

# CANVAS STUDENT FAQs

## 1. HOW DO I ACCESS CANVAS?

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You can access Canvas at the following URL: <https://pafa.instructure.com/login/canvas>. Enter your username (email address) and password to be taken to your Canvas dashboard. If you've forgotten your password, click the "Forgot Password" link at the bottom left of the page.

PAFEA [Browse courses](#)

Username

Password

Stay signed in [Log In](#)

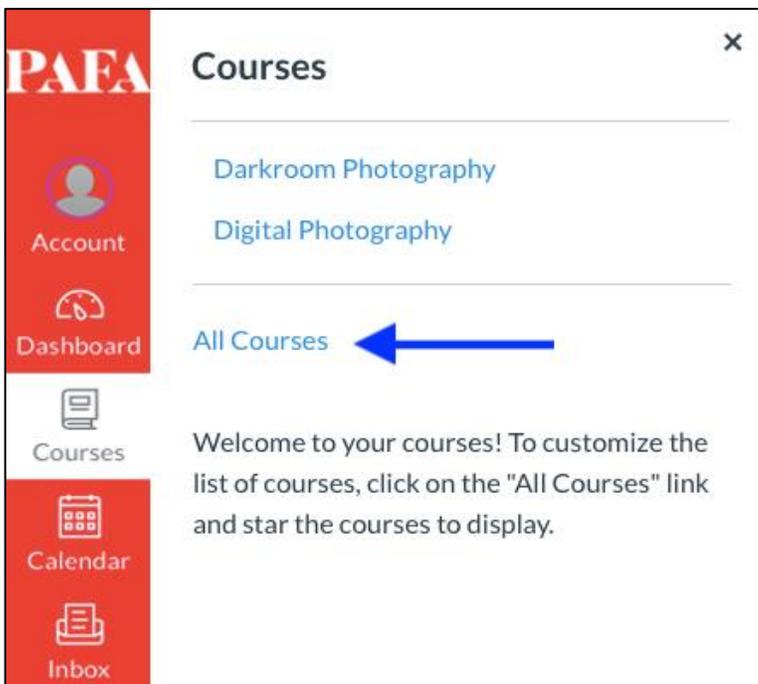
[Forgot Password?](#)

[Help](#) [Privacy Policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

 INSTRUCTURE

## 2. WHY ARE MY COURSES NOT SHOWING UP ON MY DASHBOARD?

- Has the semester started yet? Courses aren't available to students until the instructor publishes them. Some instructors may not publish their course until just before the semester begins.
- Have you added the course within the past 24-48 hours? Canvas enrollments don't update immediately. It usually takes a day or two for your new courses to appear.
- Courses may not automatically show up on your dashboard. If you're enrolled in a course and you don't see it on your dashboard, check to see if it's in your "All Courses" list. To do this click on the "Courses" link in your global navigation menu, then scroll to the bottom and click "All Courses".



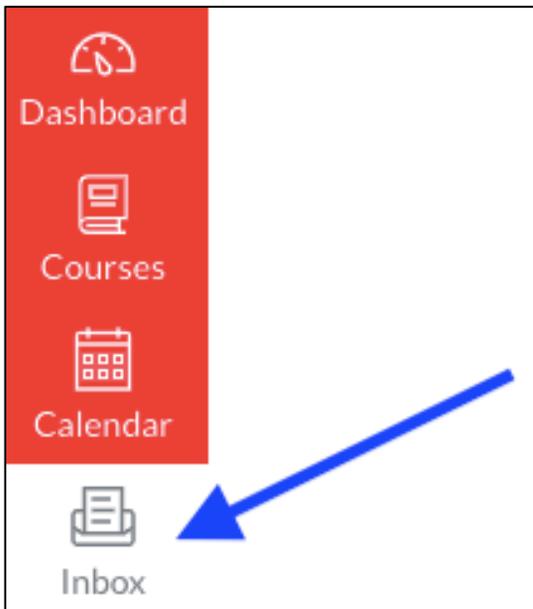
Your course list will show you which courses have been "favorited". These will have a star next to them [1, below]. Favorited courses will display on your dashboard once they've been published, so you can click on the star next to any course you want on your dashboard. Your course list will also show you whether a course has been published by your instructor [2, below]. Even if you have favorited a course, it will not show on the dashboard until your instructor publishes it.

