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Get Started with Canvas

How do I log in to Canvas?

To log into your Canvas account, simply enter your Lynn University email address and associated password into the corresponding fields of the Lynn University’s Canvas URL.

Note: Students need to be invited or enrolled through an institution to access a Canvas course.

Log In to Canvas

[Image of a Canvas login page]

Log in by typing Lynn University’s Canvas URL lynn.instructure.com for Canvas Network courses in a browser address bar.

Enter Login Information

1. Enter your email address
2. password
3. Click the Sign in button
What is the Dashboard?

The Dashboard is the first thing you will see when you log into Canvas. The Dashboard helps you see what is happening in all your courses and allows you to figure out what to do next.

The Canvas Dashboard

The Dashboard consists of three main elements:

1. Global Navigation along the left sidebar
2. The right sidebar containing the to do list
3. The Course Tiles.

The Dashboard is designed to answer the questions, "What is going on in all of my courses?" and "What do I need to do next?"
Global Navigation

The Global Navigation directs users to menus or pages that display: These seven menus will display different items depending on whether you are a student or an instructor.

1. User account information
2. Dashboard where all the courses are contained in tile view
3. Courses are viewable in list view
4. Calendar
5. Inbox
6. Commons
7. Help
Sidebar

The Sidebar contains three helpful feeds:

1. The **To Do** feed lists the assignments you need to turn in (if you are a student) or you need to grade (if you are an instructor). Assignments will still show up on this list even if they are past due. Click on the links to go directly to the Assignments page.
2. The **Coming Up** feed lists the next five assignments or events coming due in the next week.
3. The **Recent Feedback** feed lets students know when their instructor has left a comment or a grade for one of their submissions. The same feed will let instructors know when students have left comments about work they have evaluated. This feed helps students and instructors keep the conversation alive around Assignment
How do I view my courses?

You can view your current, past, and future enrollments in Canvas.

**Note:** Some institutions may disable the option for students to view Future Enrollments.

**Open Courses**

Select **Courses** in your Global Navigation then click the **All Courses** link
Each course displays your enrollment status: student or teacher.
How do I navigate a Canvas course?

A Canvas course is divided into six main sections.

Canvas Course Navigation Overview

There are six main sections in a Canvas course:

1. Global Navigation
2. Course Navigation
3. Content Area
4. Course Options Area
5. Breadcrumb Navigation
6. Sidebar
Course Navigation Menu

The Course Navigation links help you get to where you want to go within a Canvas course. As an instructor, you can customize what links are shown in your course.
**Content Area**

The content of the course will be displayed in the Content Area. The content can be a page, the syllabus, discussions, announcements, quizzes, or imported content.
Course Options Area

The course options area allows you to view progress of each student enrolled in your course. Export course content. Depending on how large the course is, all contents can be exported as a zip file. By clicking on the +Module button will allow you to create another module within your course.

Breadcrumbs

The Breadcrumbs appear above the main body of the page. Breadcrumbs leave a trail that help you see where you have navigated to inside a Canvas course. Follow these links backward to visit parent pages. Click on the house icon at the far left of the Breadcrumbs to move all the way back to the Dashboard.
The Sidebar provides the tools available for the Canvas feature you are currently using. The Sidebar will change dynamically as you use different tools in a feature as well as when you move from feature to feature.
After clicking the Settings link, you will be able to edit your personal settings.
Add Ways to Contact

Before you can set your Notification Preferences, you will need to set the ways you want to be notified. Click the Add Email Address link to add additional emails to be contacted by [. Click the Add Contact Method link to add an SMS contact.

Open Notifications
Click the **Notifications** link.

**View Notification Preferences**

![Notification Preferences Diagram]

You will need to go through and set how you want to be notified for each type of alert. The notifications are divided up into six categories:

1. Course Activities
2. Discussions
3. Communications
4. Scheduling
5. Groups
6. Alerts
View Weekly Notification Time

Your weekly notifications will be sent Friday between 11pm and 1am.

Here is an example of what the weekly notifications note will look like at the bottom of the page. It will give you a day and time when they will be sent. This varies between users.

