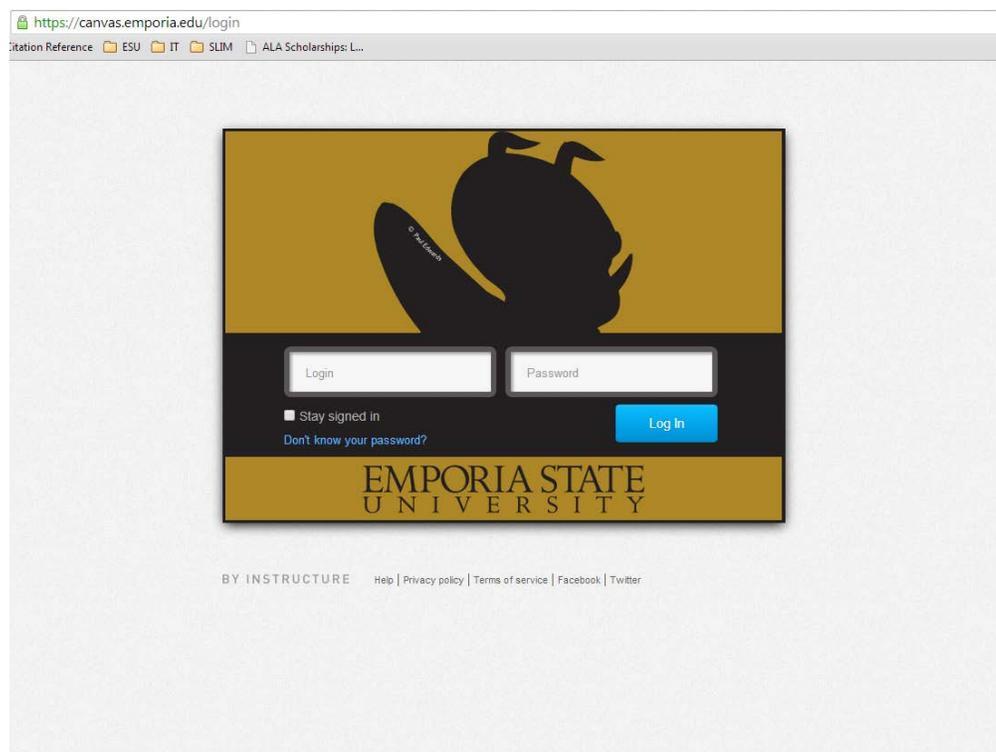


Getting Started with Canvas

The Canvas learning management system from Instructure is taking the place of Blackboard for all SLIM students in the Spring 2014 semester. This quick-start document will help you get started with the product. Please remember that this tool is new for all of us – faculty, students, and those of us who work on the back end. We'll be learning together! We may hit bumps in the road, but good communication and a little patience will go a long way in helping all of us reach our common goal of your academic success. This document uses excerpts from the [Canvas Student Guide](#). To easily access this content yourself, navigate to Canvas, click on Help, and choose **Search the Canvas Guides**.

Logging In to Canvas:

Go to <https://canvas.emporia.edu>



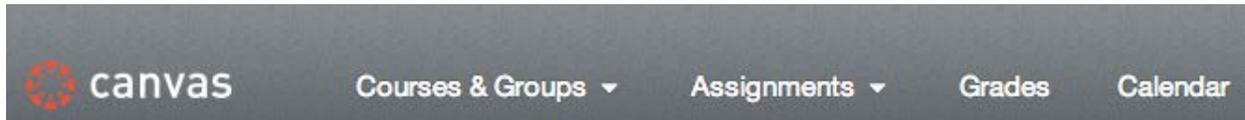
(figure 1)

Use the same username and password as you do to log into Buzz-In.

