



GETTING TO KNOW CANVAS

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Welcome!

- In this resource, when you see yellow underlined words there is a hyperlink to additional resources.

Introduction - Canvas Basics Guide

- Canvas is a learning management system (LMS)
- Courses can organized and formatted based on the structure of the course.
- The Modules Format will be the most common; course content and activities by day, week, unit, topic or outcome.
- The Pages Format looks like a website
- Help with Canvas is available; you can Submit a Ticket
- Student Videos



DASHBOARD OVERVIEW



The Dashboard Overview

Global Navigation Menu:

Always on left; contains important quick links

Canvas Help:

Submit a Ticket

The screenshot shows the Canvas dashboard interface. On the left is a vertical navigation menu with icons for Home, Courses, Calendar, and Help. The main content area is titled 'Dashboard' and includes sections for 'Published Courses (1)', 'Unpublished Courses (0)', and a 'To Do' list. A 'To Do' item is listed: 'Grade Turnitin LTI Test' due on Dec 31, 2024. There are also buttons for 'Start a New Course' and 'View Grades'. The footer includes the INSTRUCTURE logo and links for Privacy Policy, Cookie Notice, Acceptable Use Policy, Facebook, and X.com.

To-Do & Comping Up:

Calendar of events and assignments due within the next 8 days / up to 25 items learners need to complete

Course Cards:

Courses are represented by tiles

Access Dashboard Overview

You can always access the Dashboard by selecting the McNeese logo on upper left

Dashboard

Published Courses (1)

eLearning Sandbox Course
eLearning Sandbox Course

Unpublished Courses (0)
No courses to display

To Do

1 **Grade Turnitin LTI Test**
eLearning Sandbox Course
10 points • Dec 31, 2024 at 11:59pm

Coming Up [View Calendar](#)

Nothing for the next week

[Start a New Course](#)

[View Grades](#)

[INSTRUCTURE](#) [Privacy Policy](#) [Cookie Notice](#) [Acceptable Use Policy](#) [Facebook](#) [X.com](#)



