

# Canvas Participant Guide

## MICL Online Learning

University of Notre Dame



### Section 1- Logging In and Joining a Course

1. Open a browser and navigate to: <https://notredamecatalog.instructure.com/>
2. **For the login, you will use your email address with “nd/” in the front.**

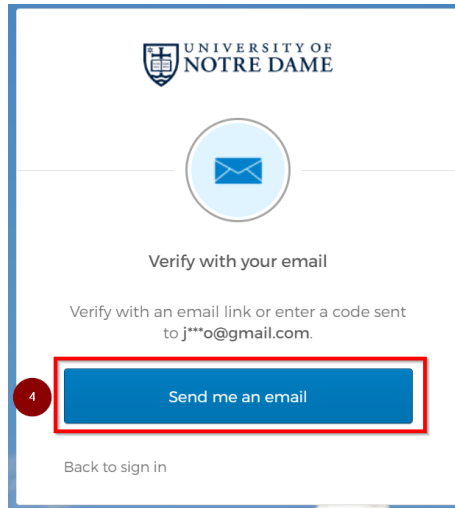
**For example**, if your email address is johndoe@gmail.com, your login for McGrath courses will be **nd/johndoe@gmail.com**.

3. Click Next.

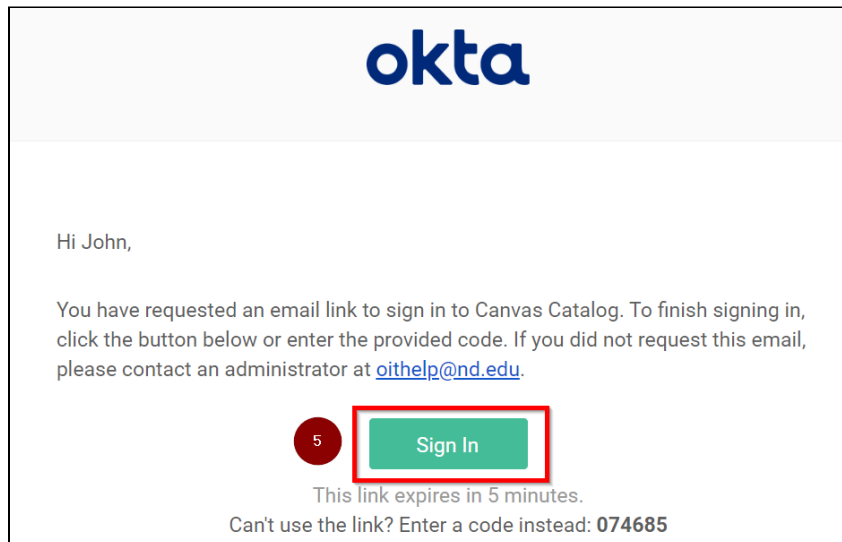
A screenshot of the University of Notre Dame login page. The page has a blue header with the University of Notre Dame logo and name. Below the header is a white box with a blue border. Inside the box, the text 'Sign In' is centered. Below 'Sign In' is a 'Username' label. To the right of the label is a text input field containing 'nd/johndoe@gmail.com'. A red circle with the number '2' is next to the input field. Below the input field is a checkbox labeled 'Keep me signed in'. Below the checkbox is a blue button with the text 'Next'. A red circle with the number '3' is next to the 'Next' button. At the bottom left of the white box is a link labeled 'Help'.

4. Click **“Send me an email”**.

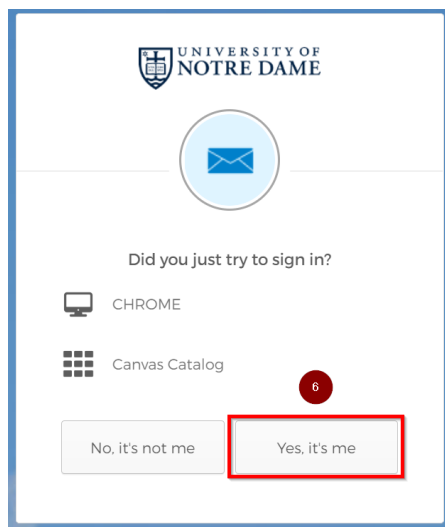
**Note: There are no passwords for accessing McGrath Catalog.** An email will be sent to you to allow access to the platform. You will need to access your email to sign into McGrath Catalog.



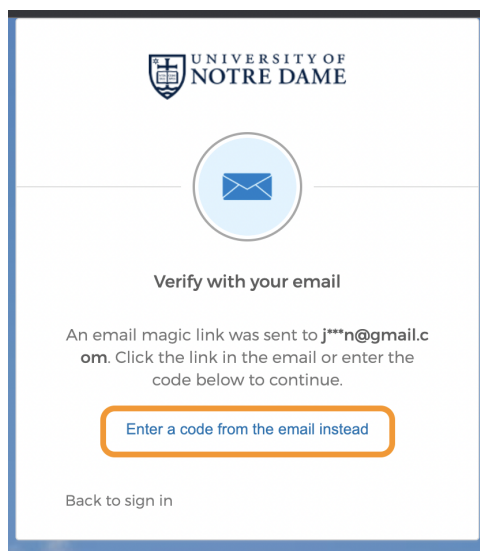
5. Check your email. You should immediately receive an email from “Okta” with the subject line “One-time Verification Code”. Open this email and then click **Sign In**.