Example: **Student Name: John Smith**
 Username: jsmith12
 Password: pocahontas1607

Navigation within Canvas:

Figure 2, below, displays the top navigation bar in Canvas. The first link, Courses (or Courses and Groups if you've been added to them) drops down to display the courses in which you're enrolled. Click the blue course name to access the course, or click the Courses link to display all your courses on the page.

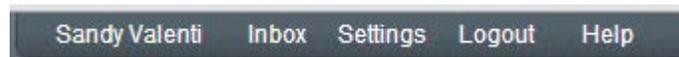


(figure 2)

Items in the Global Navigation show you what's going on across *ALL* of your courses, not just in one course (figure 2).

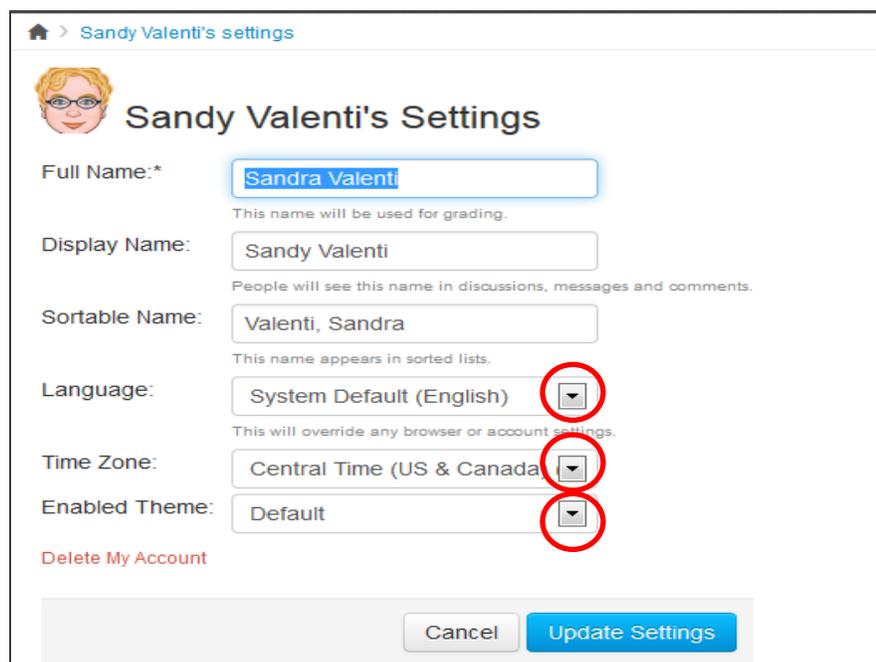
Personal Settings:

The top right of the page is called the Help Corner (figure 3). It can be seen at all times when you're in Canvas. To set up Canvas to your preferences, click **Settings**.



(figure 3)

Next, click **Edit Settings** from the right side of the page. Use the dropdown boxes next to each editable item to change it (figure 4).

The image shows the "Sandy Valenti's Settings" page. It includes a user profile picture and the title "Sandy Valenti's Settings". Below the title are several settings fields: "Full Name:*" with a text input containing "Sandra Valenti" and a note "This name will be used for grading."; "Display Name:" with a text input containing "Sandy Valenti" and a note "People will see this name in discussions, messages and comments."; "Sortable Name:" with a text input containing "Valenti, Sandra" and a note "This name appears in sorted lists."; "Language:" with a dropdown menu showing "System Default (English)"; "Time Zone:" with a dropdown menu showing "Central Time (US & Canada)"; and "Enabled Theme:" with a dropdown menu showing "Default". Three red circles highlight the dropdown arrows for Language, Time Zone, and Enabled Theme. At the bottom, there is a "Delete My Account" link and two buttons: "Cancel" and "Update Settings".