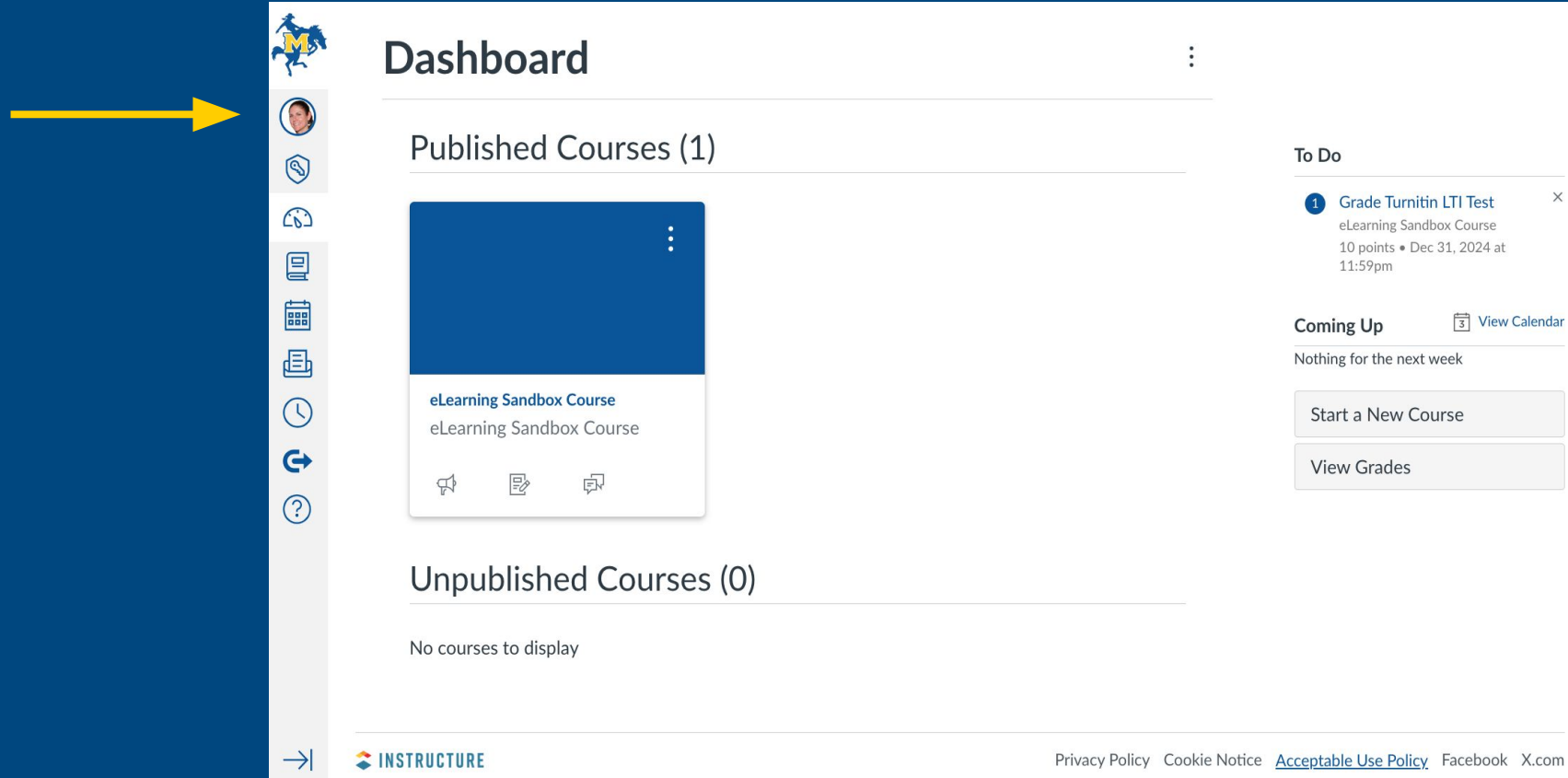
SELECT DASHBOARD SETTINGS

Profile, Notifications, Inbox
and Calendar

[Getting Started Resources](#)

