

# Canvas Student Handbook



**The Office of Online Learning**



[www.massasoit.edu](http://www.massasoit.edu)

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The Office of Online Learning also offers a [Student Canvas Beginner's Guide](#) online and face-to-face training. Important information is available in the Online Learning link in the *MyMassasoit Portal*.

Trouble logging on? Contact the Help Desk at (508) 588-9100 x 1139 or  
([helpdesk@massasoit.mass.edu](mailto:helpdesk@massasoit.mass.edu))

Need additional information and assistance about using Canvas? Contact the Office of  
Online Learning at [onlinelearning@massasoit.mass.edu](mailto:onlinelearning@massasoit.mass.edu).

## Is Online Learning Right for Me?

Taking an online class has many advantages, including increased flexibility and convenience. However, online courses are not for everyone. Taking an online or hybrid course requires the same commitment of time, study, and effort as a face-to-face course plus a high degree of self-motivation, discipline and independence.

**Take this quick assessment to find out ... circle the answers that describe you.**

### PART A

1. My technology access is:
  - A. I have internet access on my computer at home
  - B. I don't have access to a computer at home
2. My Technology skills are:
  - A. Very good. I can use web browsers, word processing software, email, download files, add attachments.
  - B. Very basic and I get frustrated when things don't work the way they should.
3. I am a self-motivated or self-disciplined person:
  - A. Yes
  - B. No
4. I am considering taking an online course because:
  - A. I have taken an online class before or I am curious about online classes.
  - B. I need the class to satisfy a requirement and I cannot take it during the day.

**SCORE: Add up the number of times you selected "A" above and multiply by 11.5 =** \_\_\_\_\_

### PART B

1. Face-to-face interaction with instructors and students are:
  - A. Not essential for a quality learning experience
  - B. Essential – I learn best being able to see the instructor and/or students.
2. The amount of uninterrupted time, day or night, that I can devote to an online class is:
  - A. 10 to 15 hours each week.
  - B. Less than 10 hours each week.
3. I am comfortable reading/viewing materials from various sources (textbooks, online articles, websites, etc.).
  - A. Yes
  - B. No
4. My writing abilities are:
  - A. Above average or average.
  - B. Below average.
5. I am someone who:
  - A. Prioritizes tasks and meets deadlines.
  - B. Tends to procrastinate.
6. When it comes to learning:
  - A. I welcome opportunities to learn new things and master new technologies.
  - B. I get nervous using technology

**SCORE: Add up the number of times you selected "A" above and multiply by 9 =** \_\_\_\_\_

**GRAND TOTAL OF PART A AND PART B:** \_\_\_\_\_

### Here are your results:

- If you scored between **75-100 points**:  
Your results indicate that your life situation and learning style are a good match for an online or hybrid course.
- If you scored between **50-74 points**:  
Your results indicate that online learning might be a good match for you. We recommend that you review your quiz results with your advisor before signing up for your first online course.
- If you scored below **50 points**:  
Your results indicate that online learning is not a good fit for your current situation and learning style.

## How to be a Successful Online Student

While many students at Massasoit Community College will take an online course throughout their certificate or associate degree, you will more than likely take all of your classes online in some format during the Covid 19 pandemic. For example, you may be entirely online with no fixed course meeting times, or you may meet through video conferencing at set times throughout the week with your class and professor. Since this is an unprecedented time in your educational career, you will need to focus on strategies that make you a good online learner, not only during the pandemic, but beyond. In addition, as we see more companies using video conferencing and online platforms, these strategies may help you in your careers.

Different types of courses use the Canvas online learning environment at Massasoit Community College. This includes many traditional and hybrid courses and all online courses.

The following are things you can do to be successful in the online environment regardless of the type of course(s) you are taking:

- Get familiar with Canvas! Click on links and try things out so you can get to know your online environment better. This Orientation is the perfect place to experiment and learn more about using Canvas without worrying about messing up something in your real course(s).
- Ask questions! Asking is key to learning. Ask your instructor and fellow students if you have questions or need help. You may also contact the Office of Online Learning with Canvas questions at [onlinelearning.mass.edu](https://onlinelearning.mass.edu). Don't get discouraged and give up. Remember, you are not alone!
- Manage your time! Set aside specific blocks of time each week to check Canvas and to work on your course assignments. [Here are some great tips for time management.](#)

- **Take responsibility for your learning!** While you can (and should) ask questions and for help, ultimately it is up to you to succeed! You are responsible for understanding the course content and turning in your assignments on time.
- **Brush up on essential digital literacy skills!** Review Wisconsin Technical College's self-paced [Basic Computer Skills](#) course to assist you in building a foundation in computer, email, word processing, and web skills.

For more information, check out the helpful resources provided below:

- [Transitioning to fully online learning](#)
- [Tips for Online Learners - Dos and Don'ts](#)

Additional information about online learning and Canvas may be accessed in the [Student Canvas Beginner's Guide](#).

## What is Canvas?



Canvas is a web-based learning management system (LMS) that allows students and professors to access their course material online (e.g., syllabus, assignments, discussions, quizzes, grades, etc.).

Massasoit Community College offers:

- traditional face-to-face courses that use Canvas (web-enhanced),
- video conference courses (live courses using video conferencing)
- hybrid courses (50% online and 50% face-to-face OR 50% online and 50% video conference)
- online courses (90+%). Some online courses may require campus visits for exams. Long-distance students may arrange for proctoring of their exams closer to home. Please contact your professor.

You will need access to a computer and the internet to use Canvas. Computer labs are available at the college. Please note that each course is set up differently by professors, who may not use all of the tools covered in this guide.

## Computer and Browser Requirements

For best functionality, update your device to the newest version of whatever browser you are using as well as the most up-to-date Flash plug-in and Adobe Acrobat Reader. Canvas supports the last two versions of every browser release. Information about requirements may be found at:

Computers: <https://community.canvaslms.com/docs/DOC-2059>

Browsers: <https://community.canvaslms.com/docs/DOC-1284>

Some courses may require additional software or publishers' web-based products, so please check with your professor.

