

# Canvas Participant Guide

## MICL Online Learning

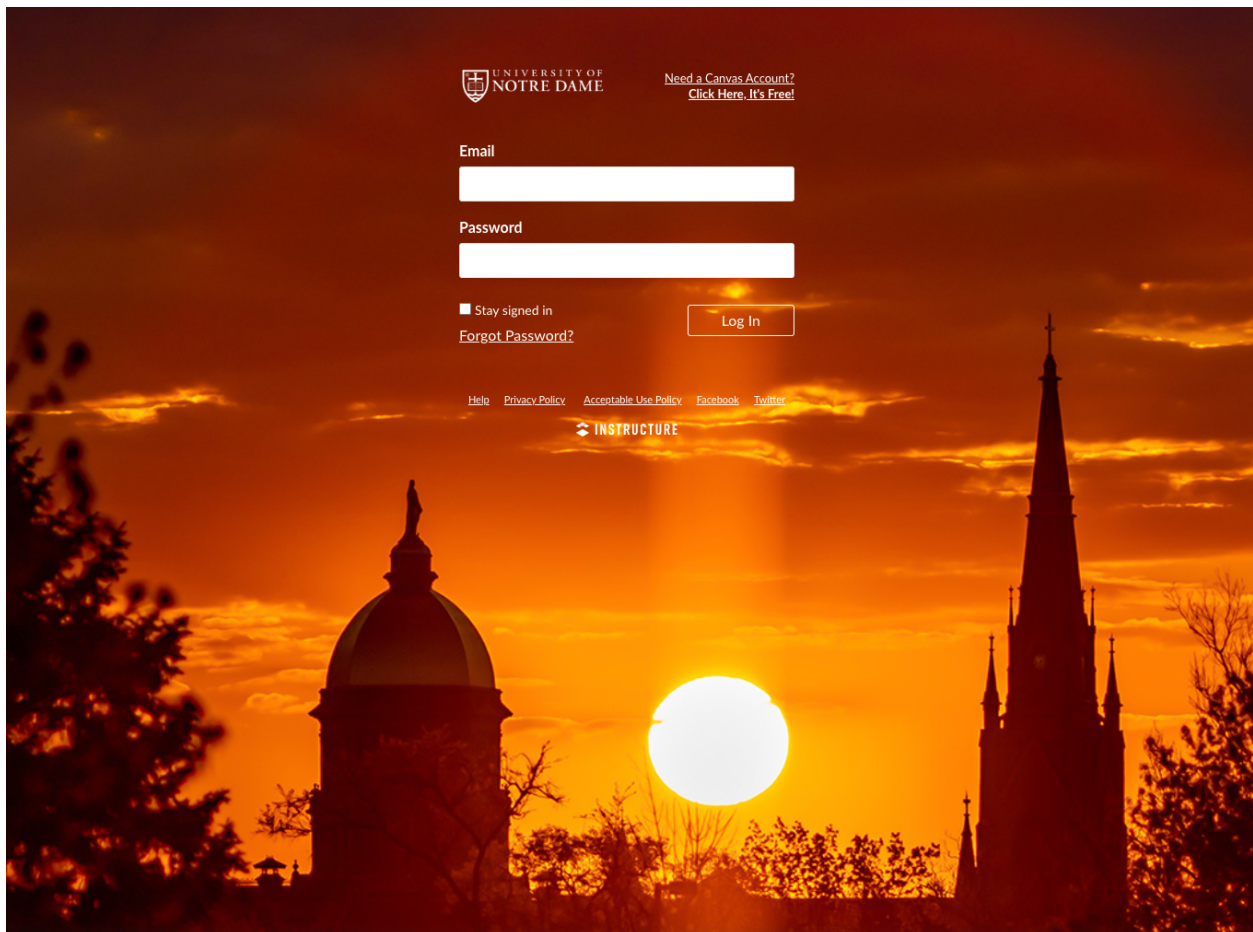
University of Notre Dame



## MICL Online Learning Canvas Participant Guide

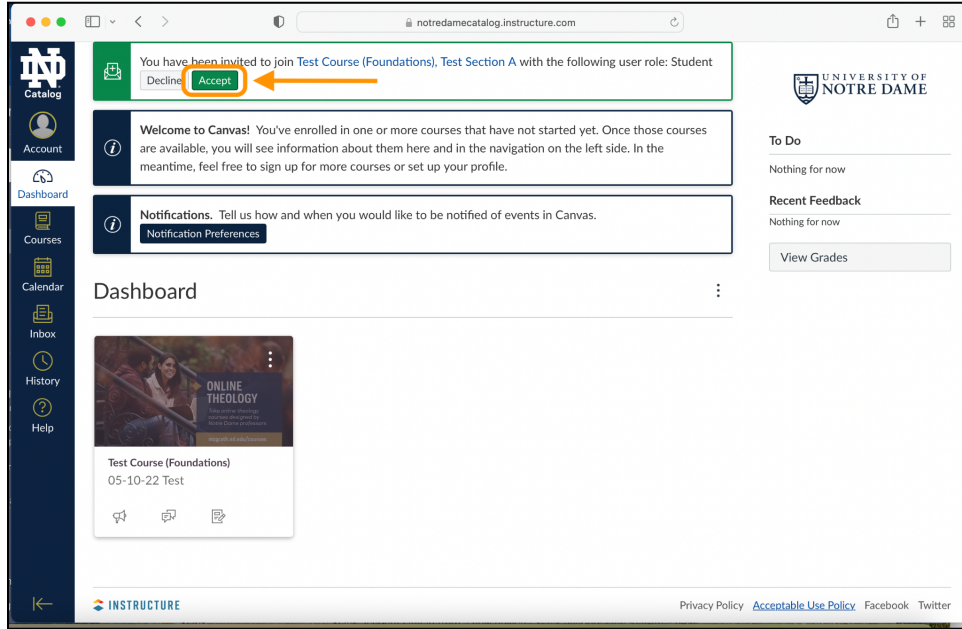
### Section 1- Logging In and Joining a Course

1. Go to: <https://notredamecatalog.instructure.com/>  
