

# Canvas Instructor Guide Table of Contents

## Introduction

- [How do I accept an invitation to join a Canvas course as an instructor?](#)
- [How do I sign up for a new Free-for-Teacher Canvas account as an instructor?](#)
- [How can I use Canvas on my mobile device as an instructor?](#)
- [How does Canvas work as a supplement to face-to-face courses?](#)
- [How do I embed a Guides lesson inside a Canvas course?](#)

## Analytics

- [How do I view Course Analytics?](#)
- [How do I view analytics for a student in a course?](#)

## New Analytics

- [How do I view analytics for an individual student in New Analytics?](#)
- [How do I view average course grade analytics in an interactive chart graph in New Analytics?](#)
- [How do I view average course grade analytics in a data table in New Analytics?](#)
- [How do I compare the course average chart graph with an assignment, section, or student filter in New Analytics?](#)
- [How do I compare the course average data table with an assignment, section, or student filter in New Analytics?](#)
- [How do I send a message to all students based on specific course criteria in New Analytics?](#)
- [How do I send a message to an individual student in New Analytics?](#)
- [How do I view weekly online activity analytics in an interactive chart graph in New Analytics?](#)
- [How do I view weekly online activity analytics in a data table in New Analytics?](#)
- [How do I compare the weekly online activity chart graph with a section or student filter in New Analytics?](#)
- [How do I compare the weekly online activity data table with a section or student filter in New Analytics?](#)
- [How do I send a message to all students based on specific course participation criteria in New Analytics?](#)
- [How do I send a message to an individual student based on specific course participation criteria in New Analytics?](#)

## Announcements

- [How do I use the Announcements Index Page?](#)
- [How do I view and sort announcement replies as an instructor?](#)
- [How do I add an announcement in a course?](#)
- [How do I attach a file to an announcement in a course?](#)
- [How do I edit an announcement in a course?](#)
- [How do I delete an announcement in a course?](#)
- [How do I add an external RSS feed to an announcement as an instructor?](#)
- [How do I subscribe to the Announcements RSS feed as an instructor?](#)
- [How do I delay posting an announcement until a specific date in a course?](#)
- [How do I allow or disallow announcement replies in a course?](#)
- [How do I reply to an announcement as an instructor?](#)
- [How do I allow students to like replies in a course announcement?](#)
- [How do I like a reply in a course announcement as an instructor?](#)
- [How do I copy an announcement to another course?](#)
- [How do I send an announcement to another instructor?](#)

## Assignments

- [How do I use the Assignments Index Page?](#)
- [How do I publish or unpublish an assignment as an instructor?](#)
- [What is the difference between a Canvas Assignment and a Canvas Activity?](#)
- [What assignment types can I create in a course?](#)
- [What is the difference between assignment due dates and availability dates?](#)
- [How do I bulk update due dates and availability dates as an instructor?](#)
- [How do I create an assignment?](#)
- [How do I create an assignment shell in an assignment group?](#)
- [How do I move or reorder an assignment group?](#)
- [How do I add an assignment group in a course?](#)
- [How do I weight the final course grade based on assignment groups?](#)
- [How do I create rules for an assignment group?](#)
- [How do I create an online assignment?](#)
- [How do I add an assignment using an external app?](#)
- [How do I add or edit details in an assignment?](#)
- [How do I add or edit points for an assignment?](#)
- [How do I limit submission attempts for an assignment?](#)
- [How do I exclude an assignment from the course's final grades?](#)
- [How do I add an assignment that includes anonymous grading?](#)
- [How do I enable anonymous instructor annotations in student submissions?](#)
- [How do I add a moderated assignment to be graded by multiple reviewers?](#)
- [How do I give extra credit in a course?](#)
- [How do I move or reorder an assignment?](#)
- [How do I import SCORM files as an assignment?](#)

- [How do I delete an assignment?](#)
- [How do I duplicate an assignment?](#)
- [How do I copy an assignment to another course?](#)
- [How do I send an assignment to another instructor?](#)
- [How do I assign an assignment to everyone in a course?](#)
- [How do I assign an assignment to an individual student?](#)
- [How do I assign an assignment to a course section?](#)
- [How do I assign an assignment to a course group?](#)
- [How do I view differentiated assignments with different due dates in a course?](#)
- [How do I add a grading scheme to an assignment?](#)
- [Can a student resubmit Canvas assignments?](#)
- [How do I download all student submissions for an assignment?](#)
- [How do I upload all student submissions for an assignment?](#)
- [How do I use peer review assignments in a course?](#)
- [How do I create a peer review assignment?](#)
- [How do I manually assign peer reviews for an assignment?](#)
- [How do I automatically assign peer reviews for an assignment?](#)
- [How do I view student peer review comments as an instructor?](#)
- [How do I create a cloud assignment with a Google Drive file?](#)
- [How do I create a cloud assignment with a Microsoft Office 365 file?](#)
- [How do I set up an assignment to be sent to my institution's student information system \(SIS\)?](#)
- [How do I import assignment groups from PowerSchool?](#)

