

# CANVAS TIPS FOR STUDENTS

## 1. DO NOT USE INTERNET EXPLORER, EDGE, OR SAFARI.

Use Firefox or Chrome, and have them both installed on your computer. If you are missing the submit button, or try to submit an Assignment and it doesn't work, it's because of Internet Explorer, Edge, or Safari. Keep browsers, Adobe Flash, and Java updated. You may also need to have pop-ups enabled to see course content.

## 2. SET YOUR PREFERENCES.

Do you want a text notifications when your Instructor grades your assignments? Do you want an email sent to your Gmail account when a due date changes? Canvas allows you to set things up exactly the way you want them so take advantage of it! Click on Account (your photo) then select Notifications. See [student guide for setting preferences](#).

## 3. SAVE WHAT YOU WRITE FOR A DISCUSSION, ASSIGNMENT, OR QUIZ BEFORE YOU SUBMIT.

When writing responses to assignments, always make sure to copy what you've typed and paste it into a Word document (or notepad) before submitting. Why do this? There's always a chance that you could lose what you've typed. By saving it before you submit, you've got a back-up of all your hard work.

## 4. DON'T MISS ASSIGNMENT FEEDBACK.

Look for the feedback or speech icons  next to assignments in Grades to see feedback and comments from your instructor. See [list of what Grade icons represent](#). Make sure not to miss the "View Feedback" button that may appear to assignments that you've uploaded. See [student guide for viewing feedback](#).

## 5. DOWNLOAD ALL OF YOUR ASSIGNMENTS AT ONCE.

There is a quick and easy way to download all the assignment files you've submitted to Canvas. If you plan on leaving the college and want all of your assignments, you can download them all at once. See [student guide for downloading all assignment submissions](#).

## 6. CHECK OUT "WHAT-IF" GRADE.

As a student, you can view your grades based on What-if scores that you can type in, so you know how grades will be affected by upcoming assignments. Go to your course and click on Grades. Enter a hypothetical grade for any ungraded item. See [student guide for What-if grades](#).

## 7. GO MOBILE.

Canvas has a FREE app for Android and iPhone that works a lot better than accessing Canvas through the internet browser on your phone. See [Student Guide for Canvas Mobile](#). Not all Canvas features are supported in the App.

## 8. EMBED IMAGES INTO A DISCUSSION REPLY.

Adding images into a discussion reply is a great way to make your reply more engaging. To do this, DO NOT copy/paste the image. Use the "embed image" icon on the toolbar. See [student guide for embedding images into a discussion reply](#).

## 9. KNOW WHERE TO GET HELP.

You have several options for getting help getting comfortable with using Canvas. First, try the Help icon  in the lower left of your Canvas window. Here you can search for topics, submit a trouble ticket, or ask questions via live chat support. You can also search [student guides](#) or [video guides](#).

## 10. SCREENSHOT ERROR MESSAGES OR PROBLEMS WITH CANVAS.

Take a screen shot of the message from your computer (or with your cellphone) and email this picture to your Instructor or Canvas Support when you report a problem. Having the picture of exactly what you are seeing or the exact error message can really help when trying to trouble-shoot an issue.