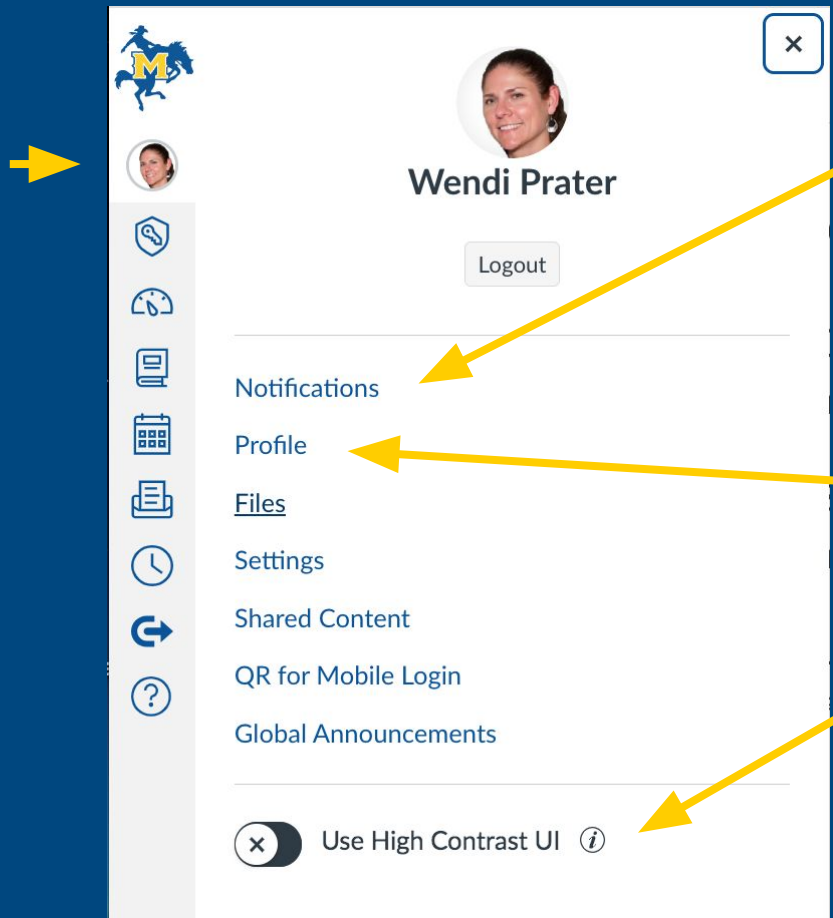


Profile Location On Dashboard



The screenshot shows the Instructure dashboard interface. On the left, a vertical sidebar contains several icons: a profile picture, a shield, a home icon, a document icon, a calendar icon, a printer icon, a clock icon, a refresh icon, and a question mark icon. A yellow arrow points to the profile picture icon. The main content area is titled "Dashboard" and is divided into three sections: "Published Courses (1)", "Unpublished Courses (0)", and "To Do". The "Published Courses (1)" section displays a card for "eLearning Sandbox Course" with a blue header and a white body containing the course name and three action icons (megaphone, document, and comment). The "Unpublished Courses (0)" section shows "No courses to display". The "To Do" section lists a task: "Grade Turnitin LTI Test" for the "eLearning Sandbox Course", worth 10 points, due on Dec 31, 2024 at 11:59pm. Below this, the "Coming Up" section shows "Nothing for the next week" and a "View Calendar" link. At the bottom of the dashboard, there are two buttons: "Start a New Course" and "View Grades". The footer of the dashboard includes the Instructure logo and links for "Privacy Policy", "Cookie Notice", "Acceptable Use Policy", "Facebook", and "X.com".

Profile Customization



- Users can add additional means of contact for notifications like an additional email address
- Add Profile picture
- Allows for customization based on accessibility needs (high color contrast, underlining links)

