Getting Oriented to Canvas

Login to Canvas at [http://umd.instructure.com](http://umd.instructure.com) using your Directory ID and password.

Dashboard and Course Views

Canvas provides a Dashboard View as the entry point for all your courses. This view allows you to see all the recent activity for all your Canvas courses at a glance, and to access any of your individual course homepages.
Once you click on a link to enter a course (Shar-101) you will see the course homepage view. The screenshot below displays a developed course space homepage.

The screenshot below shows what a new, undeveloped course homepage looks like.
Global Tools

Canvas provides a global view of course and group enrollments, assignments, grades (for students) and calendar posting to those with Canvas accounts. These tools provide access to newly posted tasks, quizzes, grades or calendar items without the need to enter a specific course. In addition to customized notification options (see page 7), these global tools enable instructors and students to keep on top of changes that occur within course spaces.

Getting Started

To begin developing your course, you may follow the optional Next Steps wizard, which is provided at the bottom of the course homepage, as a guide through common steps for setting up a course space. You can also close the Next Steps wizard by clicking in the Close box in the upper right corner of the wizard window and develop the course space in your own way.

Publishing a Course

All new courses are “Unpublished” until you “Publish” them. Students will not be able to access an unpublished course. When you are ready for students to see your course:

- Click the published link, under “THIS COURSE IS UNPUBLISHED.”

Course Menu (Navigation)

The course menu enables you (and your students) to navigate to resources within the course space. You can modify the course menu dragging and dropping items with your mouse. You can rearrange, hide/show items. Bold blue links represent those resources that have been populated with content that has been made available to students (and, once the course is published, these will be the only links the students see). Grey links represent resources that have not yet been made visible to the students. The order of these links can be reorganized via the Settings option (see below); however, links cannot be renamed in Canvas.
Settings

The **Settings** option is available at the bottom of the course menu. Explore the tabs for information and/or to modify the following; however, please note that some of the features currently available during the pilot that enable instructors to edit course details and course enrollments may change as university policies and technical requirements start to impact the local Canvas configuration.

- **Course Details** (see screenshot, below)
- **Sections** (View, add, edit sections)
- **Users** (View user list: students, TAs, instructors, etc.)
- **Navigation** (Allows you to add, move, or hide left-hand course menu options)
On the far right of the Settings option, you may view:

- **Course Statistics**: view various usage numbers and charts
- **Course Calendar(s)**: for one or all your courses (this resource is also available in global menu bar at the top of the Canvas window)

The *End This Course* option, also on the far right:

- Concludes the course at the end of the term
- Archives the course
- Moves it into past enrollments section
- Becomes read-only to students
- Can be available for incompletes

As course management policy and configuration decisions are made during the fall term, this option may be hidden from instructors.

**User Profile**

The Profile page allows you to modify your personal display details and add Web Services (such as Twitter, Facebook, etc.).

To edit your Profile, click **Profile** in the upper right menu bar.
then select the *Edit Profile* option, on the far right.

Under *Web Services*, you can integrate various Web 2.0 accounts with your course. In the example below, the instructor has registered with Google Docs and Twitter (left). Several other services that are available are shown on the right.

Web Services such as Google Docs can be used by students in the Collaborations area of CANVAS for use in group projects or papers.

In addition to integrating these Web 2.0 tools with your Canvas tool set preferences, instructors and students can also customize the way that that send and receive notifications through the *Communication Preferences* option. For each possible task or notification option within Canvas, individuals can determine through what mechanism
(email, Facebook posting, Tweet) and with what frequency (right away, daily) they will be notified.

Customized Notifications

![Notification Preferences](image)

- For all assignment submissions in courses you teach:
  - Email Me: Yes

- For new announcements:
  - Email Me: Yes

- For calendar changes:
  - Email Me: No

- For changes to course pages:
  - Email Me: No

- For new topics:
  - Email Me: No

- For topics I've commented on:
  - Email Me: No

- For due date changes:
  - Email Me: Yes

- For new files:
  - Email Me: Yes

- For course grading alerts:
  - Email Me: No

- For course grading policy changes:
  - Email Me: No

Done