University of South Florida www.usf.edu/atle | atle@usf.edu

Announcements	Your instructor may use course Announcements to send you important information. • How do I view Announcements?			
Emailing Your Instructor	You should always contact your instructor through Canvas. You will send your instructor(s) emails using the Inbox. • How do I use the Inbox? • How do I find my unread messages in the Inbox? • How do I send a message?			
Modules	Your instructor may use Modules to organize the course in Canvas. If so, you should see the Modules button on the left side of the course window. Modules can contain things like PowerPoints, readings, quizzes, videos, discussion boards, assignments, and more. • How do I view Modules? Some instructors may require you to mark a module page or assignment as completed before you can progress to the next item in the module. • How do I mark a modules item as done for a module requirement?			
Discussion Boards	You may have to respond to discussion boards. Many discussion boards are graded and your grade could be determined by your response to the discussion prompt, as well as your response to your classmates' posts. • How do I view Discussions? • How do I reply to a discussion?			
Quizzes	Some of your exams, tests, or quizzes may be delivered through Canvas Quizzes. Quizzes can contain multiple choice, true/false, short answer, and many other types of questions. • How do I view Quizzes? • How do I take a quiz? • How do I answer each type of question in a quiz? Note: Each of your instructors may use different quiz settings. • How do I view quiz results? • How do I view quiz comments from my instructor?			