You may want to bookmark the login page URL for faster access in future.
2. The Login Screen should look like this:



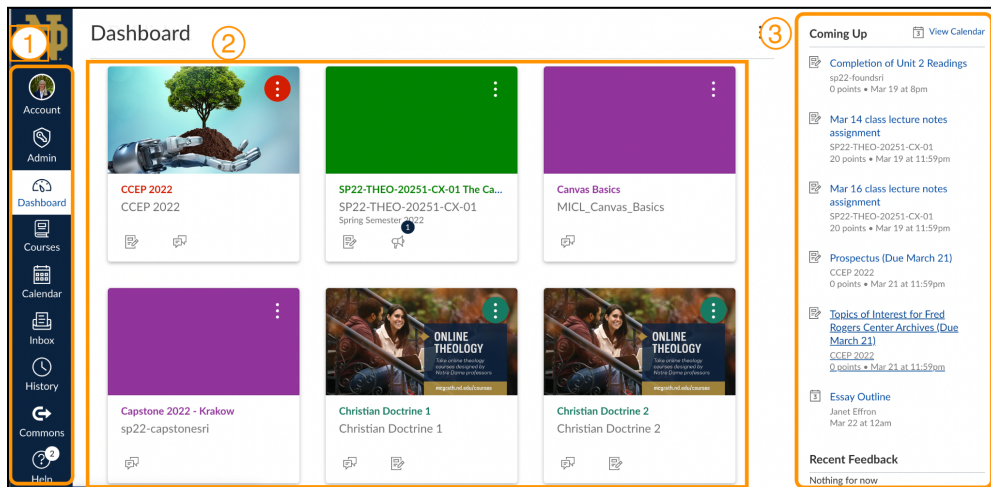
After you login you will be taken to your Dashboard page in Canvas.

- 3. 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 right 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.

