Canvas Student Guide

Canvas is the learning management system (LMS) we will use in this course. This guide covers the basics for accessing your Canvas courses using a desktop computer or laptop.

GETTING STARTED WITH CANVAS

The Invitation
Before you can log in and access our site for this semester, you need to accept a course invitation. Rutgers will email your login information.

NOTE: If you are having trouble with your account, contact your instructor for assistance.

If you've enrolled in or been invited to a Canvas course, you will receive an email that contains your:

- Rutgers Canvas URL [1]
- The email address to use for your login [2]

To accept the course invitation, click the Get Started button [3].

Accept Your Course
Clicking on the Get Started button takes you to your course, and Canvas asks you to accept the enrollment.

- Click the Accept button
Complete the Registration

To create your account and complete the registration process, follow these steps:

- Enter a **Password** [1]
- Select your **Time Zone** [2]
- Depending on your account type, you may be asked if you want to receive information, news, and tips from Instructure [3].
- Select the **Acceptable Use Policy** checkbox [4]
- Click the **Register** button [5]

LOGGING INTO CANVAS
Access Canvas through [https://canvas.rutgers.edu/](https://canvas.rutgers.edu/)
Enter your Rutgers **netID** and **password**

You will then be directed to the **User Dashboard**

**RECEIVING NOTIFICATIONS**

*Access Notifications*
- Go to [Account](#) in the Global Navigation menu on the left side of the page
- Click [Notifications](#) to change notification settings

**TIP:** In **Settings**, you can determine the frequency with which Canvas will send notifications to your email address.

**Setting Notification Preferences**
Each notification is set to a default preference. To change a notification for a contact method:
- Locate the notification
- Click the icon for your preferred delivery type

- To receive a notification right away, click the Checkmark icon [1]
  - These notifications may be delayed by up to one hour in case an instructor makes additional changes.
- To receive a daily notification, click the Clock icon [2]
- To receive a weekly notification, click the Calendar icon [3]
  - The date and time of your weekly notifications are posted at the bottom of the notifications page.
- If you do not want to receive a notification, click the Remove icon [4]
- Unsupported notification types display the Unsupported icon [5]
  - Unsupported notification types cannot be enabled.

**COURSE NAVIGATION**

*The Global Navigation Menu*
The Global Navigation Menu is located on the left side of every Canvas page. Default links include Account, Dashboard, Courses, Groups, Calendar, Inbox, and Help.
The User Dashboard is the main page on Canvas that consolidates important information from all of your courses. From there, you can see:

- **Card View** (as shown above)
  - Allows you to quickly access course sites or click course activity icons to view recent course-specific Announcements, Grades, Discussions, or Files

- Other Dashboard display options include:
  - **Recent Activity View**
    - Shows quick links to recent announcements, assignments, discussions, and other changes to your courses
  - **List View**
    - Displays all course **To Do** items in an agenda view
    - Makes it easy to manage tasks across courses

**SUBMIT AN ASSIGNMENT**

*Assignment Submission Types*
You can submit assignments in Canvas, and your instructors can choose the submission type they want you to use. Options include upload a file, submit a text entry, enter a website URL, or submit media.
Select **Assignments** from the Navigation menu on the left side of the course site.

![Assignments Navigation Menu](image)

**NOTE**: Your instructors may direct you to other course site locations to access your assignments, such as Modules.

Click the name of an assignment as shown below.

![Upcoming Assignments](image)

To submit your work, click the **Submit Assignment** button.

![Submit Assignment](image)

**Biome travel guide (brochure or video)**

**Due**: Tuesday by 11:59pm  
**Points**: 100  
**Submitting**: a text entry box, a website url, a media recording, or a file upload  
**Available**: Oct 12 at 12am - Dec 20 at 11:59pm 2 months  

Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics?  

The end product must use the informing not the persuading tone.
**Upload a File**
To upload a file from your computer and submit it as your assignment, select the **File Upload** tab.

![File Upload](image)

**Add a Text Entry**
Select the **Text Entry** tab to submit a text entry assignment.

![Text Entry](image)

**Enter a Website URL**
You may submit a Website URL by selecting the **Website URL** tab.

![Website URL](image)
**Record a Media Assignment**
Select the **Media** tab to submit a media recording.

**Submitting Your Assignment**
Click the **Submit Assignment** button when you are ready to submit your assignment.

**DISCUSSIONS**
Select **Discussions** from the Navigation menu on the left side of the course site.

**NOTE**: Your instructors may direct you to other course site locations to access your discussions, such as Modules.
Open Discussions
Click on the title of the discussion

Posting to Discussions
To post or “reply” to the discussion, type your information in the Reply field.

Your Discussion Post

- Write your response in the Rich Content Editor [1]
  - You can add links, photos, equations, and/or media
- If your instructor allows you to do so, you can also attach files [2]
- When you are ready, click the Post Reply button [3]
CONTACT YOUR INSTRUCTOR: CANVAS INBOX
In Global Navigation, click the **Inbox** icon.

**Inbox Toolbar**
The toolbar includes global message options.

- You can filter your messages by course or group [1] and type [2]
  - Filtering by type lets you filter messages by Inbox, Unread, Starred, Sent, Archived, and Submission Comments
- You can compose a message at any time using the compose icon [3]
- The **Search by user** field [4] allows you to search for messages by user

**CHECK GRADES AND FEEDBACK**
The **Grades** page in a course displays all current grades for all course assignments. You can also view scoring details, comments, and rubrics.
Open Grades
In Course Navigation, click the Grades link.

View Grades
After opening the Grades page, you can select the Course for which you want to view grades [1].

By default, grades are sorted chronologically by assignment due date.

- In the Arrange by menu [2], you can also sort by module, assignment title, or assignment group.
- To see the specified grades, click the Apply button [3]
  - Assignments that are not part of a module will be shown at the end of the assignments list in alphabetical order.
  - However, if modules or assignment groups aren't used in your course, they won't be included as sorting options.
- You can view the:
  - Name of the assignment [4]
  - Assignment due date [5]
  - Assignment status [6]
  - Score you earned [7]
  - Total point value of the assignment [8]
● You may also be able to view whether the assignment includes scoring details, comments, or rubrics [9].
● You may see various grade icons in the score column [10] indicating the type of assignment you submitted.
  ○ These assignments have not been graded by your instructor.
  ○ Once the assignment is graded, the icon will be replaced by your score.

**CANVAS HELP**
If you have any problems with Canvas, contact the Canvas Help Desk:

- **Email**: help@oit.rutgers.edu
- **Phone**: 833-648-4357

Canvas support is available 24 hours a day, 7 days a week.