Try It Out

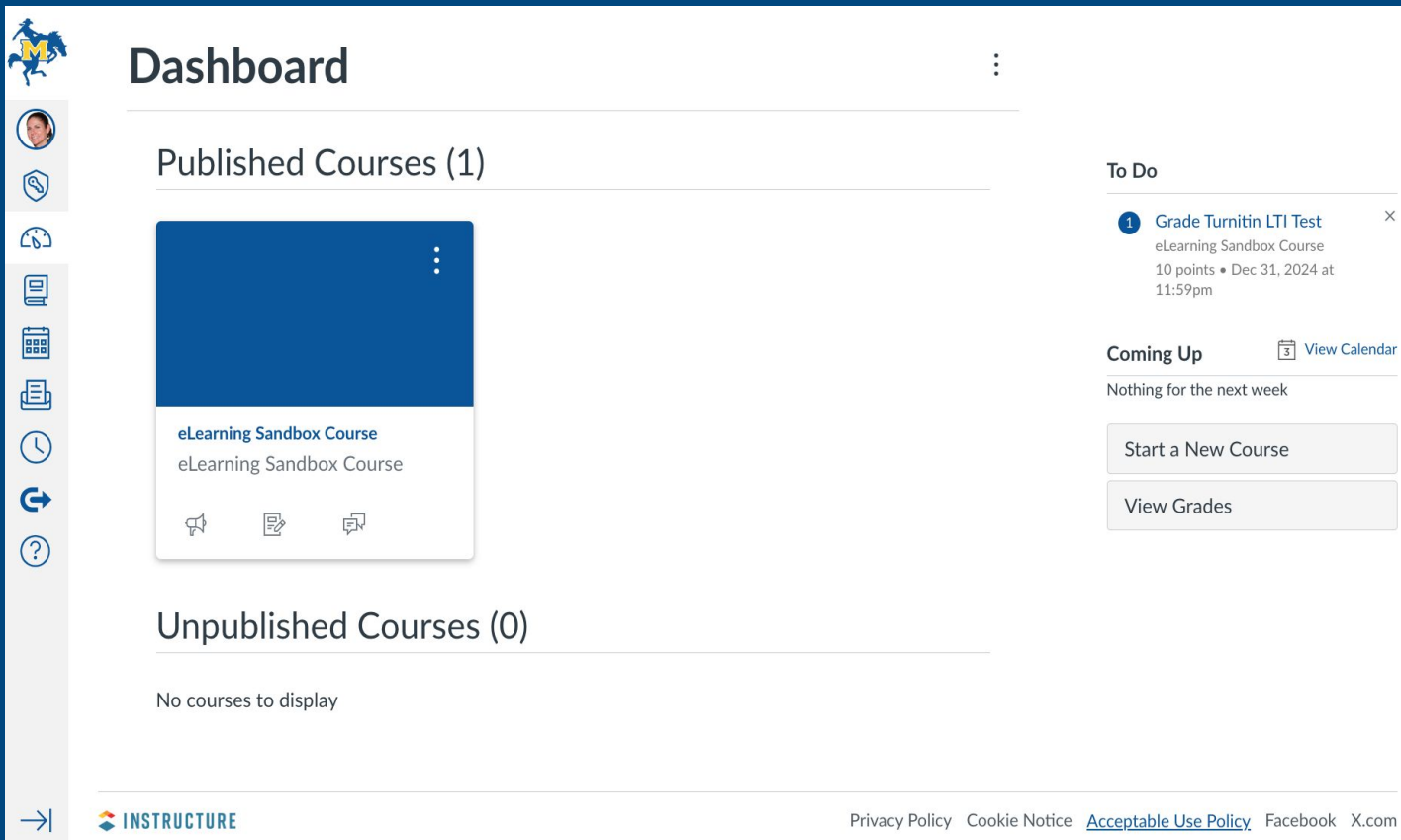
Update Your Canvas Profile

- Upload a profile picture ("Account" - "Profile" - "Edit Profile").
- Add additional ways to be contacted ("Account" - "Settings" - "+ Email Address" & "+ Contact Method")

Notifications

- User determines the frequency: would you like to receive notifications (right away, daily, weekly, not at all).
- User determines where the notification is received if they added more than one email account to their profile.
- Students should turn on notifications to get timely course updates