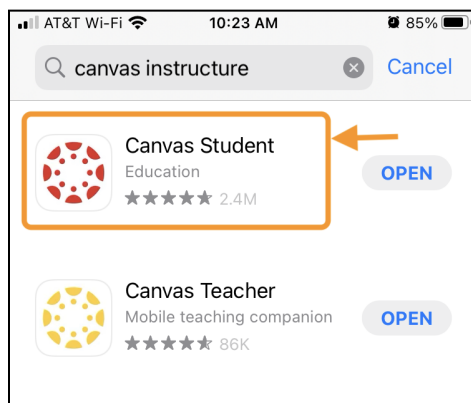
There is more about course navigation in later sections of this document, but you are welcome to just browse around if you like. Remember, you can always get back to the main Dashboard page by clicking on Dashboard in the Global Navigation menu, or by clicking on the ND logo in the top left corner.

## 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.

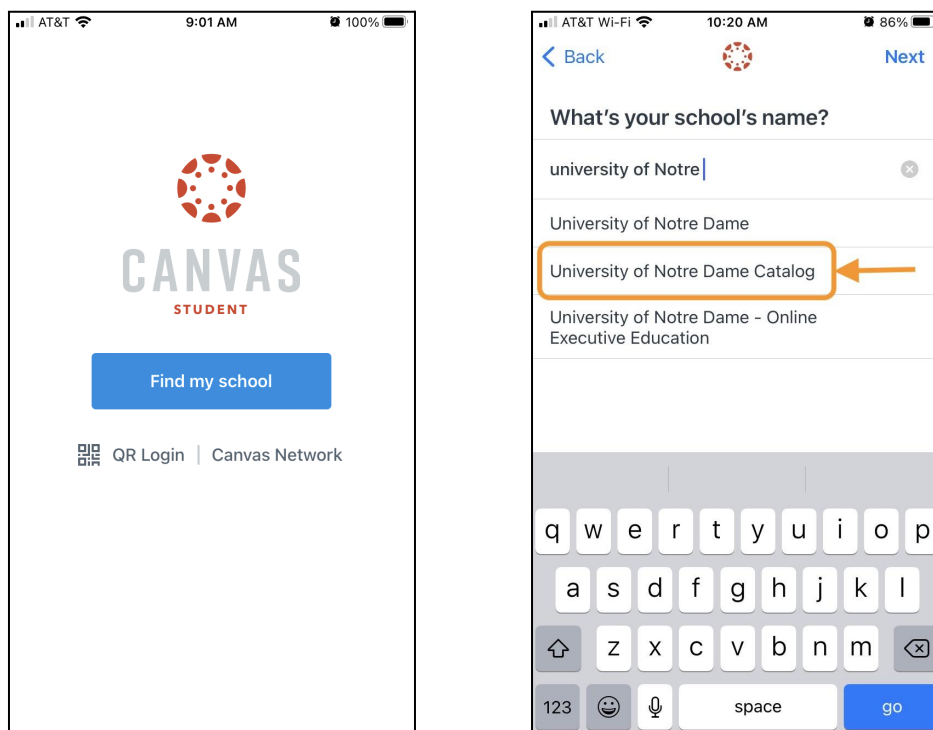
## Login For Mobile Users:

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.



This will take you to the login screen where you can enter your username and password.