Course	Nickname	Term	Enrolled as	Published
 Digital Photography			Teacher	 Yes
 Canvas Student Training			Teacher	No

### 3. HOW CAN I SEND AND RECEIVE MESSAGES THROUGH CANVAS

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Email in Canvas is known as *conversations*. Conversations can be found by clicking on the “Inbox” link in your global navigation menu. The Inbox is split into two panels and displays messages chronologically. You can use your Inbox to read conversations your instructor or classmates have sent to you and to send messages to others. Click on the links below to learn more about your Canvas Inbox.



[How do I find my unread messages in the Inbox?](#)

[How do I filter conversations?](#)

[How do I send a message to a user in a course?](#)

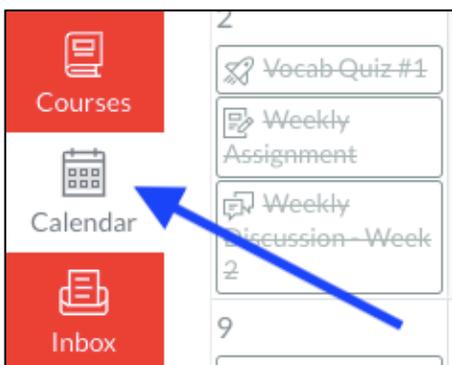
[How do I send a message to all users in a course?](#)

[How do I attach a file to a message?](#)

### 4. HOW DO I USE THE CALENDAR IN CANVAS?

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The calendar in Canvas allows you to see everything you need to complete for all your courses in one place\*. To access the calendar, click the “Calendar” link in your global navigation menu. Click on the links below to learn more about your Canvas calendar.



[How do I filter the Calendar view by course?](#)

[How do I add a to-do item to the Calendar?](#)

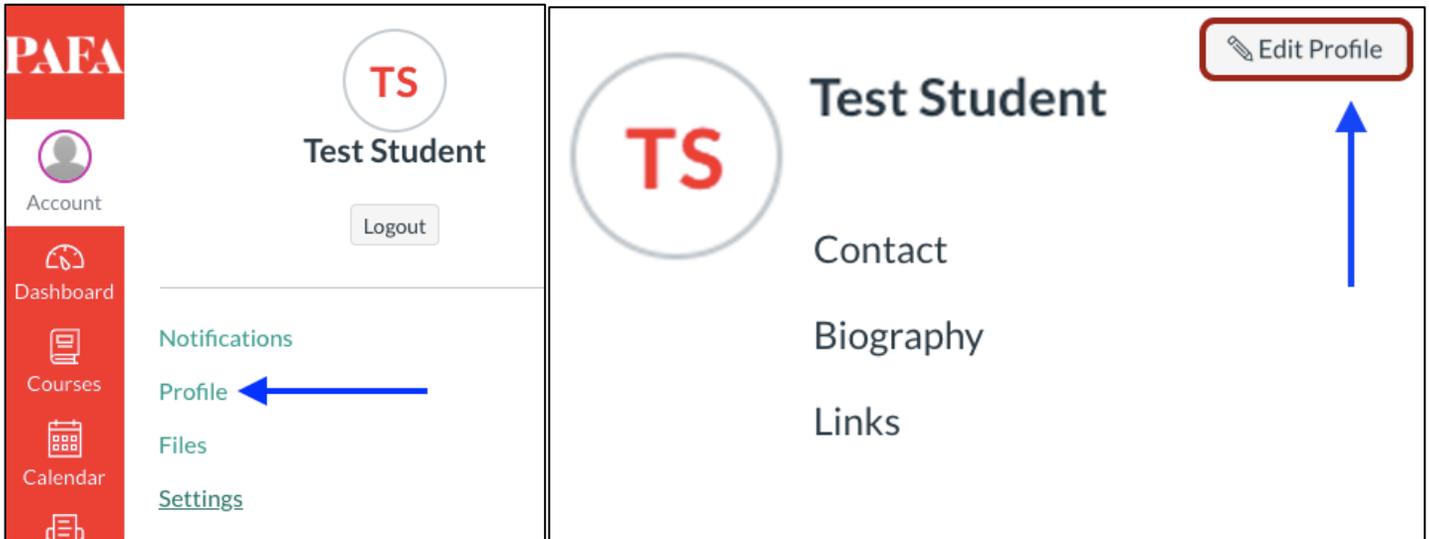
[How do I subscribe to the Calendar feed using Outlook?](#)

