

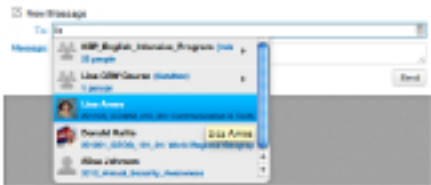
Why should I use the Inbox?

The **Inbox** in Canvas is designed to capture *conversations*. So not only can you create and send a message, but you can view the entire conversation around that message in one place. That's a time saver!



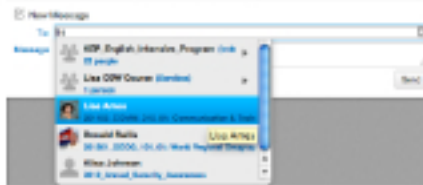
How do I send a message to my teacher?

Go to your **Inbox** > in the **To:** field, start typing your Teacher's name (it will appear in blue) > enter a message > click **Send**. Your message will appear at the top of your Conversation list.
* You can also attach a file and record your message!



How do I delete conversations and messages?

To delete a conversation go to your **Inbox** > click on the gear wheel in the left pane > **Delete**.

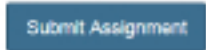


To delete individual messages (showing in the right pane) put a check in the box next to the message you want to delete > click on the trash can icon > **Delete**.

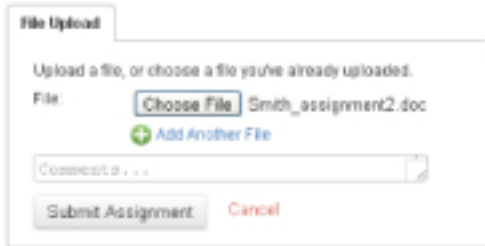
Working in Your Canvas Course

How do I submit an online Assignment?

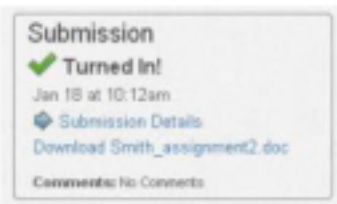
Click the **Assignments** link in the left navigation. (Some instructors might have you access assignments through Modules.) Click the name of the assignment you want to submit. Click the Submit Assignment button:



Click the **Choose File** button to upload a file. When the file name shows after the Choose File button, click **Submit Assignment**.



You will see a text box with "Submission Turned In." Click the **Submission Details** button to download a copy of what you submitted.



How do I view Teacher's Feedback?

Click **Grades** in the course menu. Click the title of the assignment. On the next screen, click the **View Feedback** button.



To print the assignment with the feedback, click the down arrow, then choose **Download Annotated PDF**.

