

## Getting Started with Canvas

### *For Students*

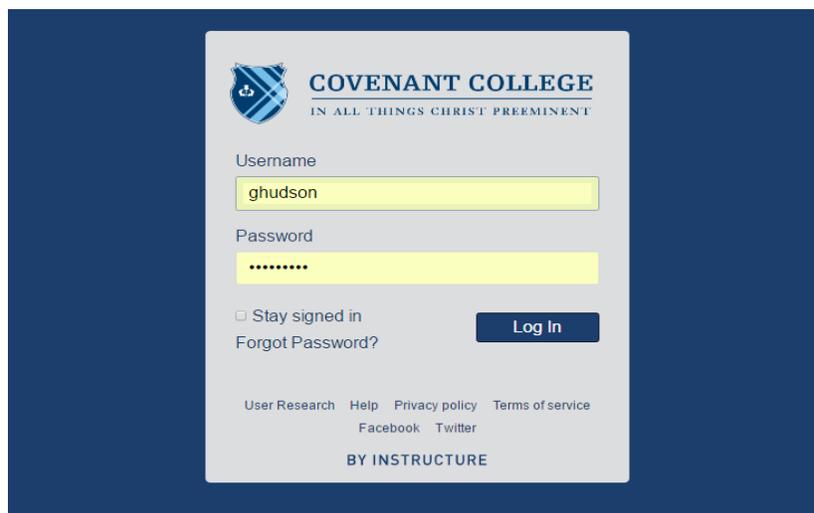
**LMS** – A learning management system is an online service with built-in tools and features to support individual courses. The primary objective for Covenant College’s use of the Canvas LMS is to provide an online presence where students can obtain course materials between class sessions and instructors and students can communicate outside of the classroom. When requested by the instructor, students will submit completed assignments by uploading their files into Canvas. This option allows the instructor to easily track the submission and timeliness of assignments.

### Logging in to Canvas:

Go to the Covenant College website: [covenant.edu](http://covenant.edu) and click on the gray **Scots Links** box in the top-right menu, and select **Canvas**, or use this link:

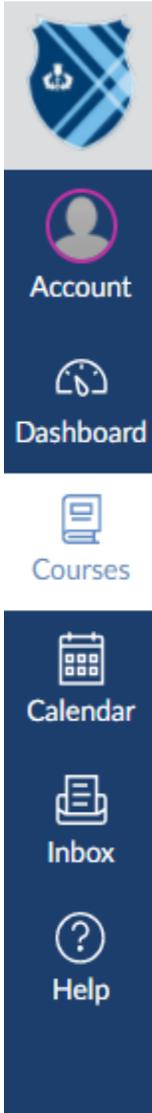
[covenantcollege.instructure.com](http://covenantcollege.instructure.com)

Enter your **Covenant username** and **password**. (*Do not use your Covenant e-mail address to log in to Canvas.*)



The video [Canvas Overview for Students](#) is an introduction to Canvas for new users.

# Moving Around in Canvas - Global Navigation Menu



The Canvas user interface (UI) has two levels of control options. The first level is the **global navigation menu**, which contains options and features that globally relate to your Canvas account. The second level is the **course navigation links**, which cover the options and features within each individual course.

The **global navigation menu** (options down the left side of the page in dark blue) includes **Account**, **Dashboard**, **Courses**, **Calendar**, **Inbox**, and **Help**. The default mode of the **global navigation menu** is to show each tool with its name (text) and icon. If you click on the ← arrow at the bottom of the **global navigation menu**, it will minimize the menu to show only icons. Clicking on the → arrow, expands the menu.

When you log in to Canvas, you will land on the **Dashboard**, where you have the option to view the course *cards* or see a listing of your recent activity. Course cards are large icons representing specific courses. Click on the course that you want to enter.

## Account

In **Account**, you can upload a profile photo of yourself and change **notification preferences** relating to how often you want to be notified about activity in your Canvas courses or messages from the instructor. This location is also Canvas' repository for all your uploaded submission files, across all courses and semesters. Files are automatically placed here as you upload them to individual courses.

