# Canvas® Student Getting Started Guide

Translated by Google Docs October 2026

## Table of Contents


Overview....1
Logging In....1
Logging Out....2
Announcements....2
Assignments....4
Calendar....7
Course Navigation....8
Discussions....10
Global Navigation....13
Grades....14
Modules....16
Notifications....17
Quizzes....18
Technical Requirements....20
Additional Resources for Students....21


# Overview

Canvas is a Learning Management System (LMS). Canvas is a web-based system so it is not installed on your computer, but you should make sure your computer and browser can run Canvas by checking the technical requirements.

# Logging In

Your Observer will set up a student account for you and provide you with your **Username** and **Password**.
Follow the directions below to log in:

- Enter https://login.k12.com/ into your web browser.
- Enter your **Username** and **Password**.
- Select **Log In**.

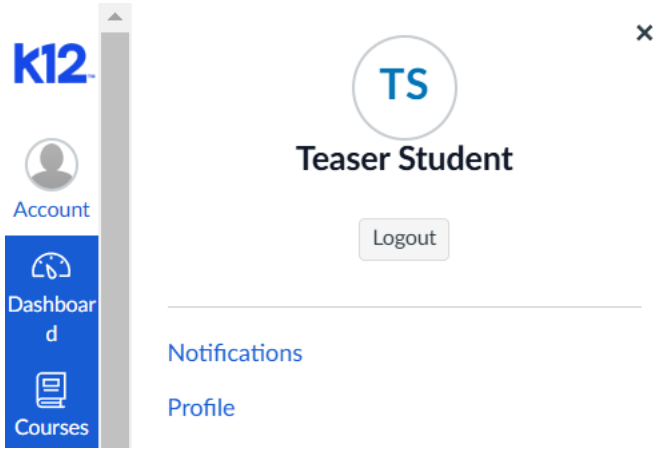


© K12, Inc. All rights reserved.
No reproduction without the written consent of K12, Inc

# Logging Out

When you are finished accessing Canvas, you can log out of your account. Follow the directions below to log out:

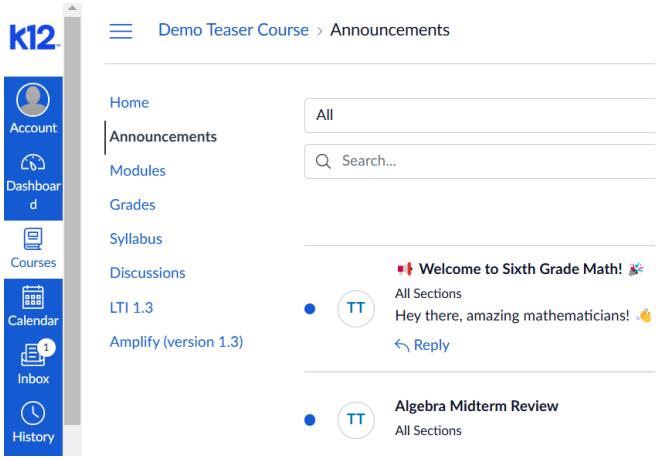
- Select **Account** in the Global Navigation menu.
- Select **Logout** just below your name.




# Announcements

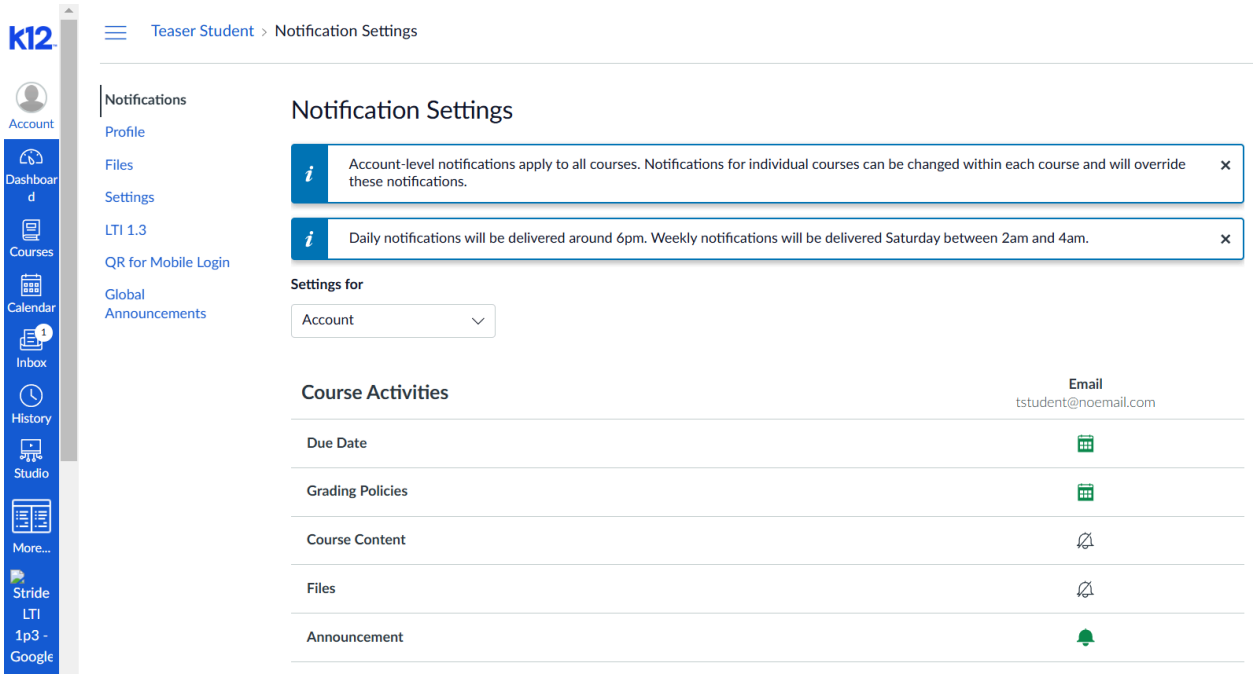
Course announcements are an important way your teacher communicates with you. You can find Announcements in several locations:

- Select the **Announcements** link in the Course Navigation menu.

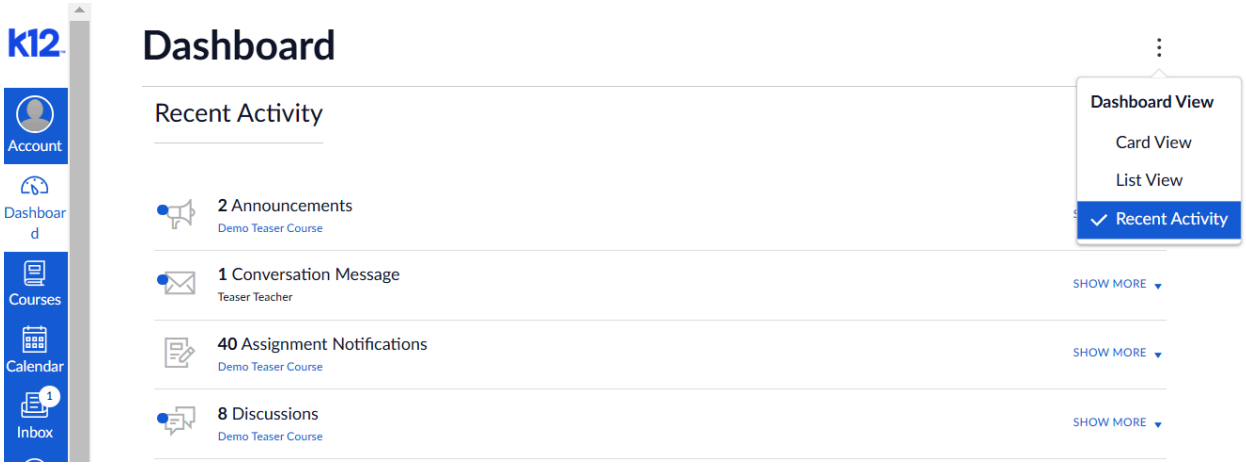



- Receive new Announcements from Canvas notifications.

Back to Top




- See Announcements in the Recent Activity Dashboard.

