

Academic Advising

Student Guide for Navigating Canvas

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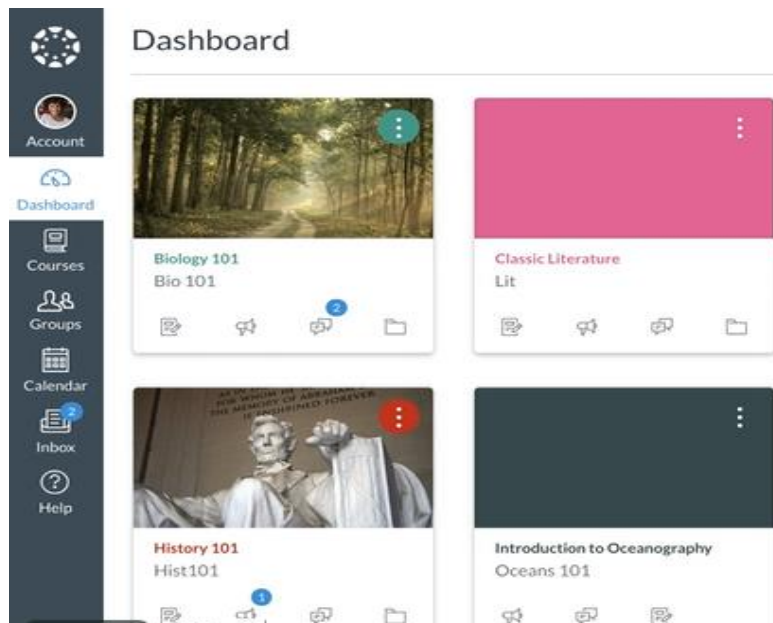
Hello Point Students!

I hope this resource is helpful as you become more familiar with Canvas. While the length of it may be a little intimidating at first, you may not need all of this information but it's here for you as a reference tool. The links that are embedded in the document take you to this [website](#) where there is ample information regarding all things Canvas. So, let's get started!

When you sign into the SSO (single sign-on) Point portal, you will see the Canvas button...



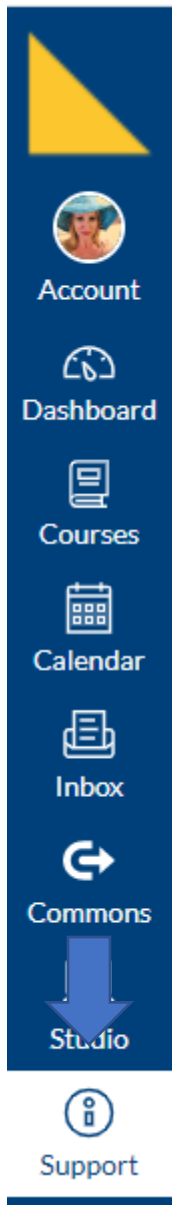
Click on that button and you will see your **Canvas** dashboard...



Click on the button that contains your course and you will be able to see all the content in your course!