Canvas Inbox Location On Dashboard

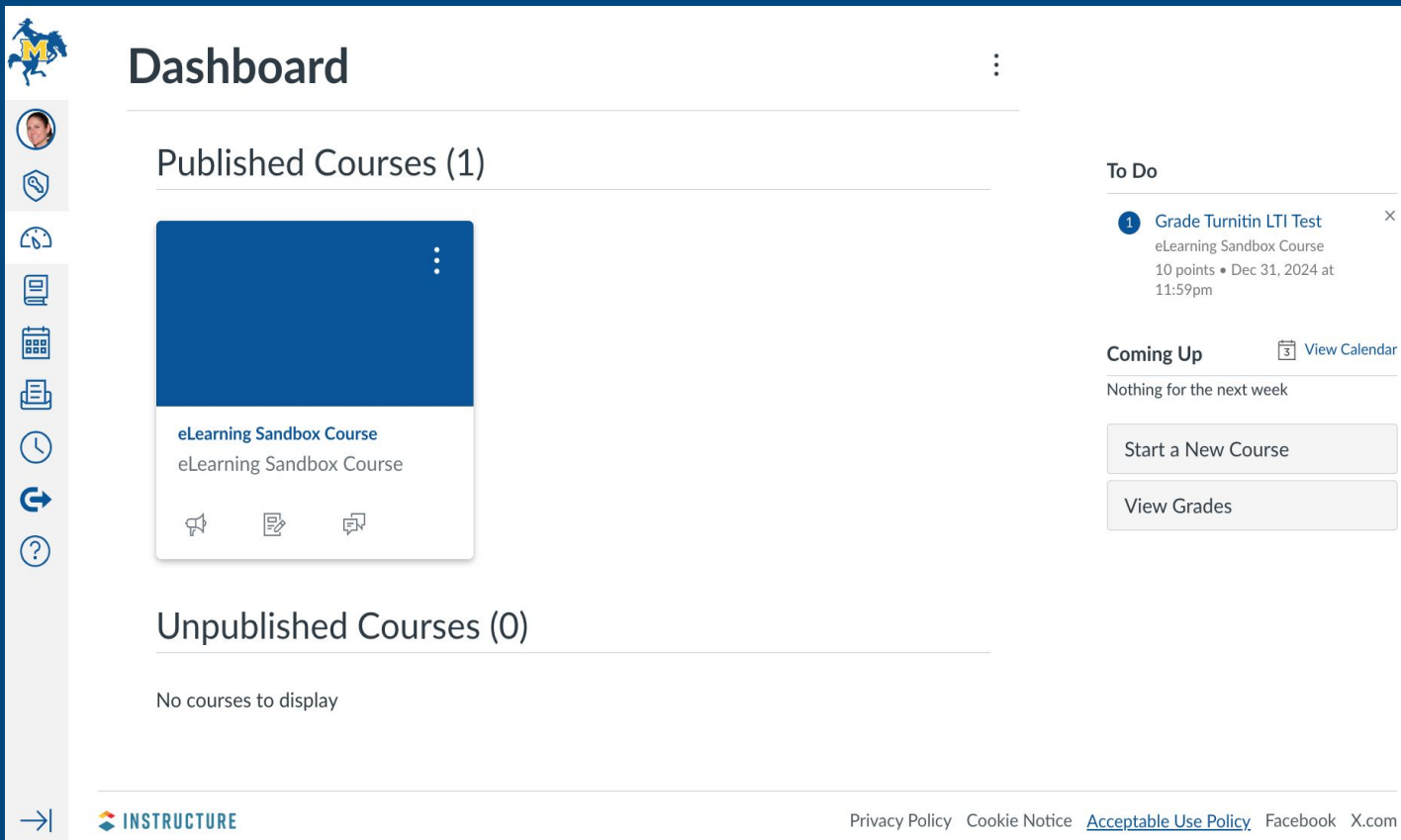


The screenshot displays the Canvas Dashboard interface. On the left side, there is a vertical navigation menu with several icons. A yellow arrow points to the calendar icon, which is the location of the Canvas Inbox. The main content area is titled "Dashboard" and is divided into sections: "Published Courses (1)" and "Unpublished Courses (0)". Under "Published Courses (1)", there is a card for "eLearning Sandbox Course" with a blue header and a white body containing the course name and three action icons (megaphone, document, and speech bubble). To the right, there are sections for "To Do" (listing a "Grade Turnitin LTI Test" due on Dec 31, 2024) and "Coming Up" (showing "Nothing for the next week"). At the bottom, there are buttons for "Start a New Course" and "View Grades". The footer includes the "INSTRUCTURE" logo and links for "Privacy Policy", "Cookie Notice", "Acceptable Use Policy", "Facebook", and "X.com".

Canvas Inbox

- Internal messaging system for Canvas
- Not a new email address - connected to your main email address
- Only those connected to you through a Canvas Course or Group can contact you
- User contact is pre-populated into address book
- Can add audio or video to Canvas message
- Ability to archive all conversations

Canvas Calendar Location On Dashboard



The screenshot displays the Canvas Dashboard interface. On the left, a vertical sidebar contains several navigation icons. A yellow arrow points to the calendar icon, which is the fourth icon from the top. The main content area is titled "Dashboard" and is divided into three sections: "Published Courses (1)", "Unpublished Courses (0)", and "To Do". The "Published Courses (1)" section shows a card for "eLearning Sandbox Course". The "To Do" section lists a task: "Grade Turnitin LTI Test" for the "eLearning Sandbox Course" with a due date of "Dec 31, 2024 at 11:59pm". Below this, the "Coming Up" section shows "Nothing for the next week" and buttons for "Start a New Course" and "View Grades". The footer includes the "INSTRUCTURE" logo and links for "Privacy Policy", "Cookie Notice", "Acceptable Use Policy", "Facebook", and "X.com".

Calendar

This is what the Calendar looks like in Canvas

The screenshot shows the Canvas calendar interface. On the left is a vertical sidebar with icons for user profile, search, notifications, documents, calendar, and help. The main area displays a monthly calendar for February 2025. At the top, there are navigation buttons for 'Today', navigation arrows, the month name 'February 2025', and view options for 'Week', 'Month' (selected), and 'Agenda'. The calendar grid shows days from Sunday to Saturday. The date February 12th is highlighted. On the right side, there is a secondary calendar view for February 2025 and a list of calendars including 'Wendi Prater' and 'eLearning Sandbox Course'. Below that is an 'UNDATED' section and a 'Calendar Feed' link.