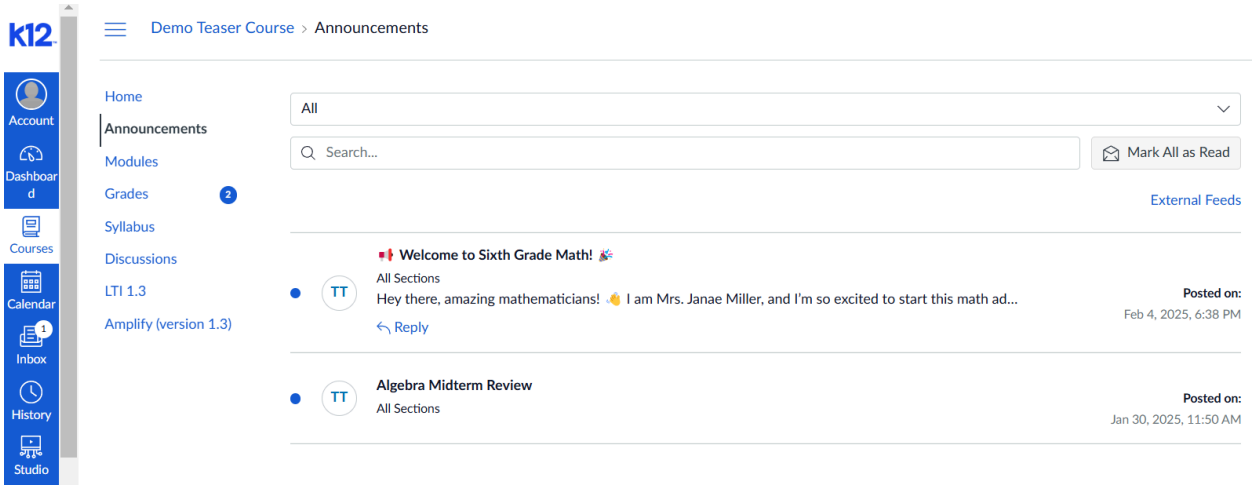



Back to Top

- View Announcements on the To Do List.

Learn more about viewing announcements here: [Canvas Announcements]

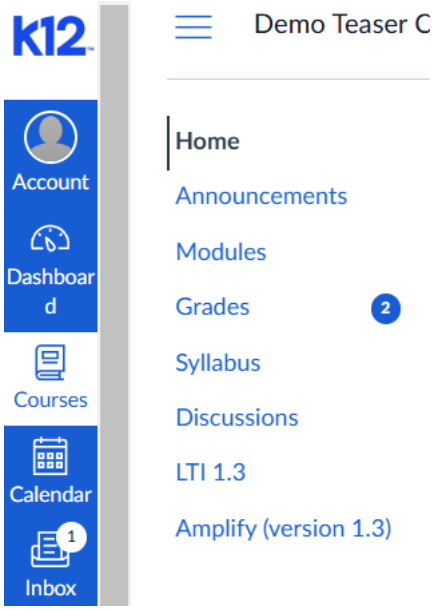
On the Announcements page, announcements are always listed in reverse chronological order, with the newest announcement at the top of the page. The announcement window includes important information about the announcement, including the announcement title and description. You can also view the name of the author, the date and time the announcement was published or edited, and number of replies if replies have been turned on.

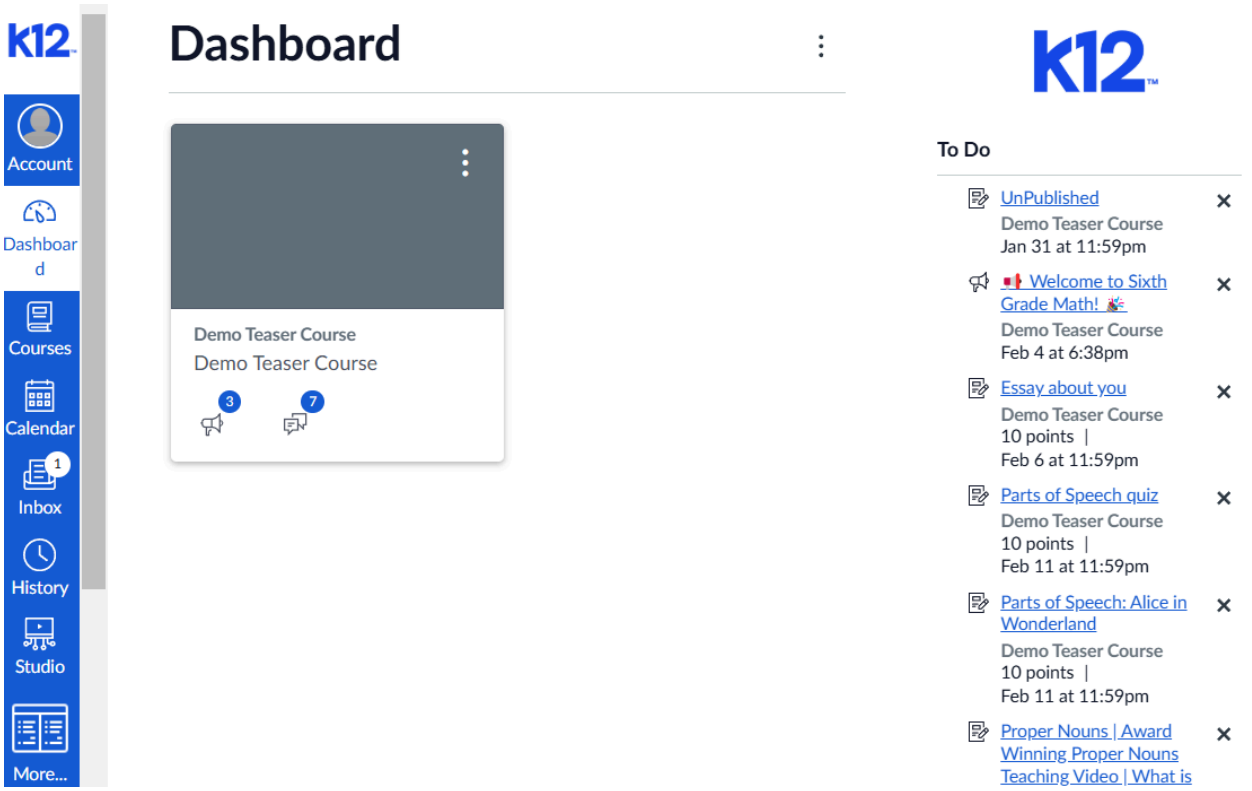



Back to Top

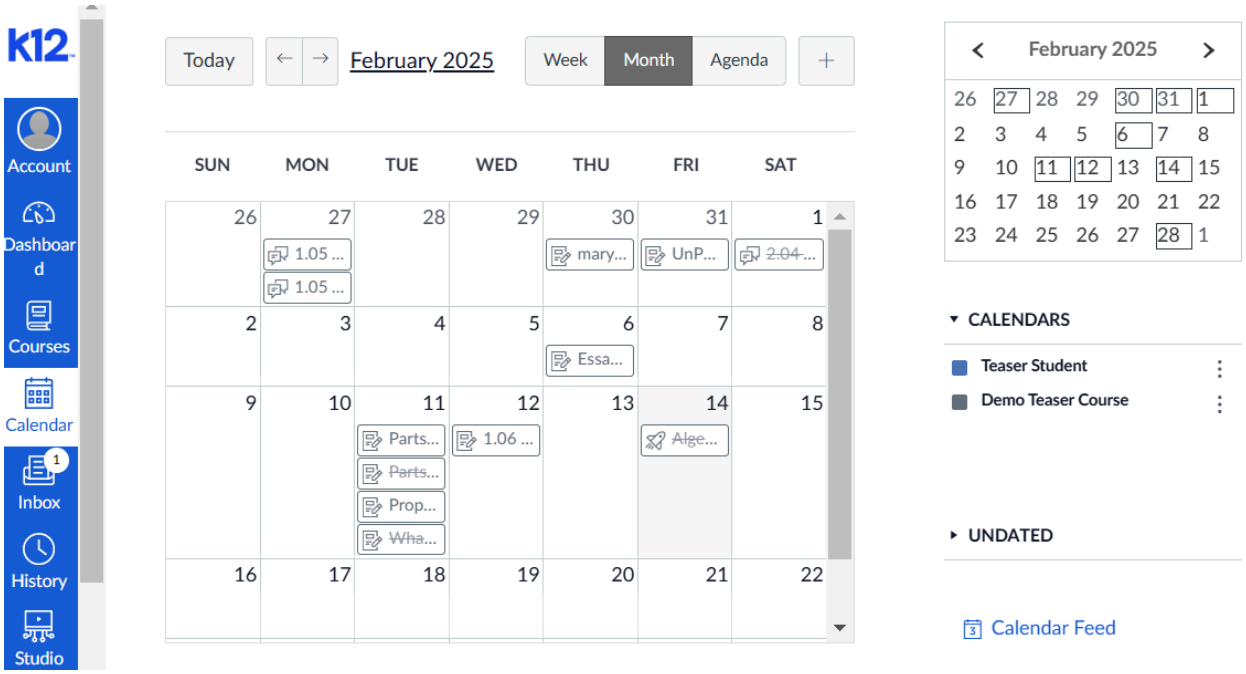
# Assignments

Assignments can be found in the Modules, Syllabus, Calendar, and To Do areas of your course.