Set Notification Preferences

1. By selecting the Checkmark icon, you will be immediately notified of any change for the activity.
2. By selecting the Clock icon, you will be notified daily of any change for the activity.
3. By selecting the Calendar icon, you will be notified weekly of any change for the activity.
4. By selecting the X icon, you will remove the notification preference and will not be notified of any change for the activity.

Note: Each set notification preference will apply to all of your courses.
Discussions

- Discussion Entry: Emailed daily
- Discussion Topics: Emailed never

Conversations

- Added to Conversation: Emailed right away
- Conversation Messages: Emailed right away

Scheduling

- Student Appointment Signups: Emailed never
- Appointment Signups: Emailed right away
- Appointment Cancellations: Emailed right away
- Appointment Availability: Emailed right away
- Calendar changes: Emailed never

Groups

- Membership Update: Emailed daily

Alerts

- Administrative Notifications: Emailed daily

Note: There are newer notification options. The Files notification will notify users of new files in a course, but will wait until all the files are done updating before sending a notification [1]. Users can also click the Mark new submission comments as read checkbox to mark all submission comment as read in their Inbox [2].
View Notification Descriptions

When you hover over the name of the notification, you can view the details of the notification and adjust your preferences. Some hover descriptions will let you know if it is Instructor and Admin only.

The hover notification descriptions are:

**Course Activities**

- Due Date: Assignment due date change
- Grading Policies: Course grading policy change
- Course Content: Change to course content, including WikiPage,
Assignment & Quiz content

• Files: New file added to your course
• Announcement: New announcement in your course
• Grading: Includes assignments/submission grade entered/changed, un-muted assignment grade, grade weigh changed. Check ‘Include scores when alerting about grade changes’ if you want to see your grades in your notifications. If you aren’t using your institutional email address, then sensitive information will be sent outside the institution.
• Invitation: Includes invitations to web conferences, collaborations, groups, course, peer review & peer review reminders
• All Submissions: Instructor & Admin only: Assignment submission/resubmission
• Late Grading: Instructor & Admin only: Late assignment submission
• Submission Comment: Assignment submission comment. Check ‘Mark new submission comments as read.’ if you don’t want submission comments to show up as ‘new’ in your Canvas Inbox.

Discussions

• Discussion Entry: New discussion post in a topic you’ve participated in
• Discussion: New discussion topic in your course

Conversations

• Added to Conversation: You are added to a conversation
• Conversation Message: New Inbox message

Scheduling

• Student Appointment Signups: Instructor & Admin only: Student appointment sign-up using Scheduler
• Appointment Signups: New appointment on your calendar
• Student Appointment Cancelations: Appointment cancelation
• Appointment Availability: Instructor & Admin only: Change to appointment time slots
• Calendar: New and changed items on your course calendar

Groups

• Group Membership Updates: Group enrollment, accepted/rejected membership, Admin only: pending enrollment activated
Alerts

- Administrative Notifications: *Instructor & Admin only*: includes course enrollment, report generated, context export, migration export, new account user, new teacher registration, new student group

How do I connect to web services outside of Canvas?

Canvas is integrated with a number of third party web services. Most of these services can be configured from the user settings page.

Integrate Web Services With Canvas

Web Services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean.

- Let fellow course/group members see which services I've linked to my profile

By registering other web services with Canvas, you create different ways to be contacted. By default we do not disclose this information to other users within the system unless you give us your consent.
Integrate Web Services with Canvas

Integrated web services include:

- Google Docs
- Skype
- LinkedIn
- Twitter
- Delicious
- Diigo

Integrated education-centric web services include:

- Diigo
- Turnitin
Organize a Course

What is the Course Setup Checklist?

The first few times you create a new course in Canvas, it’s a challenge to remember all of the steps required. The Course Setup Checklist exists to help you remember to cover all your bases before the course goes live.

View Course

A course originally starts in an unpublished state allowing instructors to set it up your and prepare the content while concealing it from students. As soon as you’re ready then you can publish your course and make it available to the students.
When would I use the Course Setup Checklist

The Course Setup Checklist appears as a grey screen when you first create a new course in Canvas. The checklist reminds you to:

- Import content using the Course Import Tool
- Add assignments or assignment shells on the Assignments page
- Add Students to the course under the Users tab in Settings
- Select the links you wish to display in the Course Navigation under the Navigation tab in Settings
- Choose a layout for your Course Home Page
- Add events and Assignments to your course Calendar
- Add TAs to the course under the Users tab in Settings
- Publish the course, which will automatically send invitation emails to any students you have already added to the course
The Course Modules/Sections allows instructors to organize the course into modules or sections. This layout is probably best for courses that aren't based on a specific schedule like a term or semester.
View the Assignment List

The Assignment List shows the list of assignments for the course with upcoming and recent assignments at the top of the page.