## Mobile Support



Canvas offers free apps for Android and iOS phones and tablets. When downloading the app, you will need to identify Massasoit Community College's online URL, which is <https://massasoit.instructure.com/>.

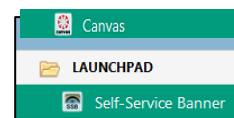
**Note:** You may notice that some Canvas features may not work as well on your mobile devices as they do on computers.

Additional information may be found at: <https://community.canvaslms.com/docs/DOC-1542>.

## Accessing Canvas

- Go to the Massasoit Community College webpage at: <http://www.massasoit.edu/>.
- Click on the **MyMassasoit** Login link.
- Enter your username assigned by the and password. If you are a first-time student, you may need to answer some security questions before entering the college's portal.
- When you enter the portal, click on the **Canvas** button located in the *Launchpad* section of the *Home* or *Student* pages.

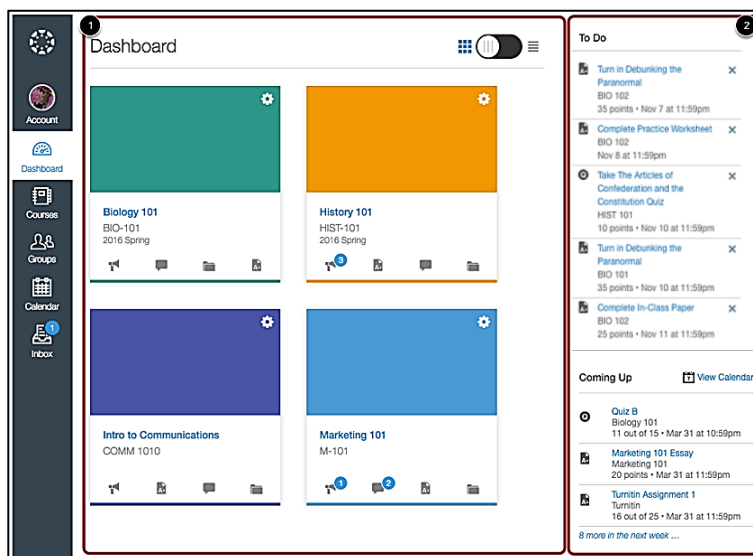
If you have difficulty accessing the portal or Canvas, please contact the Help Desk at 508.588.9100, extension 1139 or [helpdesk@massasoit.mass.edu](mailto:helpdesk@massasoit.mass.edu).



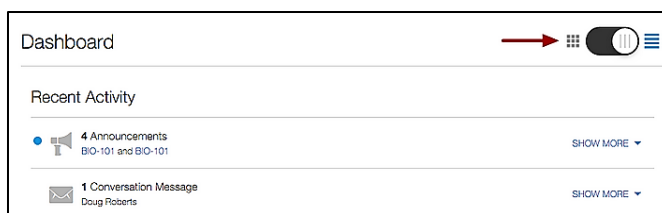
## Navigating the Canvas Dashboard

The *Dashboard* is the first screen you will see when you log into Canvas. The Dashboard helps you to see what is happening in all of your courses and helps you manage your coursework. It consists of three main elements:

- the **Course View**, which provides access and updates in courses you selected as favorites
- a **Sidebar**, which helps show upcoming events in your courses
- the **Global Navigation** for access to Canvas features



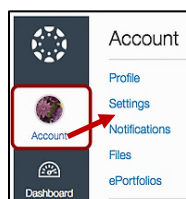
You can also see recent activities for all your Canvas courses by clicking on the toggle button in the **Dashboard**. To view recent activity, click on the Dashboard icon and then click on the toggle button at the top right of the screen to view the Recent Activity Screen.



For more information, go to: <https://community.canvaslms.com/docs/DOC-1281>.

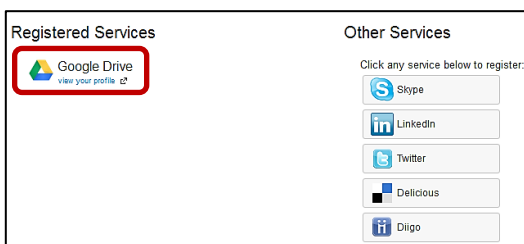
## User Settings

Your default email address for receiving Canvas notifications is your Massasoit Google email account, which is your *username@massasoit.edu*. However, you can change your primary email address in the **User Settings** screen.



In *Global Navigation*, click on the **Account** link, and then click on *Settings*.

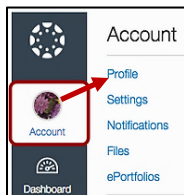
1. Click on **+ Add Email Address** to add another email address. Upon confirmation, make sure you “star” your primary email address by clicking to the left of the address.
2. Click on **Add Contact Method** to add a cell phone number for text alerts.



**Registered Web Services:** You can also link other web tools you already use with your Canvas account. It is recommended that you register Google Drive with your Massasoit email account. Click on the web tool you want to register and follow the on-screen instructions.

**Note:** Registering Google Drive will allow you to access it directly through your User Settings in Canvas. You will also need to be registered if your professor uses the *Collaborations* feature in Canvas (see page 20).

## User Profile



In *Global Navigation*, click on the **Account** link, and then click on *Profile*.

When you click on the *Edit Profile* button in your profile, you can edit:

1. **Your profile picture:** click on the *Profile Picture* icon. You can then upload a picture from your computer, take a picture using your computer's camera (not supported by Safari or Internet Explorer browsers), or import from an existing Gravatar account.
2. **Your bio:** type your biography in the **Bio** field. You can add hobbies and interesting facts about yourself.
3. **Personal links:** you can add personal links to your profile, such as personal websites, blogs, or portfolios.

A screenshot of the 'Jane Doe's settings' page. The page has a header with a home icon and the text '> Jane Doe's settings'. Below this is a profile section with a circular profile picture placeholder labeled '1', the name 'Jane Doe', and a field for 'Ways to contact Jane Doe'. Below the profile picture is a 'Bio' field labeled '2' with the text 'Jane Doe hasn't added a bio'. Below the bio is a 'Links' field labeled '3' with the text 'Jane Doe hasn't added any links'. On the right side of the page is a vertical sidebar with an 'Edit Profile' button at the top.