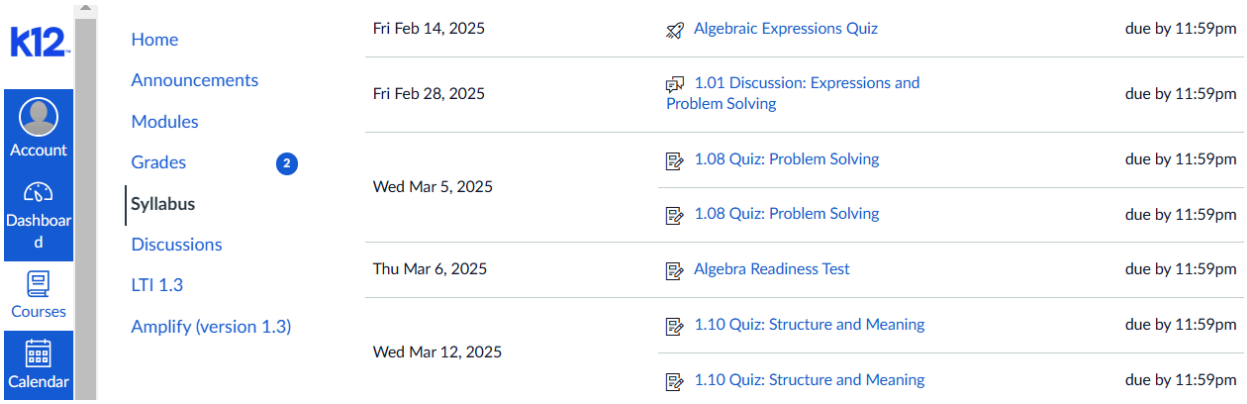


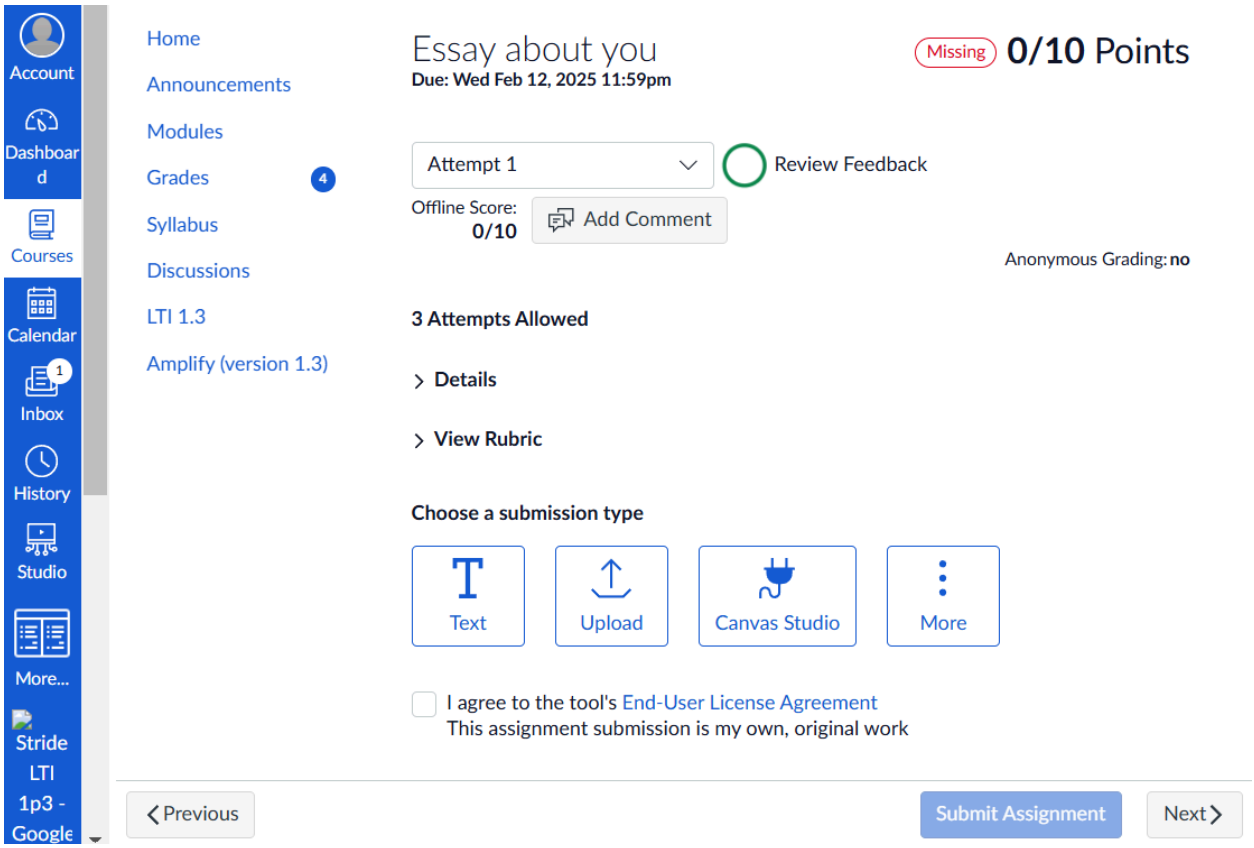

Back to Top




Each assignment includes an icon, which indicates the assignment type: Discussion, Assignment, or Quiz. To submit an assignment, select the name of an assignment.



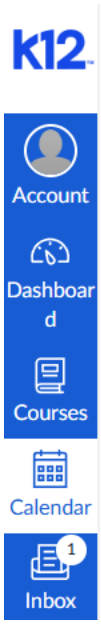

Complete the assignment as instructed by viewing the details of the assignment and Rubric, if one is included in the assignment. Then, select the submission type button. You can submit online Assignments in Canvas using several submission types.



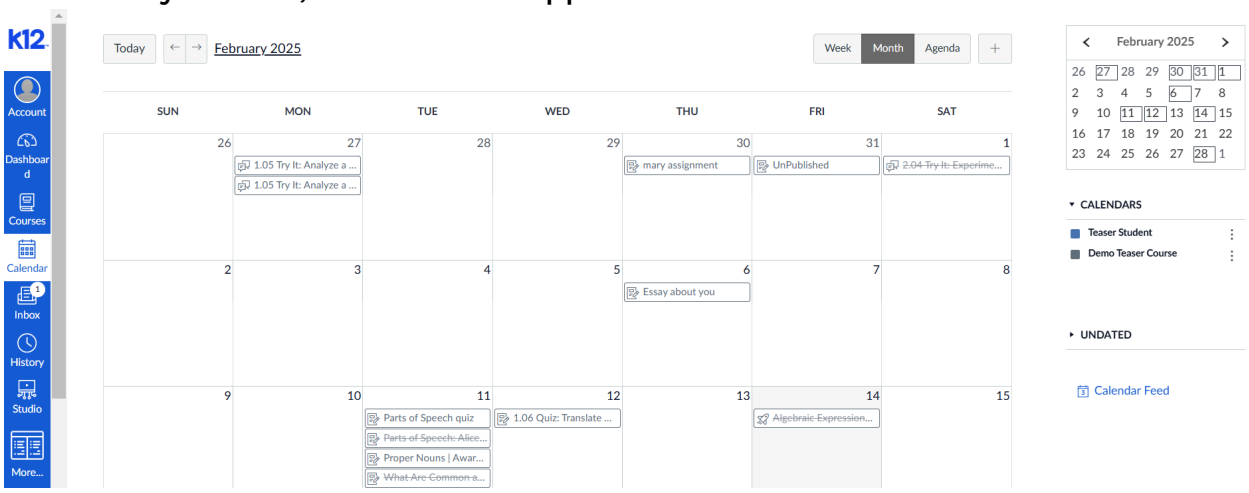

Select the **Submit Assignment** button to submit your work. If you cannot see the Submit Assignment button, your instructor may not want you to submit your assignment online or the availability date has passed. View the description of the assignment for instructions or contact your instructor for assistance.

# Calendar

The Calendar is a great way to view everything you have to do for your courses in one place. The Calendar displays everything you are enrolled in since the Calendar spans across all courses.
In the Global Navigation menu, select the **Calendar** link.

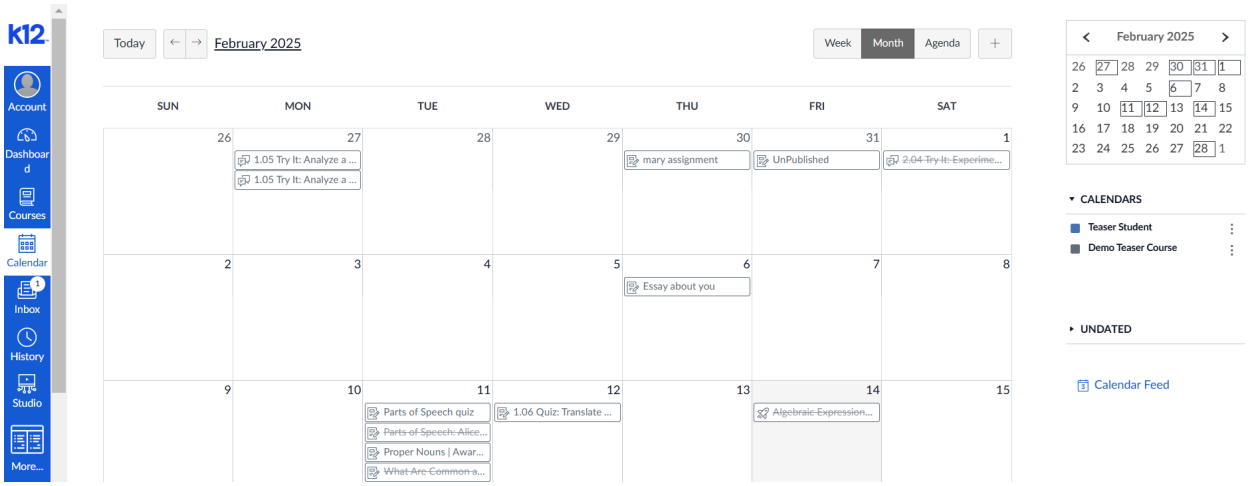



In the Course Navigation menu, you can choose to view the Calendar in Week, Month, or Agenda view. The view you choose dictates the style of the calendar window. By default, the calendar appears in **Month** view.




