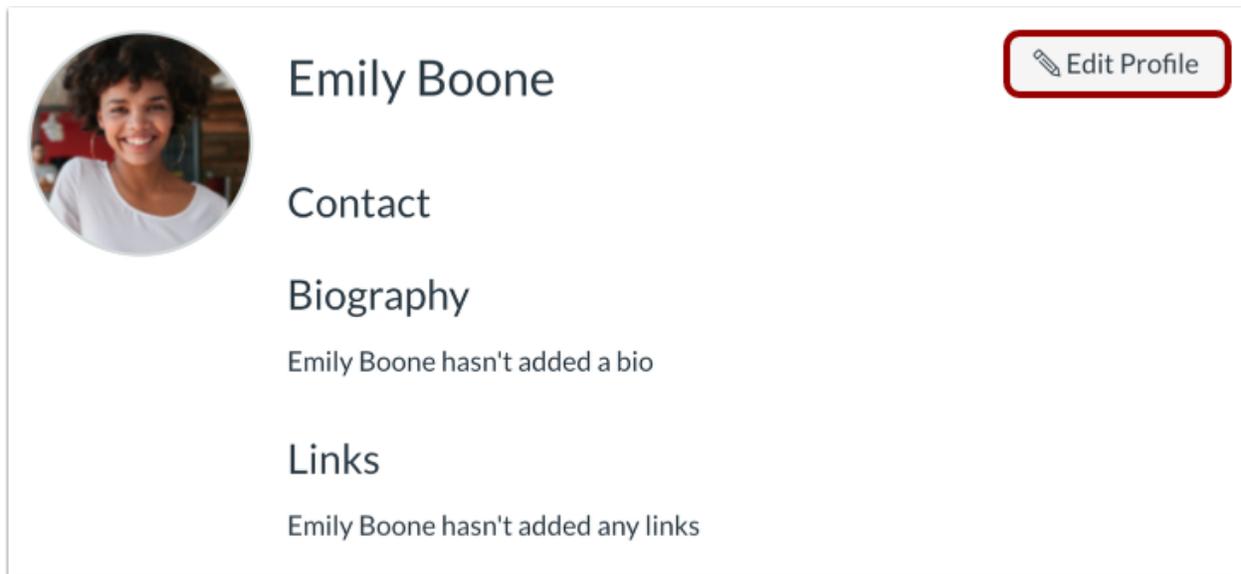
**Note:** If you do not see the Profiles tab in your user navigation menu, this feature has not been enabled for your institution.

## Open Profile



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

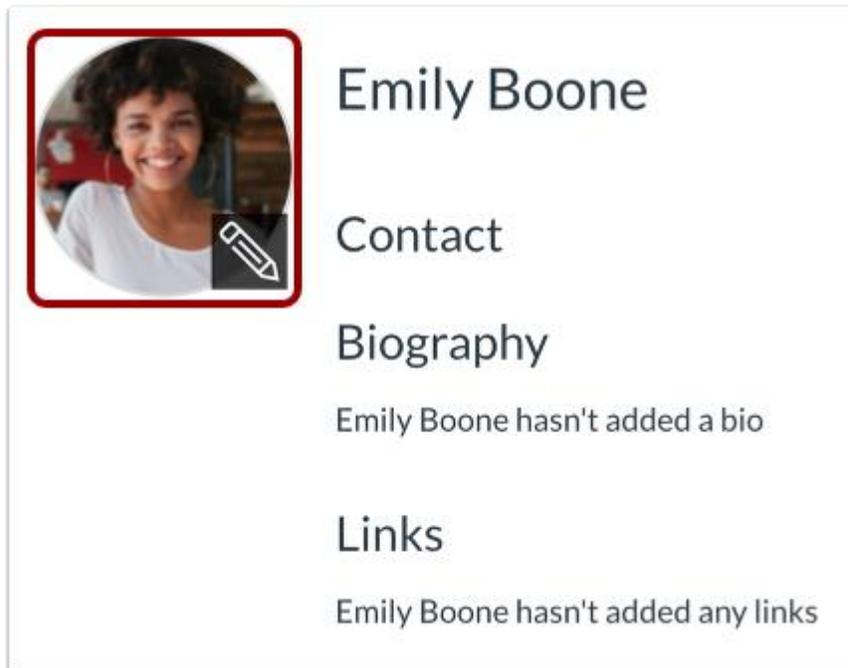
## **Edit Profile**



A profile card for Emily Boone. On the left is a circular profile picture of a woman with dark curly hair. To the right of the picture, the name "Emily Boone" is displayed in a large font. Below the name are three menu items: "Contact", "Biography", and "Links". Under "Biography" and "Links", it says "Emily Boone hasn't added a bio" and "Emily Boone hasn't added any links" respectively. In the top right corner, there is a red-bordered button with a pencil icon and the text "Edit Profile".

Click the **Edit Profile** button.

Edit Profile Picture



A profile card for Emily Boone, similar to the one above. The profile picture is highlighted with a red border and a small pencil icon in the bottom right corner, indicating it is the element to be edited. The rest of the card, including the name "Emily Boone", the "Contact", "Biography", and "Links" menu items, and the "hasn't added" messages, is identical to the previous card.