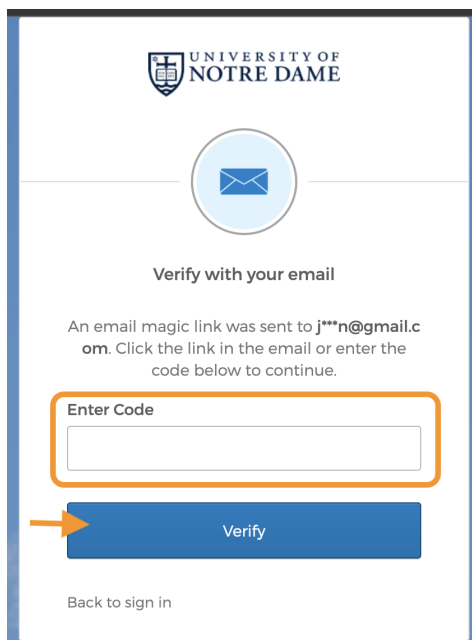
6. You may see another screen to confirm you're trying to sign in. Click **Yes, it's me**.



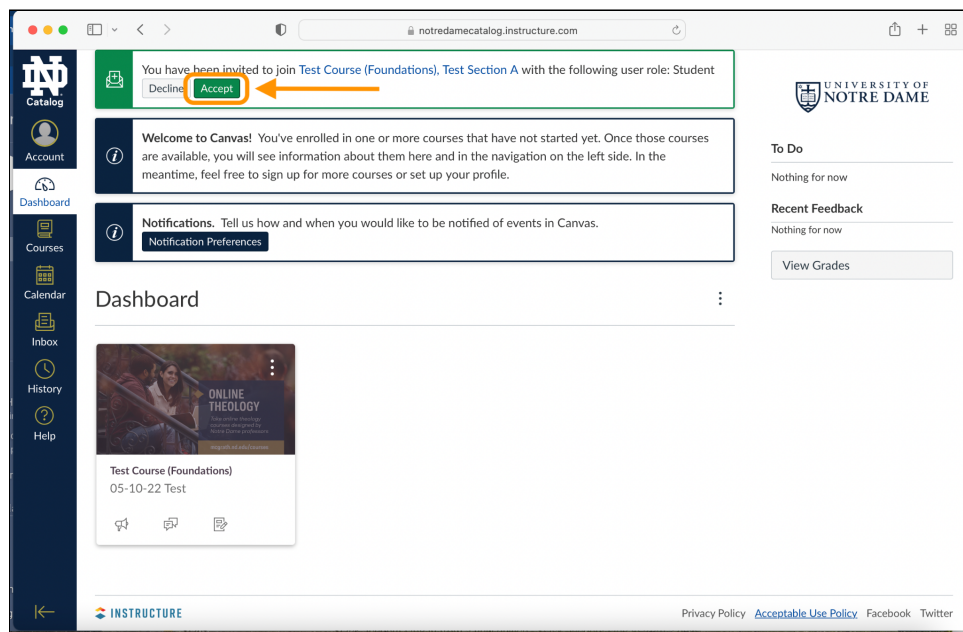
7. You should receive confirmation the sign was successful. You will either be taken directly to your Dashboard page, or you may need to return to the browser tab where you started your Canvas login.
8. **As an alternate form of verification**, you can use the six-digit verification code at the bottom of the email. The instructions below will first describe how to use the link and then the alternate approach of using the six-digit code.
9. If you are using the code from the email, rather than clicking the link, once you have received the "One-time Verification Code" email, make note of the six digit code and return to your login screen. Click on the link that says "Enter a code from the email instead":



10. Enter the six-digit code from the email in the field labeled “Enter Code” and then click “Verify”

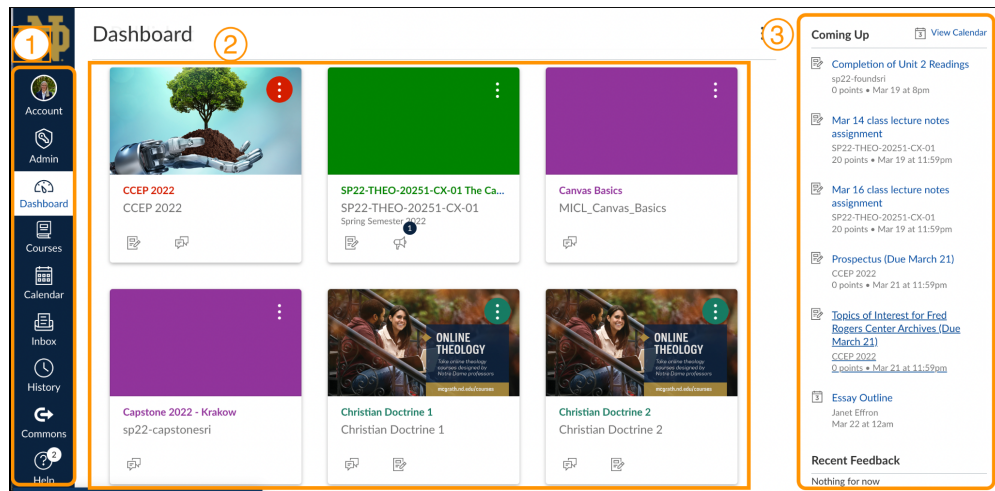


11. If you have just been enrolled in a new course you may see a message at the top of page when you first log in, informing you that you have an invitation to join a course. You will need to click the green “Accept” button in order to enter the course for the first time.



