Students GETTING STARTED WITH CANVAS IN 10 STEPS

1. Modify Your Canvas Settings and Profile
   - In Global Navigation, click the Account link and go to the Settings link.
   - Click the icon to the left of your name to add a Profile Image (this can be a picture of yourself or any picture that you would like to represent yourself).
   - Click the Edit Settings button, on the right, to modify your Display Name (this will be the name seen in discussions, messages, and comments), language, or to change your time zone.
   - Click Update Settings to save your changes.

2. Customize Your Notifications
   Canvas supports notifications through email, SMS text message, and other external services. You will need to set up Ways to Contact in order to receive notification preferences.
   - In Global Navigation, click the Account link and go to the Settings link.
   - Under Ways to Contact on the right, add any additional contact methods to have messages from Canvas sent to (e.g., add a second email address or SMS/text message phone number) and Register each as directed.
   - Click the Notifications link, at the left, review each item and select how and where you want to be notified.
   Note: Notification preferences apply to all of your courses.

3. Use the Calendar
   - In Global Navigation, click the Calendar link.
   - In the navigation bar, you can choose to view the calendar in Week, Month, or Agenda view. The view you choose dictates the style of the calendar window. By default, the calendar appears in Month view.
   - The calendar shows a quick view calendar, your list of courses and groups, and ungraded items for your courses and groups.
   Note: Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Canvas will assign an arbitrary color for each calendar unless a custom color is chosen.

4. Access a Canvas Course
   Courses that are available to you are listed in random text. These courses have not been published and include a link to the course. Courses that are within the current term dates, but are not yet available are listed in bold text. These courses have not been published.
   - In Global Navigation, click the Courses link, then click the All Courses link.
   - To open a course, click the name of the course.

5. View Course Announcements
   - Announcements are listed in reverse chronological order with the newest appearing first and the older Announcements appearing towards the bottom.
   - In Course Navigation, click the Announcement link.
   - To view an Announcement, click the name of the announcement.

6. The Discussion Index page allows you to view all the discussions within a course.
   - In Course Navigation, click the Discussions link.
   - To view the details of a discussion, click the name of the discussion.
   - When a discussion is available for participation, you can view the Reply field beneath the discussion topic. Reply to the discussion, click the Reply button.
   - Write or reply to your response and click Post Reply.
   Note: Your instructor may choose to hide the Discussion Index link in Course Navigation. If the Discussions Index link is not available, you can still access Discussions through other areas of Canvas. If you are unable to reply to responses from other students, you may be required to make a reply before you can view responses. Once you reply to the discussion, any other replies will be visible.

7. The Announcements Index Page allows you to view and filter announcements in your course.
   - In Course Navigation, click the Announcements link.
   - Announcements are listed in reverse chronological order with the newest appearing first and the older Announcements appearing towards the bottom.
   - To view an Announcement, click the name of the announcement.

8. You can submit online Assignments in Canvas using several submission types.
   - In Course Navigation, click the Assignments link. You can also access your assignments through your status or course dashboard, the Syllabus, Grades, Gradebook, Calendar, or Modules.
   - Click the name of an assignment.
   - Click the Submit Assignment button to submit your work.
   Note: If you cannot see the Submit Assignment button, your instructor may not want you to submit your assignment online or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.

9. There are 4 links for help and feedback within the Canvas Help Menu: Report a Problem, Ask Your Instructor a Question, Search the Canvas Guides, & Submit a Feature Idea.
   - In Global Navigation, click the Help link.
   - The Report a Problem link allows you to submit problems with Canvas to our support team.
   - The Ask Your Instructor a Question link allows you to contact an instructor in any of your active courses directly from the Help page.
   - The Search the Canvas Guides link helps you search Canvas documentation for information about features in Canvas.
   - The Submit a Feature Idea link allows you to submit ideas about how to make Canvas better.

10. Within Canvas you have the option of customizing your Settings by adding a Display Name, adding a Profile Image, and/or changing your time zone.
   - In Global Navigation, click the Account link and go to the Settings link.
   - Click the Edit Settings button, on the right, to modify your Display Name (this will be the name seen in discussions, messages, and comments), language, or to change your time zone.
   - Click Update Settings to save your changes.