### **Attendance (Roll Call)**

- [How do I use the Roll Call Attendance tool in a course?](#)
- [How do I edit the Roll Call Attendance assignment?](#)
- [How do I create a roll call seating chart using the Attendance tool?](#)
- [How do I take roll call using the Attendance tool?](#)
- [How do I use Roll Call Attendance badges in a course?](#)
- [How do I run Roll Call Attendance reports in a course?](#)

### **Calendar**

- [How do I use the Calendar as an instructor?](#)
- [How do I filter the Calendar view by course as an instructor?](#)
- [How do I add an event to a course calendar?](#)
- [How do I add and duplicate an event in the Calendar as an instructor?](#)
- [How do I add an event to my calendar as an instructor?](#)
- [How do I add an assignment from the Calendar?](#)
- [How do I edit an event or assignment in the Calendar?](#)
- [How do I set a different event date for each section in a course calendar?](#)

- [How do I view the Calendar iCal feed to subscribe to an external calendar as an instructor?](#)
- [How do I subscribe to the Calendar feed using Google Calendar as an instructor?](#)
- [How do I subscribe to the Calendar feed using Outlook as an instructor?](#)
- [How do I subscribe to the Calendar feed using Outlook.com as an instructor?](#)
- [How do I add a Scheduler appointment group in a course calendar?](#)
- [How do I view or edit a Scheduler appointment group in a course calendar?](#)
- [How do I remove students from a Scheduler appointment in a course calendar?](#)

## Chat

- [How do I use Chat as an instructor?](#)
- [How do I use inline Chat as an instructor?](#)

## Collaborations

- [How do I use the Collaborations Index Page?](#)
- [How do I create a Google Docs collaboration as an instructor?](#)
- [How do I create a Google Drive collaboration as an instructor?](#)
- [How do I create a Microsoft Office 365 collaboration as an instructor?](#)
- [How do I delete a collaboration as an instructor?](#)

## Conferences

- [How do I use the Conferences Index Page?](#)
- [How do I create a conference in a course?](#)
- [How do I delete a conference?](#)
- [How do I edit a conference?](#)
- [How do I record a conference?](#)
- [How do I start a conference?](#)
- [How do I join a conference?](#)
- [How do I conclude a conference?](#)
- [How do I use the Conferences interface as a moderator or presenter?](#)

## Course Import Tool

- [How do I copy a Canvas course into a new course shell?](#)
- [How do I copy content from another Canvas course using the Course Import tool?](#)
- [How do I import a Canvas course export package?](#)
- [How do I import content from Bb Vista/CE, WebCT 6+ into Canvas?](#)
- [How do I import content from Moodle into Canvas?](#)
- [How do I import content from Angel into Canvas?](#)
- [How do I import content from Blackboard 6/7/8/9 into Canvas?](#)
- [How do I import content from Common Cartridge into Canvas?](#)

- [How do I import content from Desire 2 Learn \(D2L\) into Canvas?](#)
- [How do I export a Canvas course?](#)
- [How do I select specific content as part of a course import?](#)
- [How do I import Thin Common Cartridge files as separate modules?](#)
- [How do I adjust events and due dates in a course import?](#)
- [How do I view the status of current and prior course imports?](#)

## Course Navigation

- [How do I use the Course Home Page as an instructor?](#)
- [How do I use the Course Navigation Menu as an instructor?](#)
- [How do I manage Course Navigation links?](#)
- [What layout options are available in the Course Home Page as an instructor?](#)
- [How do I change the Course Home Page?](#)
- [How do I use the Course Activity Stream as an instructor?](#)
- [How do I use the Syllabus as an instructor?](#)
- [How do I edit the Syllabus in a course?](#)

## Courses and Sections

- [How do I use the Course Setup Checklist?](#)
- [How do I use the Canvas course setup tutorial as an instructor?](#)
- [How do I start a new course from the Dashboard as an instructor?](#)
- [How do I delete a course as an instructor?](#)
- [How do I add a section to a course as an instructor?](#)
- [How do I change the start and end dates for a course section as an instructor?](#)
- [How do I change the name of a course section?](#)
- [How do I delete a course section?](#)
- [How do I view enrollments in a course section?](#)
- [How do I remove an enrollment from a course section?](#)
- [How do I cross-list a section in a course as an instructor?](#)
- [How do I de-cross-list a section in a course as an instructor?](#)
- [What are the different states of a Canvas course?](#)
- [How do I publish a course?](#)
- [How do I conclude a course at the end of a term as an instructor?](#)
- [How do I manage content for a course associated with a blueprint course?](#)
- [How do I lock course objects in a blueprint course as an instructor?](#)
- [How do I sync course content in a blueprint course as an instructor?](#)
- [How do I view the sync history for a blueprint course as an instructor?](#)
- [How do I view the blueprint sync information for a course associated with a blueprint course?](#)