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

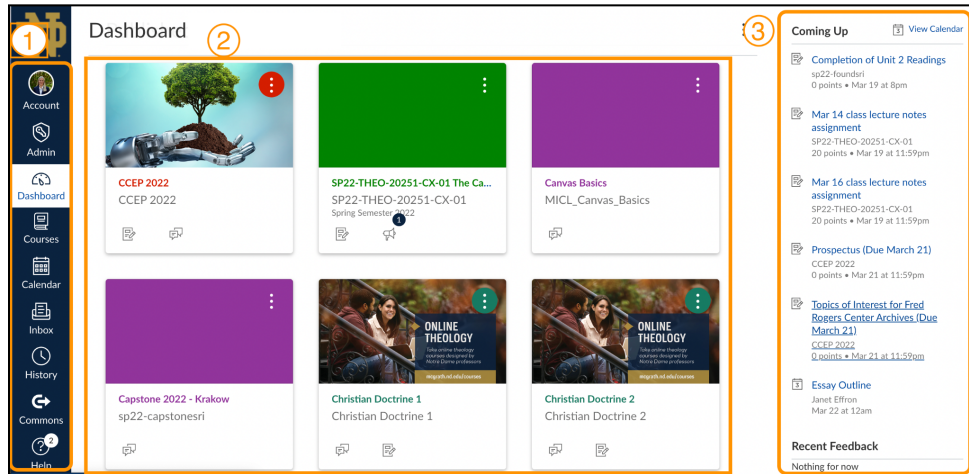
### Problems Logging In

**“I am using the mobile app and when I try to log in, I get an error messages that says “Access Forbidden”**

When you select your school’s name on the mobile app, be sure that you select **“University of Notre Dame Catalog”** and **not** “University of Notre Dame.” Your account and your courses exist in “University of Notre Dame Catalog.”

## 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.

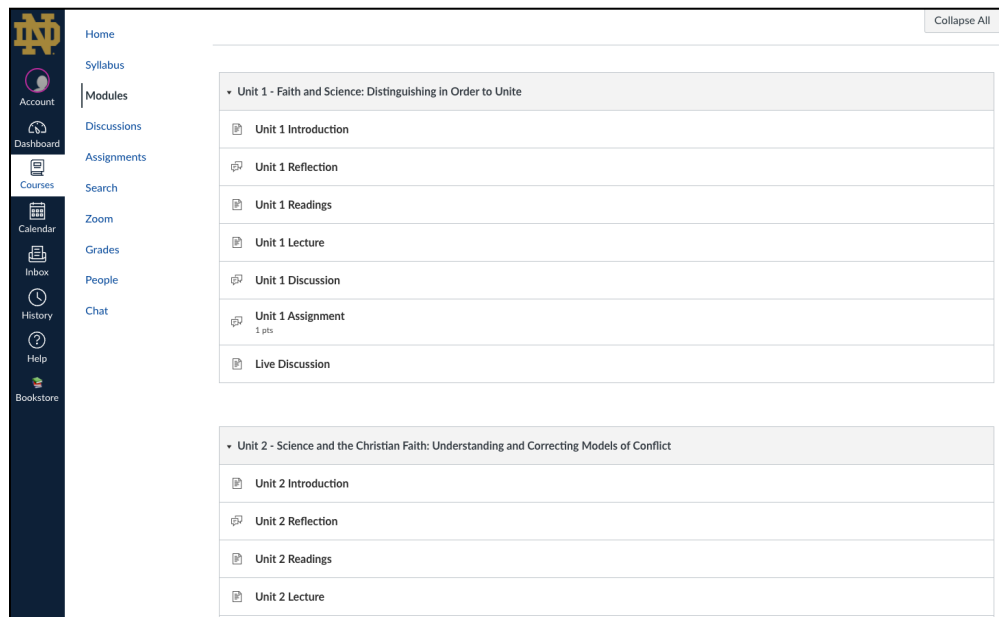
## Home

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.