Make sure you click on the *Save Profile* button when you are done.

A screenshot of two buttons: a 'Cancel' button and a 'Save Profile' button. The 'Save Profile' button is highlighted with a red border.

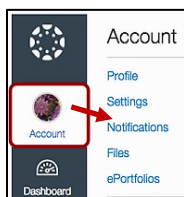
For additional information about Profiles and User Settings, click on:

<https://community.canvaslms.com/docs/DOC-1285>



## Notifications Settings

You can view and set the frequency of Canvas notifications you receive via email and text.



In *Global Navigation*, click on the **Account** link, and then click on *Notifications*.

You can change the frequency of notification deliveries for each course activity. In the primary email column, hover over the notification type that you want to change, and select one of four options:

1. Select the **Checkmark** icon to be notified immediately of any change for the activity.
2. Select the **Clock** icon to be notified daily of any change for the activity.
3. Select the **Calendar** icon to be notified weekly of any change for the activity.
4. Select the **X** icon to remove the notification preference so you will not be notified of any change for the activity.

Course Activities	Email Address
Due Date	doug.roberts.canvas@gmail.com
Grading Policies	
Course Content	
Files	
Announcement	
Announcement Created By You	

When you hover over an activity, you can view its details/description.

For additional information, go to: <https://community.canvaslms.com/videos/1072>.

## Global Calendar

The Global Calendar allows you to see all of your assignments from all of your courses in one place. To view the Calendar, click the **Calendar** link.



In *Global Navigation*, click on the **Calendar** link.

1. In the navigation bar, you can choose to view the calendar in Week, Month, Agenda, or Scheduler view. By default, the calendar appears in *Month* view.
2. The view you choose dictates the style of the calendar window.
3. The sidebar shows a quick-view calendar, your list of courses and groups, and undated items for your courses and groups.

Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Calendars that are not active will appear in gray.

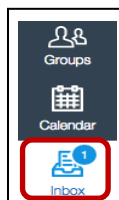
To hide a calendar, click on the box located to the left of the course name.

The screenshot shows the Global Calendar interface. At the top, there's a navigation bar with 'Today', navigation arrows, 'February 2016', and view tabs: 'Week', 'Month' (selected), 'Agenda', and 'Scheduler'. Below this is a large calendar grid with days of the week as columns. Various colored boxes represent assignments and events. A sidebar on the right shows a 'Calendars' list with checkboxes next to course names like 'Doug Roberts', 'History 101', 'Simple Canvas Course', etc. Below that is an 'Undated items' section. A red arrow points from a '10:59p Final' entry in the calendar grid to a detailed view of that entry, which shows '10:59p Final Discussion (History 101 - Section E)'.

You can click on an entry in the calendar to see details.

## Inbox (Conversations)

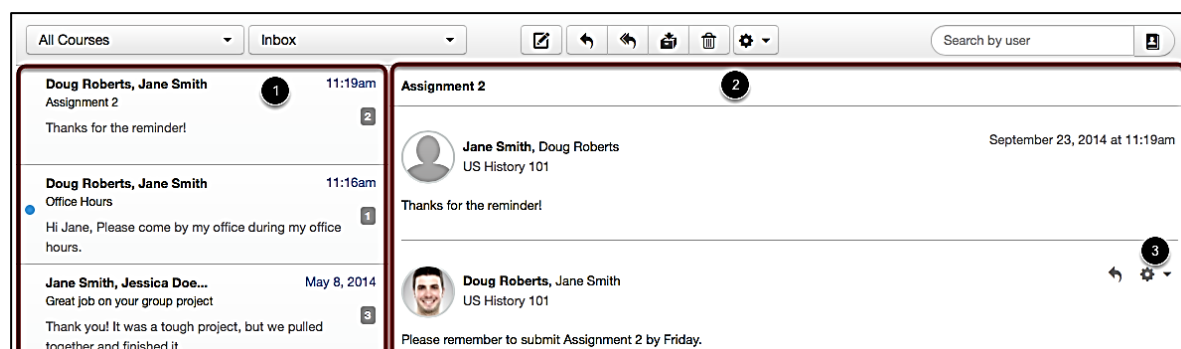
The Conversations Inbox allows you to send and receive messages from your professor and other students within Canvas.



In *Global Navigation*, click on the **Inbox** link.

The Inbox link will indicate the number of unread messages.

The Inbox is split into two windows. Sent and received Conversations are listed on the left side chronologically [1]. The Conversations messages preview window is on the right side [2]. You can reply, reply-all, forward or delete via the settings icon [3].

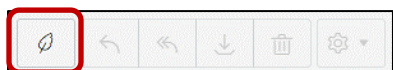


You can use the **Inbox** toolbar to:

1. Filter messages by course
2. Filter messages by type (Inbox, Unread, Starred, Sent, Archived, Submission Comments)
3. Compose a new message
4. Reply to a message
5. Reply to all recipients in a message
6. Archive a message
7. Delete a message
8. Forward and star conversations via the settings icon
9. Filter conversations by a user



By clicking on the **Inbox** dropdown menu, the window can be changed to display Archived Conversations, Starred Conversations, Sent Conversations, Unread Conversations, and Discussion Replies.



To compose and send a message, click on the **Compose** icon in the Inbox toolbar.

Add the recipient in the **To** field. You can type the recipient's name in the **To** field [1], or you can use the **Course Roster**, which will list recipients alphabetically [2].

Type your message in the message window, and click on **Send**.

For additional information about the Inbox, go to:  
<https://community.canvaslms.com/docs/DOC-2666>.

## Canvas Help

We recommend that if you are having trouble with course content, (1) try another browser, (2) contact your instructor, and then (3) contact Canvas.

