



Canvas Tips for Students

Assignments for Online Submission

Canvas allows you to submit assignments to your professor electronically, provided he or she enables that feature. You may be required to submit your file in Microsoft Word, PDF, or some other file format. You may upload files from your computer or from your OneDrive.

Your professor may place assignments in modules. He or she may also enable the Assignments link in the navigation bar. In either case, you can see the assignment availability date, due date, and points value.

Assignment title Due date Points value

Assignment title	Due date	Points value
Artists of the 20th Century	Due Dec 19 at 11:59pm	-/10

Assignments screen (if available in your course)

Assignment title Due date Points value

Assignment title	Due date	Points value
Artists of the 20th Century	Dec 19	10 pts

Assignment in module

1. Click on the assignment you need to complete and read the instructions.
2. Click the Submit Assignment button near the top of the screen.

Artists of the 20th Century

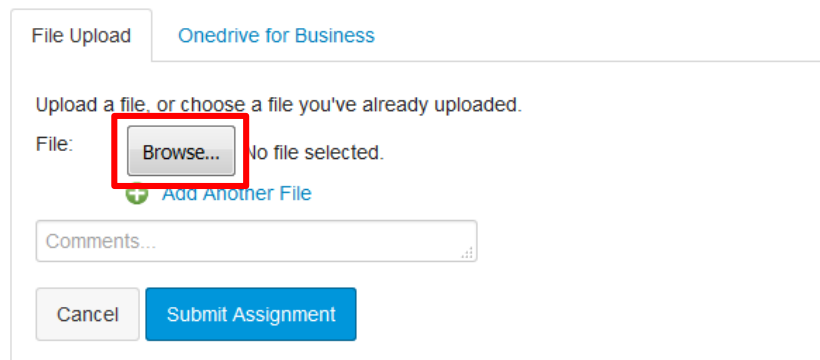
Submit Assignment

Due Dec 19 by 11:59pm **Points** 10 **Submitting** a file upload
Available Dec 9 at 12am - Dec 19 at 11:59pm 11 days

Who is the most influential 20th century artist and why? Please type your response in a 300-400 word document. Please submit in MS Word or PDF format.

Submit assignment button

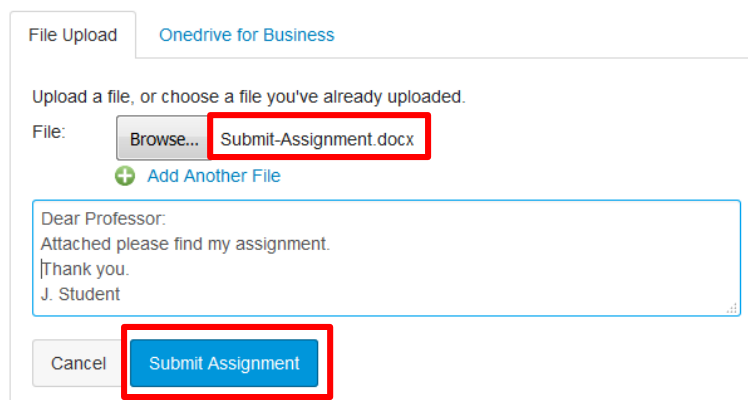
3. To submit a file saved on your computer, confirm that the File Upload tab is open. Click Browse.



The screenshot shows the 'File Upload' tab selected. It includes a 'Browse...' button, a 'No file selected.' message, an 'Add Another File' link, a 'Comments...' text area, and 'Cancel' and 'Submit Assignment' buttons at the bottom.

File Upload tab

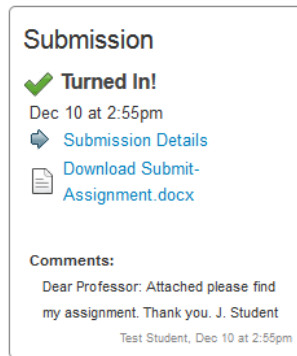
4. Select the desired file on your computer and click Open.
5. Confirm that the file name appears next to the Browse button. Enter any comments you wish to accompany your submission in the Comments field. Then click Submit Assignment.



The screenshot shows the 'File Upload' tab with the 'Browse...' button now displaying the file name 'Submit-Assignment.docx'. The 'Comments...' text area contains the text: 'Dear Professor: Attached please find my assignment. Thank you. J. Student'. The 'Submit Assignment' button is highlighted.

Submit assignment

6. A confirmation appears telling you that your file has been submitted.

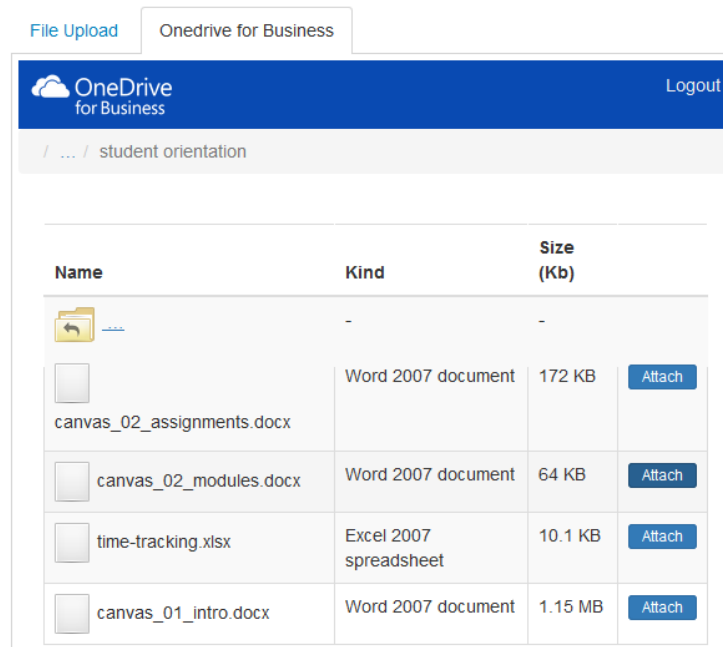


Submission confirmation

You can also upload a file from your Microsoft OneDrive.


1. Follow the same steps as above, but instead of File Upload, click the OneDrive for Business tab.

Note: You may have to log in to your Microsoft account.



OneDrive for Business tab

2. Locate the file you wish to submit and click Attach.

 canvas_02_modules.docx	Word 2007 document	64 KB	Attach
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Attach file

3. Again, enter any relevant information in the Comments field and click Submit Assignment.

[File Upload](#)
Onedrive for Business

File **canvas_02_modules.docx** [change](#)

Additional comments

Dear Professor:
Attached please find my
assignment.
Thank you,
J. Student

Cancel **Submit Assignment**

Submit assignment