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1

Calendar

- User can choose view by month, week or agenda
- Dates function across Canvas: Change due date on assignment and it mirrors those changes in calendar and syllabus
- Items are crossed off the calendar for students when work is submitted
- Scheduler allows students to make appointments
- Calendar syncs with other calendar software (Outlook)



COURSE COMPONENTS



Course Location On Dashboard

Select
Tile to
Open
Course



The screenshot shows the Instructure dashboard interface. On the left is a vertical navigation sidebar with icons for home, search, calendar, and other functions. The main content area is titled 'Dashboard' and is divided into sections: 'Published Courses (1)' and 'Unpublished Courses (0)'. Under 'Published Courses', there is a blue-tinted tile for 'eLearning Sandbox Course'. To the right, there are sections for 'To Do' (listing a 'Grade Turnitin LTI Test') and 'Coming Up' (showing 'Nothing for the next week'). At the bottom, there are buttons for 'Start a New Course' and 'View Grades'. The footer includes the Instructure logo and various policy links.

Open Course

Course Components

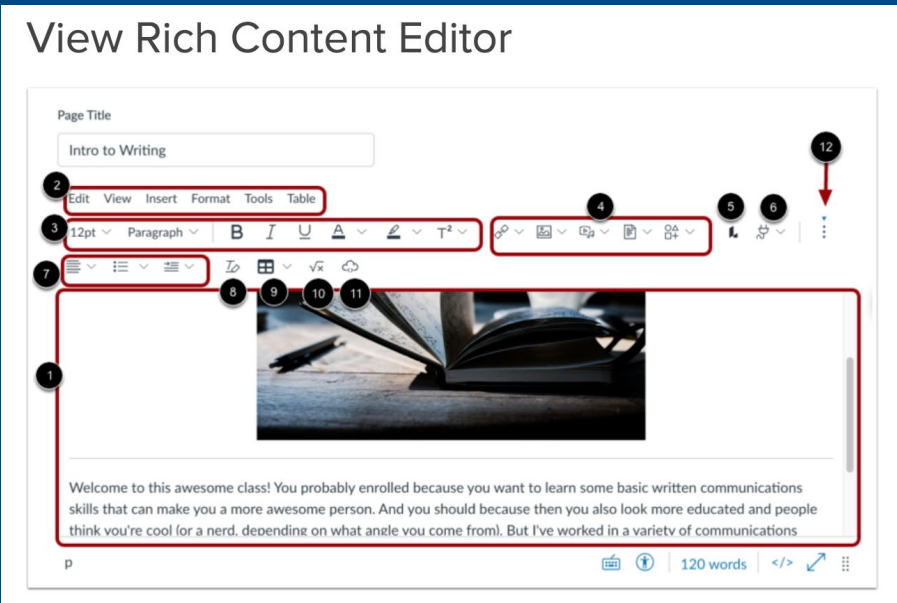


☰ eLearning Training Session > Modules

- Home Collaps
- Discussions
- Grades
- People
- Files
- Syllabus
- Modules**
- BigBlueButton
- Collaborations
- Chat
- Lucid (Whiteboard)
- SmarterProctoring
- RedShelf Course Materials
- Gradescope

▼ Setup Course

Rich Content Editor (RCE)



- Provides a condensed toolbar that groups common icons and interactions, similar to Microsoft Word or Google Docs
- Available for: announcements, assignments, discussions, pages, quizzes, and syllabus
- Contains an accessibility checker to verify that content meets accessibility requirements

Course Components - Student Guide Articles

- Home (Home screen of Course)
- Discussions
- Grades
- People and Groups
- Files
- Syllabus
- Modules
- BigBlueButton
- Collaborations
- Chat
- Lucid (Whiteboard) - Video
- SmarterProctoring
- RedShelf
- Gradescope



For additional
questions contact:

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