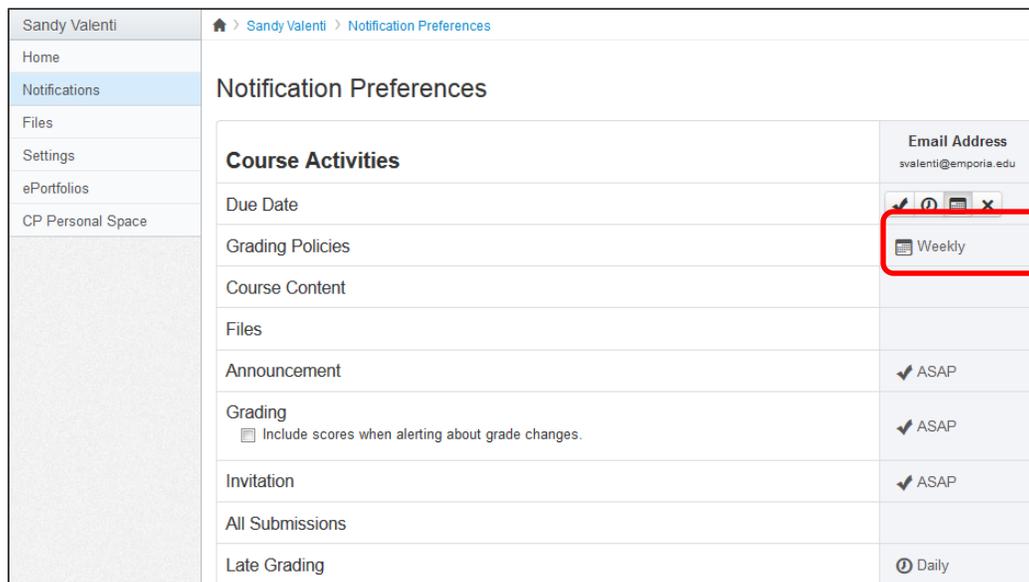
(figure 4)

Note: Do not change your password. It is keyed to your ESU account. To change your password, go to Buzz-In and click **“Reset Your Password”** on the login page. Click Update Settings when you have finished.

Also in the settings panel, you are able to associate your Canvas account to your email or text contact points. Click **Add Email Address** or **Add Contact Method** (figure 4) to accomplish this.

Notifications:

You also have the ability to choose how and when you will be contacted, based on the type of notification you want to see. From the Settings menu, choose **Notifications** (figure 5).



The screenshot shows the 'Notification Preferences' page for user Sandy Valenti. The page is divided into a left sidebar with navigation options (Home, Notifications, Files, Settings, ePortfolios, CP Personal Space) and a main content area. The main content area is titled 'Notification Preferences' and contains a table of notification settings. The table has two columns: the notification type and the frequency. The 'Grading Policies' row is highlighted with a red box, and the 'Weekly' frequency option is selected. The 'Email Address' column shows 'svalenti@emporia.edu'.

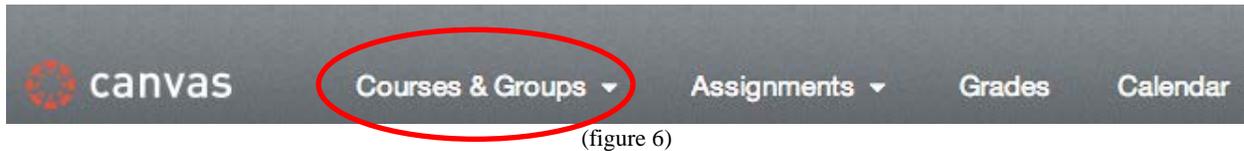
Notification Type	Frequency	Email Address
Course Activities		svalenti@emporia.edu
Due Date	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Grading Policies	<input checked="" type="checkbox"/> Weekly	
Course Content		
Files		
Announcement	<input checked="" type="checkbox"/> ASAP	
Grading <input type="checkbox"/> Include scores when alerting about grade changes.	<input checked="" type="checkbox"/> ASAP	
Invitation	<input checked="" type="checkbox"/> ASAP	
All Submissions		
Late Grading	<input checked="" type="checkbox"/> Daily	

(figure 5)

Hover over each notification type to see selections and adjust them according to your preference.