**In order to submit a ticket for any technical issues, please email ITSupport@point.edu.

ACCESSING IT SUPPORT



Account

Dashboard

Courses

Calendar

Inbox

Commons

Studio

Support

Support ×



IT Helpdesk 

OTHER RESOURCES

[Training Services Portal](#)
Access Canvas training videos and courses

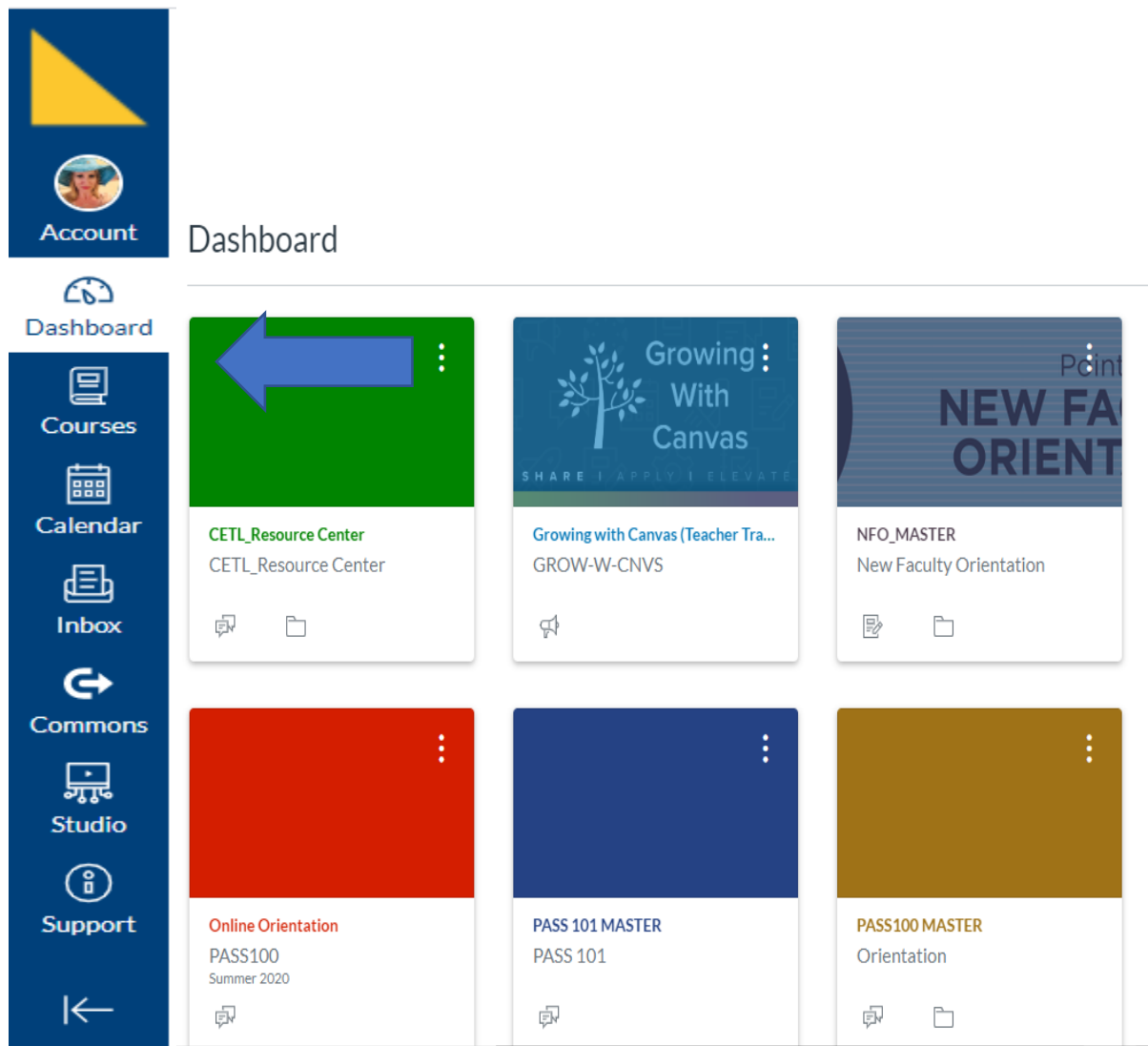
[Library](#)

[Search the Canvas Guides](#)
Find answers to common questions

[COVID-19 Canvas Resources](#) NEW
Tips for teaching and learning online

USING YOUR CANVAS DASHBOARD

This is the first page you see when you log into Canvas. Here, you see your current course(s). You can return to your User Dashboard at any time by clicking the **Dashboard** link in the menu on the left side of the screen.



Also, on your **Dashboard** you can view the following on the right side of your page:

Coming Up [View Calendar](#)

-  **Week 3 - Devotion**
APSP105
10 points • Sep 20 at 11:59pm
-  **Week 3 - Writing Challenge and Lecture**
APSP105
10 points • Sep 20 at 11:59pm
-  **Week 3 - Lectures Reflection**
APSP105
100 points • Sep 20 at 11:59pm
-  **Week 3 - Reflection Journal**
APSP105
100 points • Sep 20 at 11:59pm

This shows you what assignments need to be completed and you can access your calendar and view current grades. We'll get into those features a little later....