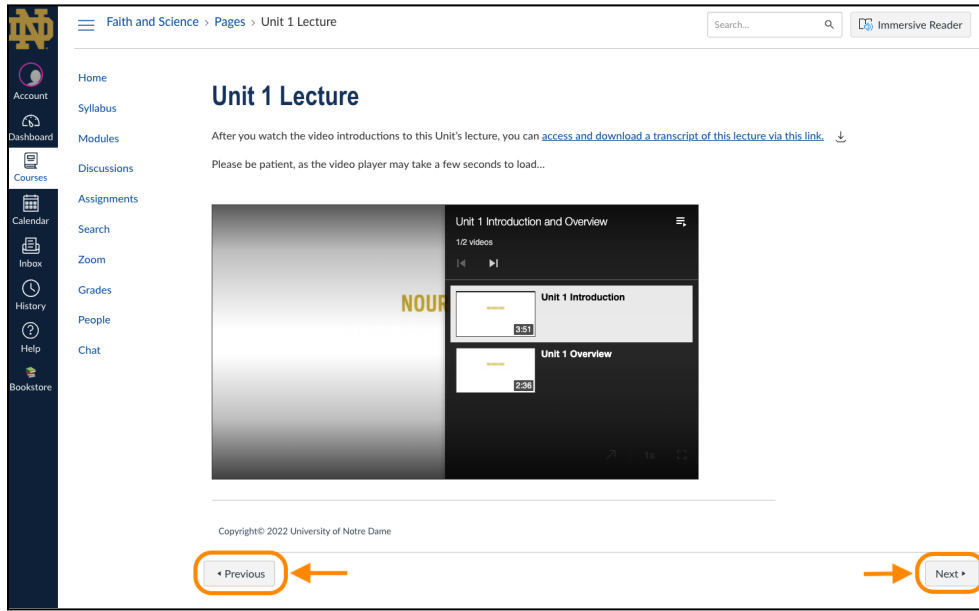


The screenshot displays a course management interface. On the left is a dark blue navigation sidebar with icons and labels for: Home, Syllabus, Modules, Discussions, Assignments, Search, Zoom, Grades, People, Chat, Account, Dashboard, Courses, Calendar, Inbox, History, Help, and Bookstore. The main content area shows a list of units. The first unit is 'Unit 1 - Faith and Science: Distinguishing in Order to Unite', which includes sub-items: Unit 1 Introduction, Unit 1 Reflection, Unit 1 Readings, Unit 1 Lecture, Unit 1 Discussion, Unit 1 Assignment (1 pts), and Live Discussion. The second unit is 'Unit 2 - Science and the Christian Faith: Understanding and Correcting Models of Conflict', which includes sub-items: Unit 2 Introduction, Unit 2 Reflection, Unit 2 Readings, and Unit 2 Lecture. A 'Collapse All' button is located in the top right corner of the main content area.

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.

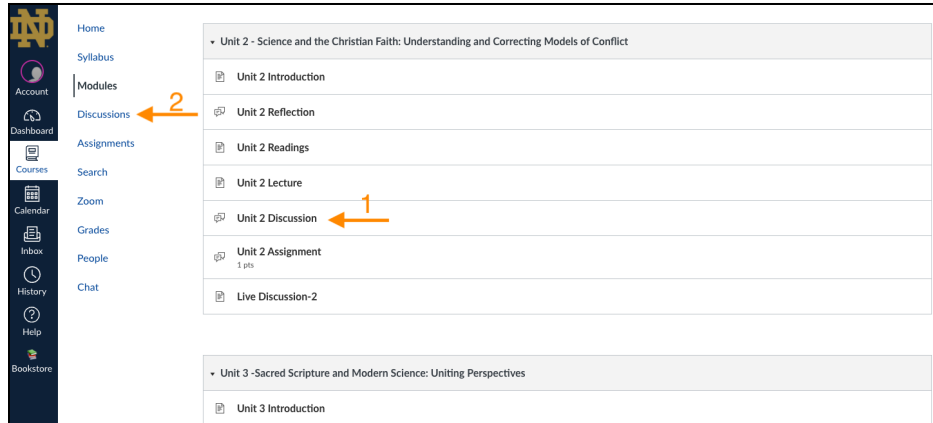


If working on several objects in sequence you can scroll from one to another using the Previous and Next buttons at the bottom of each page.

