



# How to Use the Canvas App to Submit an Assignment

In order to submit assignments on Canvas (whether it be via the App or a web browser, you must be signed in as your child (student user). If you are signed in with your parent account (parent observer), you will not be able to submit an assignment. *If you are not able to submit an assignment, but can see the assignment, always first check to make sure you are logged into Canvas as your child (student user).*

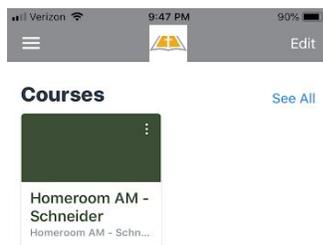
As a first grade parent, I already had the Canvas Student App on my iPhone and today I tested it out to see if I could submit a photo of my child's assignment onto Canvas via the Canvas Student App. I was successful in my attempt, so I thought I'd share how I did it:). If you are having difficulties submitting assignments on Canvas--the Canvas App might be a great solution. Below are the steps I used; however, I'm not an expert in this..so I apologize if this doesn't work for you! I just thought I'd share what I learned:).

---

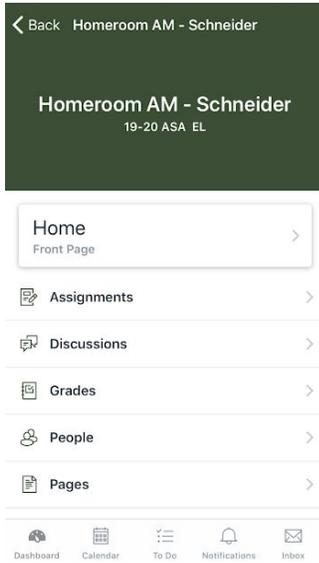
## Directions for those parents who do not already have the Canvas-Student App:

*\*\*There is also a Canvas-Parent App. If you have the Canvas-Parent App, you'll need to download the Canvas-Parent App. If you already have the Canvas-Student App, [Click Here](#) to be taken to your directions.*

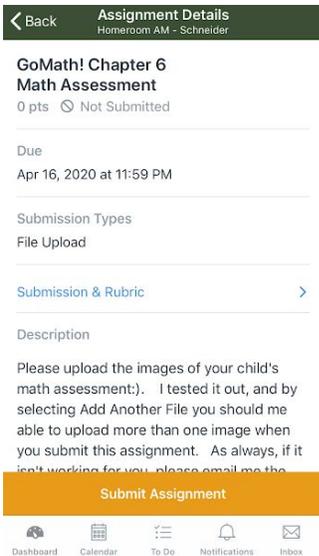
1. If you do not yet have the Canvas- Student App, you will need to download it. *\*\*There is also a Canvas-Parent App. If you have the Canvas-Parent App, you'll need to download the Canvas-Parent App.* Search your respective App Store for **Canvas Student**. Again, it is important you are logged in your child (student user) that is why you want the student App.
2. Once you are in the App, it should ask you to select your school. You'll need to select **Diocese of Grand Rapids**. There will be a Diocese of Grand Rapids-Parent school listed. You have to remember you are signing as a student, so make sure when selecting you don't pick the option which ends in the word parent.
3. Then you'll be asked to login using **your student's dogschools.org** email account which is managed by google and your child's respective password. If you/your child do not know what your dogschools.org email address/password are, email your child's homeroom teacher:).
4. You'll then see the **Courses** page. Click on the **Homeroom** course.



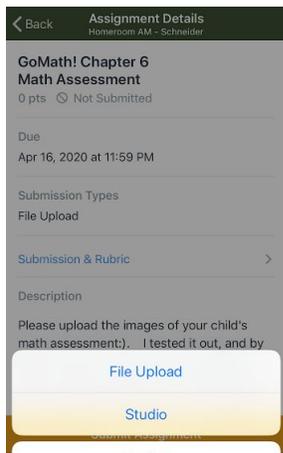
5. Click on **Assignments**



6. Select the **Assignment** title you wish to submit. It will bring you to a details page.



7. Click the yellow **Submit Assignment** button at the bottom. You'll then be prompted to select either File Upload or Studio. You might see other options here too (i.e. URL), but if you propose it to take a picture to submit an assignment select **File Upload**.



8. Once you do that you see the screen below. On the bottom you see your choices of: **Camera**, **Library** or **Files**. I simply chose **Camera** (allowed the App to access my camera) and took a picture of the assignment.

Cancel      Submission      Submit

---



#### Choose a File

Attach files to your submission by tapping an option below.



Camera



Library



Files

9. The final screen shows the file you have selected or a file of the image you have taken, and you will click **Submit** in the upper right hand corner. That should do it to submit the assignment.

Cancel      Submission      Submit

---

1587002549.746828.jpg  
2 MB

---



Camera



Library



Files

10. Once it is submitted, you'll see the green checkmark under the title which says **Submitted** and provides the date and time it was submitted. You are then all set!