## Discussions

- [How do I use the Discussions Index Page?](#)
- [How do I create a discussion as an instructor?](#)
- [How do I create a group discussion in a course?](#)
- [How do I duplicate a discussion in a course?](#)
- [How do I publish or unpublish a discussion as an instructor?](#)
- [How do I copy a discussion to another course?](#)
- [How do I send a discussion to another instructor?](#)
- [How do I edit a discussion in a course?](#)
- [How do I delay posting a discussion until a specified date in a course?](#)
- [How do I move or reorder a discussion in a course?](#)
- [How do I assign a graded discussion to everyone in a course?](#)
- [How do I assign a graded discussion to an individual student?](#)
- [How do I assign a graded discussion to a course section?](#)
- [How do I assign a graded discussion to a course group?](#)
- [How do I reply to a discussion as an instructor?](#)
- [How do I view and sort discussion replies as an instructor?](#)
- [How do I change discussion settings to manually mark discussion replies as read as an instructor?](#)
- [How do I mark discussion replies as read or unread as an instructor?](#)
- [How do I like a reply in a course discussion as an instructor?](#)
- [How do I subscribe to a discussion as an instructor?](#)
- [How do I enable a podcast feed for a discussion in a course?](#)
- [How do I pin a discussion in a course?](#)
- [How do I delete a discussion in a course?](#)
- [How do I use peer review discussions in a course?](#)
- [How do I create a peer review discussion?](#)
- [How do I manually assign peer reviews for a discussion?](#)
- [How do I automatically assign peer reviews for a discussion?](#)
- [How can I require students to reply to a course discussion before they see other replies?](#)
- [How do I edit or delete student discussion replies in a course?](#)
- [How do I attach a file to a discussion reply as an instructor?](#)
- [How do I link to a YouTube video in a discussion reply as an instructor?](#)
- [How do I embed an image in a discussion reply as an instructor?](#)
- [How do I allow students to create a course discussion?](#)
- [How do I allow students to attach files to a course discussion?](#)
- [How do I allow students to edit and delete their own discussion posts in a course?](#)
- [How do I allow students to like replies in a discussion?](#)
- [How do I close a discussion for comments in a course?](#)
- [How do I set up a graded discussion to be sent to my institution's student information system \(SIS\)?](#)

- [How do I use the ePortfolio Getting Started Wizard as an instructor?](#)
- [How do I create a new ePortfolio as an instructor?](#)
- [How do I create a new ePortfolio section as an instructor?](#)
- [How do I organize my ePortfolio as an instructor?](#)
- [How do I edit the default page in my ePortfolio section as an instructor?](#)
- [How do I create a new page in my ePortfolio section as an instructor?](#)
- [How do I add HTML/embedded content to my ePortfolio page as an instructor?](#)
- [How do I add rich text content to my ePortfolio page as an instructor?](#)
- [How do I upload a file or image to my ePortfolio page as an instructor?](#)
- [How do I organize my ePortfolio pages as an instructor?](#)
- [How do I preview a page in my ePortfolio as an instructor?](#)
- [How do I retrieve assignments from previous courses in my ePortfolio as an instructor?](#)
- [How do I download the contents of my ePortfolio as an instructor?](#)
- [How can I share a private ePortfolio as an instructor?](#)
- [How do I make my ePortfolio public as an instructor?](#)
- [How do I enable comments in my ePortfolio as an instructor?](#)
- [How do I delete my ePortfolio as an instructor?](#)

## External Apps (LTI)

- [How do I use the Canvas App Center in a course?](#)
- [How do I add an external app in a course?](#)
- [How do I configure an external app for a course using a URL?](#)
- [How do I configure an external app for a course using XML?](#)
- [How do I configure an external app for a course using a client ID?](#)
- [How do I configure an external app for a course using an LTI 2 Registration URL?](#)
- [How do I configure a manual entry external app for a course?](#)

## Files

- [How do I use Files as an instructor?](#)
- [How do I view my user files as an instructor?](#)
- [How do I view course files as an instructor?](#)
- [How do I view group files as an instructor?](#)
- [How do I move and organize my files as an instructor?](#)
- [How do I rename a file as an instructor?](#)
- [How do I create a folder in Files as an instructor?](#)
- [How do I upload a file to a course?](#)
- [How do I preview a file as an instructor?](#)
- [How do I upload ZIP files as an instructor?](#)
- [How do I bulk upload files to a course?](#)
- [How do I delete a file or folder as an instructor?](#)
- [How do I download a single file as an instructor?](#)

- [How do I download a folder in ZIP format as an instructor?](#)
- [How do I restrict files and folders to students in Canvas?](#)
- [How do I set usage rights and user access for a course file?](#)
- [How do I set usage rights and user access for a course file folder?](#)
- [How do I edit an HTML file in a course?](#)
- [What types of files can be previewed in Canvas?](#)
- [What types of media files can I upload in Canvas as an instructor?](#)
- [How do I view my Google Drive files in Canvas as an instructor?](#)
- [How do I view my Microsoft Office 365 files in Canvas as an instructor?](#)

## Global Navigation

- [How do I log in to Canvas as an instructor?](#)
- [How do I use the Global Navigation Menu as an instructor?](#)
- [How do I use the Dashboard as an instructor?](#)
- [How do I view my favorite courses in the Card View Dashboard as an instructor?](#)
- [How do I use the To Do list and sidebar in the Dashboard as an instructor?](#)
- [How do I view global activity for all my courses in the Recent Activity Dashboard as an instructor?](#)
- [How do I view grades in the Dashboard as an instructor?](#)
- [How do I view all my Canvas courses as an instructor?](#)
- [How do I view my instructor groups in Canvas?](#)
- [How do I customize my Courses list as an instructor?](#)
- [How do I view my institution's Public Course Index as an instructor?](#)
- [How do I get help with Canvas as an instructor?](#)
- [How do I use the Training Services Portal as an instructor?](#)
- [How do I use the Canvas Welcome Tour as an instructor?](#)
- [How do I log out of Canvas as an instructor?](#)