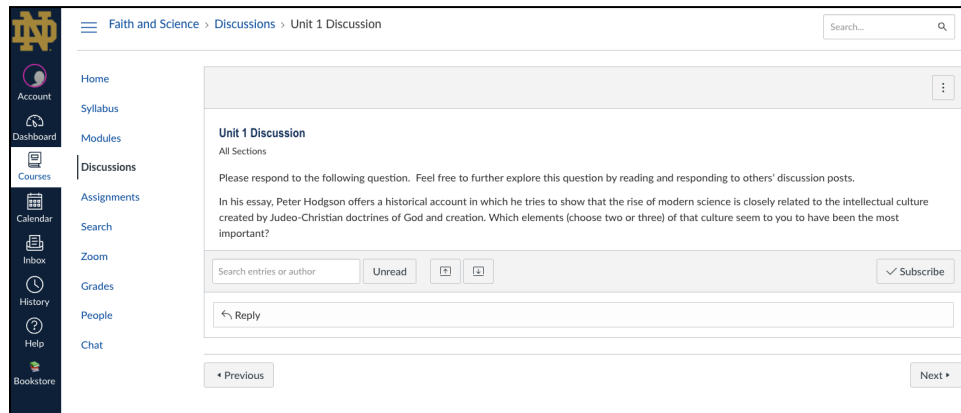


### Discussions

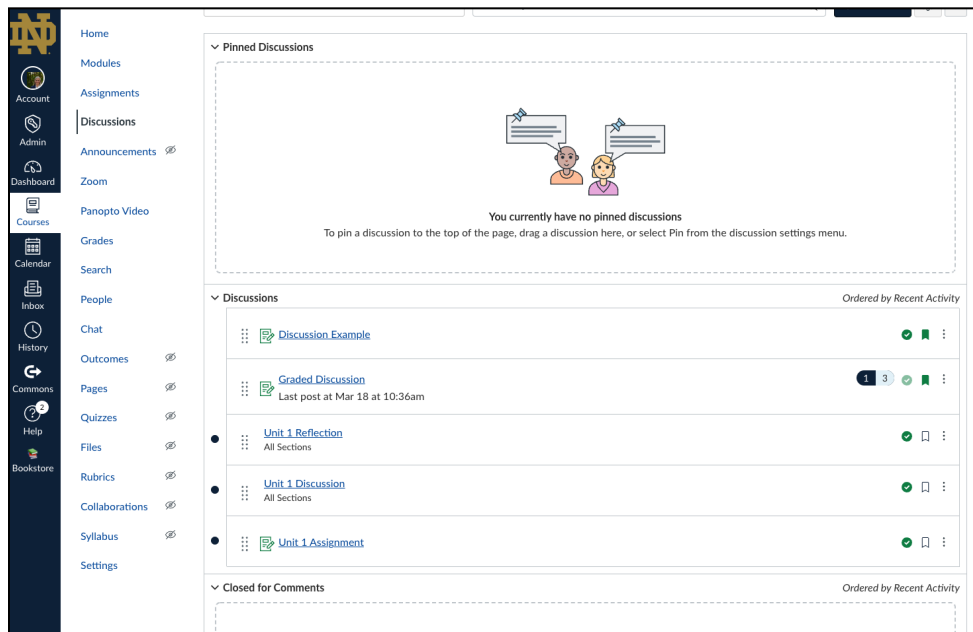
If the object is a Discussion, clicking on the title within the module page (see arrow 1 below) will take you directly to the discussion question listed in the module. You can also click on the Discussion too (arrow 2 below) and be taken to the Discussion board where you can find all the discussion topics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



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.

The screenshot shows the 'Notification Settings' page in Canvas. On the left is a sidebar with navigation icons for Profile, Files, Settings, Shared Content, Folio, QR for Mobile Login, Global Announcements, Dashboard, Courses, Calendar, Inbox, History, Commons, Help, and Bookstore. The main content area is titled 'Notification Settings' and includes two informational messages at the top:

- 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.

Below these messages is a 'Settings for' dropdown menu set to 'Account'. The main part of the page is a table with the following columns: 'Course Activities', 'Email', and 'Push Notification'. The 'Email' column shows the user's email address (redacted) and the 'Push Notification' column shows 'For All Devices'. The table lists various activities with notification icons:

Course Activities	Email	Push Notification
Due Date		
Grading Policies		
Course Content		
Files		
Announcement		
Announcement Created By You		
Grading		
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.

