Canvas Student "Cheat" Sheet

Welcome to Canvas

Instructure Canvas is a new learning management system (LMS), and will replace Blackboard by Summer 2013. Canvas features greater interactivity, integration with Web 2.0 tools, a fast, easy interface, and a lot of great tools that your teacher can use to make learning more flexible and effective.

eLearning

East Mississippi Community College

Login – including password resets

You can login to Canvas directly through the LEO page (https://leo.eastms.edu). Just look for the Canvas link on the right side of the page once you login to LEO.

Useful Links

Acceptable Use Policy

Blackboard

Canvas


STOP: Please view the LEO Quick Start Guide for help to logging in to LEO.

User Profiles & Notifications

Canvas lets users set up multiple contact methods, including alternate e-mail addresses, text messages, and services like Facebook or Twitter. You can also choose how and when Canvas notifies you of important course events. To change your profile, login to Canvas, then...

1. Click your name at the top right.
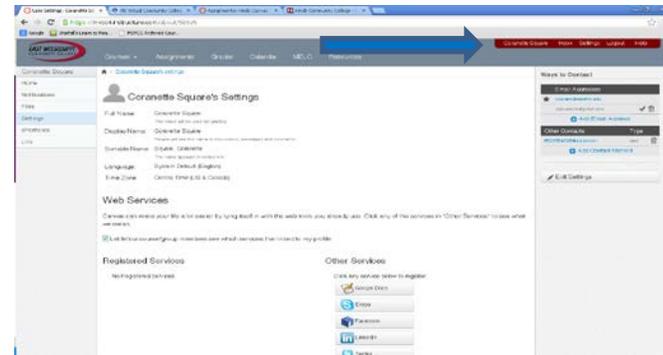
2. Add e-mail addresses or a cell phone/SMS number on the right.
3. Register external tools or social networks that you already have accounts for at the bottom.
4. To adjust how Canvas notifies you of a new messages, discussions, assignments, etc.
   a. From the Profile page click Notifications on the left.
   b. For each notification, choose a communication method (e.g. email, SMS) and how frequently you want to be notified (e.g. Daily).

Get Help – Help Corner

You can access online documentation with Canvas via the Help link in the top right.
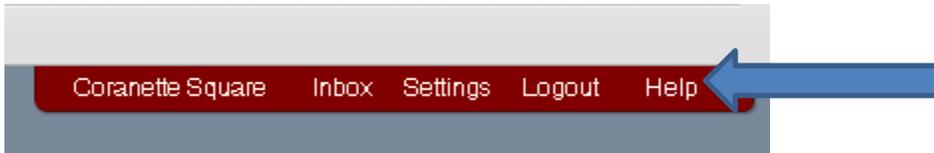
Navigating

The Courses menu lets you choose any one of your courses. You'll find a To Do list on the right.
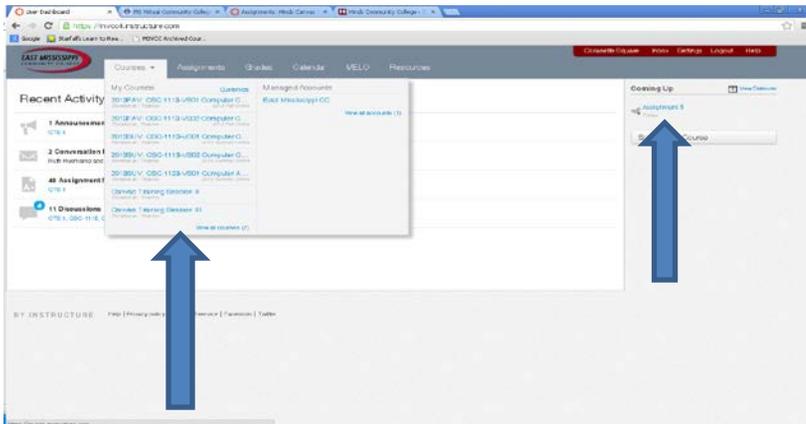

Communicating with your Teacher or Classmates

Canvas's Conversations tool lets you communicate privately with your teacher or classmates. Access it via the Inbox link in the top right.

1. To compose a message, click the New Message icon, or just start typing in the New Message field on the right of your screen.

2. You can either type in the name of the person you want to message, or you can click on the Address icon in the To field and select users based on the courses you are enrolled in.

3. Type the message, attach any files, and/or record and attach a multimedia message before clicking Send.
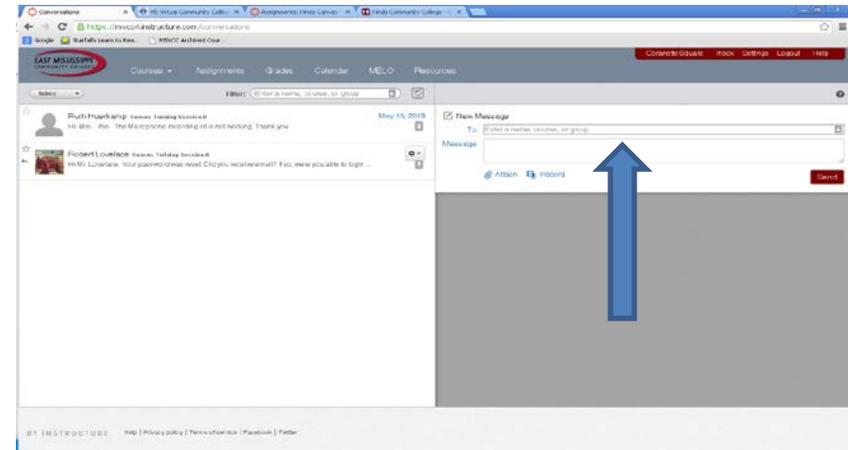
Completing Assignments

You may find Assignments (submitted assignments, quizzes, discussions, etc.) that require online submission. Submitted Assignments may require that you upload files, enter text, and post a web site URL.

Quizzes may have limited availability, so be sure to check the date and time listed on each quiz. Quizzes may consist of multiple choice, matching, fill-in-the-blank, essay, or other question types.

Discussions require that you post a reply to your teacher's or a classmate's posting. You can attach files, link to web pages, or record media in your posts.

Viewing Grades

The Grades area may show scores and totals for various Assignments. By default, Canvas calculates your total score based only on graded assignments, excluding others. You can change this in the Grades area. You can also try "what if" score to see how your future performance may affect your grade.

Other Canvas Tools

Other Canvas tools may be found in the navigation menu on the left, depending on whether your instructor makes use of them:

Announcements	View important messages
Syllabus	Your teacher may share course details here.
Modules	Organized & sequenced learning activities
Grades	View scores and calculate your grades
Discussions	Interact in asynchronous online discussion forums
People	See who else is in class
Pages	Access media-rich learning materials
Files	Access shared class files
Quizzes	Create quizzes with a question group & settings
Conferences	Live video conferencing, anytime
Collaborations	Use Google Docs for collaborative authoring
Smarthinking Tutoring	Tutoring services

Mobile Apps

Canvas has created mobile apps for iOS and Android that allow you to access some basic things from your courses: Schedule, discussions, announcements and so forth.