To upload a profile picture, click the **profile picture** icon.

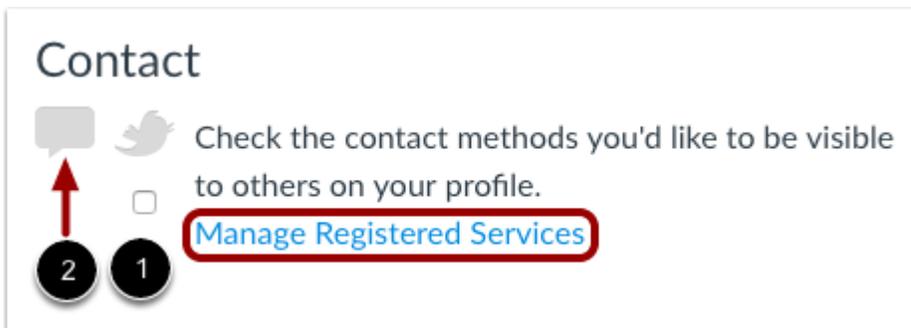
**Note:** Profile pictures are a separate permission from profiles. If you do not see a placeholder picture, your institution has not enabled this feature.

## Edit Name and Title



If you are allowed to change your name, type your name in the name field [1]. Type your title in the title field [2].

## Add Contact Methods

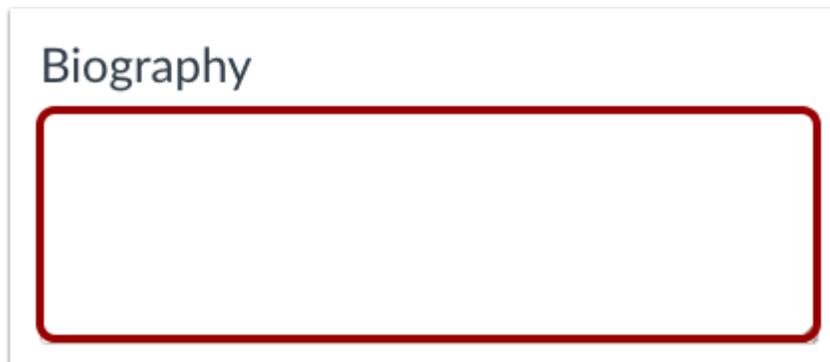


If you have connected to any web services, click the checkbox underneath the web service to indicate how you wish to be contacted via that service [1]. To add additional services, click the **Manage Registered Services** link. Please note that any selected services will not be shared with other course/group members unless you have previously selected the sharing checkbox in the Manage Registered Services page.

The Discussion icon [2] automatically appears as a contact method for Admins so users can contact them through Canvas Conversations. It cannot be selected by any other users.

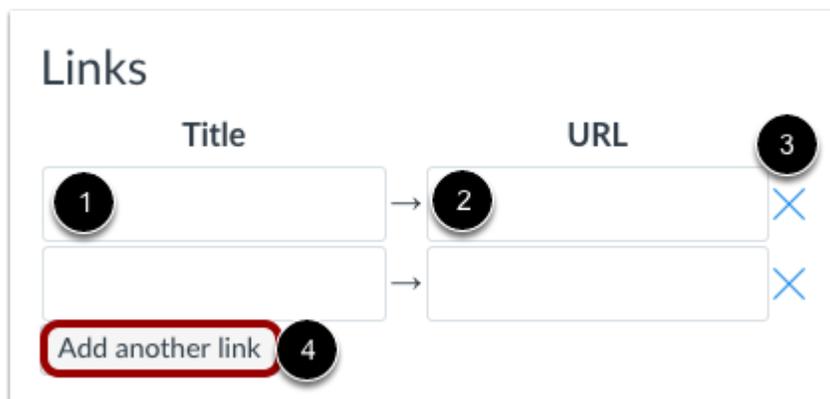
**Note:** As created in your user profile, email addresses do not appear as a contact method and are only used for Canvas notifications. Canvas users should contact each other via Conversations.

Edit Bio

A rectangular text input field with a red border, intended for entering a biography. The word "Biography" is written in a large, bold font above the field.

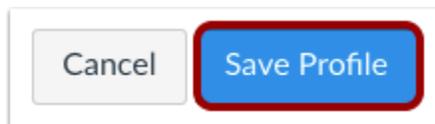
Type your biography in the bio field. You can add hobbies and interesting facts about yourself.

Edit Links

An interface for managing links. It features a table with two columns: "Title" and "URL". The first row has a text input field in the "Title" column (labeled 1), an arrow pointing to a text input field in the "URL" column (labeled 2), and a blue "X" icon (labeled 3) to the right of the URL field. A second row is empty. Below the table is a button labeled "Add another link" (labeled 4).

To add personal links to your profile, such as personal websites, blogs, or portfolios, enter the title of the link in the title field [1]. Type the URL in the URL field [2]. Click the **remove** icon to delete the link [3]. Click the **Add another link** button to add another link [4].

## Save Profile

Two buttons are shown: a grey "Cancel" button and a blue "Save Profile" button with a red border.

Click the **Save Profile** button.