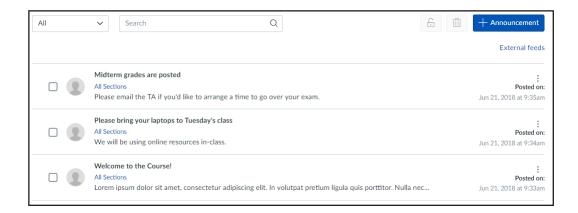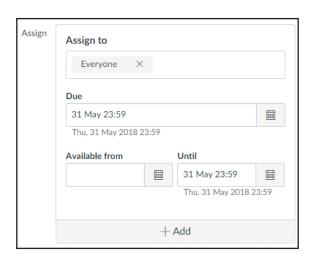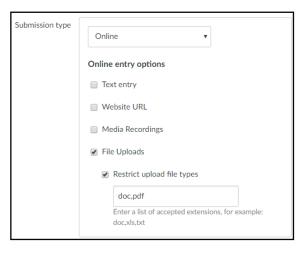**Announcements**   A communication tool that allows instructors to post announcements for all users in a course. Announcements can be created in courses and groups. Instructors can allow students to reply to announcements if they choose.

Assignments   A 'drop box' where students can submit their assignments as files (.pdf, .doc, etc.), text entries, and more. Instructors can change availability dates, marks out of, due dates, etc. Assignments can be assigned to everyone in the course or differentiated by section or user.
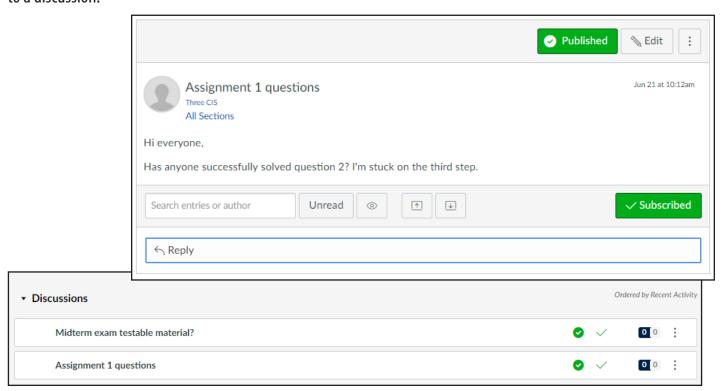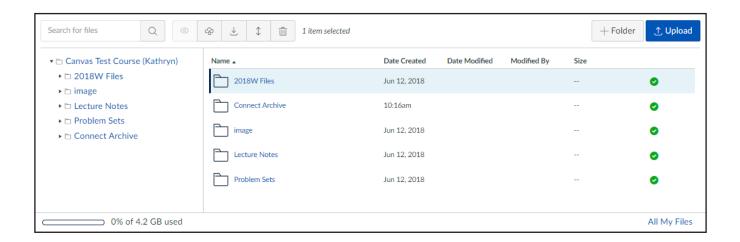
Discussions

Discussions is a forum designed to facilitate informal communication between students in a course. Discussions can also be created as assignments for grading purposes. Students can also respond to informal and graded discussions in the context of a group. All Discussions content is public, and all course students can view and reply to a discussion.
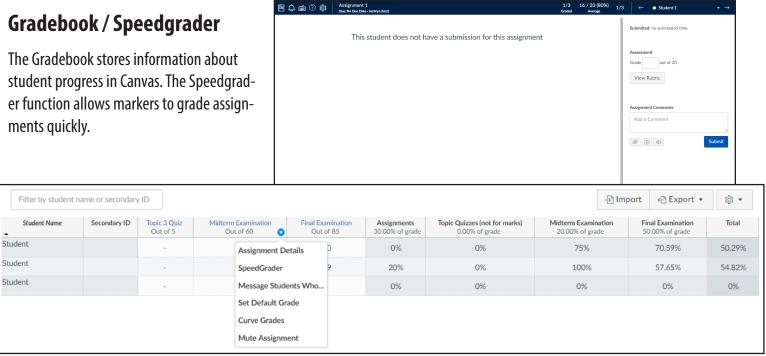

Files

Canvas provides a file repository for each user, group, and course. Files can be public or private. Folders can be created to organize the files as needed.
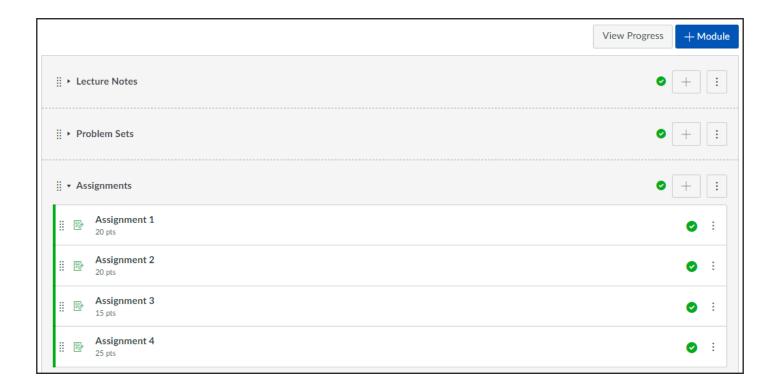
Gradebook / Speedgrader

The Gradebook stores information about student progress in Canvas. The Speedgrader function allows markers to grade assignments quickly.
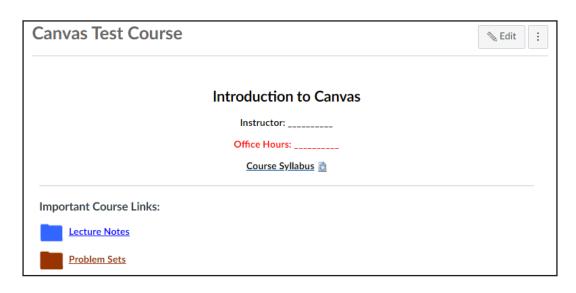

Modules

Modules is a tool that can unify all course content into structural components. Module content can be grouped by week, topic, or day. Text headers, files, quizzes, assignments, and pages can be added to a module. Modules can be set up to require students to complete materials in a sequential fashion, or be locked until a set date.
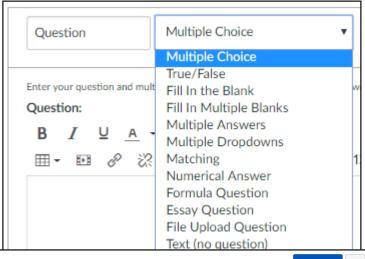
Pages

Pages comprises all pages created in a course. A page allows instructors to create content for a Canvas course. Instructors can use the Rich Content Editor (see next page) to add text, links, images, media, and more. The Home Page is an example of a Page, set as the course's front page.

Quizzes

Quizzes displays all quiz assessment types in a course. Quiz types include multiple choice, true or false, fill in the blank, matching, and more. They can be used to test students' knowledge of course material.

Rich Content Editor

The Rich Content Editor (RCE) is a text editor that supports instructors to create and format content within specific Canvas areas. There are stylizing elements such as **Bold**, <u>Underline</u>, *Italicize*, as well as functions for embedding media, hyperlinks, lists, tables, and more. The sidebar can be used to quickly link text to course links, and files or embed images stored in the course's Files. The RCE can be accessed when editing any text-based content such as Pages, Announcements, etc.