How do I reorder and hide Course Navigation links?

By default, all links are enabled for all courses. Please note that links cannot be renamed.

Links to sections that don’t have any content and that students cannot create content for will not be shown to students and will be "grayed" for your view. For example, if there are no learning outcomes set for the course, you will see the "Outcomes" link in gray, but students will not see the link at all. You can also hide and reorder links in the left navigation for your course.
Open Settings

Click the **Settings** link.

Open Navigation

Click the **Navigation** tab.
Reorder Navigation Links

Drag and drop items to reorder them in the Course Navigation. You can also drag and drop course navigation links to hide them from students. Click the **Save** button when you are finished reordering everything.

**Note:** Course Navigation links cannot be renamed.

**What course settings do I have control over?**

The Settings navigation link is where you can easily update and see the different users, sections and also modify the navigation of your course.
The settings portion of your course is only available to teachers. Students won’t be seeing this link so this is where we put in the different reports just for the teachers themselves.
View Settings

Depending on your permissions, you can edit differing levels of the course settings.

1. In the **Course Details** tab, you can view the details of your course, its’ name, what your quota is, and what license that you’ve attached to this content inside of your course.

2. In the **Sections** tab, you can manage the different sections of students and see all the people associated with your course according to role.

3. In the **Navigation** tab, you can modify the Content Navigation links listed in your course. You can drag and drop to change the order of of the links. You can also hide specific links from students. Any configured **External (LTI) Tools** will also appear here as links.

4. The **Apps** tab allows you to link external tools enabled by your institution to your course.

5. The **Feature Options** Allows you to enable advanced course options.
How do I add a file to my course?

To add a file to your course, make sure you are in the course you wish to add the file to.

**Note**: Video and audio uploads to Canvas through the media tool can be up to 500 MB in size.

**Open Files**

Click the **Files** link.
Upload Files

Click the **Upload Files** link to upload files.

Select Files

1. Click the title of the file you wish to upload
2. click the **Open** button to upload the file.
How do I create a new Page?

Creating new Pages is easy in Canvas courses.

**Open Pages**

Click the **Pages** link.

**Create a New Page**

Click the **Create a New Page** button.
Name the Page

1. Type a name for the page in the new page title field
2. Click the Create button

Add Content

1. Add content to your page using the Content Selector
2. Edit the content using the Rich Content Editor
3. switch views to edit HTML
Edit Page Settings

You can decide who can edit the page by selecting the **Who can edit this page** drop down menu.

You can also notify users that content has changed by selecting the **Notify users that this content has changed** checkbox.

Click the **Save** button.
What is the Rich Content Editor?

Canvas has a simple, yet powerful, word processor that is available anytime for creating new content (assignments, announcement, discussions, blogs etc.) within Canvas.

Although clean and streamlined, the Rich Content Editor is sophisticated enough to support embedding any video content, math formula, and other rich media.

**Note:** Configured External (LTI) Tools may create additional buttons in the Rich Content Editor.

Open the Rich Content Editor

1. Anything that can be viewed in a web browser can be inserted into the Rich Content Editor content area
2. Content can also input HTML directly into Canvas using the Switch View link
3. Users can also easily link to course content using the Content Selector
What Canvas Features Use the Rich Content Editor?

The following Canvas features use the Rich Content Editor:

- Announcements
- Assignments
- Discussions
- Pages
- Quizzes
- Syllabus

How do I create a new Module?

Modules are used to organize course content by topical organizational structure. With modules, you are essentially creating a one-directional linear flow of what you would like your students to do.

Open Modules

Click the Modules link.
Create a Module

Click the **Create a Module** button.

**Name the Module**

Type a Module name in the name field.

