

Canvas Introduction for Students

Canvas is SFU's new learning management system (LMS).

This document serves as an introduction and will help you get acquainted with Canvas.

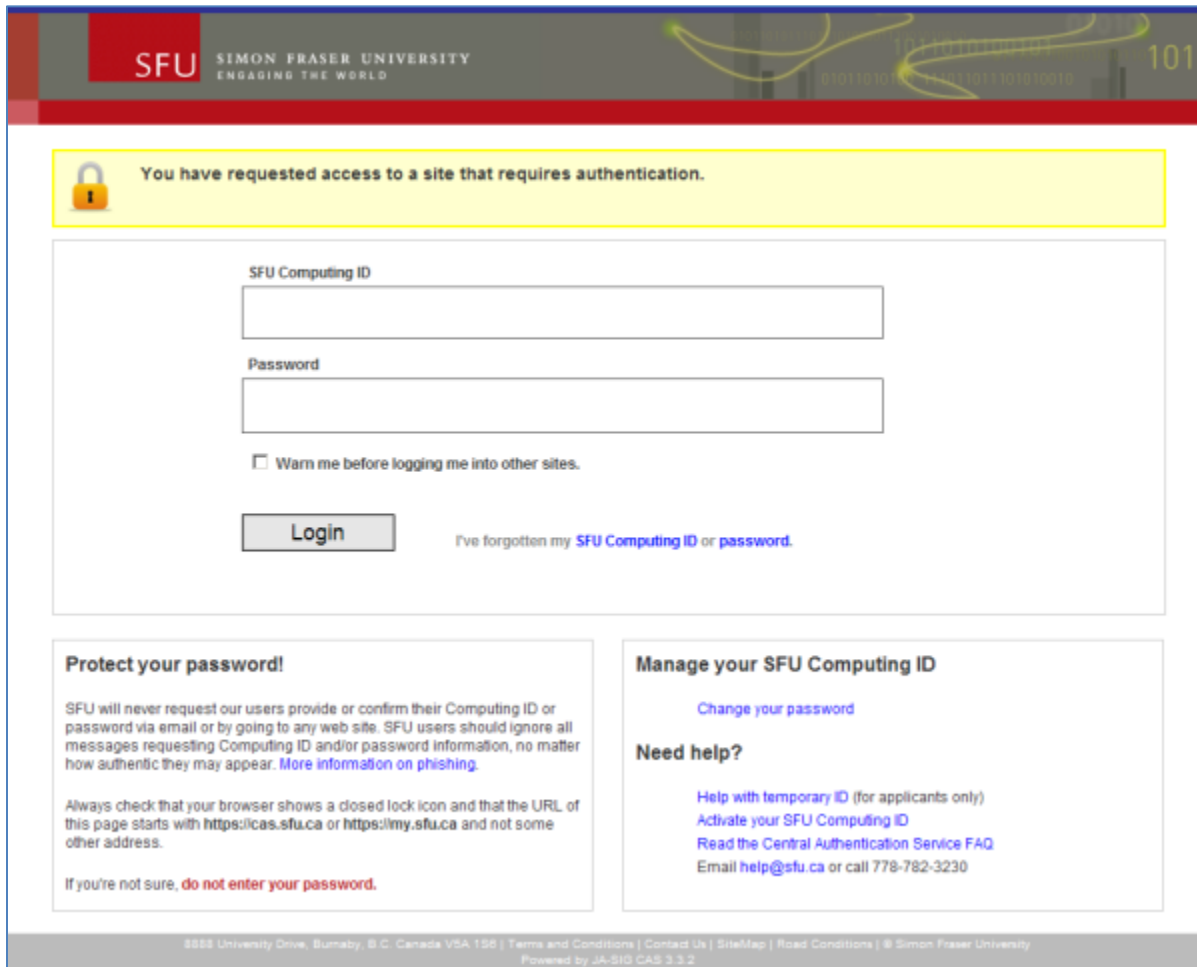
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How do I access Canvas?

Canvas is accessed through an internet browser. To log into Canvas, go to canvas.sfu.ca

If you are not already logged into another SFU resource, you will see a login prompt like this:



The image shows the SFU Canvas login page. At the top is the SFU logo and the text "SIMON FRASER UNIVERSITY ENGAGING THE WORLD". Below this is a yellow banner with a lock icon and the text "You have requested access to a site that requires authentication." The main login area contains two input fields: "SFU Computing ID" and "Password". Below these fields is a checkbox labeled "Warn me before logging me into other sites." and a "Login" button. To the right of the button is a link: "I've forgotten my SFU Computing ID or password." Below the login area are two side-by-side boxes. The left box is titled "Protect your password!" and contains text about password security and a link to "More information on phishing." The right box is titled "Manage your SFU Computing ID" and contains links for "Change your password", "Need help?", "Help with temporary ID (for applicants only)", "Activate your SFU Computing ID", "Read the Central Authentication Service FAQ", and "Email help@sfu.ca or call 778-782-3230". At the bottom of the page is a footer with the address "8888 University Drive, Burnaby, B.C. Canada V5A 1S6", links for "Terms and Conditions", "Contact Us", "SiteMap", "Road Conditions", and "© Simon Fraser University", and the text "Powered by JASIG CAS 3.3.2".