Navigation within Courses:

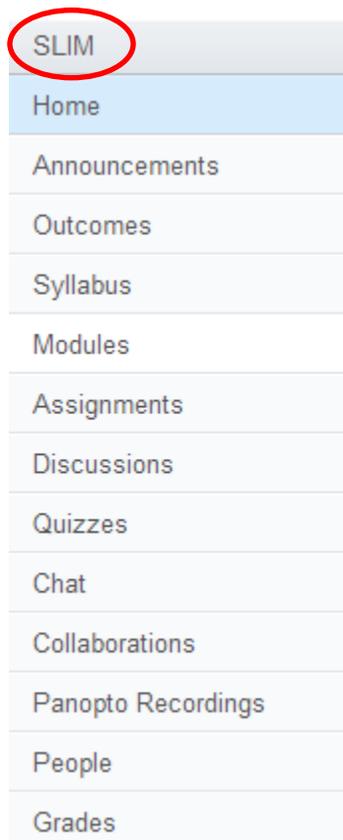
Select the course you want to enter by selecting the Courses (or Courses & Groups) option from the top navigation bar as shown in figure 6, below.



(figure 6)

Once in the course, you will use the left-hand menu (figure 7) to navigate within the course. The name of the course you are currently in will show at the top of the menu. Not all courses will have every menu option listed, but the order should remain fairly standard from course to course.

Use the Announcements link to view messages from your instructor, the Outcomes link to see the MLS Program Outcomes and Professional Values, and the Syllabus link to view a PDF version of the course syllabus and also an outline of course assignments, discussions, quizzes, etc. Chat allows you to talk with others logged into the course. The other menu items will be discussed below.



(figure 7)

Modules:

Modules are a way for instructors to organize course content. Modules may be collapsed (figure 8) or expanded (figure 9) to hide or show their contents.



(figure 8)



(figure 9)

Click each link to access the information associated with it.

From within content locations, use the navigation buttons at the bottom of the page (figure 10) to move forward and backward among module content.



(figure 10)

Submitting Assignments:

You can submit online Assignments in Canvas using several submission types. **Instructors can choose what kind of online submissions they want you to use.** You may have the option to resubmit assignments if your instructor allows.

Note: Not all of your assignments may be submitted online. If you cannot see the Submit Assignment link, view the description of the assignment for instructions, or contact your instructor for assistance.

To submit an assignment, navigate to Assignments in your Canvas course. Click the underlined link to the assignment to see its details (figure 11).



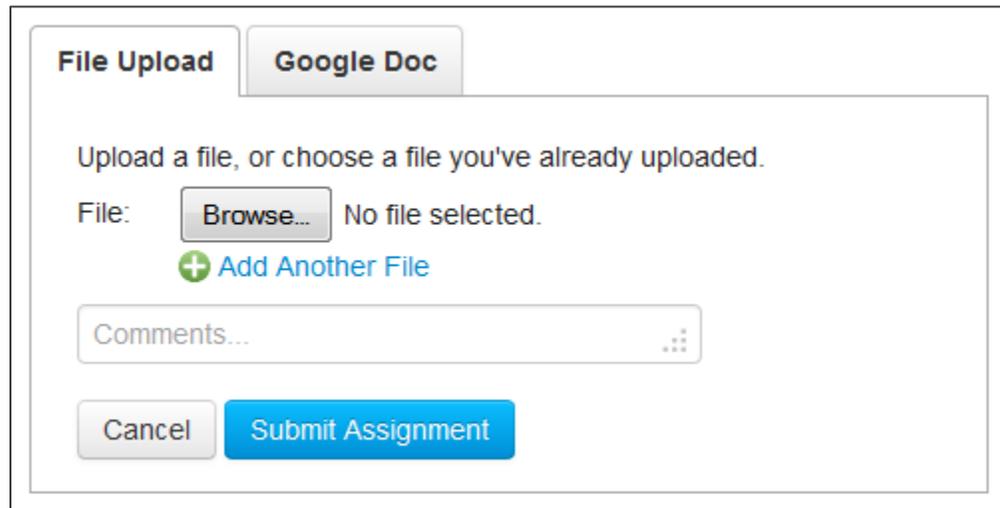
(figure 11)

You'll see the assignment, its due date if one has been assigned, points, and the type of submit. At the right of the screen, you'll see the submission button (figure 12).



