Canvas Student Mobile App Guide: Android

Canvas is the learning management system (LMS) we will use in this course. This guide covers the basics for accessing your Canvas courses using the Student app on your Android device.

All images are shown for a phone display. Unless otherwise noted, the tablet displays mirror the same steps.

GETTING STARTED WITH THE CANVAS ANDROID APP

Logging into the App
Once you download the Canvas Student app from the Play store, you can use the app to log in to your Canvas account.

Open your device and tap the Canvas Student icon.

Find Rutgers

- Tap the Find My School button [1].
- If you've previously logged in where you want to use the account, tap the name of the account [2].
Enter Your Login Credentials
After you've located an account, you can view the Canvas URL at the top of the screen [1].

- Enter your email [2] and password [3]
- Tap the Login button [4]

If you don't know your password, tap the Forgot Password? link [5].

View Course Invitation
If you have been invited to join a course, you can view the course invitation on your Dashboard.

- To accept the invitation, tap the Accept button [1].
- To decline the invitation, tap the Decline button [2].

VIEWING YOUR COURSES
The app Dashboard defaults to your favorite courses. Favorite courses mirror the courses customized drop-down menu in the web version of Canvas.
To view all your courses, tap the **See All** link.

**RECEIVING NOTIFICATIONS**
You can set notification preferences in the Canvas Student app to receive updates about your Canvas courses. Once notifications are selected, notifications are sent to you even if you have not opened the Canvas Student app.

*Open User Menu*
On your Dashboard, tap the **Menu** icon.
Open Settings
Tap the Settings icon.
Select Communications Channel
All notification communication channels available to you are displayed in **Settings**.

![Settings Menu]

Setting Notification Preferences
By default, communication notifications can either be on or off.

- Enabled notifications show the toggle to the right [1] and are sent ASAP.
- To disable a notification, tap the slider (toggle will be on the left) [2].
  - Disabled notifications are never sent.

SUBMIT AN ASSIGNMENT
On the app **Dashboard**, tap the name of the course you'd like to view.
Open Assignments
Tap the Assignments link.

NOTE: You may need to swipe your screen to view the Assignments link.

View Assignments
In the Canvas Student app, assignments are organized by assignment group [1].
To collapse and expand assignment groups, toggle the group arrow [2].

**Submitting Your Assignments**
You can submit assignments through the app, and your instructors can choose the submission type they want you to use.
- Options include File Upload, Text Entry, Website URL, Media Recording, and Canvas Studio

Tap the name of an assignment as shown below.

This will take you to the Assignment Details page.
The Assignment Details page displays the assignment title, points possible, submission status, and due date [1].

- You can view:
  - Assignment's submission types [2]
  - Acceptable file types for file uploads if restricted by your instructor [3]
  - Submission details and the assignment rubric by tapping the Submission & Rubric link [4]
  - The assignment's description [5]

To submit your assignment, tap the Submit Assignment button [6].

File Upload Submissions
A common submission type is File Upload shown below.

Tap the File Upload link.
Tap the + (Add) icon.

**Select Upload Source**
Select the source from which you wish to upload your file.

1. File icon [3] to select a file from your device folders
2. Gallery icon [1] to select an image from your gallery
3. Camera icon [2] to take a photo from your camera

**NOTE:** Depending on the allowed file type submissions, all upload options may not display for your assignment.

**Submit Your Assignment**
- Verify the file you have chosen for submission [1].

To:
- Remove the file, tap the **Remove** icon [2].
- Add an additional file, tap the **+ (Add)** icon [3].
- Submit your file, tap the **Submit** link [4].

**DISCUSSIONS**
Select **Discussions** from the Home Front Page of your course site.

Tap the **Discussions** link.

*View and Open Discussions*
Tap the name of the thread to view a discussion thread.
**Posting to Discussions**
To reply to the discussion, tap the Reply link for the discussion [1].
To reply to another discussion post, tap the Reply link for the post [2].

Your Discussion Post

- Write your response in the Rich Content Editor [1].
- Use the Rich Content Editor icons [2] to format your post.
If your instructor allows attachments in discussions, you can add an attachment by tapping the **Attach** icon [1].

Tap the:
- **Camera** icon [2] to take a photo with your camera
- **Gallery** icon [3] to select an image from your device library
- **Device** icon [4] to select a file or video from your device

**Verify Your Attachment**
View your attachment [1].
Tap the:
- **Remove** icon [2] to remove the attachment.
- **Okay** link [3] to attach the file to your post.

Tap the **Send** icon shown below to add your post to the discussion.

CONTACT YOUR INSTRUCTOR: CANVAS INBOX
In the Dashboard, tap the **Inbox** icon.

*Compose a New Message*
To compose a new message, tap the + (Add) icon
Select Your Course
Tap the Select a course link [1].

Select the course or group for your message [2].
Tap the + (Add) icon in the To field

**Send Your Message**
In the Subject field [1], enter a subject for your message.

- If you want to send individual messages to each recipient, tap the Send individual message to each recipient toggle [2].
- In the Compose field [3], type your message.
- When you are ready to send your message, tap the Send link [4].

**CHECK GRADES AND FEEDBACK**
To view your grades within a course, tap the course name.
Open Grades
From the User Menu, tap the Grades link.

View Course Grades
Your total score appears at the top of the page [1].
To view:

- Scores based on graded assignments only, tap the Base on graded assignments checkbox [2].
- What-if scores - ones that let you know how grades will be affected by upcoming or submitted assignments - tap the Show What-If Score checkbox [3].
- Grades for a different grading period, tap the Grading Period menu [4].

- If your instructor has posted the grades, the assignment displays the score you have earned [5].

**CANVAS HELP**
If you have any problems with Canvas, contact the Canvas Help Desk:

- **Email:** help@oit.rutgers.edu
- **Phone:** 833-648-4357

Canvas support is available 24 hours a day, 7 days a week.