**Lock Module Until a Given Date**

1. Select the **Lock module until a given date** checkbox
2. Select the **Calendar** icon to set the date and time.
Add Prerequisites

Click the **Add prerequisite** link [1] to define prerequisites for access to the module.

Set Prerequisites
Select the prerequisite dropdown menu and select the task students must complete to set the prerequisite.

**Add Modules**

Click the **Add Module** button to create the module.

**View Module**

View the new module.

**What are the different Assignment types?**

The different assignment types include Assignments, Discussions, Quizzes, External Tools, and Not Graded.

**Open Assignments**

Click the **Assignments** link.
Add Assignment (Instructors)

Click the Add Assignment link to view assignment options.

View Assignment Types (Instructors)

Click the dropdown menu underneath the assignment title to view assignment types.
View Assignment Types: Assignment

Selecting **Assignment** creates a Canvas assignment that can be submitted online through text entry, file uploads, media recordings, Google Docs, URLs, or Canvas pages. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

View Assignment Types: Discussion

Selecting **Discussion** creates a Canvas assignment that will grade student response to discussion topics. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

View Assignment Types: Quiz

Selecting **Quiz** creates a Canvas assignment that can be used to conduct a survey or assess a student’s comprehension of course content. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.
**View Assignment Types: External Tool**

Selecting **External Tool** creates an assignment that utilizes LTI technology to link to a third-party application or website. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

**View Assignment Types: Not Graded**

Selecting **Not Graded** creates a Canvas assignment with a due date, but no points or grades will be given for completing the assignment. This assignment will show up on the Syllabus page and the Dashboard.

**Create Assignment**

Click the **Save** button.
What are the different types of Quizzes?

The quiz tool is used to create and administer online quizzes and surveys. The steps to create quiz content are the same for each quiz type.

Create Graded Quiz

A graded quiz is the most common quiz, and Canvas automatically creates a column in the grade book for any graded quizzes you build. After a student takes a graded quiz, certain question types will be automatically graded.

Create Practice Quiz

A practice quiz can be used as a learning tool to help students see how well they understand the course material.

Create Graded Survey

A graded survey allows the instructor to give students points for completing the survey, but does not allow the survey to be graded for right or wrong answers.

Create Ungraded Survey

An ungraded survey allows you to get opinions or other information from your students, but they are not given a grade for answering.
How do I create a new Quiz with individual Questions?

You can add your own questions to your quizzes.

Open Quizzes

Click the Quizzes link.

Create New Quiz

Click the Create a New Quiz button
Edit Quiz Settings

Click on the **Edit** button

1. In the Details tab, enter the name of your quiz

2. In the Rich Content Editor introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.

3. Complete the rest of the quiz settings
Add New Question

1. Click the **Questions** tab

2. Manually create a new quiz question by clicking the **New Question** button
1. Click on the Questions tab
2. Select the type of question using the drop down menu
3. Click on Update Question

Save Quiz

Click the **Save** button to save your work on your quiz.
Publish Quiz

Click the Save button [1] to save your progress as you are building the quiz. If the quiz the way you want it, click the Save & Publish button [2].

**Note**: You should not publish your quiz until it is your final product. Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

How do I start a Discussion?

Creating and starting a Discussion in your course is straightforward.

Open Discussions

Click the **Discussions** link.

Start a Discussion

Click the **Discussion** button.
Create your discussion by utilizing the following options:

1. Enter your topic title in the topic title field.
2. Use the Rich Content Editor to format your content.
3. Attach a file to your discussion.
4. Create a threaded replies by clicking the **Allow threaded replies** checkbox.
5. Require users to post to the discussion before viewing other replies by clicking the **Users must post before seeing replies** button.
6. Create a podcast feed for the discussion by clicking the **Enable podcast feed** checkbox.
7. Create a graded discussion by clicking the **Graded** checkbox.
8. Allow students to like a post by clicking **Allow liking**
9. Create a discussion for only certain students by clicking **This is a Group Discussion**
10. Make your discussion available on a certain date by filling out the **Available From** fields.
Save Discussion

Click the **Save & Publish** button to start the discussion.

View Discussion

View the discussion.
What is the Syllabus?

The Syllabus in Canvas makes it easy to communicate to your students exactly what will be required of them throughout the course in chronological order.

Locate Syllabus Link

Click the **Syllabus** link in the course navigation.