[How do I subscribe to the Calendar feed using Google?](#)

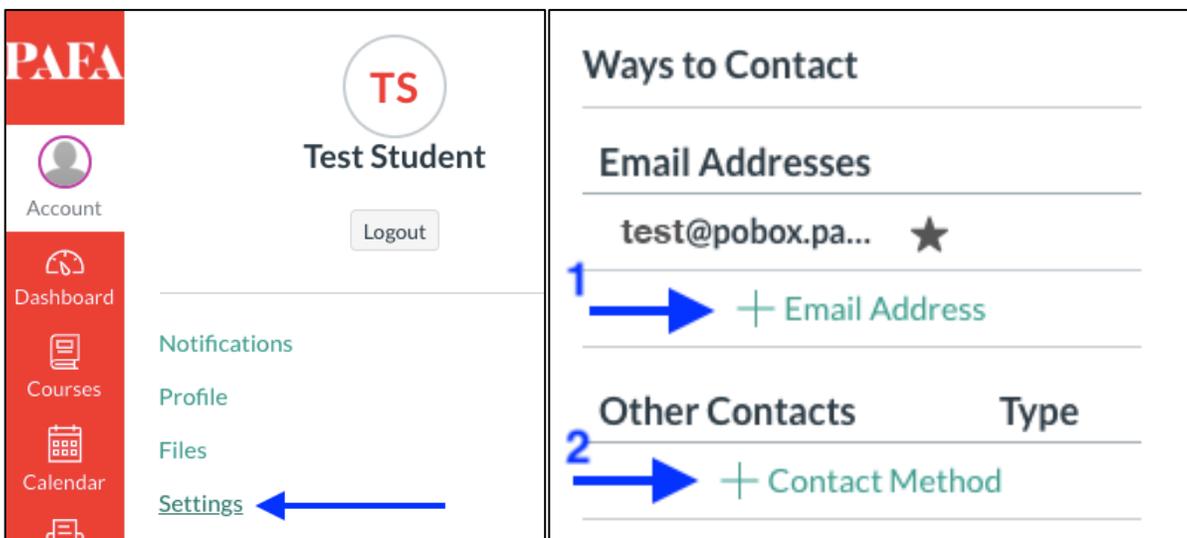
\* *Deadlines will only show in the calendar if your instructor has created a gradable item (assignment, discussion, etc.) in Canvas. For studio courses that rely on synchronous activities like critiques, this may not be the case. Please make sure to communicate with each of your faculty so that you understand the class deadlines and requirements.*

## 5. HOW DO I EDIT MY PROFILE & USER SETTINGS?

Your profile and user settings allow you to control your personal information in Canvas and make changes to things such as your display name and picture, time zone and language preferences. To get started, click the "Account" link in your global navigation menu, then the "Profile" link. Then, click the "Edit Profile" button at the top right of your profile page. In the profile edit window you can add additional information about yourself in the "Biography" section, add a personal website in the "Links" section, and add a profile picture by clicking on the circle next to your name.

