



Canvas Student Notes

A Quick Reference to Get Started in Canvas

LOG IN TO CANVAS (Chrome Preferred)



1. Go to UMary's Canvas URL
<https://canvas.umary.edu>
2. Enter your university email address and password, e.g. IMhappy1@umary.edu
3. Click the **Log In** button. Problems? 701-355-3711

ACCESS YOUR COURSES WHEN PUBLISHED

1. Click tile with Course Name
2. Click **Courses** on left Nav.

SET YOUR NOTIFICATIONS

You decide what, how, and when you want to be notified about your courses.

1. Click **Account** on left navigation icons
2. Optional: click **Settings** to add a personal email address or your cell phone number for text messages. Click Register Email or Register SMS Button.
3. Click on **Notifications** in the left navigation.
4. Hover over options on left to see details.
5. Hover on right to select when to be notified.
6. Click the corresponding icon



(Right Away, Daily, Weekly, or Never).

ADD YOUR PICTURE & PROFILE

1. Click on **Account** in left nav. Then **Profile**
2. Click on the profile picture icon on upper left.
3. Upload a new image.
4. Choose File
5. Select File and Click on Open
6. Click on Add File
7. Click on Select Image.



REPLY TO A DISCUSSION




1. Click the Discussion link to post to.
2. Click **Reply** in the box below the discussion post.
3. Enter your comment.
4. Click **Post Reply** button.

SUBMIT ASSIGNMENT



1. Click the Assignment link to be turned in.
2. Click **Submit Assignment** link on upper right (if you don't see the link, contact instructor)
3. You may have up to four options to submit. Select the tab of choice:
 - a. **File upload:** Click Choose File button
 - b. **Text Entry:** Type or Paste text into box.
 - c. **URL:** Insert URL in box
 - d. **Media Recording:** Record or Upload
4. Click **Submit Assignment**.
5. A confirmation of your submission will appear on the upper right.

VIEW INSTRUCTOR COMMENTS



1. Click Grades in left navigation.
2. Click the Assignment link you want to see.
3. Instructor comments are on the right.
4. If your instructor used a Rubric, click **Show Rubric** on the upper right.
5. If your instructor wrote comments on your paper itself, click 

TAKE A QUIZ



1. Click link to the quiz you want to take.
2. Click **Take a Quiz** button
3. Answer the Questions
4. If needed, click the Tab next to the question to mark it. Click tabbed questions on upper right to review those questions.
5. Submit the quiz.

VIEW YOUR GRADES

1. Click **Grades** in left course navigation (or Grades on right nav of dashboard page, then click course link.
2. Click **Check Mark** icon  to see assignment scoring details.
3. Click **Speech Bubble** icon  to see any instructor comments.
4. Click **Rubric** icon  to see any rubric results.



CANVAS HELPDESK 855-895-0055 24/7

**Login Problems?
UMary HelpDesk
701-355-3711, 7AM-7PM, M-F, CT**

Chrome is Canvas' Preferred Browser





Canvas Extra Notes

A Quick Reference to Get Started in Canvas

[Canvas Student Overview Videos](#)

[What is Canvas Student App?](#)



[Canvas App Use on iOS](#)

[Canvas App Use on Android](#)

[Initial Login to App with QR Code](#)

[Create a Video in Canvas Assignment or Discussion](#)

[Use Calendar as a Student](#)

[View annotated feedback comments from my instructor directly in my assignment submission](#)

[Use the Canvas Inbox](#)

[Add additional email address as another Contact Method](#)

Canvas recommends Chrome Browser
FireFox also works well.

Troubleshooting Tips

[Canvas Basic Computer Specs](#)

Refresh your webpage PC <shift> + <F5>

Refresh your webpage Mac <command> + R

Try alternate Browser. Have at least 2 Browsers on computer: Chrome, FireFox, Safari.

Clear Browser Cache on PC

Press the keys [Ctrl], [Shift] and [Del].

Clear Browser Cache on Mac

Press the keys [Command] + [Shift] + [Delete]

Check your wireless network. <https://fast.com/>

CANVAS HELPDESK 855-895-0055 24/7

See Help Icon in Canvas



Login Problems? Forgot Password? Don't call Canvas.

Call UMary Helpdesk

701-355-3711, 7AM-7PM, M-F, Central Time

[Setup your "forgot password" Self-service notes](#)