View Syllabus

1. To edit the Syllabus, click on Edit Syllabus Description
2. There are three main parts: a calendar and grading scheme
3. a syllabus description
4. and a syllabus table automatically managed by Canvas
How do I view the Calendar?

The Calendar is a great way to view everything you have to do for all your courses in one place.

Click the **Calendar** link in the Global Navigation menu.

**View Calendar**

![Calendar Image](image-url)

After clicking the Calendar link, you will see the Calendar for everything you are enrolled in since the Calendar spans across all courses.
Work with Grades and People

How do I enter and edit scores in the Gradebook?

When grades are entered, they will appear in the Gradebook. However, if you want to enter or edit scores in the Gradebook, follow these steps.

Open Grades

Click the Grades link.

Enter New Score

Click the assignment cell located in the row of the student whose score you want to enter. Type the new score in the cell and press Return (on a MAC keyboard) or Enter (on a PC keyboard).
How do I invite students into my course shell?

You can send an invitation to a student to join your course.

Open People

Click the People link in the Course Navigation Menu.

Add People

Click the Add People button.
Submit Email Addresses

1. Type or paste an email address or several email addresses in the type field
2. Assign the user(s) a role by selecting the Role drop-down menu
3. Assign the user(s) a Section by selecting the Section drop-down menu

Click the Next button
Check People

1. Canvas will verify that the email is a valid email address

2. If you are not ready to add the user, click the **Start Over** button

3. click the **Add Users** button

**Note:** If the user has previously created a Canvas account with the email address you are using, the user’s name will populate in the name field. Otherwise the name field will remain blank.
View Pending Enrollment

The user will receive an invitation to join the course in their email. The user's status will display as pending until he or she accepts the course invitation.

**Note:** It could take up to 24 hours for users to receive their invitations.
How do I access People?

You can access details about the people, or users, in your course using the People page.

Open Course

In the Courses click the course title.
Open People

Click the **People** navigation link.

**View People**

In People, instructors can:

1. View all the users participating in the course, including the ones whose course enrollment is pending.
2. Use the search bar to find a specific person.
3. Use the drop-down menu to filter users by role. The filter will also display the number of users in each type of role [e.g. student, TA].
4. Manually add people to the course.
View Settings

Each user enrolled in a course can be managed individually by clicking on the settings button

1. Resend Invitation to the participate in the course.
2. Edit Section
3. Edit Role
4. View User Details
5. Remove user from course

Help

Click the Help link from the global navigation in Canvas to contact
There are five links to various types of options available for help or feedback:

1. **Ask your instructor a question**: Ask your instructor questions about course material or send them a message
2. **Search the Canvas Guides**: where you can search Canvas documentation for information about features inside of Canvas
3. **Report a problem**: Submit questions and problems to the Canvas Support Team
4. **Submit a Feature Idea**: Submit ideas about how to make Canvas better

**Note**: If you are an instructor, you will not see the Ask your instructor a question help link.
Ask Your Instructor a Question

To ask your instructor questions about course material or send a message, click the Ask your instructor a question link.

1. Select the relevant course in the dropdown
2. Type your message in the description field

When you’re done, click the Send Message button.

Note: If you are an instructor, you will not see the Ask your instructor a question help link.
To find an answer to your question, click the **Search Canvas Guides** link. This link will take you to Canvas Guides where you can search Canvas documentation for information about features inside of Canvas.
Reporting a problem in Canvas is simple, but before you do, please use the Canvas Community to see if you can find your answer(s).

1. Before submitting a ticket, try searching the Canvas Guides for help
2. Add a subject to your message by typing in the subject field
3. Type a message in the description field being as detailed as possible. This will help Canvas Support better troubleshoot the problem.
4. Choose from the drop-down menu of how the problem is affecting you. Your choices include: Just a casual question, comment, idea, suggestion; I need some help but it’s not urgent; Something’s broken but I can work around it for now; I can’t get things done until I hear back from you; EXTREMELY CRITICAL EMERGENCY!

When you’re done, click Submit Ticket to send your problem. All questions and problems will be sent to the Canvas Support Team.
Request a Feature

Click the **Submit a Feature Idea** link. You can submit your ideas about how to make Canvas even better by clicking on this link.