**How to Download Canvas Content - For Students**

# Introduction

As a student, you will typically have access to your course site in Canvas a few weeks before the start of the term. **You will lose access to the course site 120 days after the end of the term.** Please ensure you have saved any materials from the course site before the 120 day cut off. Access to your courses in Canvas starts a few weeks before classes and lasts until 120 days after the end of term. **Make sure you save any necessary materials from your courses before that time period ends.**

| **Type of content** | **How to save** |
| --- | --- |
| Announcements | You may choose to have your [notification settings enabled](https://community.canvaslms.com/t5/Student-Guide/How-do-I-set-my-Canvas-notification-preferences-as-a-student/ta-p/434) for Announcement messages to be forwarded to your email inbox (immediately, daily, weekly, or off).  Otherwise, copy and paste content from Announcements into a file on your computer. |
| Assignments & Feedback | Text entry submission: copy and paste general comment feedback.  File upload submission: downloaded file with instructor annotations and copy and paste general comment feedback.   1. Click into the assignment. 2. Click the “Submission Details” button on the right side of the page. 3. Click the “View Feedback” button on the top right of the page. 4. Click the down arrow in the left corner of the file preview. The file download will save as a PDF regardless of upload type. To view the annotations, open in your PDF reader.   Assignment comments can be copied and pasted into a file on your computer and/or attached files downloaded. |
| Discussions | Copy and paste content from Discussion forums into a file on your computer. |
| Pages (content, images, & links) | Copy and paste content into a file on your computer. |
| Files (in Modules, Pages, Files, etc.): PowerPoints, PDFs, Excel, Word documents | 1. Select the filename to view the file. 2. Above the file preview, click the underlined/linked file name for download OR to the top left of the file, select the down arrow to download the file. |
| External URL (in a Module) | Copy and paste URLs that appear at the top of the page into a file on your computer. |
| Recorded Lectures or other Videos | Youtube - copy and paste the link into a file on your computer.  Kaltura - copy and paste the link into a file on your computer OR download video if available (your instructor may or may not make videos available). |

Reminders

* Look through the course Modules to ensure you’ve saved all the material you require.
* Any content you retrieve from the course site is subject to copyright protections. As a student you have responsibilities under the [Academic Integrity Policy](https://usgc.ontariotechu.ca/policy/policy-library/policies/academic/academic-integrity-policy.php) and [Intellectual Property Policy](https://usgc.ontariotechu.ca/policy/policy-library/policies/legal,-compliance-and-governance/intellectual-property-policy.php).