(figure 12)

Click the link to submit. The upload screen appears (figure 13). Browse to your files, click the document you wish to submit, and click open. You may add as many files as needed. Be sure to save your assignment in the correct file type so that instructors can open the submitted file. When you're finished, click **Submit Assignment**.

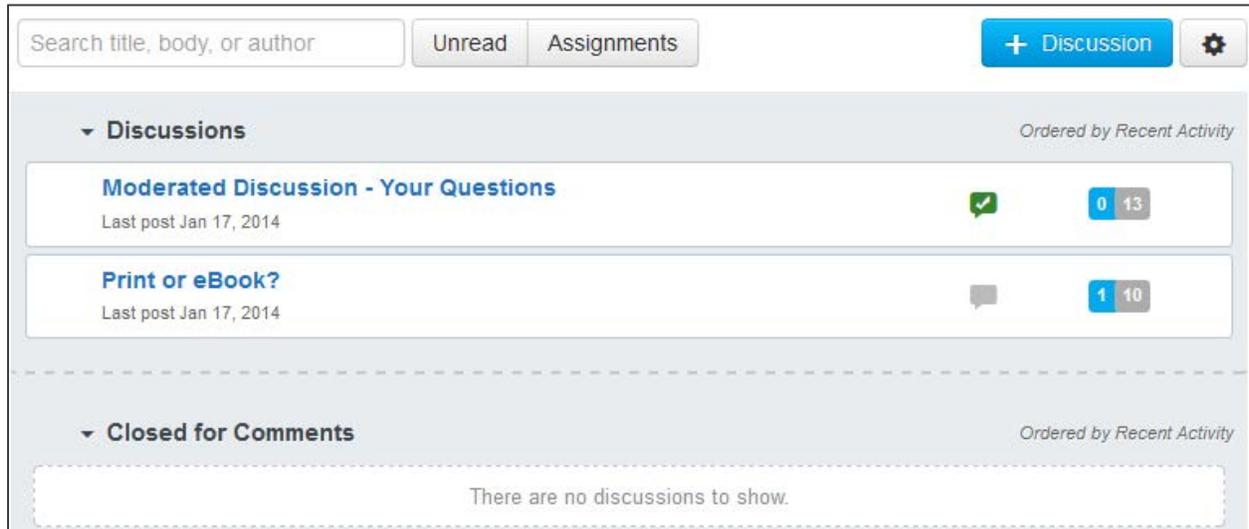


(figure 13)

Discussions:

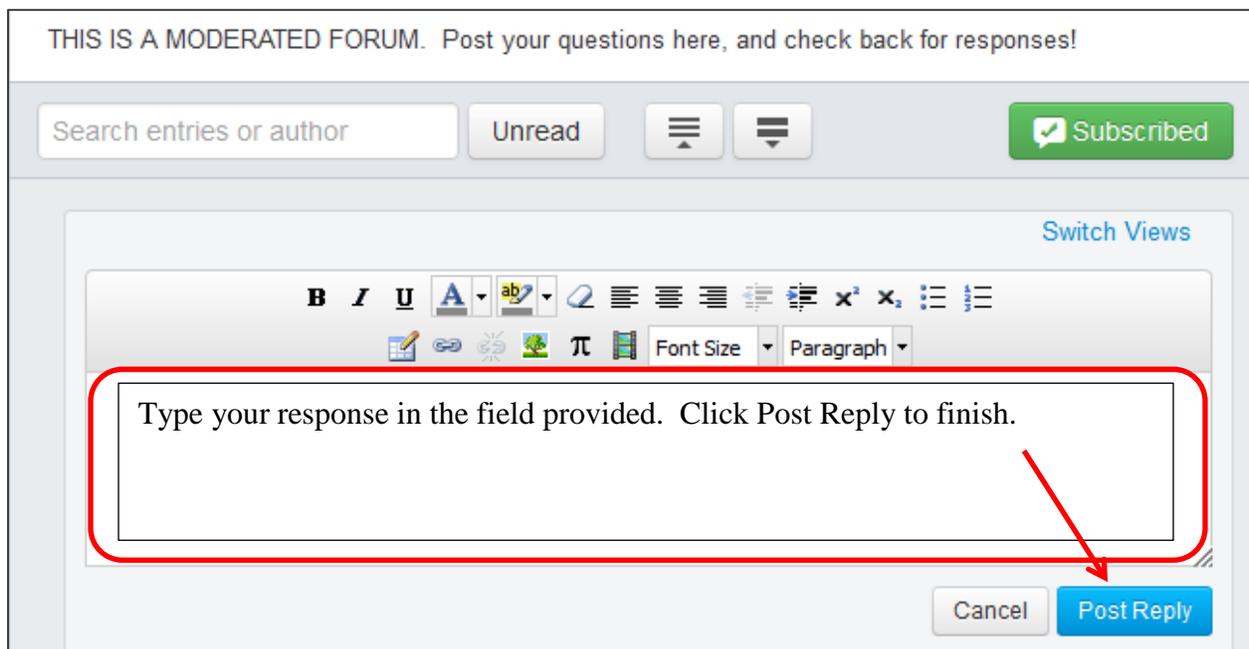
Participating in discussions in Canvas is simple.

Click on the discussion, either from a module or from the course sidebar menu. When you do the latter, a list of discussions will appear (figure 14).



(figure 14)

If your instructor has enabled it, you may start your own discussion, using the blue button provided. You can also see discussions that have been closed for comment (you cannot participate in those). To access a discussion, click the name of the discussion. The Rich Text Editor interface will appear after you click on the reply line (figure 15).

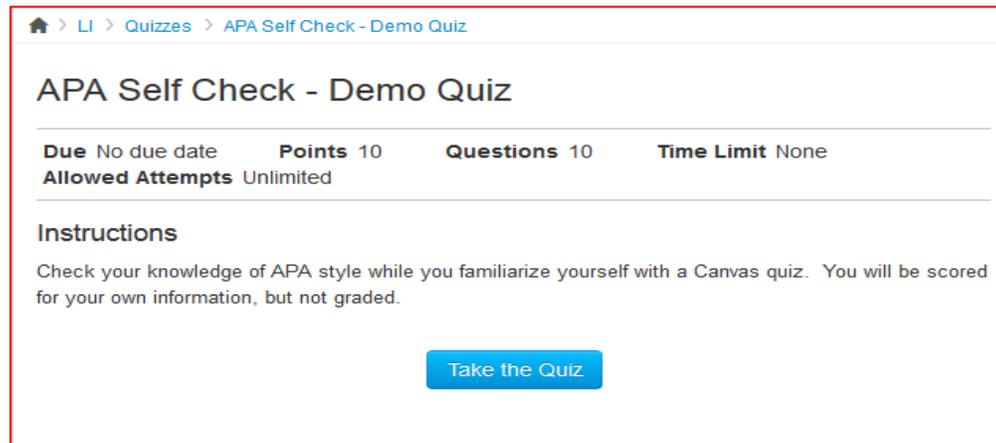


(figure 15)

Note: There is no way to save a draft discussion post in Canvas. To be safe, type the discussion in Word, save, and then copy and paste into the discussion. Unlike Blackboard, there should be no formatting errors when copying from Word.