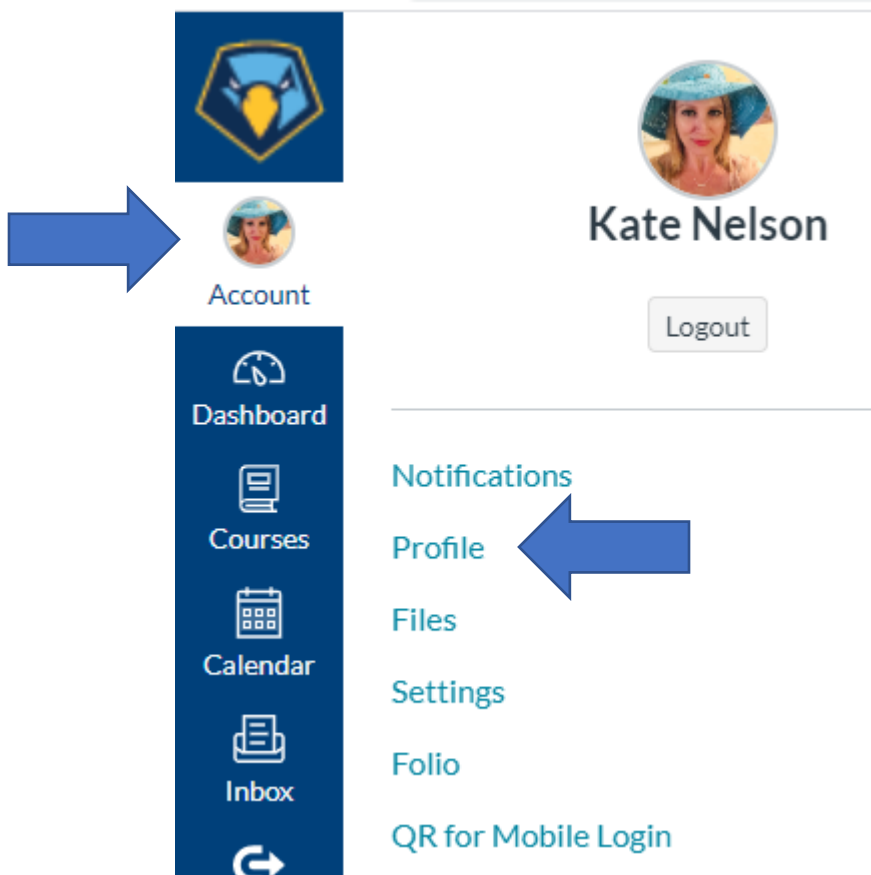
Similar to Sakai, global announcements sent from Point will also be posted to your **Dashboard**.

View this [Video](#) in order to learn more about **Dashboard**.

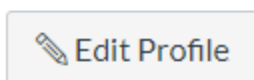
CUSTOMIZING YOUR PROFILE, USER SETTINGS, AND NOTIFICATIONS

You will want to customize your profile picture and user settings so your picture will appear when you interact with others. You also want to set up ways to be contacted by instructors and enable ways to receive notifications.

To customize your **Profile**, click on Account in the global navigation menu followed by **Profile**:



You can then click on “Edit Profile” and update your info/bio.



To change your **Settings**, follow the above instructions and click on “**Settings**” to make desired changes.

You will also want to customize your **Notifications** and determine the frequency you want to receive Canvas notifications (right away, daily summary, weekly summary). You can also determine where the **Notification** is received (e-mail address, SMS message, and/or push notification). Simply follow the

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above instructions and click on “Notifications” to make these adjustments. You will see the following image at the top of that page:

Notification Preferences

✓ Notify me right away

🕒 Send daily summary

📅 Send weekly summary

✕ Do not send me anything

Click on these links to learn more about your [Editing Your Profile](#), [Adding a Picture](#), and [Changing your Settings](#).

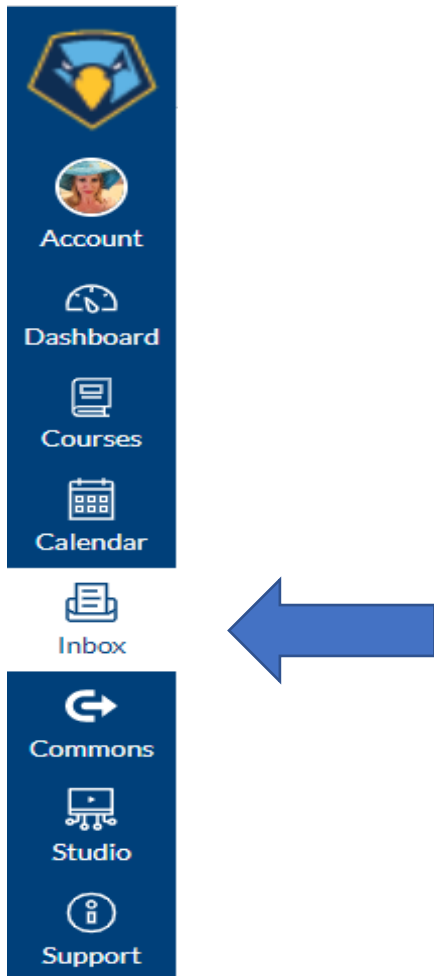
USING THE INBOX AND CONVERSATIONS FEATURE

You can expect your instructors to use the **Canvas Inbox and Conversations** feature in order to contact you or groups of students. This feature is connected to your main email address; you can receive copies of your Canvas **Conversations** at your Point email address.