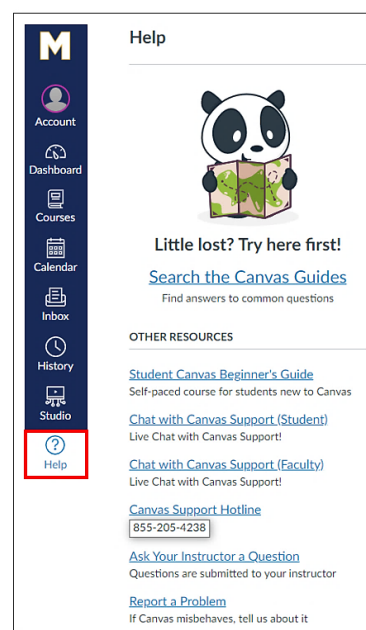
You can get help with Canvas by using the *Help* link which generates a list of resources to help you with Canvas, such as how to search Canvas Guides and report a problem.



In the *Global Navigation*, click on the **Help** link.

A help menu will appear and includes, but is not limited to:

- *Search the Canvas Guides*
- *Chat online with Canvas Support*
- *Call the Canvas Support Hotline*
- *Report a problem:* Submit problems you are having with Canvas to their support team if (1) another browser does not work or (2) your instructor has indicated that there is no problem with the Canvas discussion, assignment, text, etc.

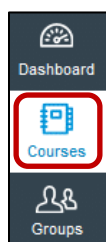


## Navigating Your Course

Professors are not required to publish/make courses available until the first day of class. However, some professors may publish before the semester begins.

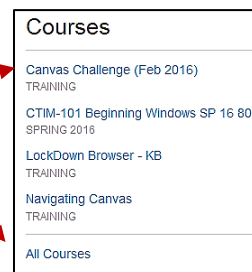
Courses are designed by the professors, and may differ.

There are two ways to access your courses in Canvas:

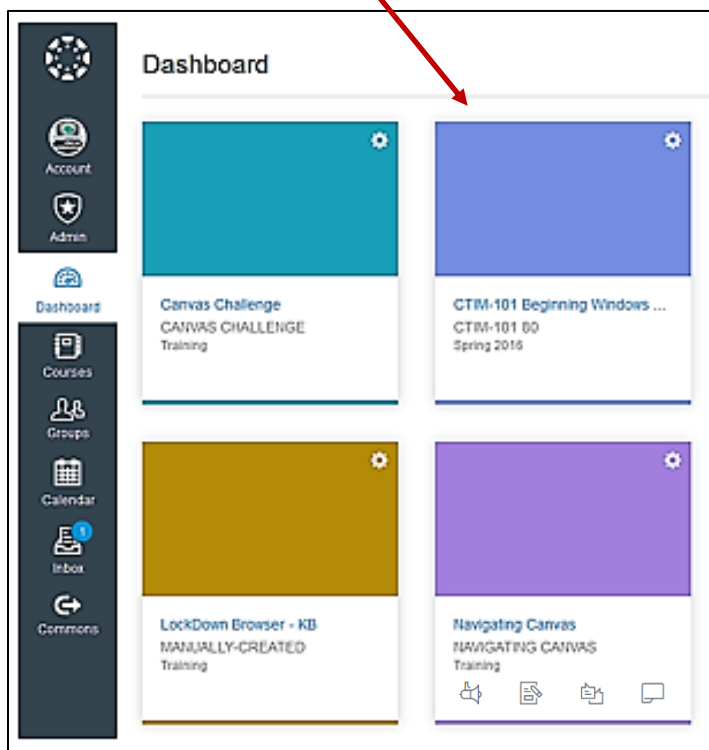


1. In the Global Navigation, click on the **Courses** link.





You will see a list of your courses. Click on a course name to open it. If you do not see the course name you want, click on **All Courses**.



2. You can click directly on a **Course Card** located on your Dashboard.



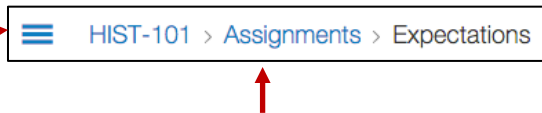
You can also access some course navigation tools within each course through the **Course Card**:

-  Announcements
-  Assignments
-  Discussions
-  Files

You will be directed to your course's **Home Page**, which consists of the:

1. **Course Navigation** links that help you get to where you want to go within a Canvas course. Professors can customize what links are shown in a course, so if you do not see links that may display in other courses, your professor has hidden them from your view.

You can collapse or expand the Course Navigation by clicking on the link above it.

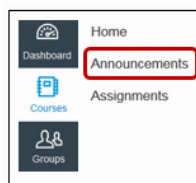


As you view course content from your Home Page, you will see “breadcrumbs” which leave a trail to show where you are inside the course. You can follow these links backward to visit prior course content.

2. **Content Area** that can be a page, a syllabus, list of assignments, or modules.
3. **Sidebar** helps you see what you need to do next in your course – *To Do*, *Coming Up*, and *Recent Feedback* (from your professor).



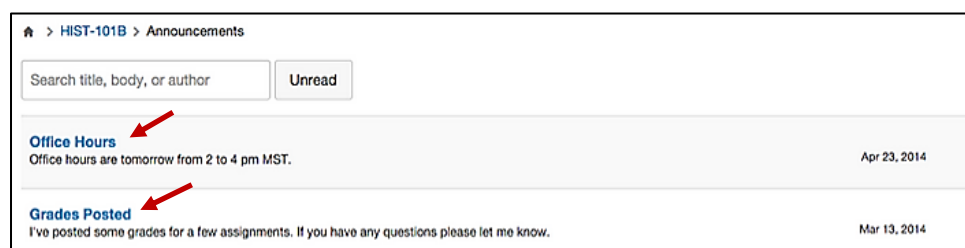
## Announcements



Your professor may send out announcements in Canvas. The *Announcements Index Page* allows you to view and filter announcements in your course.

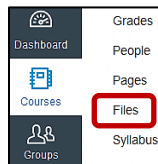
Click on the **Announcements** link in the Course Navigation.

You can view all the announcements in your course. To view an announcement, click on the name of the announcement.