## Grades

- [How do I use the Gradebook?](#)
- [How do I use grading periods in a course?](#)
- [How do I arrange columns in the Gradebook?](#)
- [How do I filter columns and rows in the Gradebook?](#)
- [How do I use the Total column in the Gradebook?](#)
- [How do I sort and display student data in the Gradebook?](#)
- [How do I view assignments or students individually in the Gradebook?](#)
- [How do I view grades for inactive or concluded student enrollments in the Gradebook?](#)
- [How do I use the Notes column in the Gradebook?](#)
- [How do I view the Unpublished Assignments column in the Gradebook?](#)
- [How do I create assignment columns for non-submission assignments in the Gradebook?](#)



- [How do I use the icons and colors in the Gradebook?](#)
- [How do I sort an individual assignment column in the Gradebook?](#)
- [How do I change the color for a grading status in the Gradebook?](#)
- [How do I use posting policies in a course?](#)
- [How do I select a grade posting policy for a course in the Gradebook?](#)
- [How do I select a grade posting policy for an assignment in the Gradebook?](#)
- [How do I post grades for an assignment in the Gradebook?](#)
- [How do I hide grades that were previously posted in the Gradebook?](#)
- [How do I change the status of a submission in the Gradebook?](#)
- [How do I send a message to students from the Gradebook?](#)
- [How do I download all student submissions for an assignment in the Gradebook?](#)
- [How do I upload all student submissions for an assignment in the Gradebook?](#)
- [How do I enter and edit grades in the Gradebook?](#)
- [How do I enter grades for an individual assignment as a specific grading type in the Gradebook?](#)
- [How do I get to SpeedGrader from the Gradebook?](#)
- [How do I curve grades in the Gradebook?](#)
- [How do I set a default grade for an assignment in the Gradebook?](#)
- [How do I apply a Missing Submission policy in the Gradebook?](#)
- [How do I apply a Late Submission policy in the Gradebook?](#)
- [How do I override a student's final grade in the Gradebook?](#)
- [How do I leave comments for students in the Gradebook?](#)
- [How do I import grades in the Gradebook?](#)
- [How do I publish final grades for a moderated assignment?](#)
- [How do I view the history of all grading changes in the Gradebook?](#)
- [How do I view a student's Grades page in a course from the Gradebook?](#)
- [How do I export grades in the Gradebook?](#)
- [How do I sync grades to Banner?](#)
- [How do I sync grades to PowerTeacher Pro in PowerSchool in the Gradebook?](#)
- [How do I sync grades to the legacy PowerTeacher gradebook in PowerSchool in the Gradebook?](#)
- [How do I sync grades to Infinite Campus in the Gradebook?](#)
- [How do I sync grades to Skyward in the Gradebook?](#)
- [How do I use the Learning Mastery Gradebook to view outcome results in a course from the Gradebook?](#)
- [How do I view outcomes or student results individually in the Learning Mastery Gradebook from the Gradebook?](#)

## Groups

- [How do I view all groups in a course as an instructor?](#)
- [How do I add a group set in a course?](#)
- [How do I edit a group set in a course?](#)

- [How do I automatically create groups in a group set?](#)
- [How do I manually create groups in a group set?](#)
- [How do I create self sign-up groups in a group set?](#)
- [How do I allow students to create their own student groups?](#)
- [How do I automatically assign students to groups?](#)
- [How do I manually assign students to groups?](#)
- [How do I assign a student leader to a group?](#)
- [How do I message students who have not signed up for a self sign-up group?](#)
- [How do I prevent students from switching groups in self sign-up groups?](#)
- [How do I move a student into a different group?](#)
- [How do I view content and student activity within a group as an instructor?](#)

## Inbox

- [How do I use the Inbox as an instructor?](#)
- [How do I find my unread messages in the Inbox as an instructor?](#)
- [How do I filter conversations as an instructor?](#)
- [How do I star a conversation as an instructor?](#)
- [How do I send a message to a user in a course in the Inbox as an instructor?](#)
- [How do I send a message to a user in a group in the Inbox as an instructor?](#)
- [How do I send a message to all course users in the Inbox as an instructor?](#)
- [How do I attach a file to a message as an instructor?](#)
- [How do I attach a media comment to a message as an instructor?](#)
- [How do I reply to a message in the Inbox as an instructor?](#)
- [How do I privately respond to one individual in a group message as an instructor?](#)
- [How do I reply to submission comments in the Inbox as an instructor?](#)
- [How do I forward a message from a conversation as an instructor?](#)
- [How do I add new people to an existing conversation as an instructor?](#)
- [How do I delete a conversation as an instructor?](#)
- [How do I delete a message from a conversation as an instructor?](#)
- [How do I archive a conversation as an instructor?](#)