## Dashboard and Courses

To see a list of all your courses (both current and past) and to select which courses will show in the **Dashboard**, click on **Courses** and then click on **All Courses**. Select the star before the courses that you want to show on your **Dashboard**. To change the color of a course card or give the course a nickname, click on the three vertical dots at the top of the course card and specify the changes there.

To enter a course, you can click on the course card in the **Dashboard** or on the course name in **Courses**, **All Courses**.

## Calendar

The **Calendar** is a global feature, meaning that students can see all assignments and events in their courses in one place organized by date.

## Inbox

Use the **Inbox** to send email messages to the instructor or other students.

### Create and send a new message

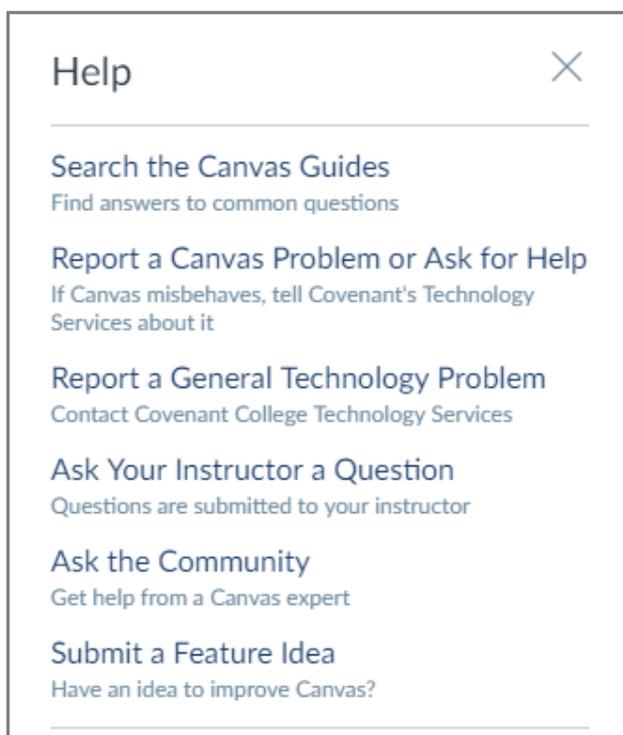
1. Click on **Inbox** and then click the **Compose** button (a **leaf** icon at the top center).
2. Select the course where you want to send your message.
3. Add recipients by clicking the **address book** icon (right of the **To:** field). Select recipients by typing one or more names in the **To:** field. As you type, you should see matching users' names generate below the field. Select the correct users.
4. Enter a title in the **Subject** line.
5. Type your message in the text box.
6. If you would like to add an attachment to your message, click the **paper clip** (attach) icon at the bottom of the message and select a file from your computer.
7. You can also record and upload an audio or video message to be included in the email message by clicking the **play media** icon at the bottom of the message. You will be asked to allow Canvas to connect to your computer's microphone and camera. Click **Allow** and then click anywhere in the image box to start recording. Click again to stop the recording and click **Save** to upload the embedded recording into the message.
8. When you are ready to send the message, click **Send**.

Canvas documentation often refers to the **Inbox** or email feature as **Conversations**. If you would like to change where and how frequently you receive notifications about any **Inbox** activity, click **Account** in the **global navigation menu** and open **Notifications**. Then, scroll to **Conversations** and make your desired changes.