The only people who can contact you through a Canvas **Conversation** are those who are connected to you through a Course or a Group; users attached to your Course are pre-populated in your address book. You can also use **Conversations** to easily create an audio or video message.

Access this feature by clicking on Inbox in your global navigation menu:

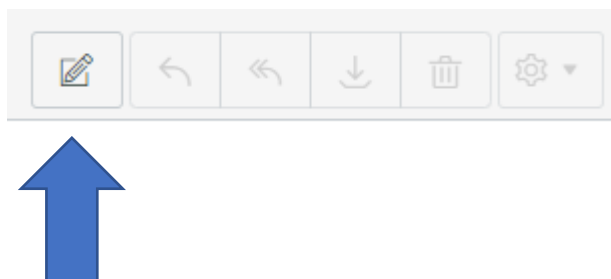
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You will then see a dropdown menu labeled “Courses.” Click on that menu to see your courses.



To begin a conversation with a fellow student, click on this icon (which is next to the Inbox menu):



For more information about **Conversations**, you can access more information [here](#).

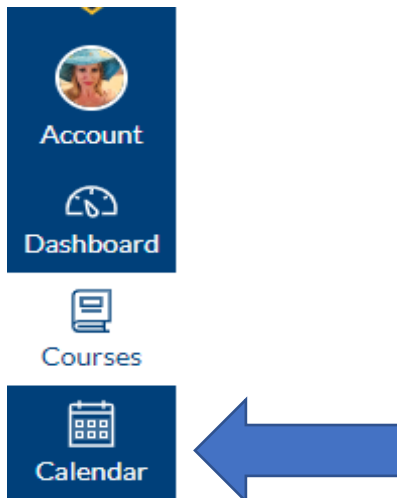
USING THE CALENDAR

The **Calendar** is a very important feature for students to use when scheduling appointments with instructors and viewing due dates for upcoming assignments. It automatically syncs with other features in Canvas, such as Assignments, Syllabus, and Grades, so if your instructor creates, changes, or deletes the due date of an assignment on the **Calendar**, it will show up in all the others and vice versa.

As a student, use the **Calendar** to:

- View and create activities in your course as well as events and personal reminders; you can also filter the calendar view to only see specific calendars
- Quickly add Assignments to a blank course. Fill in the details of those Assignments later
- Copy the iCal feed for all of your courses and import it to your preferred personal Calendar, such as Google or Outlook
- Schedule appointments with instructors using the Scheduler (optional feature).

In your global navigation menu, click the **Calendar** icon:



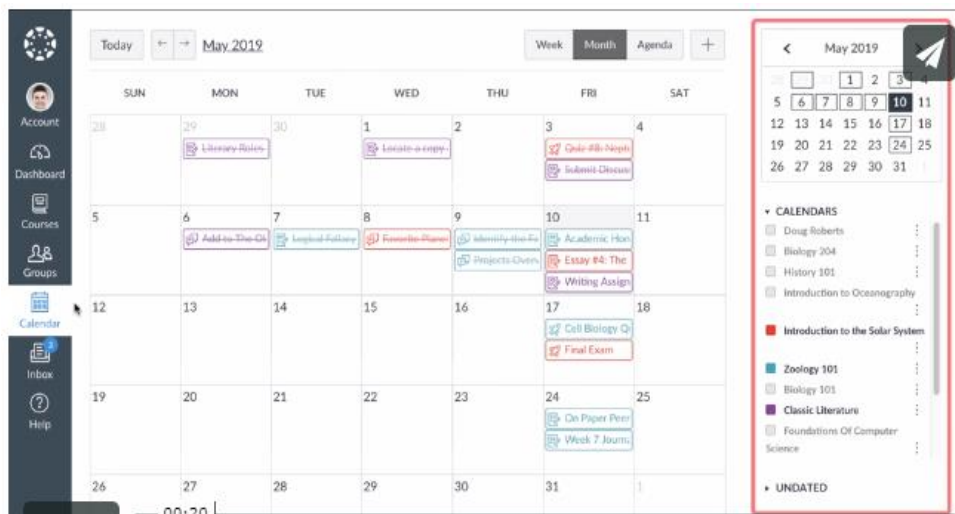
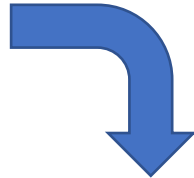
You will then see a calendar and a list your color-coded courses:

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▼ CALENDARS

- Kate Nelson
- CETL_Resource Center
- Growing with Canvas (Teacher Training)
- NFO_MASTER
- Online Orientation
- PASS 101 MASTER
- PASS100 MASTER
- PF101 MASTER



Click on this [link](#) in order to learn more about the **Calendar** feature.

ACCESSING THE ANNOUNCEMENTS FEATURE

Announcements is a fun tool that your instructors will use to communicate with you and your fellow students about course activities and will post interesting course-related topics. If the instructor permits, you can respond to these announcements and also “like” them. To view Announcements, go to your Dashboard and select the course where you want to view an announcement. Once in the course, click “Announcements.”



Home

Announcements

Modules

Grades

Click on this [link](#) to learn more about the **Announcements** feature.

ACCESSING COURSE MODULES

Modules in Canvas are similar to how Weeks 1 – 16 were organized in Sakai. The **Modules** feature allows for the course content to be organized into Weeks, Units, Chapters etc. All the course content such as Assignments, Quizzes, Pages, Discussions, external URLs, etc. will be included in the Modules section of your course. To access these, go to your Dashboard and select the course where you want to view **Modules**, then click on “**Modules**.”

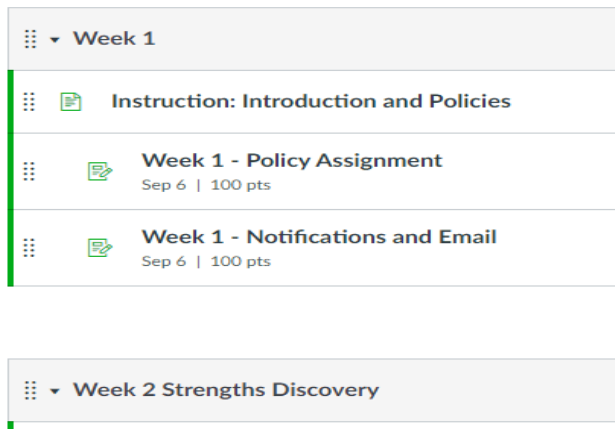
Home

Announcements

Modules

Grades

You will then see a list of the course **Modules**:



Click on this [link](#) to learn more about accessing your course **Modules**.

USING THE PAGES FEATURE

Pages store content and educational resources that are part of a course or group but do not necessarily belong in an assignment. Some examples of what you will find in **Pages** are images, files, or multimedia content. You may also find embedded, external tools like YouTube or Khan Academy. To access Pages, go to Dashboard and select the course where you want to manage and organize **Pages**, then click on “**Pages**.”

Home

Announcements

Modules

Grades

Collaborations

Pages



Click on this [link](#) to learn more about **Pages**.

TAKING PART IN DISCUSSIONS

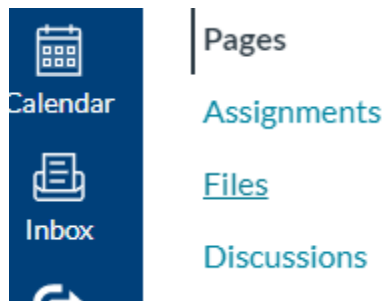
Discussions allows you to be engaged with your instructors and fellow students in order to have dynamic discussions. This is a fun feature! Similar to the Forums in Sakai, **Discussions** is a very flexible tool. You will be instructed to use **Discussions** for student-to-student conversations as part of your graded work.