Once you do so, you will see the course card on your dashboard. Clicking on the card will take you to your course content.

When you log in to Canvas, you will typically land on the Dashboard page; the following key to the layout of the dashboard will help you begin to navigate the course.



### Global navigation (1)

The Global Navigation bar (the navy blue bar on the far left of your screen) contains links to tools which can help you manage all of your courses and activities, as well as your Canvas account.

The **Dashboard** icon in your global navigation will always get you to the page with the Cards of your active course(s).

The ND logo on the top left of the screen will also always bring you back to the Dashboard page.

You can learn more about other Global Navigation tools in Section 3 of this Document.

### Content Area (2)

The content area displays course cards which link to each of your courses. To enter a course you can simply click on the card for that course.

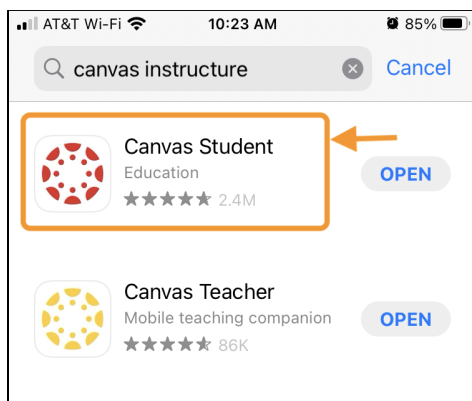
There is more about course navigation in later sections of this document, but you are welcome to just browse around if you like. Remember, you can always get back to the main Dashboard page by clicking on Dashboard in the Global Navigation menu, or by clicking on the ND logo in the top left corner.

### Sidebar (3)

The Sidebar located on To-Do lists/Grades Feedback displays upcoming Course assignments as well as any items you or your instructor choose to add to the Calendar. You can view and edit your calendar by clicking on the Calendar icon in the dark blue Global Navigation bar on the left side of your screen.

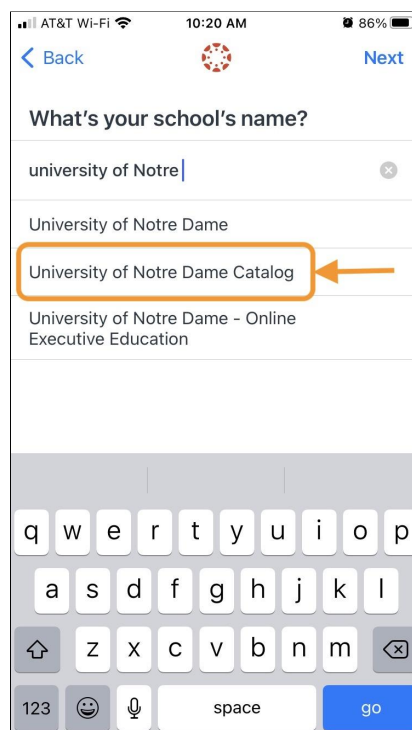
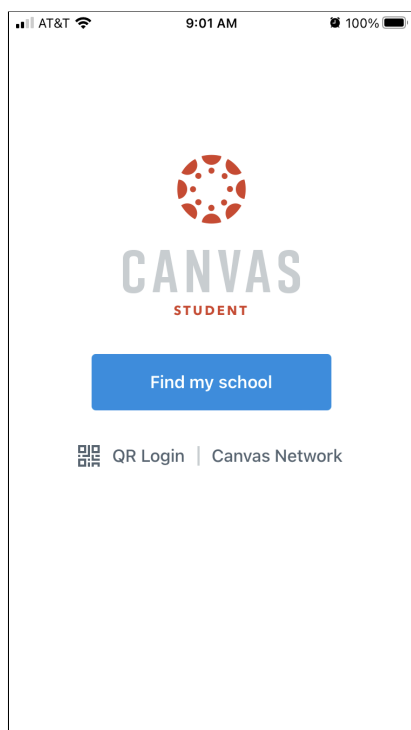
## Login For Mobile Users:

You can download the Canvas App from your mobile devices App Store; there are both a teacher version and a student version available; you want to be sure to download the student version (the red logo, on the top, **not** the teacher version which is the yellow logo on the bottom).