The sidebar shows a quick-view calendar, your list of courses and groups, and undated items for your courses and groups.

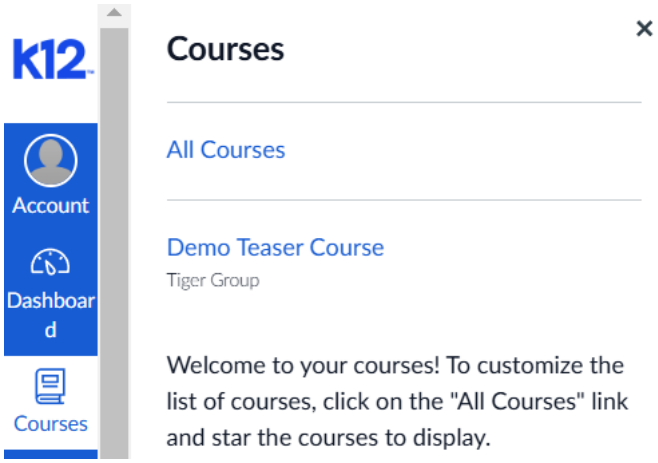
Back to Top




Each personal, course, and group calendar is identified by a separate color that populates the Calendar view. Canvas will assign an arbitrary color for each calendar unless a custom color is chosen.

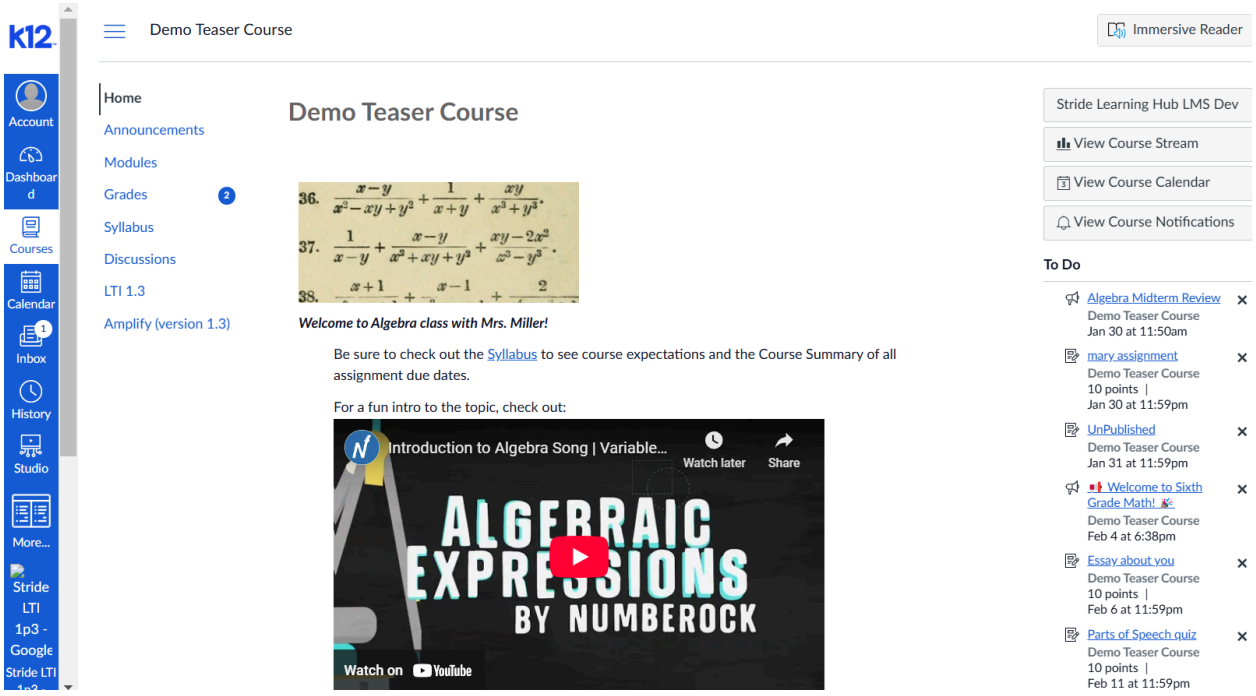
# Course Navigation

For a video walkthrough of the course home page, select this link: Course Home Page. To navigate to your course, select **Courses** in the left Global Navigation menu. Then, select the name of the course.

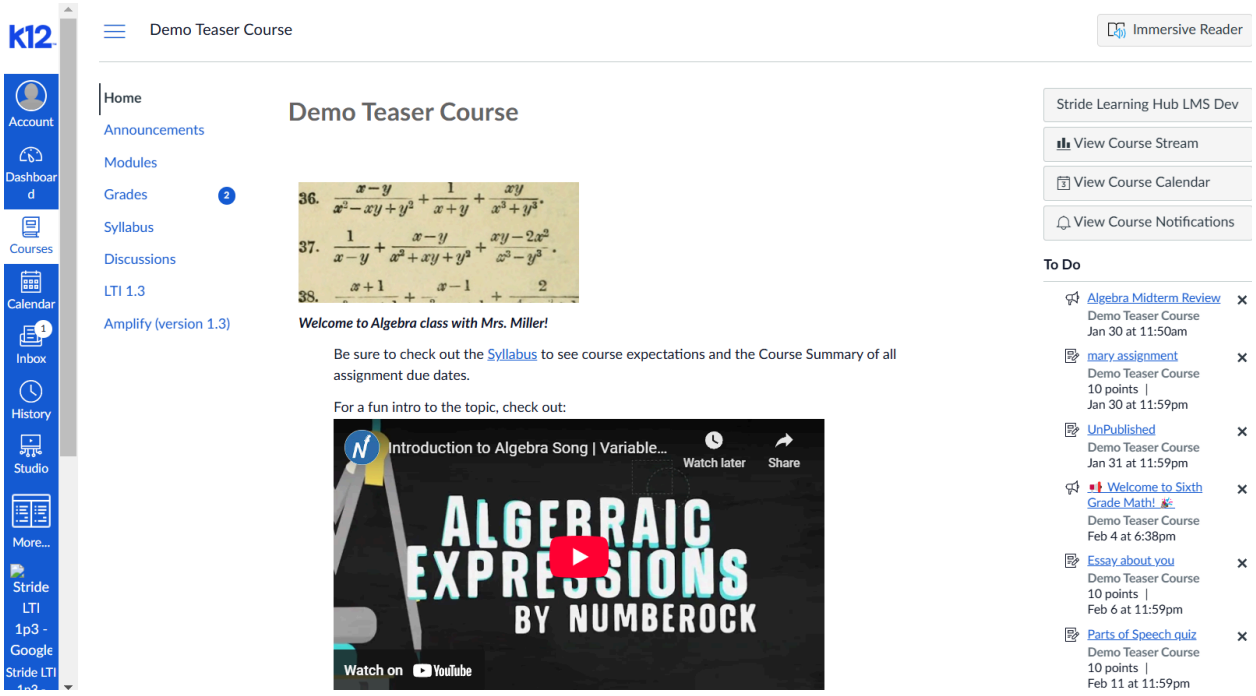



On your course home page, you will see three essential elements of any course.

- Course Navigation Menu: This menu is located on the left and includes links that help you locate specific items in the course. Since the Course Navigation menu can be customized by your teacher, you may see different links in different courses. The default navigation links are Announcements, Modules, Syllabus, Discussions, and Grades. You can always collapse your Course Navigation menu by selecting the **Menu** icon above the Course Navigation menu.