Discussions may not always be text-based, and you may be prompted to submit podcasts, files, images, and audio/video submissions. This is where you can be really creative

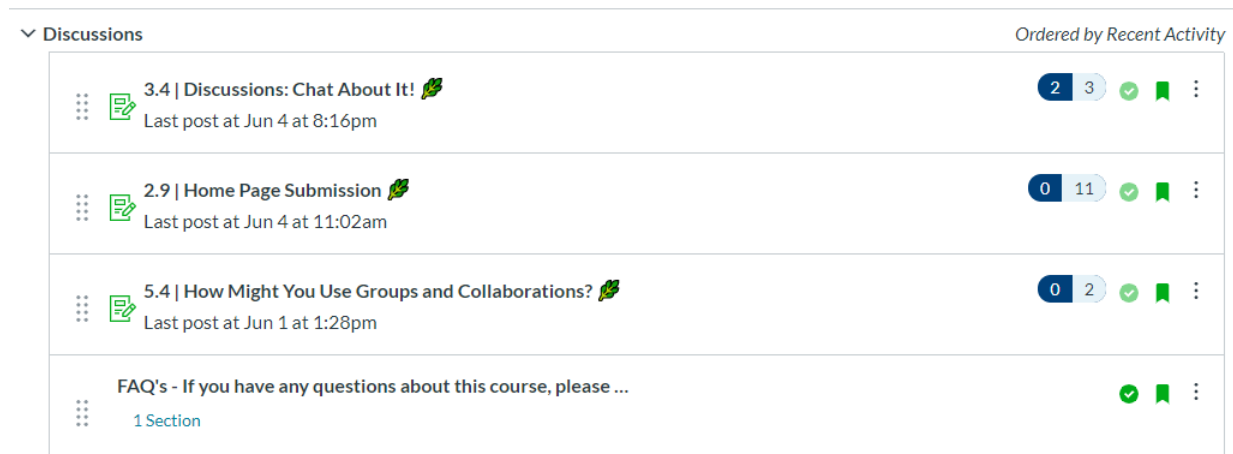
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To access this, go to your Dashboard and select the course where you want to post and follow the course discussion, then click on “**Discussions**.”



You will then see the **Discussions** organized by their topic and you are able to see how many posts have taken place under each **Discussion**.



Click on this [link](#) to learn more about **Discussions**.

USING THE ASSIGNMENTS FEATURE

Knowing when and how to upload **Assignments** will ensure that you finish work in a timely manner and upload assignments to the correct place in your course shell. The link to **Assignments** is located in the menu on the left side of the course:

Home

Announcements

Grades

Syllabus

Zoom

Discussions

Assignments



You will also see upcoming assignments on the right side of the course under the “Coming Up” section:

Coming Up

 [View Calendar](#)



Week 4 - Group Assignment 1

APSP105

100 points • Sep 27 at 11:59pm



Week 4 - Group Assignment 2

APSP105

100 points • Sep 27 at 11:59pm



Week 4 - Reflection Journal

APSP105

100 points • Sep 27 at 11:59pm

To learn how to view **Assignments**, click on the link [here](#).

Depending on what your instructor expects, you will upload assignments in multiple formats – Word documents, text entry, online entry, as a URL, etc. Instructions for how to upload the requested assignments are in the links below:

- Submit an [Online Assignment](#).
- Submit a [Text Entry](#).
- Submit a [Media File](#).

Other information about Assignments is located [here](#).

HOW TO SEE YOUR GRADES

Naturally, after submitting assignments, you want to view the grade you earned for that assignment! **Canvas Gradebook** is where you view your grades. Depending on the grade display type, grades for each assignment can be viewed as points, percentage, complete or incomplete, GPA scale, or letter grade.

Only graded assignments, graded discussions, graded quizzes, and graded surveys that have been published display in the **Gradebook**.

Multiple links can be found in the Canvas Student Guide with great screenshots to help you as you begin to see grades for your coursework. It's important that you view instructor feedback and respond through improvement on your upcoming assignments:

How to see [grades](#).

How to see assignment or media [comments](https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-assignment-comments-from-my-instructor/ta-p/283).<https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-assignment-comments-from-my-instructor/ta-p/283>

How to view instructor [annotations](#) on the document.

ACCESSING ZOOM

Most of your courses will use the **ZOOM** feature and you can access that by choosing the course you want to use it for from your Dashboard. Once in the course, click on ZOOM in the menu on the left side of the page.

Office 365

Folio

Galileo

Zoom

Settings

To access your ZOOM session, click on the link in the invite:

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Start Time	Topic	Meeting ID
Tomorrow (Recurring) 2:00 PM	EFT101 - 05: Effective Thinking	967 1542 9841

Have fun getting to know Canvas and please reach out if you need any assistance or have any questions!

Submit completed documents to cetl@point.edu for the Knowledge Base.