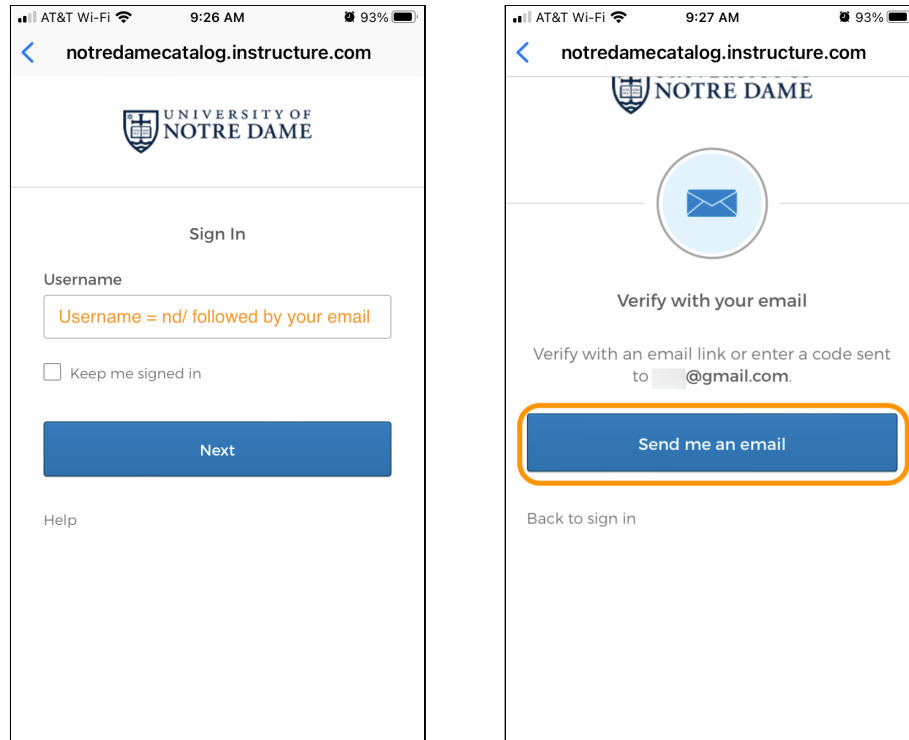
When you open the app, you will need to enter the school name: University of Notre Dame Catalog.

As you type, the App will auto-fill with suggestions; click on “University of Notre Dame Catalog”; this will take you to the login screen.



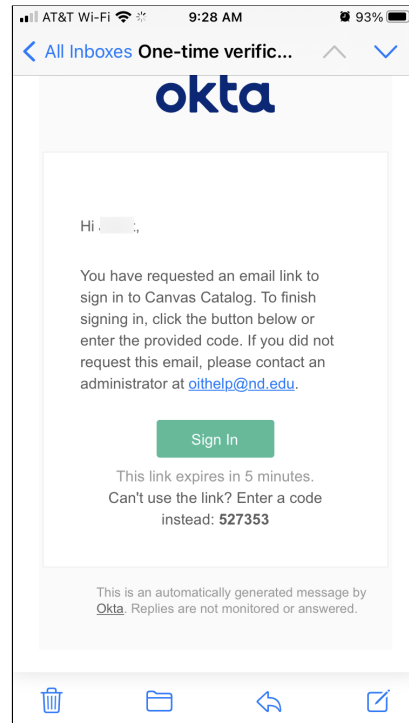
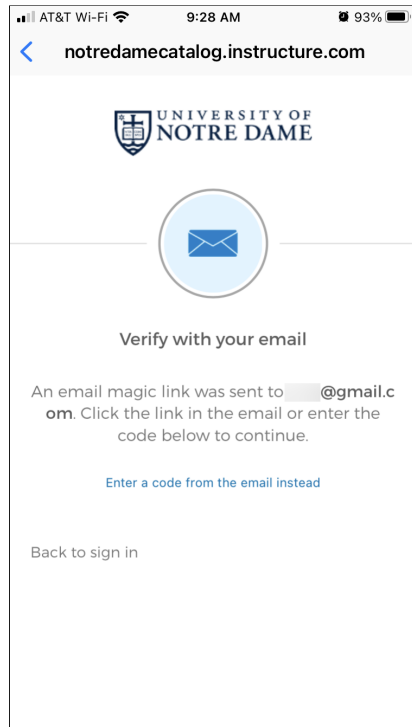
You will be prompted to enter your Username. Your username is: nd/your-email-address.  
For example: nd/[johnndoe@gmail.com](mailto:johnndoe@gmail.com)

You will then see a prompt to verify your login with an email. Click on “Send me an email”.

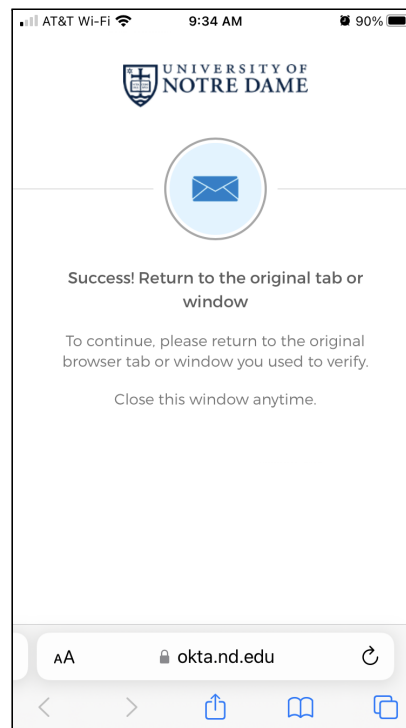
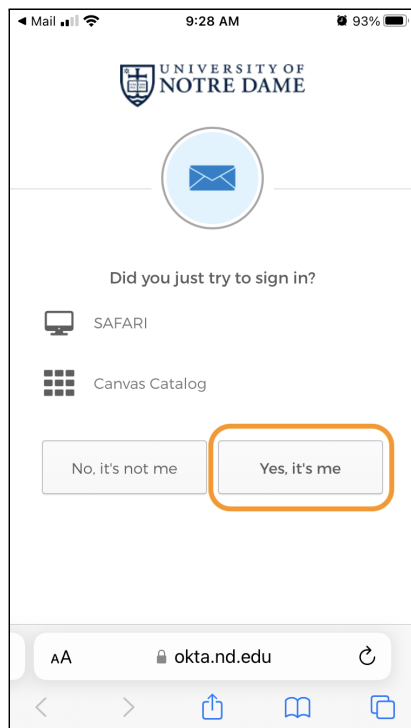


