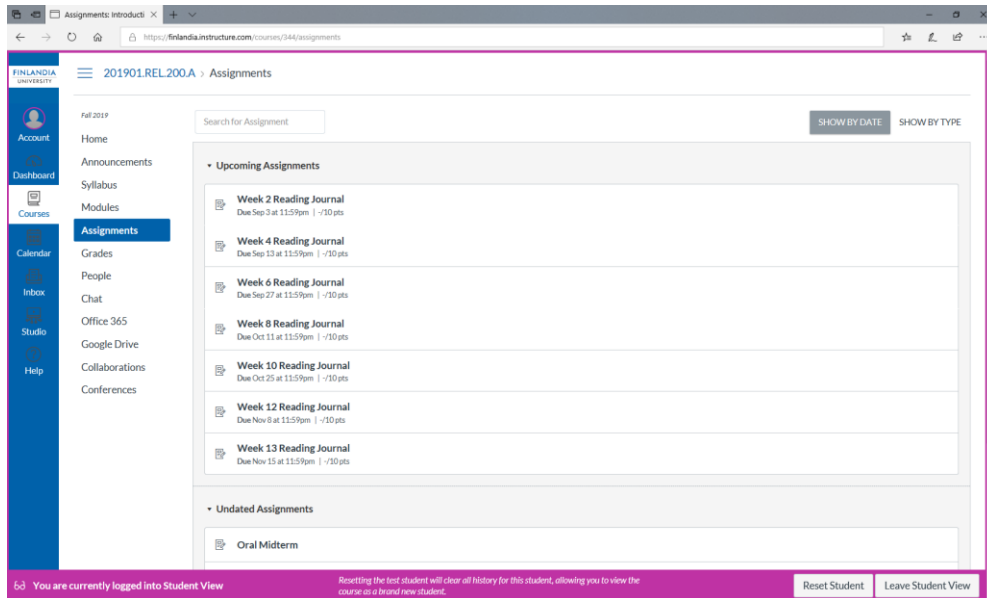
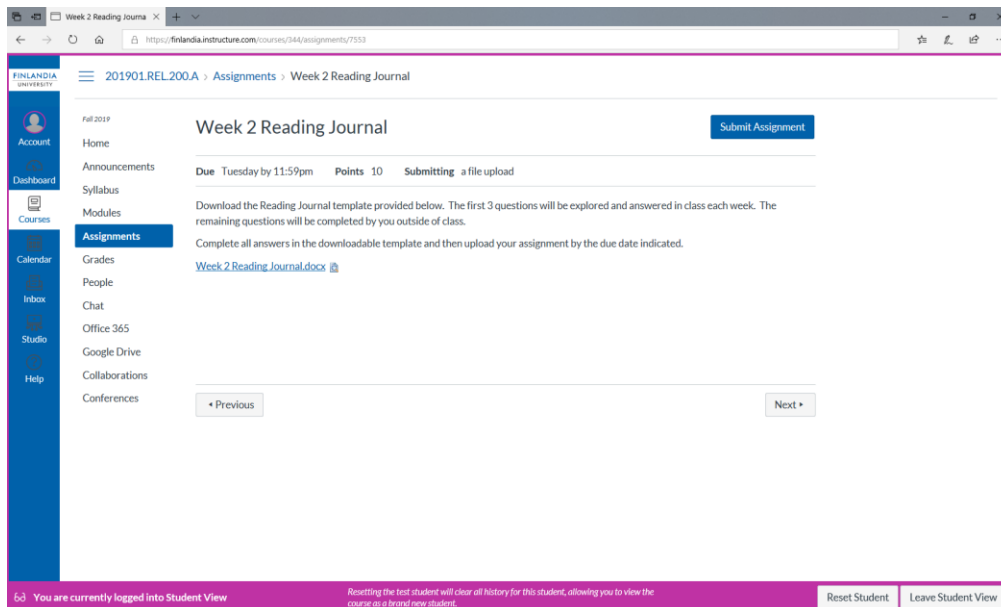


Options for Students When Submitting in Canvas

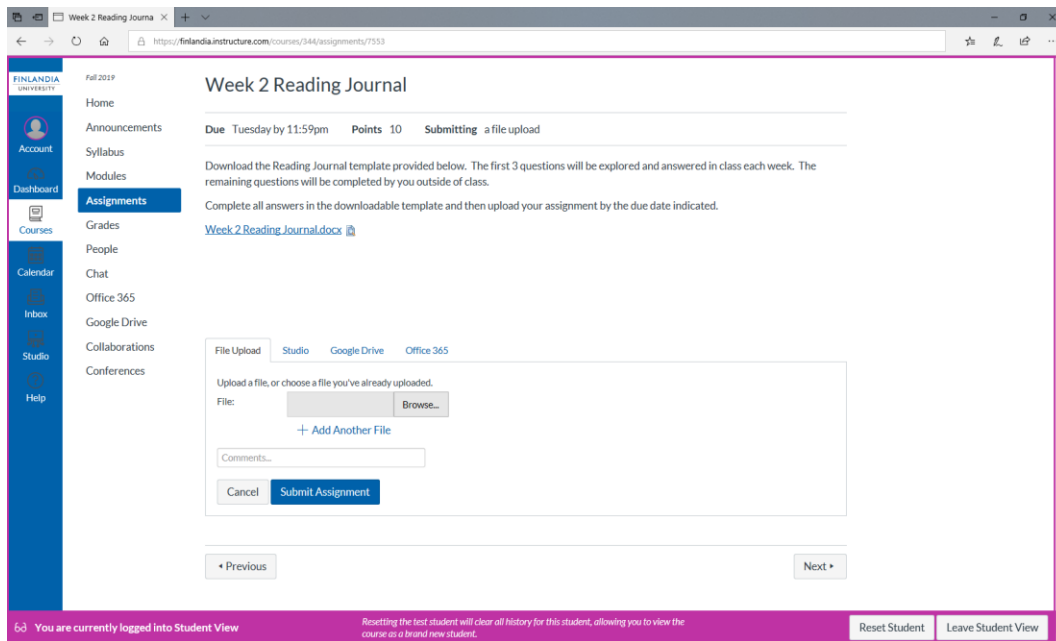
Begin with the “**Assignments**” tab on the in-class menu bar. Click your chosen assignment to submit.



Click “**submit assignment**”.



You will be given a variety of submission options. Each option is explained below.



File Upload: browse from your computer to upload a document. More than one upload is permitted. Click “submit assignment”.

Studio: is used if you are submitting a presentation or video/audio. You may also record right from the submission box.

Google Drive: if you are using Google docs from your Finlandia email you will need to log in just as you would your email account.

Office 365: is used when you are relying on a Word/PowerPoint/Excel etc. These can be pulled from a free student account but you must have an account created.

- *If this option is chosen be sure to set up your account prior to using it as a submission.*

Still need help? Email michelle.rauch@finlandia.edu