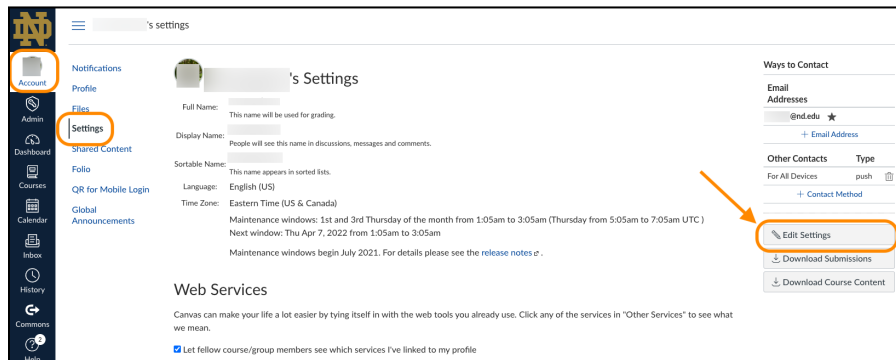
For more information about managing your Notification settings feel free to [view this video](#), or to explore [Canvas' user documentation](#).

## 2) Settings

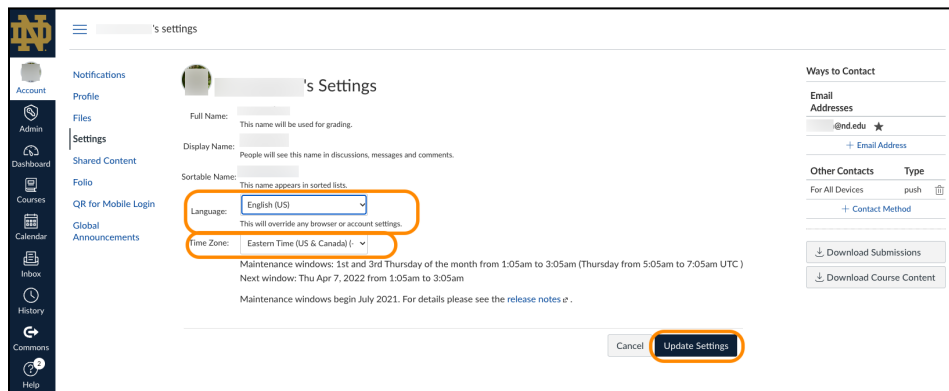
You can edit your Settings to change default language, time zone, and password as well as to add contact information if you wish to share that.

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.

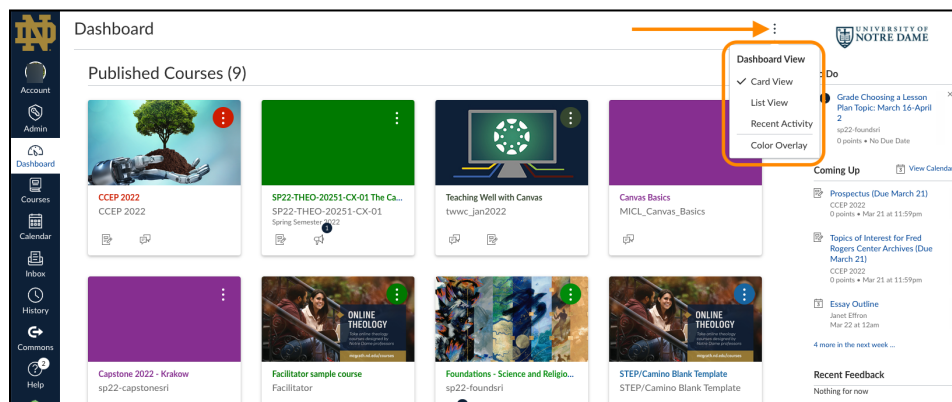


Now you can edit your preferred language and time zone. The language setting you select for Canvas will override your browser language setting while you are working in Canvas.



## 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](#).