The Instructional Innovation Center Presents:

CANVAS TIPS FOR STUDENTS

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

   Use current and updated Firefox, Chrome, or Safari. if you are missing the submit button or try to submit an Assignment and it doesn't work, it may be because of your browser. Have at least two browsers installed on your computer. Keep browsers and Java updated.

2. ## MAKE SURE TO CHECK OUT "WHAT-IF" GRADE.

   As a student, you can view your grades based on What-if scores so that you know how your grade will be affected by upcoming assignments. Go to your course and click on Grades. Enter a hypothetical grade for any ungraded item. Learn more about "What-If" grades.

3. ## DON'T MISS ASSIGNMENT FEEDBACK.

   Look for the feedback or speech icons next to assignments. Make sure not to miss the "View Feedback" button that may appear next to assignments that you've uploaded. Here's more about how to "View Feedback."

4. ## SET YOUR PREFERENCES FOR NOTIFICATIONS.

   Do you want a text notification when your Instructor grades your assignment? Do you want an email sent to your Gmail account when a due date changes? Do you want these notifications ASAP or only once a day? 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. Here is more information about setting your preferences.

5. ## GOING MOBILE.

   Canvas has a FREE app for Android and iPhone that normally works a lot better than accessing Canvas through the internet browser on your phone. Get more information on using Canvas on your mobile device. NOTE: **Do not take quizzes by using the mobile app**. Not all quiz settings or question types are compatible with the mobile app yet.

6. ## TYPING A RESPONSE TO A DISCUSSION, ASSIGNMENT, QUIZ, OR TEXT BOX.

   When typing a longer response into your Canvas discussion or quiz, begin your response in a Word doc and then copy it into Canvas when you are finished. Why do this? There's always a chance that you could lose what you've typed in Canvas because of internet connections. By saving it before you submit it, you've got a back-up of all your hard work. If the formatting of the text looks bad, you can use the clear formatting tool in the text box editor.

7. [EMBEDDING IMAGES INTO A DISCUSSION REPLY](#).

   Do not try to copy/paste pictures into Canvas. Use the **embed image icon** on the toolbar. Don't ignore copyright laws; give credit to photographers.

8. GETTING AN ERROR MESSAGE OR HAVING A PROBLEM WITH CANVAS.

   When reporting a Canvas issue, take a screen shot of the message from your computer (or with your cellphone) and attach the image to your instructor or to [Canvas Support](#) Having the picture of exactly what you are seeing or the exact error message can really help when trying to trouble-shoot an issue. For login errors or problems, call OCC IT at **714 438 8188**.

9. 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. For future reference or if you plan on leaving the college and want all of your assignments, you can download them all at once. Here are the instructions on [how to download assignments](#).

10. GETTING 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. In the Canvas Community, you'll find up-to-date [student guides](#) for all the main features in Canvas. If you prefer videos, check out these [student video guides](#).