



Canvas Support Services

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NOVA Student Canvas Website • nvcc.edu/canvas

Quick Guide

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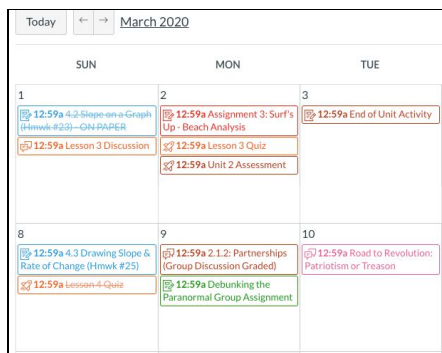
[Rich Content Editor](#)

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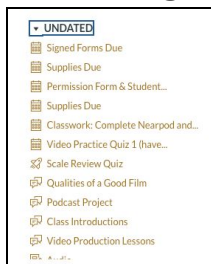
[Canvas for Students Mobile App](#)

Calendar

- [Using the Calendar in Canvas](#)
- Dated assignments - can be accessed from the calendar



- Undated assignments - can be accessed through right sidebar on Calendar page

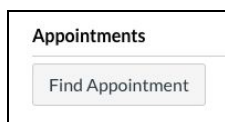


- [Syncing calendar externally using Google calendar](#)



Scheduler

- [Signing up for appointments](#)



Inbox

- [Viewing conversations](#)



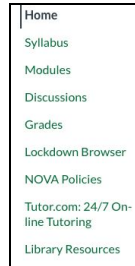
- [Replying to conversations](#)

- [Composing messages](#)

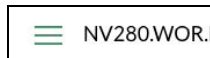


Course Navigation/To Do List

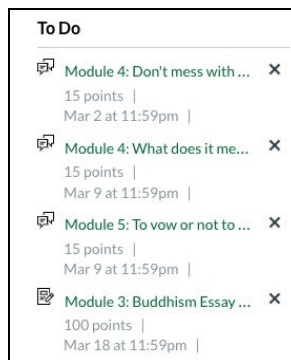
- [Navigating Course Home Page](#)



- Collapse/expand Navigation Bar on top left (three horizontal lines)



- [To Do list on Dashboard](#)

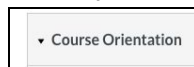


Syllabus

[Using the Syllabus](#)

Modules

- Collapse/expand modules through the drop arrow to the left of the module



- Locked modules - your modules may be locked until a specific date and time. This will be noted on the bottom right of the module.



- Prerequisites on module - you may need to complete all requirements in a previous module in order for another module to open up for you to access. The items will be grayed out and you will see “Prerequisites” at the top right corner of the module.



- [Requirements in module](#) - you may need to complete items in a module in order for it to be considered complete.



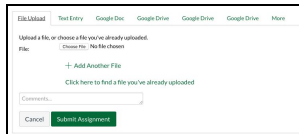
- [Accessing assignments, etc through module](#)

Assignments

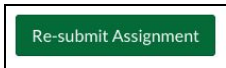
- [What is an assignment](#)
- Finding assignments - Your assignments can be located on your Dashboard To-Do list, your Course Home Page To-Do list, the course Syllabus, inside of course Modules, in your course Gradebook, and the Global Calendar
- [Submitting assignment](#)



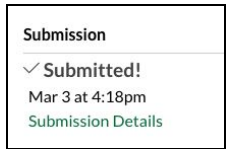
- Different submission types - the submission types available to you will show up at the bottom of your Assignment page after you select “Submit Assignment.” Select the tab for the submission type you wish to use.



- Re-submit assignment - you can re-submit an assignment with the “Re-submit Assignment” button in the top right hand corner of your Assignment page



- [Viewing submission](#)



Discussions

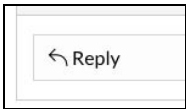
- [Discussion tab in course nav](#)



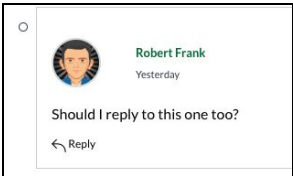
- Pinned, active, closed



- [Responding to discussion post](#)



- Responding to threaded post



- Must reply before seeing posts

Replies are only visible to those who have posted at least one reply.

- [Adding file attachments](#)



- [Using RCE to embed pics, Google, Studio videos, record/upload media](#)



- [Group discussions](#)

Quizzes

- [Take quiz](#)



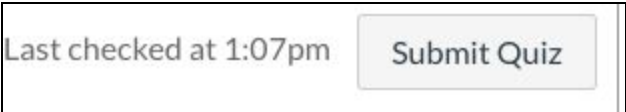
- Timed quiz and auto-submit at end

Time Limit 50 Minutes

- [Multiple attempts](#)

Allowed Attempts 2

- [Auto-save](#)



- Using Lockdown Browser

Religious Responses Graded Quiz- Requires Respondus LockDown Browser

Due Apr 20 at 11:59pm Points 20 Questions 2 Available until Apr 21 at 11:59pm Time Limit 50 Minutes

Requires Respondus LockDown Browser

- [Respondus for Students guide](#)

- Viewing feedback

Hinduism Graded Quiz

Due Mar 16 at 11:59pm Points 50 Questions 23 Time Limit 50 Minutes

Attempt History

	Attempt	Time	Score
LATEST	Attempt 1	3 minutes	26 out of 50 *

* Some questions not yet graded

Score for this quiz: **26** out of 50 *

Submitted Mar 4 at 6:19pm

This attempt took 3 minutes.