You will get a notification that an email has been sent. When you check your email, you will find an email from Okta with the subject line “One-time verification code”

You can click on the green “Sign In” button in the email. This link will expire in 5 minutes. Alternatively you can use the six digit code provided.

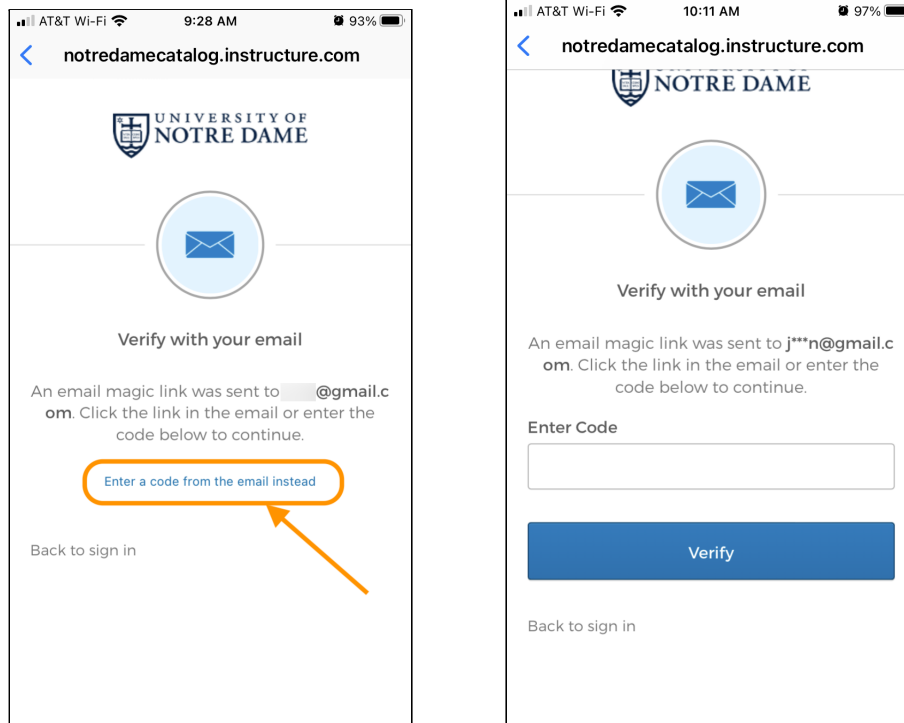


After you click on the sign in button, you'll be asked if you just tried to sign in. Click "Yes, it's me". You can now go back to the Canvas App and you will be logged in and able to access your courses





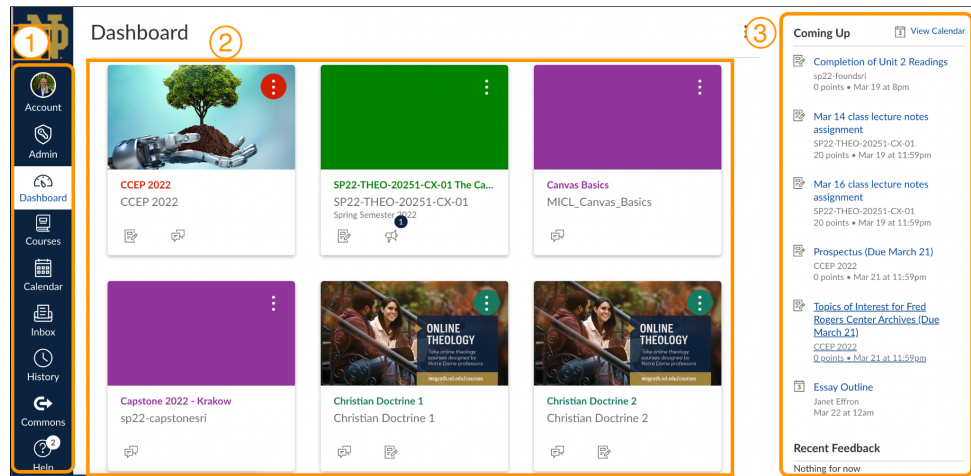
**Alternatively**, you can login using the six-digit code that will be included in the login email:



You can find a video tutorial for the [Canvas Student App via this link](#).

## Section 2 - Course Navigation Basics

When you log in to Canvas you will typically land on your dashboard page which allows you to quickly access any courses you are connected with. If you already have access to a course or course shell (the basic framework of a course, which is available for you to structure and format) you can select that course.



*Dashboard with Global Navigation (1), Course cards (2), and Sidebar (3).*

If you are not on the dashboard page you can quickly navigate there via the global navigation bar

To work on a course, click on the course card.