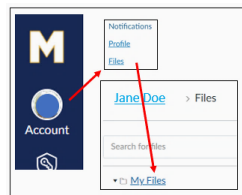
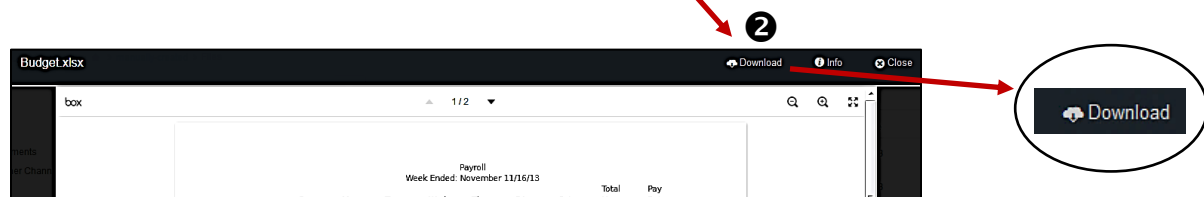
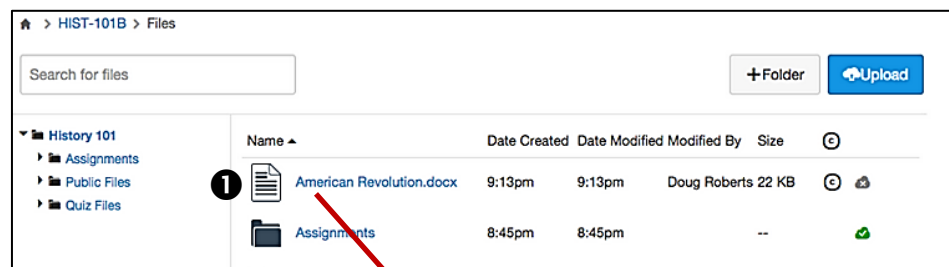
## Files

Course files include any content uploaded to a course. You may or may not have access to course files, depending on how your professor sets up the course.



Click on the **Files** link in the Course Navigation.

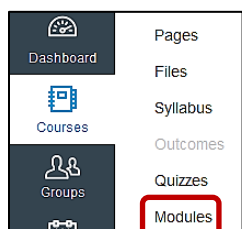
All unlocked course files can be viewed by students. Click on the file name or folder to preview the file [1]. Click on the **Download** button to open the file [2].



**Note:** If you want to see your files for all your courses and/or groups, click on the **Account** link in the Global Navigation menu, and select the **Files** link.

## Course Modules

Many professors will use modules to organize the course content based on units, chapters, weeks, or subject. Some professors may release content throughout the semester while others allow you to see all content at once.



Click on the **Modules** link in the Course Navigation (located on left side of your screen in the course).

**Note:** If you cannot see the **Modules** link, your professor may have decided not to use this feature and has hidden it from the Course Navigation. Check with your professor.

1. Modules can contain many different types of content including pages, discussions, assignments, quizzes, links, and other requirements.
2. Module content can be collapsed and expanded by clicking on the expand/collapse arrow.
3. Some module content may have requirements you will need to complete before moving to the next part of the module or a new module.
4. Some modules may have prerequisites before you can view the content.

Click directly on each title in the modules to open the content.

Note: If you see a lock next to the module, you will not be able to access the contents until the professor unlocks it or you complete the required prerequisites.

The screenshot shows a Canvas LMS module page. At the top, there's a 'Introduction' section with a checkmark. Below it is 'Unit 1: Pre-Colonial to 1789' with a 'Complete All Items' button. A red box highlights the 'Unit 2' section, which is expanded. Inside 'Unit 2', there are sections for 'Overview', 'Unit 2 Objectives', 'Content', 'Discussion', 'Assignment', and 'Quiz'. A red box highlights the 'Unit 2 Quiz' section, which has a requirement 'must submit the assignment'. Below the 'Unit 2 Quiz' section, there's a 'Prerequisites' section with buttons for 'Introduction' and 'Unit 1: Pre-Colonial to 1789'. A red box highlights the 'Unit 1: Pre-Colonial to 1789' button. Below the 'Prerequisites' section, there's a 'Unit 3' section with a lock icon. Below 'Unit 3' is a 'Final Unit' section with a lock icon. Red arrows point from the numbered callouts to the following elements: 1 points to the 'Overview' section; 2 points to the 'Unit 1: Pre-Colonial to 1789' button; 3 points to the 'Unit 2 Quiz' section; 4 points to the 'Unit 1: Pre-Colonial to 1789' button.

When you open content within the modules, you can navigate by using the **Previous** and **Next** buttons located at the bottom of the page. Hover over **Previous** or **Next** to view information about the content. Click on **Previous** or **Next** to move to the next or previous item.

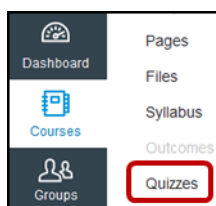
The screenshot shows the bottom navigation bar of a Canvas LMS page. It features a 'Previous' button on the left and a 'Next' button on the right. In the center, there's a button labeled 'Unit 2 Assignment' with a document icon. The 'Previous' and 'Next' buttons are highlighted with red boxes.

Each module may include quizzes [1], assignments [2] or discussions [3]. Each has its own icon.

The screenshot shows a list of three icons with their corresponding labels: 1. Course Quiz (quiz icon), 2. Course Assignment (assignment icon), and 3. Course Discussion (discussion icon). The numbers 1, 2, and 3 are in circles to the left of each icon.



## Quizzes



Click on **Quizzes** in the Course Navigation.

Note: Your quizzes may be located in the **Modules** or other links in the course.

Click on the title of the assigned quiz.

<b>First Quiz</b>	Available until Aug 22
Genetics Quiz 1	
Ecology Quiz	Not available until Nov

★ > BIO-101 > Quizzes > First Quiz

### First Quiz

Due	No due date	Points	8	Questions	5	Time Limit	90 Minutes
-----	-------------	--------	---	-----------	---	------------	------------

Instructions

Please read the questions carefully. You can only submit this quiz once.

[Take the Quiz](#)

To begin the quiz, click on the **Take the Quiz** button.

You may be required to open a quiz in another browser called **Respondus Lockdown Browser**. You can view an informational video, download the browser on your computer, and link to technical support in the Online Learning link in the *MyMassasoit* portal.



Read the professor's instructions and complete the quiz. Quizzes will either have all the questions on one page, or each question will be shown one at a time.