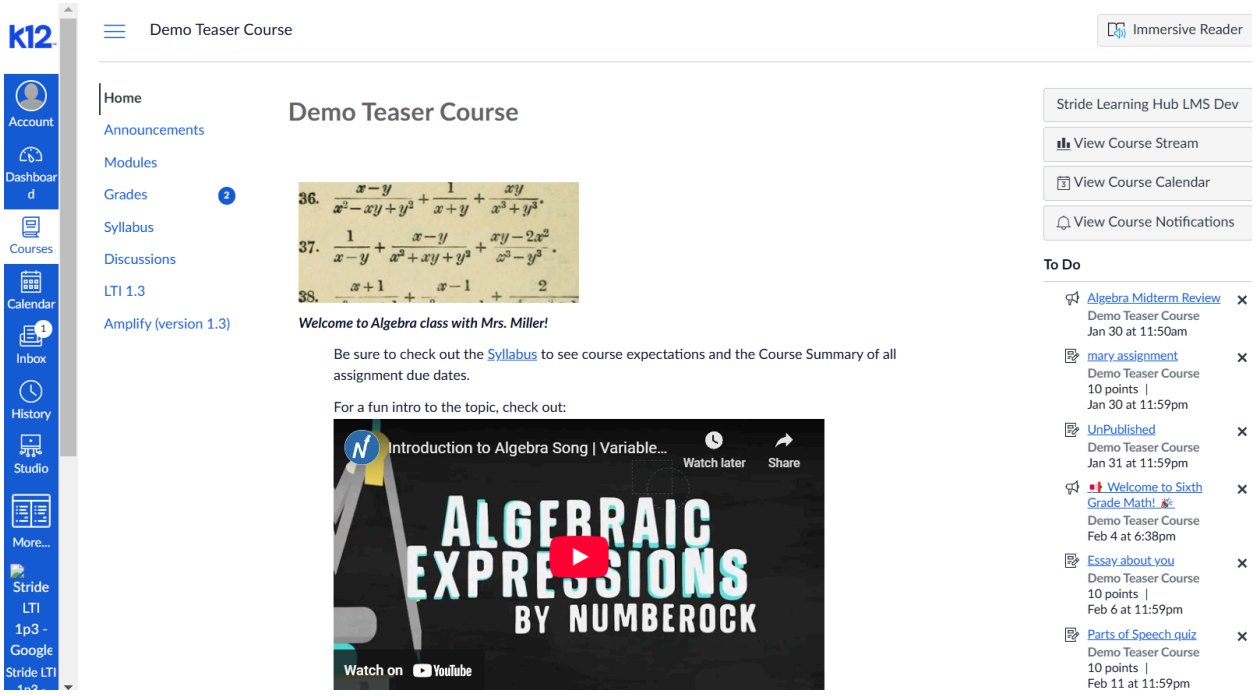



- Content Area: This is in the center and will be where your teacher may display a home informational page, the syllabus, announcements, as well as your course content. The Content area will look different for different courses, depending on how each teacher sets up that display.




Back to Top

- The Sidebar: This is located on the right side of the course home page and may show specific views that have been turned on by your teacher or school, such as Course Stream and Calendar. Under the To Do list, you may see recent announcements or assignments that are due. To remove an item from your To Do list, simply complete the item or select the **X** next to the item name.

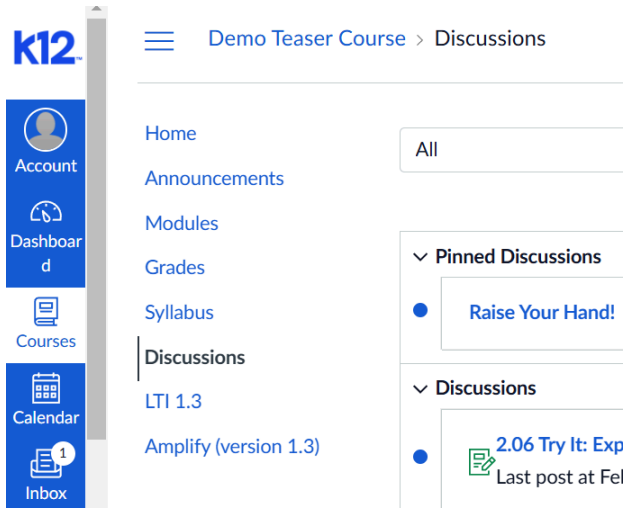



# Discussions

The Discussions page allows you to view all the discussions within a course as well as participate in course and group discussions.

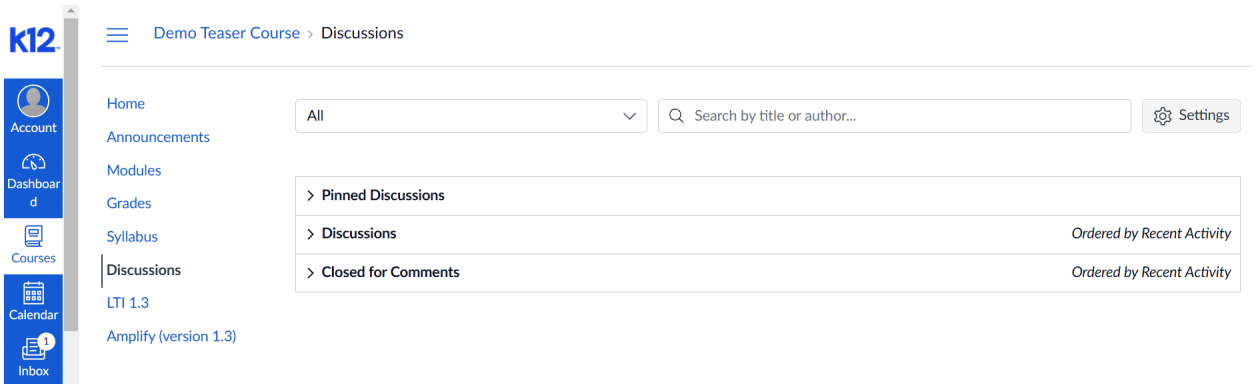
**Note**: Your instructor may choose to hide the Discussions link in the Course Navigation menu. If the Discussions link is not available, you can still access Discussions through other areas of Canvas.

To view a Discussion, select **Discussions** in the Course Navigation menu.

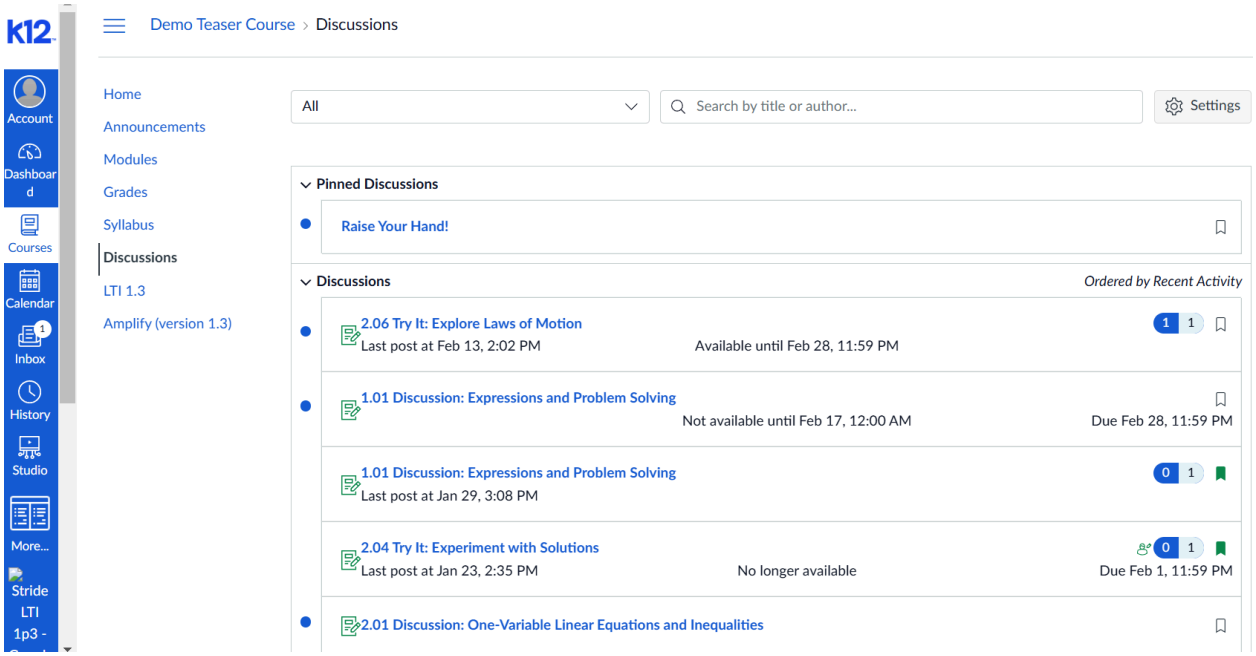



Discussions are organized into three main areas:

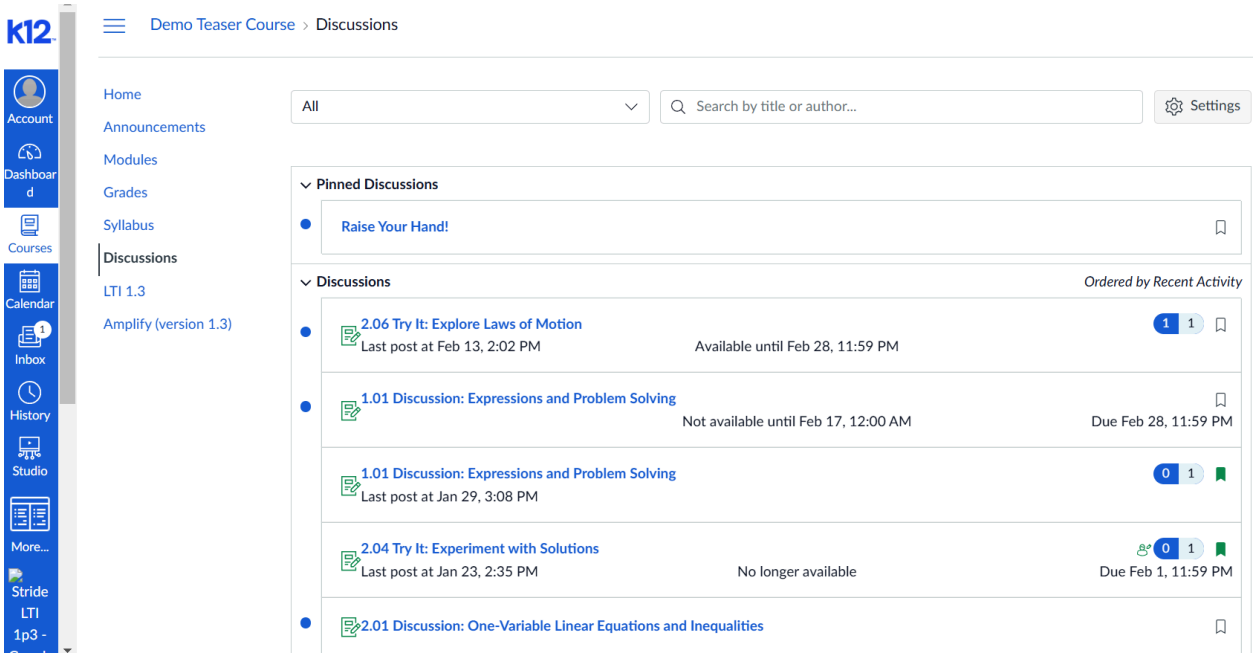
- **Pinned Discussions**: These are discussions that your instructor wants you to pay specific attention to and appear at the top of the Discussions page. **Note**: This section heading only displays if there are discussions within this section as designated by your instructor.
- **Discussions**: These are current discussions within the course. Discussions are ordered by most recent activity. **Note**: This section heading only displays if there are discussions within this section.
- **Closed for Comments**: These discussions have been manually closed for comments, or the discussion is past the available from/until date. These are discussions that are only available in a read-only state and are ordered by most recent activity. This section heading displays even if there are no discussions within this section.




Each discussion displays the name of the discussion, the date on which the last discussion reply was posted, the due date (if any), the number of unread/total posts in the discussion, and whether or not you are subscribed to the discussion.




An unread icon next to a discussion indicates an unread discussion. The number of unread/total posts will not appear for group discussions and discussions that have no discussion replies.



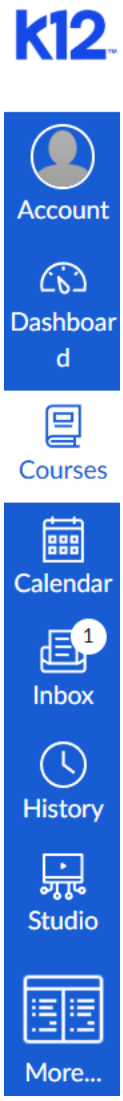

Your instructor may use availability dates to restrict discussion replies to a specified date range. The availability dates are the range of time that the discussion is accessible to you. Availability dates also appear on the Assignments page for all discussions with assigned availability dates. If the

discussion does not have a date listed, the discussion is open; you can reply to the discussion at any time during your course. If the discussion says **Not Available Until** [date], the discussion is locked until the specified date. If the discussion says **Available until** [date], you can reply to the discussion until the specified date. If the discussion is in the **Closed for Comments** section, the discussion cannot accept submissions. Discussions in this section may show a "Was locked at [date]" to indicate when the discussion was closed for comments.

The second set of dates are the due dates for each respective discussion. However, **due dates only apply to graded discussions**. Any replies to discussions after the due date are marked as late; some instructors may deduct points for late replies. You can still reply to late discussions before the **Available until** date. Due dates also include a time. If your instructor does not set a due time, the listed date displays the course's default due time.

## Global Navigation

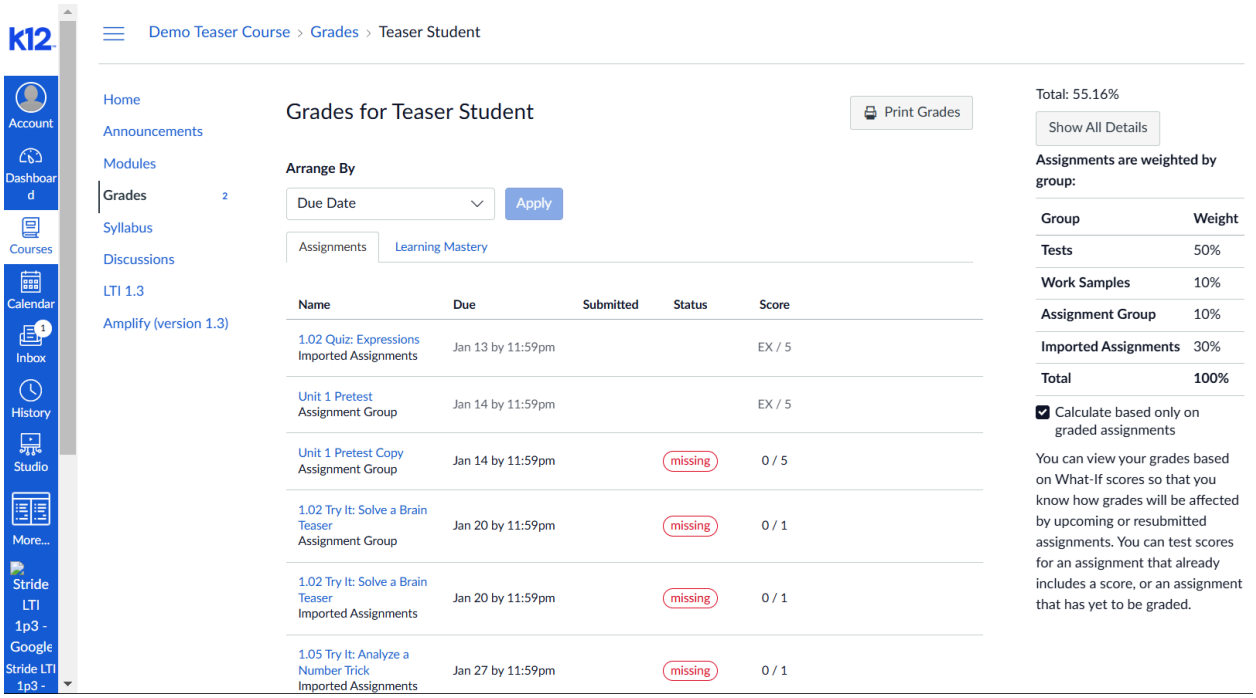
The Global Navigation menu is located on the left side of every page in Canvas. Global Navigation links provide quick access to frequently used Canvas features. These links provide access to all your courses collectively. Default links include Account, Dashboard, Courses, Calendar, Inbox, History, and more. Depending on your institution account settings, other links may be displayed in the Global Navigation menu.




# Grades

The Grades page in a course displays all current grades for all course assignments. You can also view scoring details, comments, and rubrics. If your instructor uses multiple grading periods, you can also filter grades by grading period.

Back to Top




By default, grades are sorted chronologically by assignment due date. In the **Arrange By** menu, you can also sort by module, assignment name, or assignment group. To see the specified grades, select the **Apply** button. Assignments that are not part of a module will be shown at the end of the assignments list in alphabetical order. However, if modules or assignment groups aren't used in your course, they won't be included as sorting options. You can view the name of the assignment, the assignment due date, the assignment submission date, the assignment status, the score you earned, and the total point value of the assignment. You may also be able to view whether the assignment includes scoring details, comments, or rubrics.
You may see various grade icons in the Score column indicating the type of assignment you submitted. These assignments have not been graded by your instructor. Once the assignment is graded, the icon will be replaced by your score.

The Grades page also lets you create hypothetical or What-If grades. You can select any score field and approximate your grade for both graded assignments (if want to submit an assignment) and ungraded assignments.