## Modules

- [How do I use the Modules Index Page?](#)
- [How do I add a module?](#)
- [How do I publish or unpublish a module as an instructor?](#)
- [How do I duplicate a module?](#)
- [How do I add prerequisites to a module?](#)
- [How do I add requirements to a module?](#)
- [How do I edit a module?](#)
- [How do I lock a module?](#)
- [How do I delete a module?](#)

- [How do I move or reorder a module?](#)
- [How do I add course content as module items?](#)
- [How do I add a text header as a module item?](#)
- [How do I add an external tool as a module item?](#)
- [How do I add an external URL as a module item?](#)
- [How do I duplicate a module item?](#)
- [How do I edit module items?](#)
- [How do I remove module items?](#)
- [How do I move or reorder a module item?](#)
- [How do I use modules to view the progress of students in a course?](#)
- [How do I view course content offline as an HTML file as an instructor?](#)
- [How do I use MasteryPaths in course modules?](#)
- [How do I allow a page to be a MasteryPath module item?](#)
- [How do I add conditional content to a MasteryPath source item?](#)
- [How do I assign a conditional assignment for students to complete in MasteryPaths?](#)
- [How do I view the MasteryPaths range breakdown results for an assignment?](#)

## Outcomes

- [How do I use the outcomes page in a course?](#)
- [How do I create an outcome for a course?](#)
- [How do I create outcome groups for a course?](#)
- [How do I import outcomes for a course?](#)
- [How do I edit or delete an outcome in a course?](#)
- [How do I edit or delete an outcome group in a course?](#)
- [How do I create custom course outcome names for students?](#)
- [How do I move outcomes and outcome groups in a course?](#)
- [How do I find an existing outcome to add to a course?](#)
- [How do I align an outcome with a question bank?](#)
- [How do I find Learning Standards to add to a course-level outcome?](#)
- [How do I view all aligned items and artifacts within an outcome?](#)
- [How do I view the outcomes results report for an individual student in a course?](#)
- [How do I use the Learning Mastery Gradebook to view outcome results in a course?](#)
- [How do I view outcomes or student results individually in the Learning Mastery Gradebook?](#)

## Pages

- [How do I use the Pages Index Page?](#)
- [How do I publish or unpublish a page as an instructor?](#)
- [How do I create a new page in a course?](#)
- [How do I change the name of a page in a course?](#)
- [How do I edit a page in a course?](#)

- [How do I duplicate a page in a course?](#)
- [How do I copy a page to another course?](#)
- [How do I send a page to another instructor?](#)
- [How do I delete pages in a course?](#)
- [How do I upload a PDF to a page in a course?](#)
- [How do I link to other Canvas pages in a course?](#)
- [How do I set a Front Page in a course?](#)
- [How do I add a page to the student To-Do list as an instructor?](#)
- [How do I embed a video in a page in a course?](#)
- [How do I create a file link in a page in a course?](#)
- [How do I view the history of a page in a course?](#)
- [How do I use the Microsoft Immersive Reader when viewing a page as an instructor?](#)

## People

- [How do I use the People page in a course as an instructor?](#)
- [How do I add users to a course?](#)
- [How do I resend student invitations to a course?](#)
- [How do I view a context card for a student in a course?](#)
- [How do I view user details for an enrollment in a course?](#)
- [How do I view a user's profile in a course as an instructor?](#)
- [How do I record the last day a user attended a course?](#)
- [How do I limit a user to only interact with other users in the same course section?](#)
- [How do I edit user roles in a course?](#)
- [How do I edit sections for an enrollment in a course?](#)
- [How do I deactivate an enrollment in a course?](#)
- [How do I conclude an enrollment in a course?](#)
- [How do I restore a concluded enrollment in a course?](#)
- [How do I view concluded enrollments in a course?](#)
- [How do I remove an enrollment from a course?](#)
- [How do I link a student to an observer in a course?](#)
- [How do I generate a pairing code for an observer as an instructor?](#)
- [How do I view a summary of all my student interactions in a course?](#)
- [How do I view my course interactions with an individual student?](#)
- [How do I view the course access report for an individual user?](#)
- [How do I view registered services for all users in a course?](#)

## Profile and User Settings

- [How do I edit my profile in my user account as an instructor?](#)
- [How do I change the settings in my user account as an instructor?](#)
- [How do I add a profile picture in my user account as an instructor?](#)
- [How do I select personal pronouns in my user account as an instructor?](#)

- [How do I change the language preference in my user account as an instructor?](#)
- [How do I set a time zone in my user account as an instructor?](#)
- [How do I change my default email address in my user account as an instructor?](#)
- [How do I set my Canvas notification preferences as an instructor?](#)
- [How do I manage notifications for a single course as an instructor?](#)
- [How do I add contact methods to receive Canvas notifications as an instructor?](#)
- [How do I add an additional email address as a contact method in Canvas as an instructor?](#)
- [How do I add a text \(SMS\) contact method in Canvas as an instructor?](#)
- [How do I add Slack as a contact method in Canvas as an instructor?](#)
- [How do I merge my user account with an account using the same email address as an instructor?](#)
- [How do I view a QR code to log in to the Canvas mobile apps as an instructor?](#)
- [How do I change my login password as an instructor?](#)
- [How do I reset my password as an instructor?](#)
- [How do I set up multi-factor authentication for my user account as an instructor?](#)
- [How do I view course content offline as an ePub file as an instructor?](#)
- [How do I manage content shared to me from other users?](#)
- [How do I manage API access tokens as an instructor?](#)
- [What feature options can I enable in my user account as an instructor?](#)
- [How do I manage new features in my user account as an instructor?](#)
- [How do I manage celebration animations in Canvas as an instructor?](#)