- Instructor intervention questions/how it relates to score

* Some questions not yet graded

Groups/Group Work

- [Locating groups - Global Navigation Bar or course right sidebar](#)


 Groups

Course groups
 Group B

- Navigating group space

NY280PHY.20118NG - Group B

Home
 Announcements
 Pages
 People
 Discussions
 Files
 Conferences
 Collaborations

Recent activity in Group B

No recent messages. You don't have any messages to show in your stream yet. Once you begin participating in your courses, check here this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.

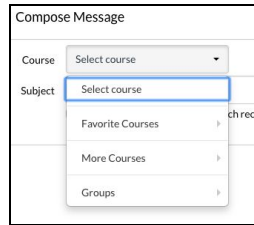
Assessment
 Control panel
 Help & Support web

- Announcements
- Pages
- People
- [Discussions](#)
- [Files](#)
- Conferences
- [Collaborations](#)

- Submitting group assignment

Keep in mind, this submission will count for everyone in your World Groups group.

- Sending Conversation messages to groups via Inbox



Grades/Feedback

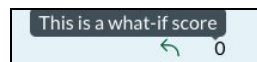
- [Grades tab on Course Navigation Bar](#)



- [Icons in grades area](#)
- Assignment groups - if your instructor is using weighted grades, you will see the assignment groups with the weights located at the bottom of the Grades tab

Assignments	NA	0.00/10.00
Exercises and Critical Thinking	NA	0.00/10.00
Discussions	95%	10.00/10.00
Quizzes	88.24%	10.00/11.33
Papers	0%	0.00/20.00
Exams	NA	0.00/10.00
Surveys and Participation	NA	0.00/10.00

- [What-if grades](#)

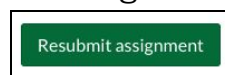


- [Viewing comments, annotations, & rubrics](#)

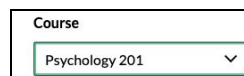
- Comment replies
- Annotation replies
- Download annotations

Criteria	Rating	Score															
Quality of Post	<table border="1"> <tr><td>None</td><td>1</td><td>0%</td></tr> <tr><td>Minimal</td><td>2</td><td>20%</td></tr> <tr><td>Some</td><td>3</td><td>40%</td></tr> <tr><td>Good</td><td>4</td><td>60%</td></tr> <tr><td>Excellent</td><td>5</td><td>80%</td></tr> </table>	None	1	0%	Minimal	2	20%	Some	3	40%	Good	4	60%	Excellent	5	80%	0.00/5.00
None	1	0%															
Minimal	2	20%															
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Relevance of Post	<table border="1"> <tr><td>None</td><td>1</td><td>0%</td></tr> <tr><td>Minimal</td><td>2</td><td>20%</td></tr> <tr><td>Some</td><td>3</td><td>40%</td></tr> <tr><td>Good</td><td>4</td><td>60%</td></tr> <tr><td>Excellent</td><td>5</td><td>80%</td></tr> </table>	None	1	0%	Minimal	2	20%	Some	3	40%	Good	4	60%	Excellent	5	80%	0.00/5.00
None	1	0%															
Minimal	2	20%															
Some	3	40%															
Good	4	60%															
Excellent	5	80%															

- Re-submit assignment - after your first submission, select “Resubmit assignment” from the top right hand corner of your Assignment



- Navigating grades from course to course - select the course name drop down arrow from the top of your Grades tab



Rich Content Editor

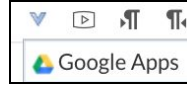
- [Navigating toolbar in RCE](#)



- [Adding images](#)



- [Embedding G docs](#)



- [Adding Studio videos](#)

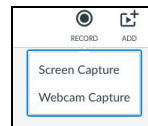


- [Record/upload media](#)

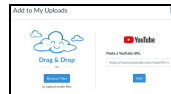


Canvas Studio

- [Computer specifications for Studio](#)
- [File Formats supported](#)
- [Recording screenshare](#)



- [Uploading video file from your computer or YouTube](#)

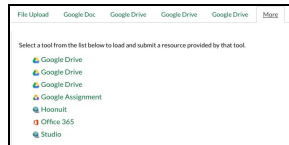


- Submitting as assignment or discussion

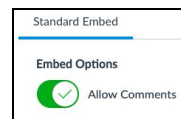
- [RCE - text entry](#)



- [File upload - More - Studio](#)



- [Commenting on or off](#)



Canvas for Students Mobile App

- [Download app for Android or iOS](#)
- [Navigating mobile app](#)

- [Mobile Guides](#)

Zoom

[Zoom Video Tutorials](#)