Select the link to learn more about What-If Scores: What-If Grades

To print your grades, select the **Print Grades** button.
There are different icons on the Grades page. Depending on the type of assignment submission, grading rules, and comments, you will see different icons. Select the link to learn more about the icons and colors in Canvas: Grades Page Icons

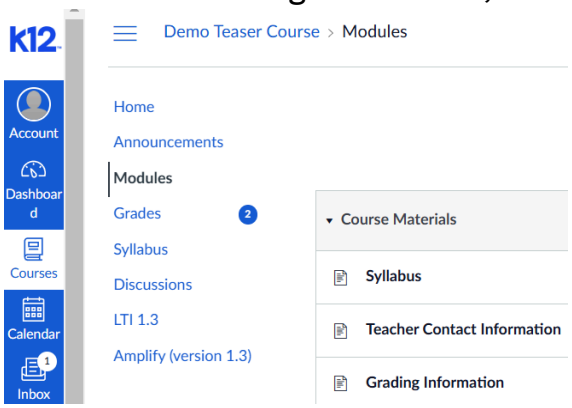
Back to Top

# Modules

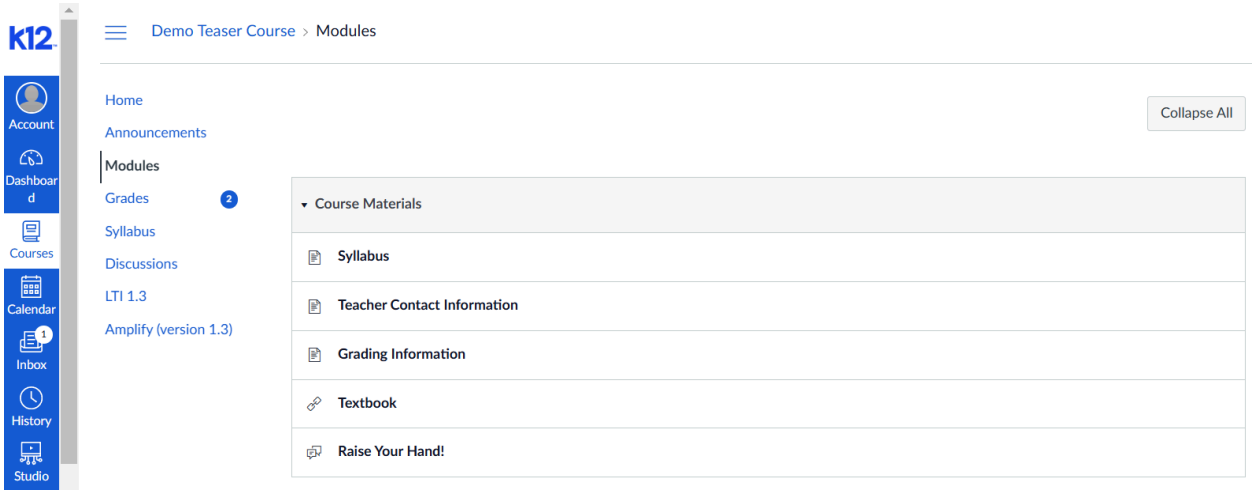
Some instructors will use modules to organize the course. Modules control the entire flow of the course, along with its content.

**Note**: Your instructor may choose to hide certain course content modules to help guide your learning journey. You can view the Syllabus to understand what you will be learning in the entire course.

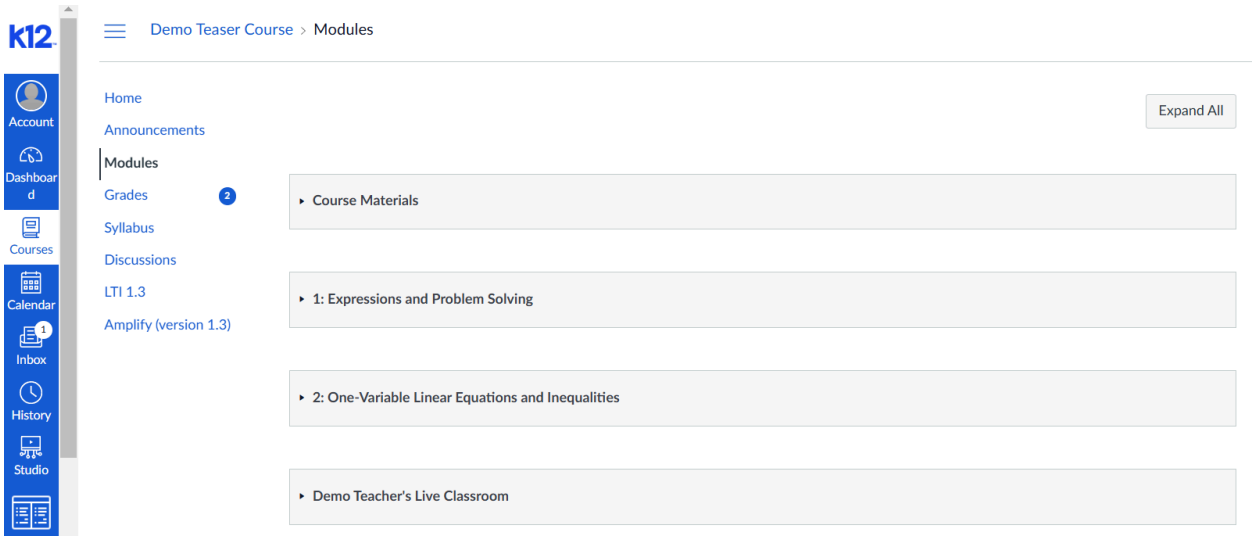
In the Course Navigation menu, select the **Modules** link.




In Modules, you can view all the modules in your course. Modules are organized by order of progression. Modules house the content items within each module. To expand or collapse all modules, select the **Expand All/Collapse All** button. To expand or collapse individual modules, select the module **Expand** or **Collapse** arrows. If you choose to collapse or expand one or more modules, the Modules Index Page retains the state of each module. The **Collapse All** button displays if one or more modules are expanded. The **Expand All** button displays if all modules are collapsed.



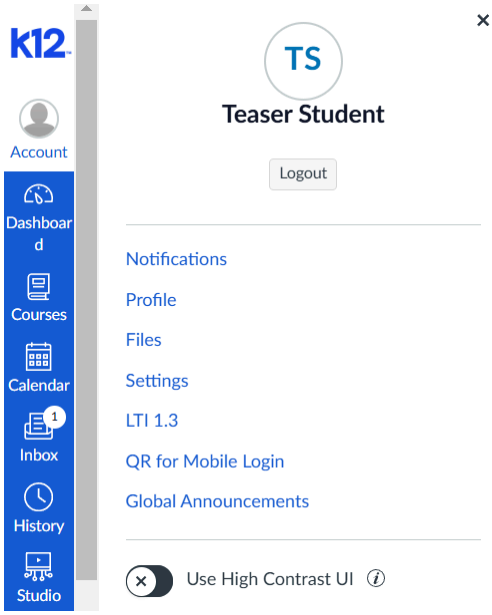

Back to Top



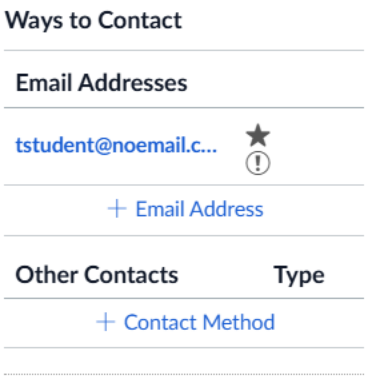

# Notifications

Canvas supports notifications through email, SMS text message, and other external services. You will need to set up **Ways to Contact** in order to receive notification preferences.

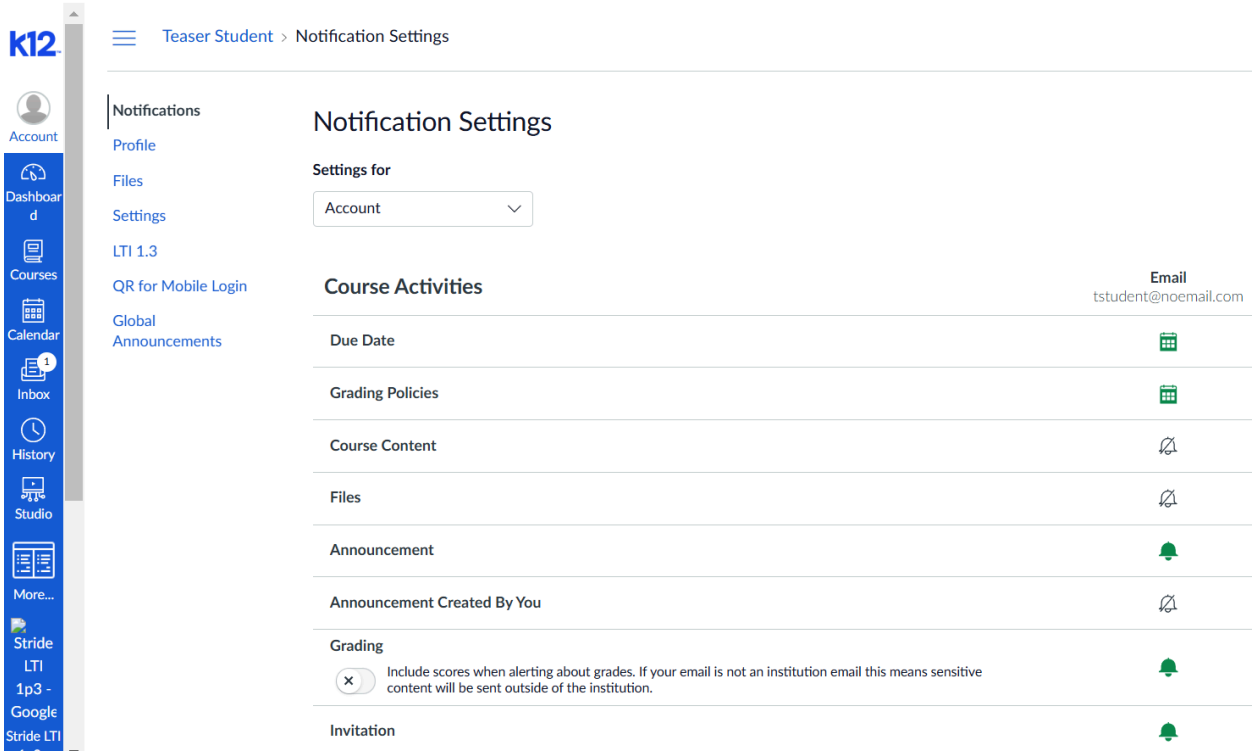
In the Global Navigation menu, select the **Account** link and go to the **Settings**.