## Quizzes

- [How do I use the Quizzes Index Page?](#)
- [How do I publish or unpublish a quiz as an instructor?](#)
- [What quiz types can I create in a course?](#)
- [What options can I set in a quiz?](#)
- [How do I import quizzes from QTI packages?](#)
- [How do I create a quiz with individual questions?](#)
- [How do I create a quiz with a question group to randomize quiz questions?](#)
- [How do I create a quiz by finding questions in a question bank?](#)
- [How do I create a quiz with a question group linked to a question bank?](#)
- [How do I create a Multiple Choice quiz question?](#)
- [How do I create a True/False quiz question?](#)
- [How do I create a Fill-in-the-Blank quiz question?](#)
- [How do I create a Fill-in-Multiple-Blanks quiz question?](#)
- [How do I create a Multiple Answers quiz question?](#)
- [How do I create a Multiple Dropdown quiz question?](#)
- [How do I create Likert scale quiz questions?](#)
- [How do I create a Matching quiz question?](#)
- [How do I create a Numerical Answer quiz question?](#)

- [How do I create a Formula quiz question with a single variable?](#)
- [How do I create a Simple Formula quiz question?](#)
- [How do I create an Essay quiz question?](#)
- [How do I create a File Upload quiz question?](#)
- [How do I create a Text \(no question\) quiz question?](#)
- [How do I link course content to a quiz question?](#)
- [How do I create a question bank in a course?](#)
- [How do I bookmark a question bank in a course?](#)
- [How do I unbookmark a question bank in a course?](#)
- [How do I delete a question bank in a course?](#)
- [How do I move multiple questions from one question bank to another?](#)
- [How do I move/copy a question from one question bank to another?](#)
- [How do I reorder questions or question groups in a quiz?](#)
- [How do I import a question bank from one Canvas course to another?](#)
- [How can I create a quiz where students only see one question at a time?](#)
- [How do I make a quiz available before or after the due date?](#)
- [How do I assign a quiz to an individual student?](#)
- [How do I assign a quiz to a course section?](#)
- [How do I delete a quiz?](#)
- [How do I export quiz content from a course?](#)
- [How do I copy a quiz to another course?](#)
- [How do I send a quiz to another instructor?](#)
- [Once I publish a quiz, how do I make additional changes?](#)
- [Once I publish a quiz, how do I use the Moderate Quiz page?](#)
- [Once I publish a quiz, what kinds of quiz statistics are available?](#)
- [Once I publish a quiz, how can I give my students extra attempts?](#)
- [Once I publish a timed quiz, how can I give my students extra time?](#)
- [How do I manually submit outstanding student quiz submissions?](#)
- [How do I view student results in a quiz?](#)
- [How do I view a quiz log for a student?](#)
- [What options can I use to regrade a quiz in a course?](#)
- [How do I regrade a Multiple Choice quiz question?](#)
- [How do I regrade a True/False quiz question?](#)
- [How do I regrade a Multiple Answers quiz question?](#)
- [How do I create a survey in my course?](#)
- [How do I view survey results in a course?](#)
- [How do I view practice quiz results in a course?](#)
- [How do I set up a quiz to be sent to my institution's student information system \(SIS\)?](#)

## **New Quizzes**

- [How do I create an assessment using New Quizzes?](#)
- [How do I duplicate a New Quizzes assessment?](#)

- [How do I migrate a Canvas quiz to New Quizzes?](#)
- [How do I import an assessment from a QTI package in New Quizzes?](#)
- [How do I use the Rich Content Editor in New Quizzes?](#)
- [How do I create a Categorization question in New Quizzes?](#)
- [How do I create an Essay question in New Quizzes?](#)
- [How do I create a File Upload assessment question using New Quizzes?](#)
- [How do I create a Fill in the Blank question in New Quizzes?](#)
- [How do I create a Formula question in New Quizzes?](#)
- [How do I create a Hot Spot question in New Quizzes?](#)
- [How do I create a Matching question in New Quizzes?](#)
- [How do I create a Multiple Answer question in New Quizzes?](#)
- [How do I create a Multiple Choice question in New Quizzes?](#)
- [How do I create a Numeric question in New Quizzes?](#)
- [How do I create an Ordering question in New Quizzes?](#)
- [How do I create a True or False question in New Quizzes?](#)
- [How do I insert stimulus content in New Quizzes?](#)
- [How do I add feedback to an assessment question in New Quizzes?](#)
- [How do I reorder questions in an assessment using New Quizzes?](#)
- [How do I edit an assessment in New Quizzes?](#)
- [How do I edit a New Quizzes assessment?](#)
- [How do I manage settings for an assessment in New Quizzes?](#)
- [How do I restrict students from viewing assessment results in New Quizzes?](#)
- [How do I preview an assessment in New Quizzes?](#)
- [How do I grade an assessment in New Quizzes?](#)
- [How do I regrade an assessment question in New Quizzes?](#)
- [How do I manage item banks in New Quizzes?](#)
- [How do I create an item bank in New Quizzes?](#)
- [How do I add content to an item bank in New Quizzes?](#)
- [How do I import questions from a QTI package into an item bank in New Quizzes?](#)
- [How do I add an item from an item bank to an assessment in New Quizzes?](#)
- [How do I edit an item bank item in New Quizzes?](#)
- [How do I add all items or a random set from an item bank to an assessment in New Quizzes?](#)
- [How do I move or copy a question from one item bank to another in New Quizzes?](#)
- [How do I share an item bank in New Quizzes?](#)
- [How do I align an outcome to an assessment in New Quizzes?](#)
- [How do I align an outcome to an assessment question in New Quizzes?](#)
- [How do I view reports for an assessment in New Quizzes?](#)
- [How do I use the Moderation page in New Quizzes?](#)
- [How do I moderate a student's assessment attempt in New Quizzes?](#)
- [How do I add assessment accommodations for a student in New Quizzes?](#)
- [How do I delete a New Quizzes assessment?](#)
- [How do I copy a quiz to another course in New Quizzes?](#)

