



canvas  
BY INSTRUCTURE

# Canvas Tip Sheet for Students

## About Canvas

Canvas is a highly interactive, virtual learning environment used at Wartburg College to support courses and collaborations. It is in used by more than 4,000 institutions worldwide and provides industry-leading capabilities and stability.

## Get Started

### Browsers

Canvas supports the last two versions of every browser release. See a full list of supported browsers.

### Logging in

1. Go to <https://wartburg.instructure.com/>.
2. If you are not logged into the Office 365 portal, you will be taken to the portal screen to log in. Once you are logged into the Office 365 portal, you will be taken to Canvas.

If you need assistance with logging into the Office 365 portal, contact [techline@wartburg.edu](mailto:techline@wartburg.edu) or call 319-352-8767.

### Access Your Courses When Published

Click “**Courses**” on the left-side navigation and select “**All Courses**”. Here you can view all past and current classes, and future enrollments. ☆

Select the courses to display on your dashboard by clicking the star icon.

### Set Your Notifications

You decide what, how, and when you want to be notified about your courses.

1. Click “**Account**” on left-side global navigation area.
2. Click on “**Notifications**” on the left-side navigation.
3. Hover over options on left to see details.
4. Hover on right to select when to be notified.
5. Click the corresponding icon (Right Away, Daily, Weekly, or Never).

### Mobile

Most Canvas features are supported on mobile devices. A free mobile app is available for smartphones and tablets. Links are included on bottom of second page.

### Dashboard

The Dashboard includes information from all your courses, including upcoming activities and to do lists. This is a quick way to launch directly into assignments, participate in discussions, or see recent feedback and grades.

### Profile and other settings

Click “**Account**” in the upper left to change your account options and tools. Here you can view your profile, customize your notifications, access course files, and view your settings.

Your [Campus name, photo and personal pronouns can only be updated through My.Wartburg.](#)

Be sure you are logged into My.Wartburg.

### Rich Content Editor

The Rich Content Editor provides a condensed, more intuitive toolbar that is grouped by common icons and interactions.

Use the editor in assignments, discussions, etc., and for embedding video and math formulas.

## Tools and Tips

**Note:** Tools that are not visible in the left-side navigation have not been enabled by your course instructor.

### Submit Assignments

1. Click on the Assignment link you want to turn in.
2. Click **Submit Assignment** link on the upper right (if you do not see the link, contact the instructor)
3. You may have up to four options to submit. Select the tab of choice:
  - a. **File upload:** Click Choose File button.
  - b. **Text Entry:** Type or Paste text into box.
  - c. **URL:** Insert URL in box.
  - d. **Media Recording:** Record or Upload.
  - e. If you do not see a Submit Assignment button, contact your instructor.
4. Click **Submit Assignment**.
5. A confirmation of your submission will appear on the upper right.

### View Instructor Comments

In the sidebar 'Submission' box, click "Submission Details". If you submitted the assignment with a file upload, the file would appear as an attachment.

1. Click "**Grades**" in left navigation.
2. Click the Assignment link you want to see. (If the due date for the assignment passed, it will appear under Past Assignments).
3. Instructor comments are on the right.
4. If your instructor graded using a Rubric, click "**Show Rubric**" to see what scores you received for each criterion.
5. If your instructor wrote comments on your paper itself, click to open the paper.

### Take a Quiz

1. Access to quizzes will be made available when the instructor publishes it.
2. Click the link to the quiz you want to take.
3. Click "**Take a Quiz**" button.
4. Answer the questions.

If needed, click the tab next to the question to mark it for review later before submission. Click "**Tabbed Questions**" on upper right to review those questions.

### Reply to a Discussion

Both instructors and students can start and contribute to discussions in Canvas. Student access to start a discussion will vary by course.

1. Click the Discussion link to post to.
2. Click "**Reply**" in the box below the discussion post.
3. Enter your comment.
4. Click "**Post Reply**" button.

### View your Grades

1. To see grades, while you are in the course site, click "**Grades**" in left course navigation (or Grades on right-side of dashboard page), then click course link.
2. View the scoring details by clicking the "**Check Mark**" icon.
3. Click "**Speech Bubble**" icon to see any instructor comments.
4. Click "**Rubric**" icon to see any rubric results.

### Inbox

The "**Inbox**", on the left-side global navigation area is split into two panels and displays messages chronologically. You can view and reply to conversations and sort them by course or inbox type.

If you right-click on the Inbox link, you can open your Inbox in a new browser tab to keep it handy while you are going other tasks in Canvas.

Messages do not send to your Wartburg Email account by default. This setting is in Notifications.

### Passport to Canvas (student training)

This is a self-paced student orientation course within Canvas, designed to familiarize students with how to use Canvas via videos, tutorials, and firsthand practice.

### Course content questions?

For questions about course content, please contact your instructor. You can use the Inbox feature in Canvas to send a message or use your Outlook email.

### A Quick Reference to Get Started in Canvas

- [What is Canvas Student App?](#)
- [How Do I Download and Use the Canvas App on iOS?](#)
- [How Do I Use the Canvas App on Android?](#)
- [How Do I Use Calendar as a Student?](#)
- [How do I Create a Video in an Assignment or Discussion?](#)
- [How Do I Submit Peer Review to an assignment?](#)

### Quick Reference cont.

- [How do I view annotated feedback comments from my instructor directly in my assignment submission?](#)

### Guides

- [Student Guide Table of Contents](#)
- [Student Videos Table of Contents](#)
- [Canvas Student Android Guide Table of Contents](#)
- [Canvas Student iOS Guide Table of Contents](#)