← Back Assignment Details  
Homeroom AM - Schneider

What is Prayer? Four Square  
(Religion Book p. 154)  
0 pts Submitted Apr 15, 2020 at 12:39 PM

---

Due  
Apr 15, 2020 at 11:59 PM

---

Submission Types  
Website URL or File Upload

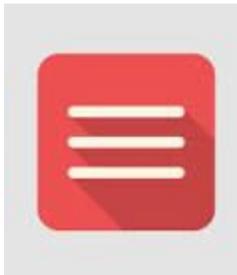
---

Grade

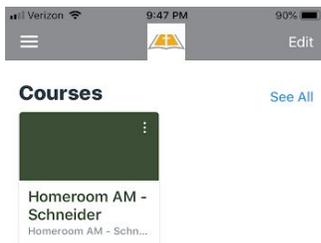
---

## Directions for those parents have the Canvas-Student App on their phone:

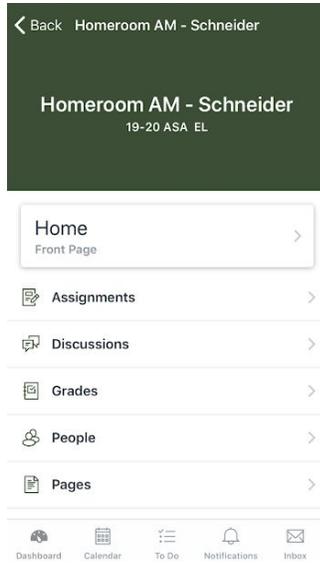
1. Open the App. In the upper left hand side of the app you'll see the hamburger menu--three horizontal lines (see image below)



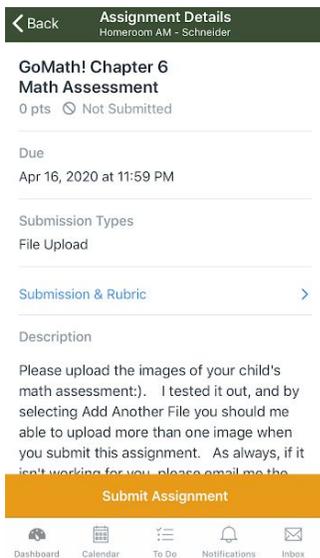
2. From that menu, click **Change User**.
3. It should then ask you to select your school. You'll need to select **Diocese of Grand Rapids**. There will be a Diocese of Grand Rapids-Parent school listed. You have to remember you are signing as a student, so make sure when selecting you don't pick the option which ends in the word parent.
4. Then you'll be asked to login using **your student's dogschools.org** email account which is managed by google and your child's respective password. If you/your child do not know what your dogschools.org email address/password are, email your child's homeroom teacher:).
5. You'll then see the **Courses** page. Click on the **Homeroom** course.



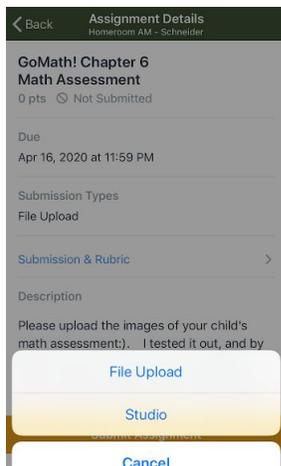
6. Click on **Assignments**



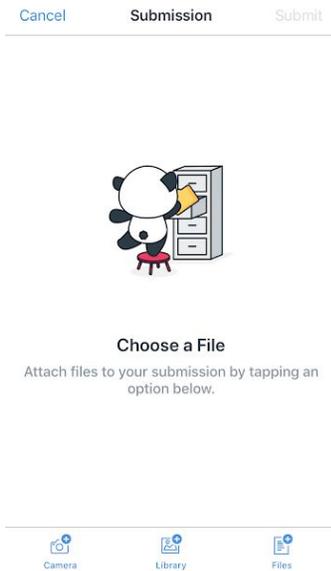
7. Select the **Assignment** title you wish to submit. It will bring you to a details page.



8. Click the yellow **Submit Assignment** button at the bottom. You'll then be prompted to select either File Upload or Studio. You might see other options here too (i.e. URL), but if you propose it to take a picture to submit an assignment select **File Upload**.



9. Once you do that you see the screen below. On the bottom you see your choices of: **Camera**, **Library** or **Files**. I simply chose **Camera** (allowed the App to access my camera) and took a picture of the assignment.



10. The final screen shows the file you have selected or a file of the image you have taken, and you will click **Submit** in the upper right hand corner. That should do it to submit the assignment.



11. Once it is submitted, you'll see the green checkmark under the title which says **Submitted** and provides the date and time it was submitted. You are then all set!

**What is Prayer? Four Square**  
**(Religion Book p. 154)**

0 pts ✔ Submitted Apr 15, 2020 at 12:39 PM

---

Due

Apr 15, 2020 at 11:59 PM

---

Submission Types

Website URL or File Upload

---

Grade