- [How do I send a quiz to another instructor in New Quizzes?](#)

## **Rich Content Editor**

- [How do I add and modify text in the Rich Content Editor as an instructor?](#)
- [How do I insert a table using the Rich Content Editor as an instructor?](#)
- [How do I use the HTML view in the Rich Content Editor as an instructor?](#)
- [How do I embed images from Canvas into the Rich Content Editor as an instructor?](#)
- [How do I embed images from the web in the Rich Content Editor as an instructor?](#)
- [How do I embed images from Flickr Creative Commons in the Rich Content Editor as an instructor?](#)
- [How do I create a hyperlink in the Rich Content Editor as an instructor?](#)
- [How do I create a hyperlink or embed a file from Google Drive into the Rich Content Editor as an instructor?](#)
- [How do I create a hyperlink from Microsoft Office 365 in the Rich Content Editor as an instructor?](#)
- [How do I link to a YouTube video in the Rich Content Editor as an instructor?](#)
- [How do I add captions to an external video as an instructor?](#)
- [How do I embed iFrame videos using the Rich Content Editor as an instructor?](#)
- [How do I record a video using the Rich Content Editor as an instructor?](#)
- [How do I record a video using Flash in the Rich Content Editor as an instructor?](#)
- [How do I upload a video using the Rich Content Editor as an instructor?](#)
- [How do I add captions to new or uploaded videos in Canvas as an instructor?](#)
- [How do I create a caption file using the subtitle creation tool as an instructor?](#)
- [How do I view captions in a video as an instructor?](#)
- [How do I record audio using the Rich Content Editor as an instructor?](#)
- [How do I record audio using Flash in the Rich Content Editor as an instructor?](#)
- [How do I upload an audio file using the Rich Content Editor as an instructor?](#)
- [How do I use the Math Editor in the Rich Content Editor as an instructor?](#)
- [How do I use the Accessibility Checker in the Rich Content Editor as an instructor?](#)
- [How do I insert links to course content into the Rich Content Editor using the Content Selector as an instructor?](#)
- [How do I insert course files into the Rich Content Editor using the Content Selector as an instructor?](#)
- [How do I insert course images into the Rich Content Editor using the Content Selector as an instructor?](#)
- [How do I set the auto-open for inline preview for files using the Rich Content Editor as an instructor?](#)
- [How do I disable inline previews for files using the Rich Content Editor as an instructor?](#)

## **New Rich Content Editor**

- [How do I access the New Rich Content Editor as an instructor?](#)



- [How do I add and modify text in the New Rich Content Editor as an instructor?](#)
- [How do I use the menubar in the New Rich Content Editor as an instructor?](#)
- [How do I insert a table using the New Rich Content Editor as an instructor?](#)
- [How do I use the HTML view in the New Rich Content Editor as an instructor?](#)
- [How do I create hyperlinks to external URLs in the New Rich Content Editor as an instructor?](#)
- [How do I create hyperlinks to course content in the New Rich Content Editor as an instructor?](#)
- [How do I create hyperlinks to course and user files in the New Rich Content Editor as an instructor?](#)
- [How do I edit and remove hyperlinks in the New Rich Content Editor as an instructor?](#)
- [How do I upload and embed an image in the New Rich Content Editor as an instructor?](#)
- [How do I embed images from Canvas into the New Rich Content Editor as an instructor?](#)
- [How do I manage alt text and display options for images embedded in the New Rich Content Editor as an instructor?](#)
- [How do I upload and embed a media file from my computer in the New Rich Content Editor as an instructor?](#)
- [How do I record media using the New Rich Content Editor as an instructor?](#)
- [How do I upload and embed media from an external source in the New Rich Content Editor?](#)
- [How do I embed media files from Canvas into the New Rich Content Editor as an instructor?](#)
- [How do I add captions to new or uploaded videos in the New Rich Content Editor in Canvas as an instructor?](#)
- [How do I view captions in a video in the New Rich Content Editor as an instructor?](#)
- [How do I upload a document in the New Rich Content Editor as an instructor?](#)
- [How do I embed course and user documents in the New Rich Content Editor?](#)
- [How do I use the Math Editor in the New Rich Content Editor as an instructor?](#)
- [How do I create a hyperlink or embed a file from Google Drive into the New Rich Content Editor as an instructor?](#)
- [How do I create a hyperlink from Microsoft Office 365 in the New Rich Content Editor as an instructor?](#)
- [How do I link to a YouTube video in the New Rich Content Editor as an instructor?](#)
- [How do I use the Accessibility Checker in the New Rich Content Editor as an instructor?](#)