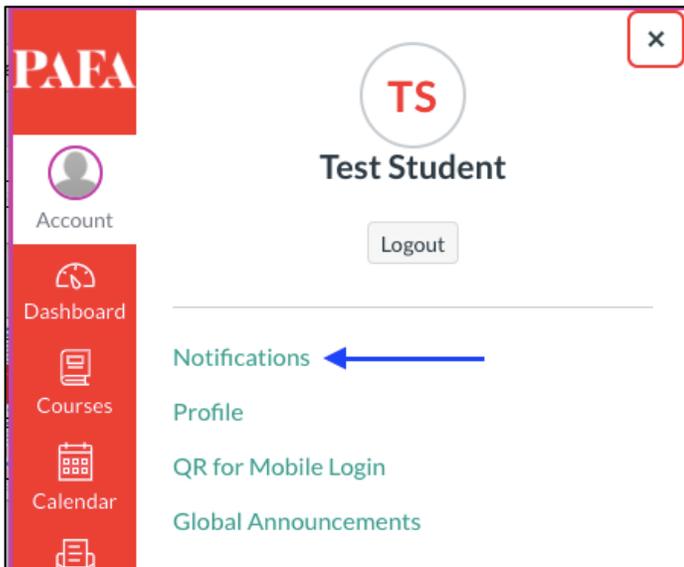


To add additional contact methods for Canvas notifications, click the "Account" link in the global navigation menu, then the "Settings" link. By default, your PAFA email address is linked to your canvas account. If you would prefer to receive notifications at an additional email address, you can click the "+ email address" link. You can add a mobile phone number under the "+ contact method" link if you would like to receive notifications via text message. In the settings window you can also update your language and time settings, if needed.



## 6. WHY DON'T I RECEIVE NOTIFICATIONS ABOUT CLASS ACTIVITIES?

Notifications in Canvas can be customized so that you receive immediate notifications about the course activities that matter the most to you (such as the posting of announcements or grades). To set your notification preferences, click the "Account" link in your global navigation menu, then the "Notifications" link.



For each course activity, you can click on the appropriate icon to indicate whether you would like to be notified immediately, receive daily or weekly summaries, or not be notified at all. Your notifications can be sent to your school email as well any additional contact methods you have added to your user settings (see section 5 for instructions on how to customize your user settings). You can customize the frequency of notification differently for each contact method.

