

A Quick Guide to Canvas



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 Paper/Pencil 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 via 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 or Monitor](#).

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 at (864) 656-3494.

For more detailed instructions, visit the [Canvas Student Guide](#).

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