When you are logged in to a course you will see two navigation bars to the left, Canvas' global navigation on the far left, and the course navigation to the immediate left of the course content.

When you first enter a course you'll typically land on the course's Home Page; but you can easily navigate to the other elements of the course via the course navigation bar

The tools in the course navigation can vary from course to course and can be in different orders, but we will look at the most important and most common tools.

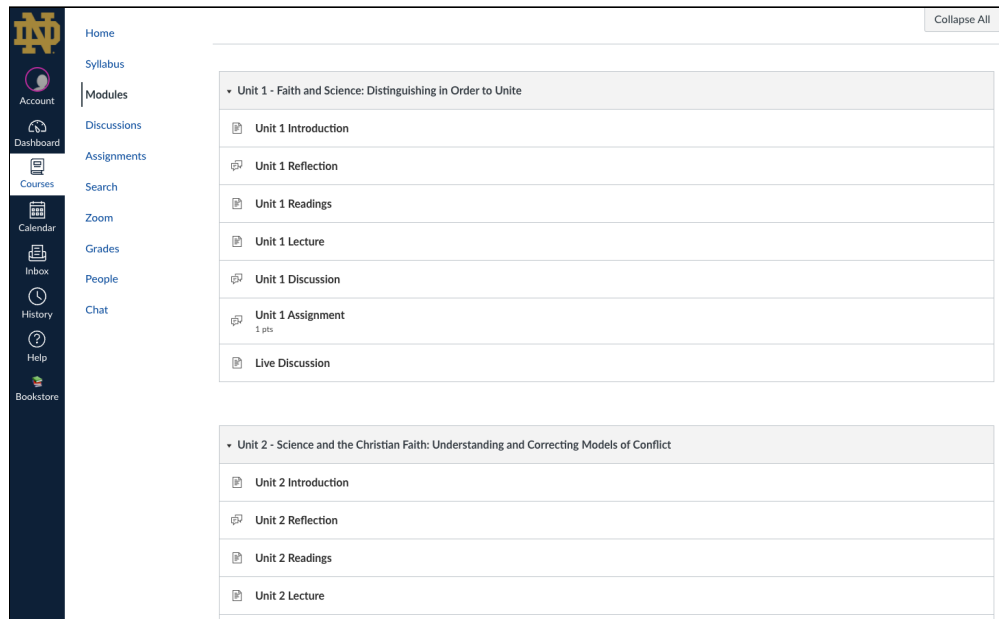
### Home

If the course has a Home Page, clicking on Home will take you there. If there is no Home Page, then Home will take you directly to Modules.

## Modules

Modules are the primary way that course materials are collected and organized for learners to work through their course.

Modules allow the learning materials to be organized into smaller, related groups. For the purpose of STEP and Camino courses, Modules allow the material to be organized into weekly Units.



You can click on the title of an object and be taken to it; from there you can click on the navigation bar to go elsewhere.

If working on several objects in sequence you can scroll from one to another using the Previous and Next buttons at the bottom of each page.

Unit 1 Lecture

After you watch the video introductions to this Unit's lecture, you can [access and download a transcript of this lecture via this link](#).

Please be patient, as the video player may take a few seconds to load...

Unit 1 Introduction and Overview

1/2 videos

Unit 1 Introduction 3:53

Unit 1 Overview 2:38

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## Discussions

If the object is a Discussion, clicking on the title within the module page (see arrow 1 below) will take you directly to the discussion question listed in the module. You can also click on the Discussion too (arrow 2 below) and be taken to the Discussion board where you can find all the discussion topics for the course.

Unit 2 - Science and the Christian Faith: Understanding and Correcting Models of Conflict

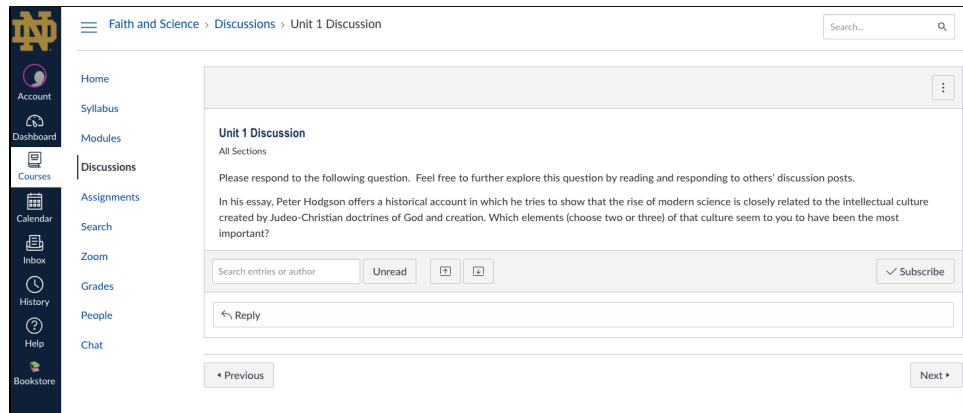
- Unit 2 Introduction
- Unit 2 Reflection
- Unit 2 Readings
- Unit 2 Lecture
- Unit 2 Discussion
- Unit 2 Assignment
- Live Discussion-2