There are several different question types in Canvas that your professors may use (true/false, multiple choice, essays, etc.).

Section 1 Quiz

Started: Sep 5, 2014 at 12:39pm

Quiz Instructions

- Click in the circle to the left of the answer you believe is correct for each question.
- When you have completed the quiz you must click on the SUBMIT QUIZ box or the quiz will not be recorded.

Questions

- Question 1
- Question 2
- Question 3
- Question 4
- Question 5
- Question 6
- Question 7
- Question 8
- Question 9
- Question 10

Time Running: 0:00  
NaN Minutes, NaN Seconds

Question 1 10 pts

There are several ways to edit a cell:

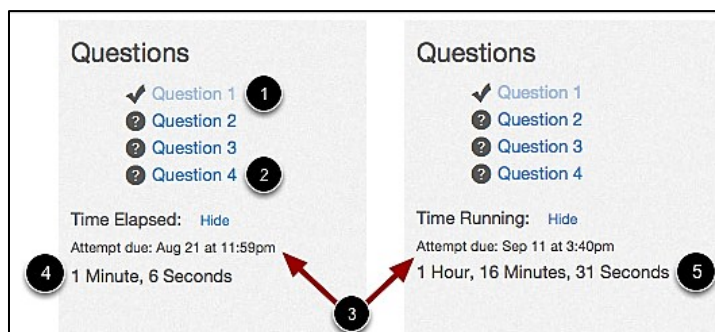
- ☐ double click on the cell
- ☐ click on the cell, and then edit in the formula bar.
- ☐ Click on the cell, and press the F2 control key on your keyboard
- ☐ all of the above

Question 2 10 pts

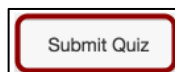
The key for multiplication in a formula is:

The sidebar on the right of the quiz allows you to view:

1. a summary of answered questions
2. list of unanswered questions
3. due date for the quiz
4. elapsed time for untimed quizzes
5. running time for timed quizzes

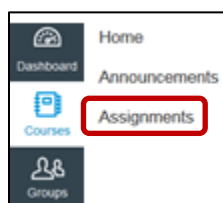


Canvas will auto-save your quiz as you are completing it. When you are finished, click on the **Submit Quiz** button.



## Assignments

Professors can choose what kind of online submissions they want you to use. The most common way is to submit an assignment online as an attachment/upload.



Click on **Assignments** in the Course Navigation.

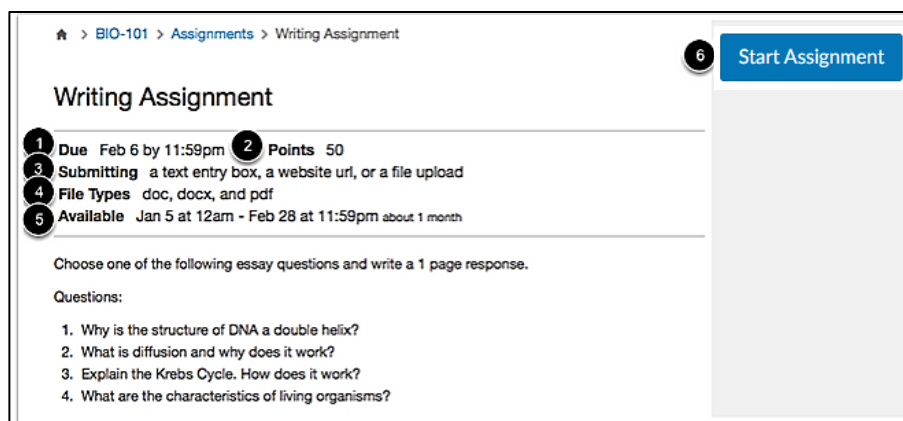
Note: Your assignments may be located in the **Modules** or other links in the course.

Click on the title of the assignment.

Writing Assignment	Available until Feb 28	Due Feb 6 at 11:59pm	~/50 pts
Cell Processes		Due Feb 11 at 11:59pm	~/10 pts

When you click on an Assignment title, you will see a screen with assignment instructions. You may also see a rubric (assignment criteria) to help guide your work. You may see the following assignment details:

1. Due date
2. Total points
3. Submission types
4. File types
5. Availability dates
6. Click on the **Start Assignment** button to submit your work.



**Note:** If you cannot see the **Start Assignment** button, your professor 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 professor for assistance.

To upload a file from your computer and submit as your assignment, click on the **Browse** or **Choose File** button (depending on what browser you use), and select your saved file (you need to know where you saved it is on your computer).

Your professor may require you to use a plagiarism detection software program. When you are submitting your assignment in Canvas, you will need to check a box stating you are submitting your own original work.

Click on **Submit Assignment**.

Another method your professor may want you to use for submitting assignments is through a text entry box. Type, or copy and paste text into the *Rich Content Editor*. Click on **Submit Assignment**.

**Note:** When using a text entry box, you can add links, media, and limited formatting. Here are some [Canvas Guides](#) about the subject.

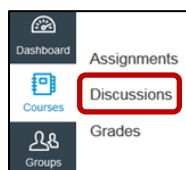
Other methods may include a Website URL (usually for Google docs) or Media upload.

After you have submitted your work, you will see a confirmation in the Sidebar about your submission [1].

If you need to, you may resubmit another version of your assignment using the **New Attempt** link [2]. You will only be able to view the details of your most recent submission in the Sidebar, but your professor will be able to see all of your submissions, most recent first.

## Discussions

Your professor may use the **Discussions** feature in Canvas where students contribute to a variety of topics. Your professor will determine whether or not discussions are graded.