*Video: [Conversations Overview \(All Users\)](#)*

## Help

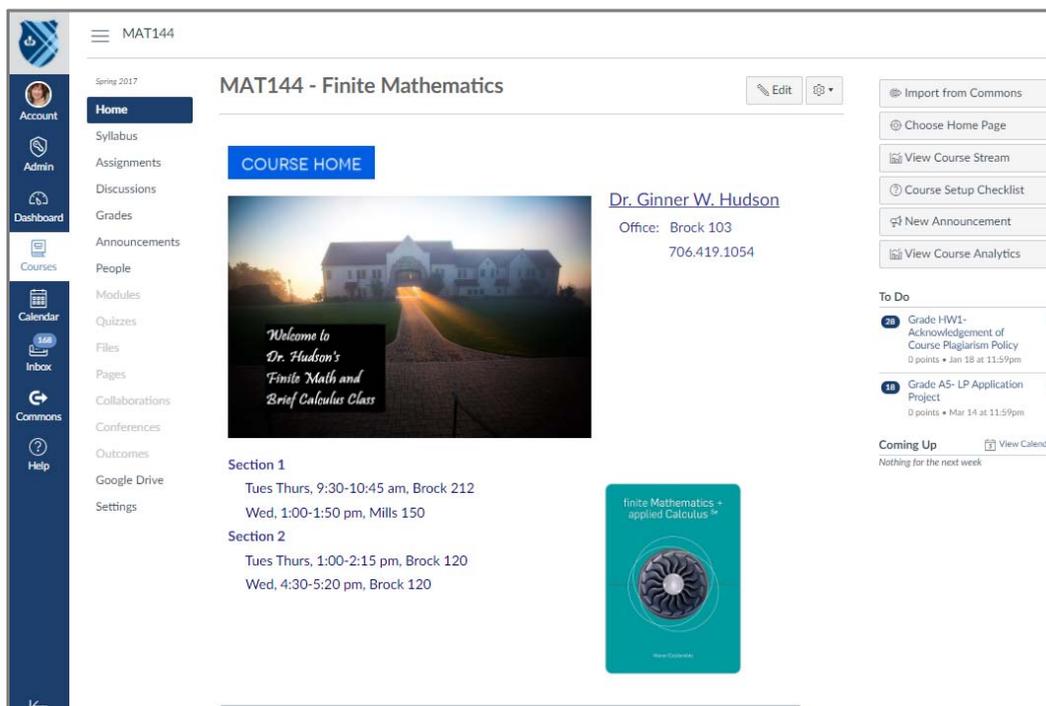
The **Help** feature provides several options for getting answers to your questions. The **Canvas Guides** option in **Help** provides written documentation and videos for many of the commonly used applications available in Canvas. You can also click on [Canvas Guides for Students](#) to see a listing of topics of interest to the student user.



When you encounter a problem with Canvas or simply want to ask for help, click on “**Report a Canvas Problem or Ask for Help**” to notify Covenant’s Technology Services of the issue. As a convenience to students, a link to Covenant’s Technology Services is also provided in **Help** to report technical issues not related to Canvas.

## Moving Through A Course - Course Navigation Links

When students enter a course, they are taken to its **Home** page. The figure below is an example of a **Home** page.



The **course navigation links**, shown to the right of the **global navigation menu** in the figure above, control movement among the pages within each course.

When moving around in Canvas, if you want to go back to a previous page, click on the *breadcrumbs* found at the top left. In the **Home** page shown above, the breadcrumbs are **MAT144**. If you then click on **Grades** and are taken to the **Grades** page, the breadcrumbs will now be **MAT144 > Grades**. To return to the course **Home** page, click on **MAT144**.

In each course, you should find the course syllabus and the instructor's CV in the **Syllabus** page (found in the **course navigation links**).

Banner populates Canvas with enrolled students for the current term. Any changes in course enrollments made to Banner each day by students adding and dropping courses are uploaded to Canvas around 8:00 pm to update the Canvas course rosters.

You can access your Canvas courses from your phone if you download the **Canvas by Instructure** app.

## **Submitting Assignments to Canvas**

Some professors ask that you submit assignments through Canvas. To do this, go to the assignment page in Canvas and select the particular assignment you have completed. Click on the **Submit Assignment** button and you will be prompted to upload the file from your computer. See [How do I upload a file as an assignment submission in Canvas?](#) for more instructions.