Unit 3 - Sacred Scripture and Modern Science: Uniting Perspectives

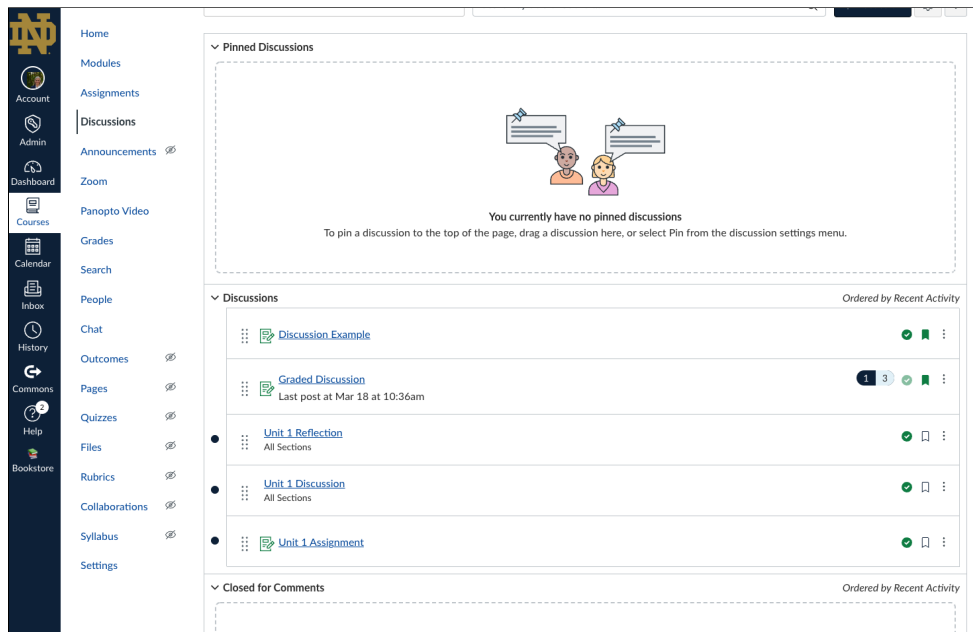
- Unit 3 Introduction

Discussions

When you click a Discussion object in a Module, you get taken directly to the question.



If you click Discussions in the Course Navigation bar, you will go to the full discussion board:



Pinned discussions are topics that the course facilitator wishes to keep at the top of the discussion board; all other topics appear in order of most recent activity.

If you wish to, it is easy to [create new discussion threads in the course](#) (your Reflection, Discussion and Assignment questions will already be present when your course begins, so you don't need to worry about those).

There is a Search function at the top of the discussion board which allows you to search by title or by author; you can choose to search all the posts in a course's discussion board or to search unread posts only

Discussion posts indicate the total number of posts for a topic as well as the number of posts that are currently unread.

### **Announcements**

A place for your course facilitator to communicate essential information with the entire class

[Announcements Overview Video](#)

### **Zoom**

Your course will have a weekly live discussion; this will be held using Zoom. The link for each week's meeting can be found in each Unit, with the title:

“Unit # Live Discussion - Zoom”.

Recordings of the Zoom meetings will be available in the same location for later review.

### **Grades**

Clicking on grades will show a list of all graded activities and assignments.

For instructions on how to view your grades in a course, [visit this link](#).

## Section 3 - Global Navigation & Activities

The Global Navigation Menu provides users with easy access to features of Canvas that exist outside of the specific course features and activities.

The key features of Global navigation are explained below, but [you can also learn aboutnGlobal Navigation at this link.](#)

### Account

The Account feature at the top of the Global Navigation Menu allows users to adjust a variety of settings; a full list of details can be found in the Canvas Documentation, but two of the most useful features are described below:

#### 1) Notifications

The Notifications Tool allows you to set how, and how frequently you would like to be notified about various activities in courses including grades, assignments, announcements and discussion board activities. You can elect to set different settings for individual courses, if you wish.

**Notification Settings**

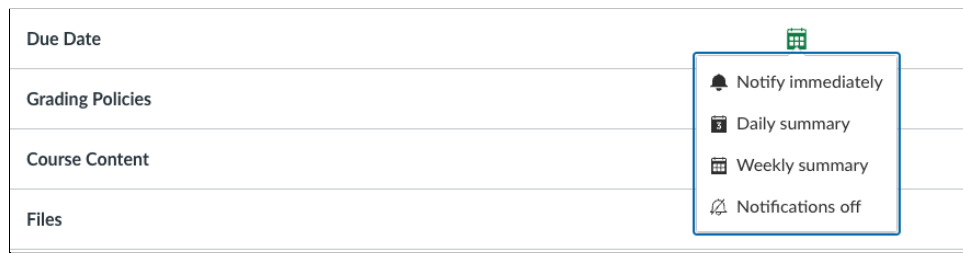
Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications.

Daily notifications will be delivered around 6pm. Weekly notifications will be delivered Saturday between 5am and 7am.

Settings for: **Account**

Course Activities	Email [redacted]@nd.edu	Push Notification For All Devices
Due Date		
Grading Policies		
Course Content		
Files		
Announcement		
Announcement Created By You		
Grading <small>Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.</small>		
Invitation		
All Submissions		
Late Grading		
Submission Comment		
Blueprint Sync		

For each item, you can click on the icon and select how frequently you wish to have notifications, or if you wish to not have any notifications.