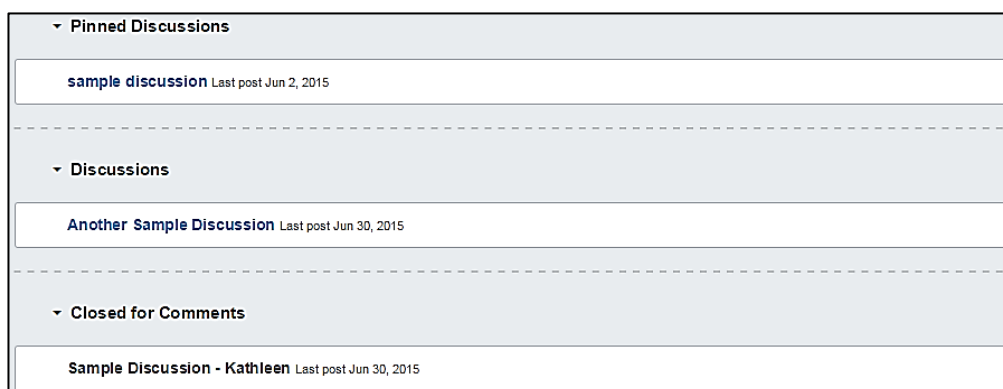


Click on **Discussions** in the Course Navigation.

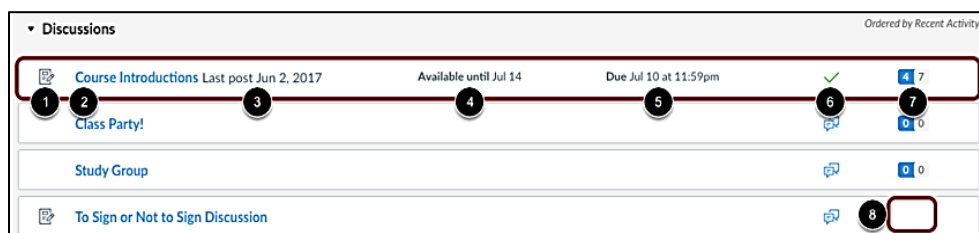
Note: Your discussions may be located in the **Modules** or other links in the course.

The Discussions Index Page is organized into three main sections:

1. *Pinned Discussions*: These are discussions that your professor wants you to pay specific attention to and will appear at the top of the Discussions page.
2. *Discussions*: ordered by most recent activity.
3. *Closed for Comments*: These discussions are no longer available for posts.



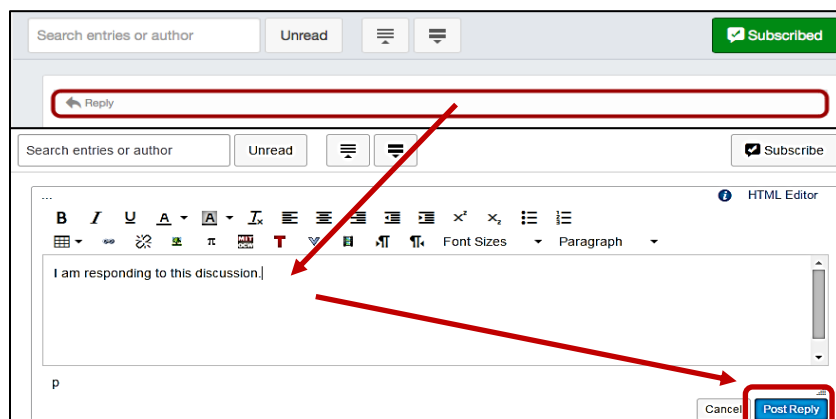
Each discussion displays whether or not it is a graded discussion [1], the name of the discussion [2], the date of the last discussion post [3], any availability dates for the discussion [4], the due date (if any) [5], whether or not you are subscribed to the discussion [6], and the number of unread/total posts in the discussion [7]. The number of unread/total posts will not appear for group discussions [8].



To reply to a discussion, click on the Discussion title.

When you click on the **Reply** box, it will open to the *Rich Content Editor*, where you can type or copy and paste text, and post your reply.

Note: You can add links, media, and limited formatting in the *Rich Content Editor*. Here are [Canvas Guides](#) about the subject.



You can also search through discussions by filtering. There are several ways to filter Discussions:

1. Search by using the title, body, or author fields.
2. View only unread discussions by clicking on the *Unread* button.
3. View graded discussions by clicking on the *Assignments* button.
4. Start a new discussion by clicking on the Add *Discussion* button. (Note: Some professors may choose to disable this option.)
5. Change the discussions settings by clicking on the ***Settings*** icon.  
(Note: Some professors may choose to disable this option.)



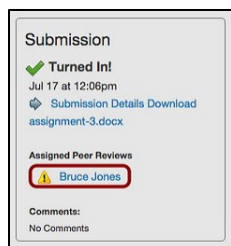
### ***Group Assignments and Discussions***

A *group assignment* is a way for professors to allow students to work together on an assignment and/or discussions and submit as a group. All members of the group have access to the assignment, but only one group member needs to submit the assignment on behalf of the group.

When you post replies in a *group discussion*, only members of your group and the professor will have access to view them.

### ***Peer Reviews for Assignments and Discussions***

Your professor may require you to submit a peer review of another student's assignment or discussion. To complete the assignment, you must review another student's submission and add a comment in the comment sidebar.

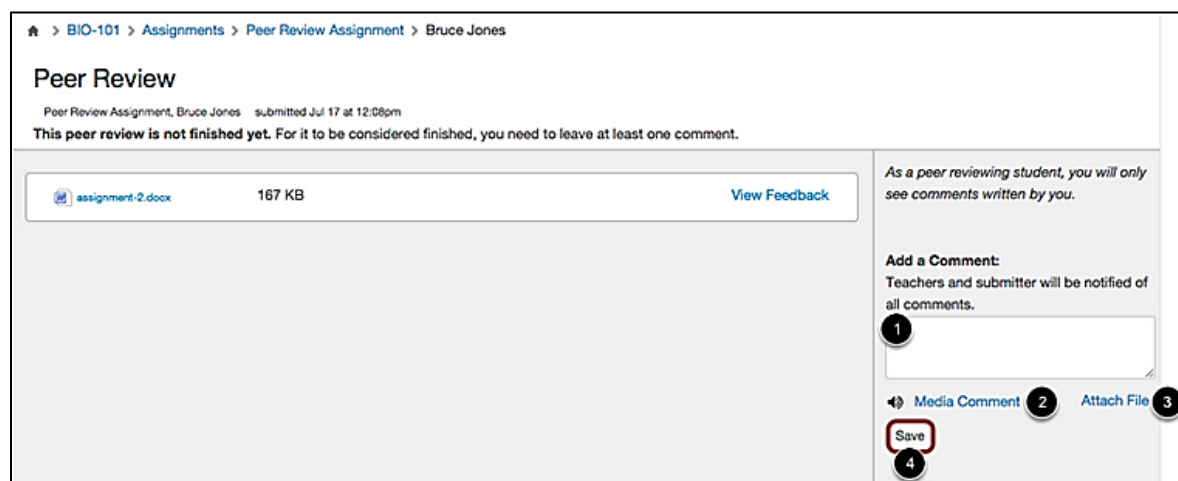


When you open a **Peer Review assignment**, you will see a list of peer reviews assigned to you. Click on the name of the peer whose work you will be reviewing.

