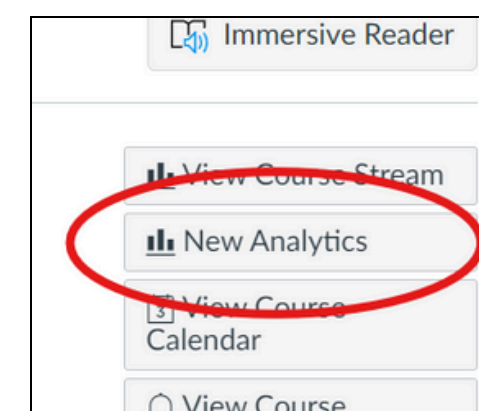


Download and share reports from Canvas with your high school counselor.

Desktop browser guide

1. Find your course reports

1. Log in to Canvas at otech.instructure.com.
2. Open your course.
3. In the top right corner of the home page, click “New Analytics.”



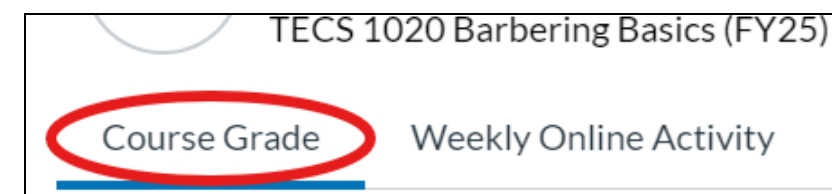
If your desktop browser is small, find “New Analytics” at the bottom of the page.

2. Choose a report

Does your counselor require documentation of:

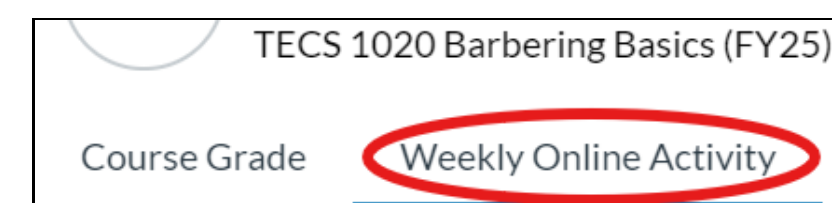
Meeting competencies and due dates?

Choose the “Course Grade” report.



Your activity in the course?

Choose the “Weekly Online Activity” report.



A combination? Choose both reports.



Canvas reports may not include a record of every course activity, such as some in-person labs, academic meetings, or instructor correspondence.

3. Send the report(s)

1. In the top right corner of the report, click “Download CSV.”
2. Then, send the report to your counselor.