You can also elect to make course-specific notification settings which will override your global settings.

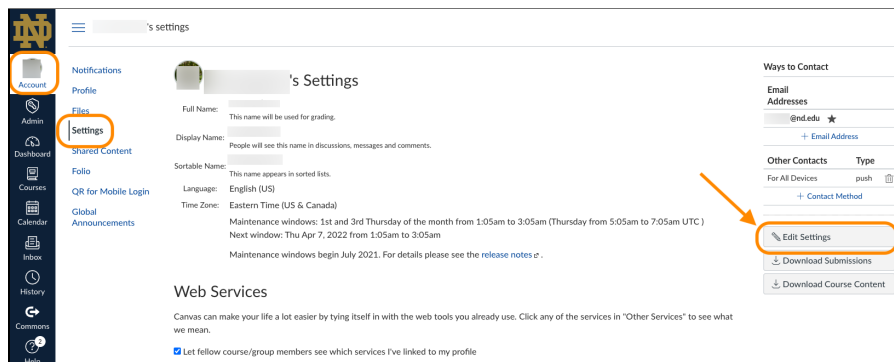
For more information about managing your Notification settings feel free to [view this video](#), or to explore [Canvas' user documentation](#).

## 2) Settings

You can edit your Settings to change default language, time zone, and password as well as to add contact information if you wish to share that.

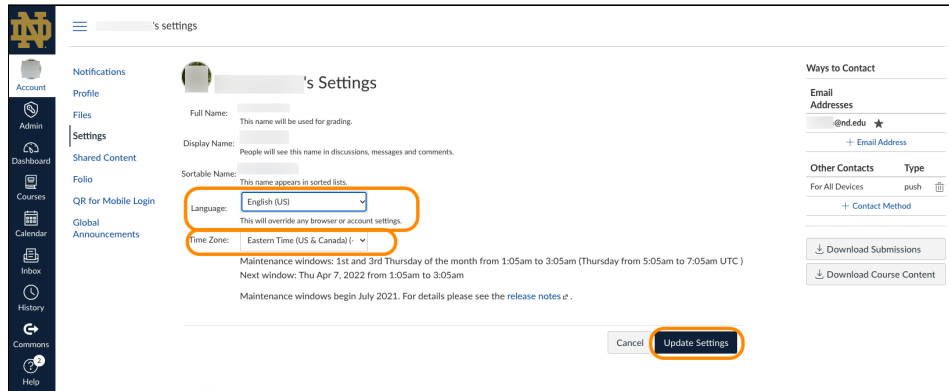
To edit your settings select Account in the Global Navigation bar, then click on Settings in the pop-out menu.

Click on Edit Settings in the menu on the right side of the page.



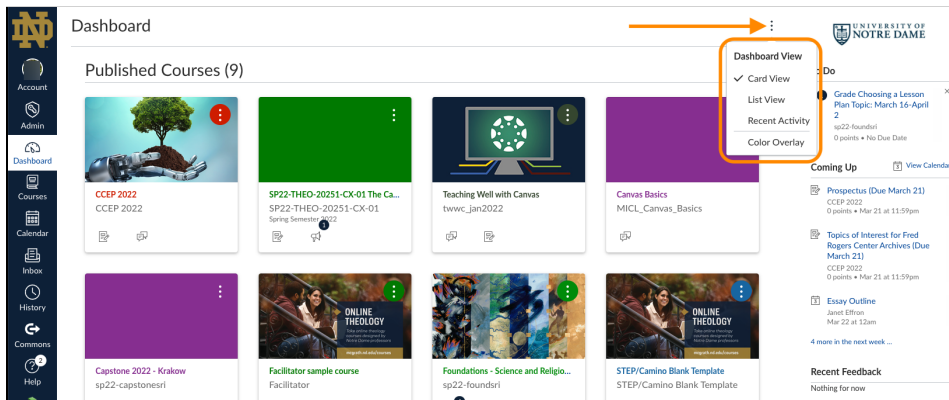
Now you can edit your preferred language and time zone. The language setting you select for Canvas will override your browser language setting while you are working in Canvas.





## Dashboard

The Dashboard is where you will typically land when you log into Canvas. It displays your courses; typically your favorite courses. You can elect to have all courses displayed or just selected courses. You can also choose how the courses are displayed by clicking on the three vertical dots on the right side of the screen ('kebab' menu). This gives you the option to see your courses as cards or as a list.



To learn more, view the [Dashboard Overview](#)

[Or read the Canvas Documentation about how to use the Dashboard.](#)

## Courses/All Courses

You can view either your active courses, or view all courses taken in Canvas using the Courses tool :

[How to display favorite courses.](#)

[To view all courses.](#)

[To customize your course list.](#)

## Calendar

In Canvas, the Calendar is part of the global navigation; due dates get added from each course (discussions with due dates, assignments, to-do items) which means that information from all your courses is visible on the same calendar.

You can add your own personal to-do items to your calendar by selecting “My To-Do from the green menu bar.

## Inbox

The inbox in Canvas allows you to communicate directly with individual Canvas users, or with your entire course; it is more or less an internal email system. The basics of using inbox are [explained in this video](#) and are also described [at this link](#).