When you open a **Peer Review discussion**, click on the *Review Now* link to make your comments.



Type a comment in the comment field [1], leave a media comment [2], or attach a file [3]. Click on the **Save** button [4].

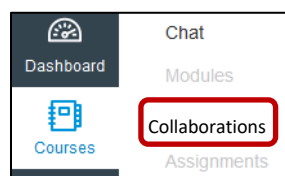


You may also be required to assign points to the assignment or discussion with a rubric attached by the professor.

## Collaborations

The Collaborations feature allows students to work together on a shared Google document.

**Note:** You are required to register your Massasoit Google Drive in Canvas in order to use this feature. (See **User Settings** section on page 5.)

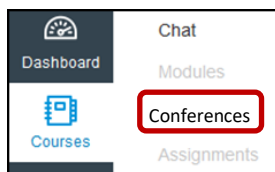


Click on the **Collaborations** link in the Course Navigation to use this feature.

For more information about Collaborations, view a tutorial video at <https://community.canvaslms.com/videos/1126>.

## Conferences

The Conference feature uses a program called *Big Blue Button* and allows the class to meet in real time, using their webcams or microphones. In these types of sessions, the professor may lead a class lecture or discussion.



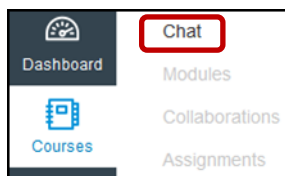
Click on the **Conferences** link in the Course Navigation and then select the conference in which you are participating. Conferences will be listed as *New* and *Concluded*.

For more information about conferences, go to <https://community.canvaslms.com/docs/DOC-1830>.

## Chat

Chat is a text-based communication tool that allows students and professors to interact in real time, all in one place. Chat can be used to give students an opportunity to attend virtual office hours, and have group discussions or student sessions.

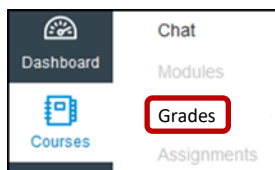
Note: Chat comments cannot be deleted.



Click on the **Chat** link in the Course Navigation. You will be directed to a Chat room, where you can add text at the bottom of the screen.

For more information about chat, watch a video at <https://community.canvaslms.com/videos/1125>.

## Viewing Grades and Feedback from Your Professor



You can view your grades by clicking on the **Grades** link in the Course Navigation.

You will be directed to a listing of your graded quizzes, assignments, and discussions. You can click on any of the boxes to the right of the grades to view comments, rubrics (assignment criteria), or plagiarism results.

Name	Due	Score	Out of
<a href="#">Assignment #1 - Section 1 - Analyzing Data Using Excel</a>	Sep 28, 2014 by 11:59pm		50
<a href="#">Assignment #2 - Section 1 - Analyzing Data Using Excel</a>		47	50
<a href="#">Ed Puzzle</a>		-	0
<a href="#">Section 1 Quiz</a>		100	100
<a href="#">TURNITIN LTI 03-03-15</a>		-	100
<b>Turnitin</b>		N/A%	0% of Final
<b>Assignments</b>		94%	20% of Final
<b>Midterm</b>		N/A%	25% of Final
<b>Final</b>		N/A%	25% of Final
<b>Quizzes</b>		100%	15% of Final
<b>Total</b>		<b>96.57%</b>	

You can also view feedback from your professor in the Grades Section. Click on the title of an assignment.

View Assignment Details				
<a href="#">Unit 1 Quiz</a>	Feb 17 by 11:59pm	10	10	
<a href="#">Unit 2 Discussion</a>	Mar 3 by 11:59pm		15	
<b>Unit 3 Assignment</b>	Mar 7 by 11:59pm	18	20	

HIST-101B > Assignments > Unit 3 Assignment > Emily Boone

Submission Details

Unit 3 Assignment, Emily Boone submitted Mar 6 at 1:21pm [Re-submit Assignment](#)

[e\\_boone\\_assignment-3.docx](#) 167 KB [View Feedback](#)

[Add a Comment:](#) Teachers and submitter will be notified of all comments.

[Media Comment](#) [Attach File](#)

[Save](#)

Click on the **View Feedback** button.

View the annotated comments from your professor [1]. To reply to a comment, hover over the comment and click on the Reply button [2]. You can also make your own annotations on your assignment.

Submission Details

Unit 3 Assignment, Emily Boone submitted Mar 6 at 1:21pm [Re-submit Assignment](#)

[e\\_boone\\_assignment-3.docx](#) 167 KB [View Feedback](#)

Preview of e\_boone\_assignment-3.docx

[Comment](#) 1 of 2

**1** Doug Roberts: Good introduction here in bringing the reader into your paper.

Doug Roberts: Can you expand on this idea? What is the author trying to say?

Doug Roberts: Great job introducing these ideas. This is the type of work you are able to produce on a regular basis. Keep it up!

[Reply](#) **2**

Recent Feedback	
	<a href="#">Week 1 Assignment</a> 80 out of 100
	<a href="#">Week 1 Assignment B</a> 100 out of 100 - "Per our discussion on 7/15, I a..."
	<a href="#">Week 1 Discussion</a> 75 out of 100 - "Ok, but you did not explain wh..."
	<a href="#">Week 2 Quiz</a> 75 out of 100
<a href="#">2 more in the past two weeks ...</a>	

You can also access your feedback on the front page of your course in the **Recent Feedback** section located on the right sidebar.