Under **Ways to Contact** on the right, add any additional contact methods to have messages from Canvas sent to (e.g., add a second email address or SMS/Text message phone number) and register each as directed.




Select the **Notifications** link on the left. Review each item and select how and where you want to be notified.

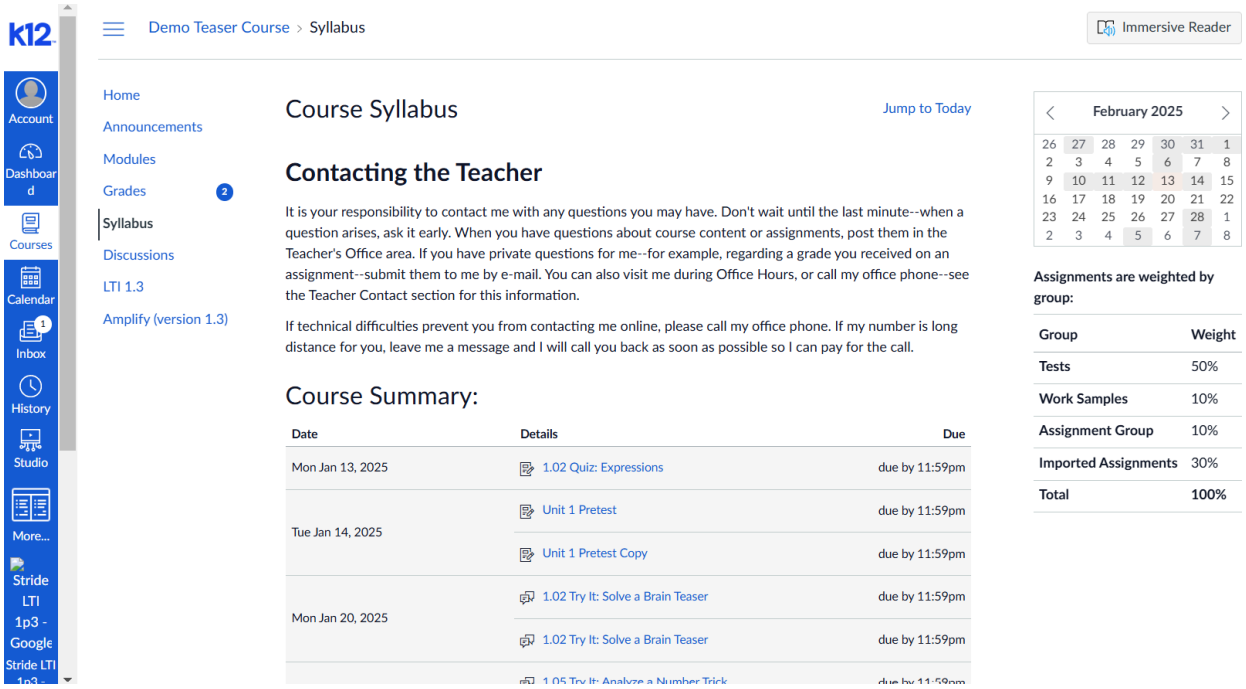



Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications.

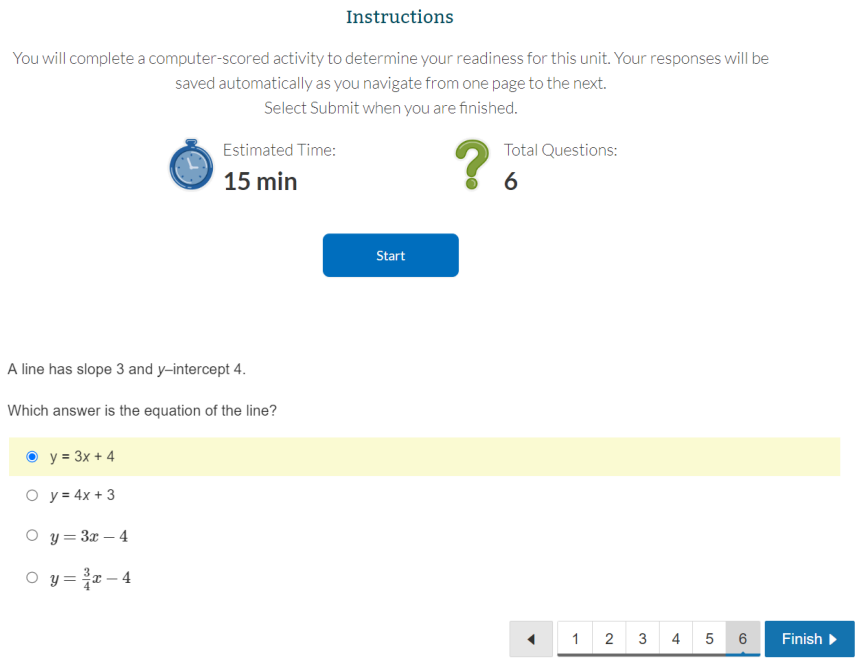
Daily notifications will be delivered around 6 PM. Weekly notifications will be delivered Saturday between 2 AM and 4 AM.

# Quizzes

In the Modules or Syllabus area of your course, find an available quiz you'd like to take by looking for the Quiz icon.

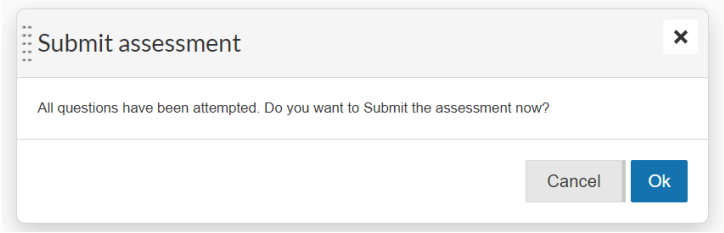



Select the title of the quiz. To begin the quiz, select the **Start** button. Complete the quiz per your instructor's instructions.

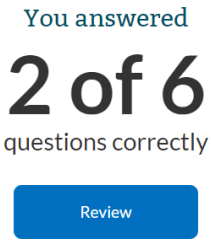


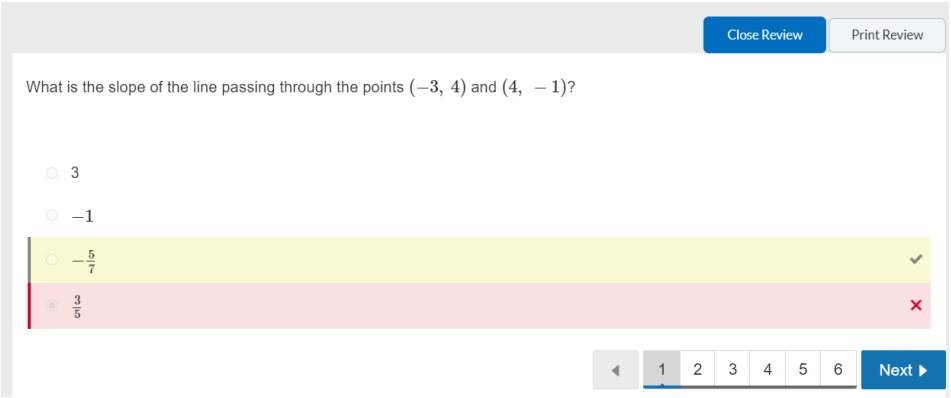

When you are finished, select **Finish**. Then, select **Ok** to submit your quiz.

Back to Top




Your results will appear. Select **Review** to view the quiz results. Select Close Review to exit the quiz results. Select Print Review to print the quiz results.




Some instructors will allow you to retake a quiz. The quiz will show you if you are allowed more attempts. Contact your instructor if you have problems accessing quizzes.

# Technical Requirements

For the best performance, Canvas should be used on the current or previous major releases of Chrome®, Firefox®, Edge®, or Safari®. Canvas runs on Windows®, Mac®, Linux®, iOS®, Android®, or any other device with a modern web browser.

Canvas requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades. For the best performance, access Canvas with a computer that supports the most recent

Back to Top

browser versions. It is recommended to use a computer five years old or newer with at least 1GB of RAM.
It is recommended to have a minimum internet speed of 512 kbps.
Canvas is optimized for desktop displays. However, if you are using a mobile device, you can access Canvas using a mobile application (app) or mobile browser. The Canvas mobile apps require Android 8.0 or later and iOS 16.0 or later.

## Additional Resources for Students

Canvas Student Getting Started Checklist