

A Quick Guide to Canvas for Students

For more detailed instructions, visit the Canvas Student Guides at <https://community.canvaslms.com/docs/DOC-10701>

Logging In

There are two ways to log in to Canvas:

- Go directly to www.clemson.edu/canvas
- Go to www.clemson.edu, click **Students**, then click **Canvas**

Canvas requires two-factor authentication through [Duo](#).

Setting Your Notifications

You can customize your notification settings by clicking **Account**, then clicking **Notifications**. We recommend that you receive immediate notifications for important course communications, including Announcements and Conversations.

Updating Your Profile and Settings

You can update your profile (including changing your picture) by clicking **Account**, then clicking **Settings**. You can add a biography and provide links to relevant websites by clicking **Account**, then selecting **Profile**.

Contacting Your Professor via Canvas

You can send messages to your professors and classmates by using Canvas's **Inbox** feature. To send a new message:

- Click **Inbox** on the Canvas menu
- Click the **Leaf icon** to create a new message
- Use the drop-down menus to select the appropriate course and user; you can also type your professor's name in the "To" field

Finding Your Courses

When you log in to Canvas, the first thing you see is your [Dashboard](#), which includes customizable, color-coded cards for your current courses; a to-do list; and recent feedback from your courses. If you cannot find a course on your Dashboard, click **Courses**, then **All Courses**.

You can customize the courses that appear on your Dashboard by clicking **Courses** in the Canvas menu, then choosing **All Courses**. To add or remove a course to the Dashboard, click the star beside its name. A course with a filled-in star will appear on your Dashboard; a course without a filled-in star will only be available in your All Courses list.

Accessing Course Content

Within each course, you will typically find content (readings, presentations, etc.) in **Modules**. If your instructor does not use modules, check **Pages** or **Files**.

Participating in a Discussion

To participate in a discussion in Canvas:

- Click the title of the discussion (available in **Discussions** on the course menu and/or in a module)
- To reply to the main discussion, type your reply in the **Reply field** and click **Post Reply**
- To reply to a comment already posted by another student, locate the post you want to reply to and click **Reply**; type your response, and then click **Post Reply**.

Taking a Quiz or Exam

To take a quiz or exam in Canvas:

- Click the title of the quiz/exam
- Click the **Take the Quiz** button

The settings your instructor selects will determine how the quiz/exam operates. You may see all questions at once, or you may see them one at a time. The quiz/exam may also be timed and/or use [Respondus Lockdown Browser](#).

Submitting Assignments

To upload a file for an assignment in Canvas:

- Click the title of the assignment
- Read the assignment directions carefully
- Click **Submit Assignment**
- To upload a file from your computer, click the **Choose File** button
- When the file window appears, locate and click the name of the file
- Click the **Submit Assignment** button

Viewing Grades

You can view your grades by clicking on Grades in the course menu. Canvas's **What If** feature allows you to enter hypothetical grades for upcoming assignments.

Getting Help

Canvas offers 24/7 on-demand technical assistance via live chat and phone. To access Canvas support, click **Help** on the Canvas navigation menu, then identify the type of support you need.

For help with Clemson-related problems (e.g., password support, two-factor authentication with Duo), email CCIT at ITHELP@clemson.edu or call them at (864) 656-3494.