To log in, click on the Canvas button on the homepage or go to swosu.instructure.com

Passwords have been reset for Canvas.

Students will need to use their Dawgtag and their default password to log in.

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.

Your dashboard will look like this.

The Dashboard consists of three main elements:
- Global Navigation across the top of the page,
- the Sidebar with various types of feeds, and
- the Global Stream, which comprises the main body of the page.

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?"

The Global Navigation directs users to menus or pages that display:
- all of a user's courses and groups,
- all of a user's assignments,
- a grade summary page, and the Calendar.
Side Bar…
• The To Do feed lists the next five assignments you need to turn in. Assignments will still show up in this list even if they are past due. Click on the links to go directly to the Assignments page.
• The Coming Up feed lists the next five assignments or events coming due in the next week.
• The Recent Feedback feed lets students know when their instructor has left a comment or a grade for one of their submissions.

Recent Activity

Accessing your Courses on Dashboard
• Open the Courses & Groups tab in Global Navigation [1].
• At the bottom of the drop-down menu, click the View all courses link [2].
• Note: You can customize your courses that appear in the drop-down menu.

Navigating a Course
When you first log in to Canvas, you will see the Global Dashboard.
1. Click the logo to return to this Dashboard
2. The Global Stream
3. Top Priority
4. Upcoming events and assignments
5. Feedback from instructors and peers
Navigating a Course...
There are six main sections in a Canvas course:
1. Course Navigation
2. Global Navigation
3. Breadcrumb Navigation
4. Content Area
5. Sidebar
6. Help Corner
**Course Navigation Indicators**
The Course Navigation links help you get to where you want to go within a Canvas course. Instructors can customize what links are shown in a course, so if you don't see certain links, your instructor has hidden them from your view.

**Course Navigation Indicators**
The Course Navigation indicator represents the number of changes in a course since your last visit. Currently, this feature is only used for Grades (2).

**Student View of Indicators**
As a student, when you visit the Grades page in a course, you will see a blue dot next indicating that the assignment was graded or commented on by your instructor or peer. The indicators will disappear when you navigate away or refresh the page.
### Accessing Your Profile and Personal Settings
- Canvas lets you easily control your profile and personal settings.
- Located in the Help Corner, the Settings link can be found in any page inside Canvas.
- Click the Settings link to:
  - View and edit your personal settings
  - View or add a profile photo
  - Access links to your Notifications, Files, and ePortfolios
  - Edit your profile information

### Setting Notification Preferences
You can set your own notifications preferences that will apply to all of your courses. These steps apply for all Canvas users.
1. Open personal settings
2. Click the settings link
3. After clicking the Settings link, you will be able to edit your personal settings.

### Adding 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 [1]. Click the Add Contact Method link to add an SMS contact [2].
Linking to Other Services

- If you want to be contacted through Facebook or Twitter, you will need to link to those services.
- Register the external service by clicking the [ServiceName] button [1].

Opening Notifications

- To open your notifications, click the notifications link
- 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

Customizing your Courses drop-down menu

You can customize the courses you want to show in your Courses drop-down menu.

Note: Courses are always listed alphabetically; you cannot reorder your courses manually.

Select courses from the global navigation:

Choosing Courses

1. Click the checkboxes next to a course to add or remove the course from the Courses drop-down menu [1].
2. Courses you add will immediately appear in the menu to the left. Courses you remove will immediately disappear from the menu [2].

Note: You can see all your present, past, and future courses by clicking on the View all courses link [3]. You will only see future courses if the start date is in the future, the course is published, and you have been enrolled in the course.
Choosing Courses
1. Click the checkboxes next to a course to add or remove the course from the Courses drop-down menu [1].
2. Courses you add will immediately appear in the menu to the left. Courses you remove will immediately disappear from the menu [2].
Note: You can see all your present, past, and future courses by clicking on the View all courses link [3]. You will only see future courses if the start date is in the future, the course is published, and you have been enrolled in the course.

Closing Customization Menu
Once you have finished customizing the drop-down Courses menu, close the customization menu by clicking the X icon at the top right. You can also click the Reset button to make all the courses you are enrolled in re-appear.

Submitting an Online Assignment
• You can submit Assignments in Canvas using several submission types.
• Instructors can choose what kind of submissions they want you to use.
• You may have the option to resubmit assignments if your instructor allows.
• You can also submit assignments from third party file applications such as Google Drive, Dropbox, or others via your desktop computer in one of two ways:
  • Download the file to your computer and submit as a File > Upload
  • Share the file, copy the file URL, and submit as a Website URL

Submitting an Online Assignment…
You can also submit assignments using your Android or iOS device.

Note: Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.

To open your assignments, click on the assignments link:
Submitting an Online Assignment…

Note: You can also access your Assignments through the Syllabus, Gradebook, Calendar, or Modules.

View and submit course assignments

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Submitting an Assignment

---

Submit a File Upload

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Submitting a Text Entry

Type or copy and paste text into the Rich Content Editor. Click Submit Assignment.
Submitting a Website URL
Type or copy and paste the URL into the Website URL field. Click Submit Assignment.

Submitting a Media Recording
Record or upload media. Follow the instructions given to you. Click Submit Assignment when you are done. Click here to learn more about adding media to an assignment submission.

Viewing Your Submission
• After you have submitted your work, you will see information in the Sidebar about your submission [1].
• If you choose, you may resubmit another version of your assignment using the Re-submit Assignment link [2]. You will only be able to view the details of your most recent submission in the Sidebar, but your instructor will be able to see all of your submissions.
• Once the instructor has graded your submission, you will be notified via the channels that you specify in your Notification Preferences.
• You can also see details about your assignment and links to additional feedback in the Gradebook (1 and 2).
Viewing Your Grades
To view your grades, click the Grades link in the Global Navigation.

Viewing Your Grades...
Grades are sorted chronologically by due date.

View your results on the scoring rubric by clicking on the Rubric icon [1].

Viewing Rubric Results
View your score based on the rubric.
**Viewing Grading Summary**
The grade summary allows you to see how assignment groups are weighted and use what-if, or hypothetical, scores.

**Viewing the Calendar**
1. Locate Calendar Link
2. Click the Calendar link in the Global Navigation menu
3. After clicking the Calendar link, you will see the Calendar for everything you are enrolled in since the Calendar spans across all courses
### Accessing the Conversations Inbox

Conversations is an email program directly within Canvas. You can communicate with other people in your course at any time. Conversations also compile all messages sent throughout Canvas, including comments left on student assignments.

To access your conversations, find the Conversations inbox Link:

- Click the Inbox link in the Help Corner to open your Conversations Inbox. The message indicator will let you know how many messages you have in your Inbox [1].
- If you right-click or option-click on the Inbox link, you can open your Conversation Inbox in a new browser tab to keep it handy while you are doing other tasks in Canvas.

### Replying to a Discussion

1. You can easily reply to any discussion, threaded or focused. However, the reply process varies depending on the type of discussion:
   1. Open discussion:
      
      ![Image of Conversations Inbox](image)

      **Replied to a Discussion…**
      Open Discussion Topic

      ![Image of Open Discussion Topic](image)

      **Replied to a Discussion…**
      Reply to a Discussion Topic

      ![Image of Reply to Discussion Topic](image)

      **Replied to a Discussion…**
      Write your response in the Rich Content Editor [1].
      2. You can add links, photos, equations, and/or media. If your instructor allows, you can also attach files [2].
      3. Once you finish, click the Post Reply button [3].

      ![Image of Rich Content Editor](image)