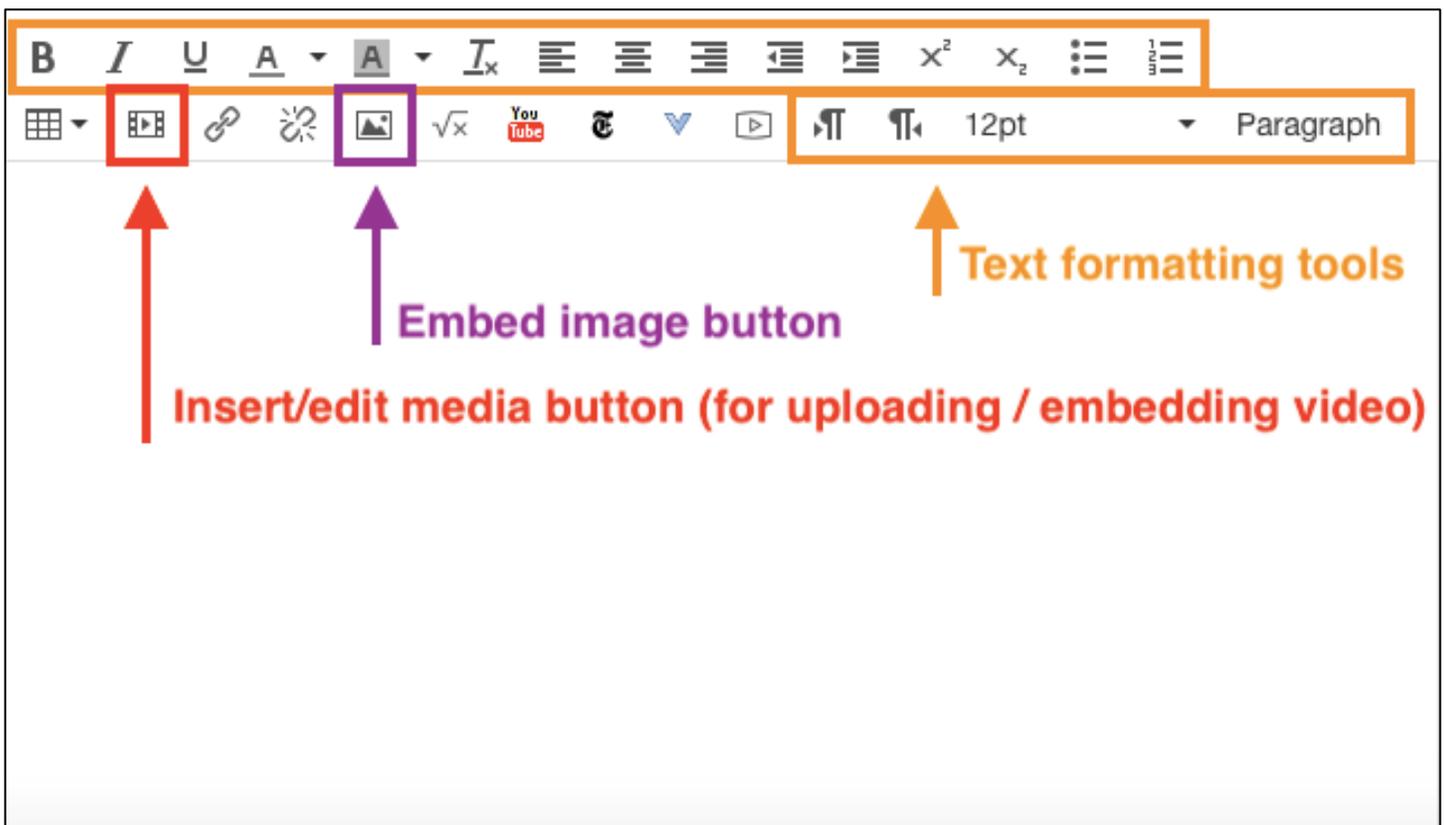
### Notification Preferences

Notify me right away   
  Send daily summary   
  Send weekly summary   
  Do not send me anything

Course Activities	Email Address BSouza@pobox.pafa.edu	Email Address test@hotmail.com
Due Date	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Grading Policies	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Course Content	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Files	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Announcement	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Announcement Created By You	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Grading <input type="checkbox"/> Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>

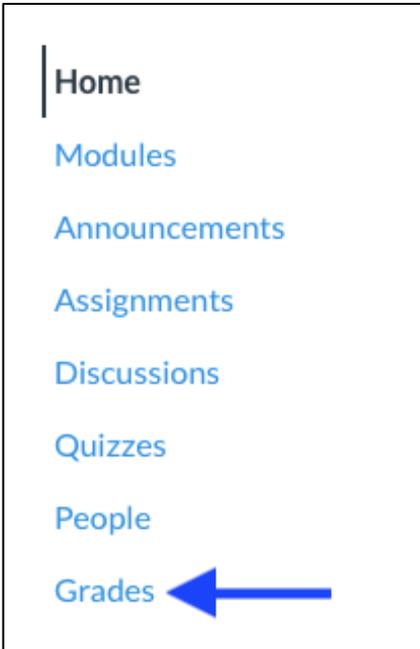
## 7. HOW DO I ADD IMAGES OR VIDEO TO A DISCUSSION BOARD REPLY?

After clicking "Reply" under the discussion instructions, you will see the Rich Content Editor (below), which allows you to add text, as well as embed images and video in your reply. To add text, click in the box and begin typing. Use the text formatting tools (outlined in orange below) to format your type. Click the "Embed Image" (outlined in violet below) button to insert images from your Canvas files or to upload images from your computer. Click the "Insert/Edit Media" button (outlined in red below) to embed videos from an external source (Vimeo, Google Drive, etc.) or to upload a video from your computer.



## 8. HOW DO I CHECK MY GRADES IN CANVAS?

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To view your grades in Canvas, click the “Grades” link in the course level navigation menu. Keep in mind that some faculty may not use the gradebook in Canvas. If you do not see any items listed in the gradebook, check with your instructor to determine whether grades will be entered into Canvas or communicated to you in another manner.

## 9. CAN I ACCESS CANVAS FROM MY MOBILE DEVICE?

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Yes! Though mobile browsers are not supported, so it is recommended that you use the *Canvas Student App* to access Canvas on your mobile device. There is a Canvas Student app available for both iOS and Android devices. Click on the links below for more information.

[Canvas Student Android Guide](#)

[Canvas Student iOS Guide](#)

## 10. WHAT BROWSERS ARE SUPPORTED BY CANVAS?

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For the best experience using Canvas, make sure that your operating system and web browser are up to date. Firefox and Chrome are recommended as the most stable browsers when using Canvas. Canvas supports the current and first previous major release of both Firefox and Chrome.