Taking Quizzes:

As with other Canvas content, your quizzes may be accessed by clicking the name of the quiz. An informational page appears, giving you the due date, points available, number of questions, time limit and instructions (figure 16).

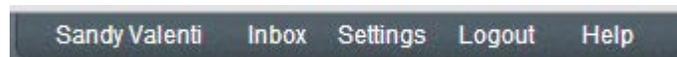


(figure 16)

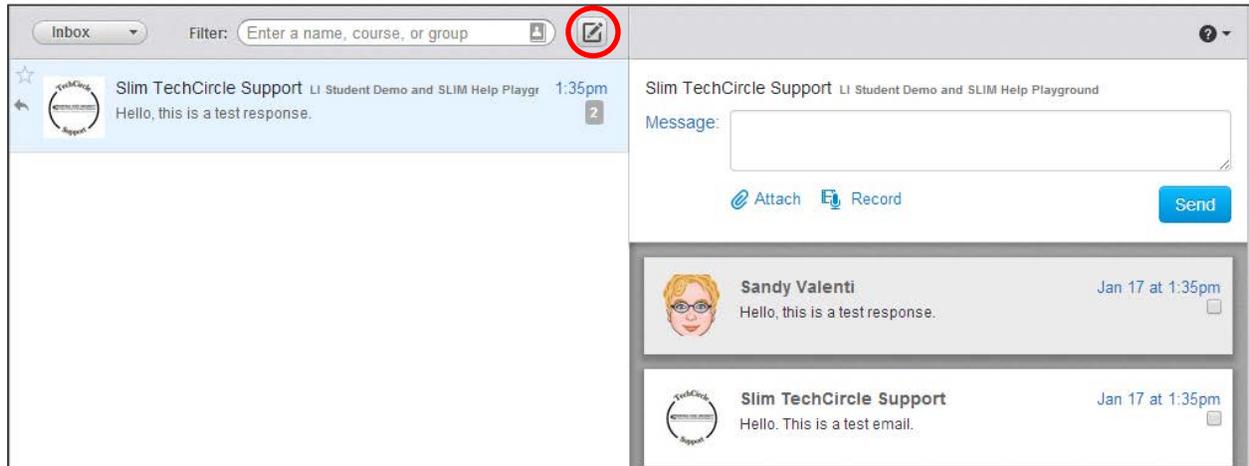
Click the blue **Take the Quiz** button to access the test interface. You see (and can hide) elapsed time, and which questions you've already answered. Once you've completed the test, be sure to click the **Submit Quiz** button at the bottom of the page. (The button will not turn blue until you have added a response to each question.)

Conversations (aka e-mail):

Remember the personal settings part of the page from figure 2?



Your e-mail is managed in the **Inbox** part of the page. This part of the page has changed recently, so you'll first see a little intro on the page to get you started with it. Essentially, your conversations appear on the left side of the page, and you compose new messages and view message threads on the right side of the page (figure 17).



(figure 17)

As with other parts of canvas, you have the ability to record content as well as keyboarding static text. Use the button at the upper right part of the interface to display a dropdown list of options to check only unread mail or mail you've starred or archived. Click the pencil icon (circled above) to begin a new mail message from this screen.

Grades:

Review grade comments, check and print your grades using the **Grades** link on the sidebar menu in Canvas. To review your submission and instructor comments, click the name of the assignment, quiz, etc. Your submission details will appear there.

You will see a blue dot next indicating that the assignment that was graded or commented on by your instructor or peer (figure 18). Remember, the indicators will disappear when you navigate away or refresh the page.

● Paper #1	Nov 2 by 11:59pm	5	
● How addicted to Twitter are you?		15	15
Twistory Quiz		-	x 6
● Twitter Discussion		20	
● YouTube Discussion		8	

(figure 18)

For more in depth help options please go to <http://guides.instructure.com/>.