## **Rubrics**

- [How do I manage rubrics in a course?](#)
- [How do I add a rubric in a course?](#)
- [How do I align an outcome with a rubric in a course?](#)
- [How do I add a rubric to an assignment?](#)
- [How do I add a rubric to a graded discussion?](#)

- [How do I add a rubric to a quiz?](#)

## Settings

- [How do I use course settings?](#)
- [How do I set details for a course?](#)
- [How do I change a course name and course code?](#)
- [How do I add an image to a course card in the Dashboard?](#)
- [How do I set a time zone for a course?](#)
- [How do I change the start and end dates for a course?](#)
- [How do I restrict student access to a course before or after the course dates?](#)
- [How do I change the language preference for a course?](#)
- [How do I enable SpeedGrader to launch filtered by student group?](#)
- [How do I use grading schemes in a course?](#)
- [How do I view grading schemes in a course?](#)
- [How do I enable a grading scheme for a course?](#)
- [How do I add a grading scheme in a course?](#)
- [How do I view grading periods in a course?](#)
- [How do I customize visibility options for a course?](#)
- [How do I customize visibility options for course content?](#)
- [How do I set a Creative Commons license for a course?](#)
- [How do I include a course in the Public Course Index?](#)
- [How do I set a course format?](#)
- [How do I change the format of a course ePub export file?](#)
- [How do I allow course content to be exported as an offline HTML file?](#)
- [How do I enable course self-enrollment with a join code or secret URL?](#)
- [How do I show recent announcements in the Course Home Page?](#)
- [How do I hide totals in my students' grade summaries?](#)
- [How do I hide grade distribution scoring details from students?](#)
- [How do I hide sections from students on the People page?](#)
- [How do I disable announcement replies for an entire course?](#)
- [How do I validate links in a course?](#)
- [How do I view course statistics?](#)
- [How do I view a course as a test student using Student View?](#)
- [How do I reset course content?](#)
- [How do I manage new features for a course?](#)
- [What feature options are currently available for Canvas courses?](#)
- [How do I enable an elementary-level theme in a course as an instructor?](#)
- [How do I access the Canvas beta environment as an instructor?](#)
- [How do I access the Canvas test environment as an instructor?](#)

## SpeedGrader

- [How do I get to SpeedGrader from an assignment, quiz, or graded discussion?](#)
- [How do I use SpeedGrader?](#)
- [How do I use the student list to view student submissions in SpeedGrader?](#)
- [How do I sort the student list in SpeedGrader?](#)
- [How do I view the details of a submission for a student in SpeedGrader?](#)
- [How do I grade group assignments in SpeedGrader?](#)
- [How do I hide student names in SpeedGrader?](#)
- [How do I hide or post assignment grades in SpeedGrader?](#)
- [How do I add annotated comments in student submissions using DocViewer in SpeedGrader?](#)
- [How do I enter and edit grades in SpeedGrader?](#)
- [How do I grade a text entry submission in SpeedGrader?](#)
- [How do I grade a website URL submission in SpeedGrader?](#)
- [How do I grade a media recording submission in SpeedGrader?](#)
- [How do I grade a file upload submission in SpeedGrader?](#)
- [How do I audit an assessment in SpeedGrader?](#)
- [How do I use a rubric to grade submissions in SpeedGrader?](#)
- [How do I use free-form comments instead of ratings in a rubric in SpeedGrader?](#)
- [How do I use a non-scoring rubric to assess submissions in SpeedGrader?](#)
- [How do I leave feedback comments for student submissions in SpeedGrader?](#)
- [How do I download submission comments as a PDF in SpeedGrader?](#)
- [How do I use Chrome's speech recognition feature to leave a comment in SpeedGrader?](#)
- [How do I review moderated assignments in SpeedGrader as a moderator?](#)
- [How do I grade quiz questions in SpeedGrader?](#)
- [How do I adjust the point value for an entire quiz using fudge points in SpeedGrader?](#)
- [How do I grade one quiz question at a time in SpeedGrader?](#)
- [How do I grade a graded discussion in SpeedGrader?](#)
- [How do I view plagiarism assignments in SpeedGrader?](#)

## **Web Services**

- [How do I connect to web services outside of Canvas as an instructor?](#)
- [How do I connect to Google Drive as a web service in Canvas as an instructor?](#)
- [How do I connect to Twitter as a web service in Canvas as an instructor?](#)
- [How do I connect to Skype as a web service in Canvas as an instructor?](#)