SFU SIMON FRASER UNIVERSITY
ENGAGING THE WORLD

You have requested access to a site that requires authentication.

SFU Computing ID
Password

☐ Warn me before logging me into other sites.

Login I've forgotten my SFU Computing ID or password.

Protect your password!

SFU will never request our users provide or confirm their Computing ID or password via email or by going to any web site. SFU users should ignore all messages requesting Computing ID and/or password information, no matter how authentic they may appear. [More information on phishing.](#)

Always check that your browser shows a closed lock icon and that the URL of this page starts with <https://cas.sfu.ca> or <https://my.sfu.ca> and not some other address.

If you're not sure, **do not enter your password.**

Manage your SFU Computing ID

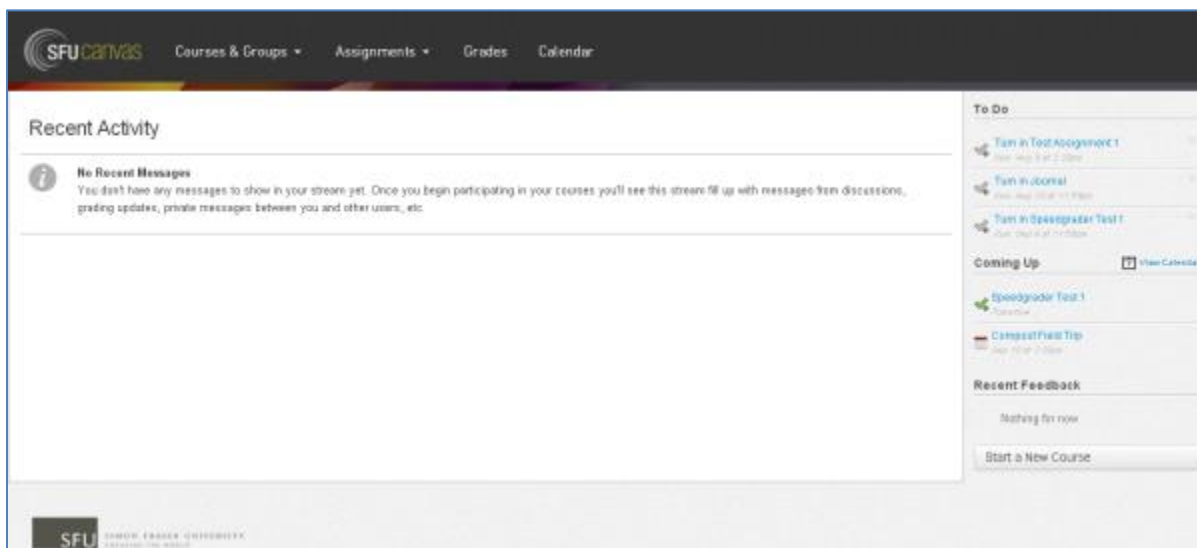
[Change your password](#)

Need help?

[Help with temporary ID \(for applicants only\)](#)
[Activate your SFU Computing ID](#)
[Read the Central Authentication Service FAQ](#)
Email help@sfu.ca or call 778-782-3230

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Log in using your SFU Computing ID and password and it will take you straight to Canvas.



The image shows the SFU Canvas dashboard. At the top is a navigation bar with the SFU Canvas logo and links for "Courses & Groups", "Assignments", "Grades", and "Calendar". Below this is a "Recent Activity" section with a message icon and the text "No Recent Messages". To the right of this section is a "To Do" list with items: "Turn in Test Assignment 1", "Turn in Journal", "Turn in Speedgrader Test 1", and "Turn in Speedgrader Test 2". Below the "To Do" list is a "Coming Up" section with items: "Speedgrader Test 1", "CompassTest Tip", and "Recent Feedback". At the bottom of the dashboard is a "Start a New Course" button. The SFU logo and name are visible in the bottom left corner.

SFU canvas Courses & Groups Assignments Grades Calendar

Recent Activity

No Recent Messages
You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.

To Do

- Turn in Test Assignment 1
- Turn in Journal
- Turn in Speedgrader Test 1
- Turn in Speedgrader Test 2

Coming Up

- Speedgrader Test 1
- CompassTest Tip

Recent Feedback

Nothing for now

[Start a New Course](#)

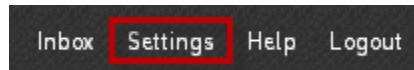
SFU SIMON FRASER UNIVERSITY
ENGAGING THE WORLD

How do I setup Canvas?

There is no setup required for Canvas, you simply log in using your internet browser and start using it right away.

How do I customize Canvas?

To customize your Canvas account, click **Settings** in the top right corner.



Settings page

On the Settings page you can update your name, add Web Services, and additional Ways to Contact you.

- To edit your name, click the **Edit Settings** button on the right, make your changes, then click **Update Settings** to save your changes.
- To register a web service, click the service below *Other Services* and follow the instructions. Each service has a description when you click on it.
 - Registering web services make it easier for other students to contact you or to share in Canvas
- To add additional Ways to Contact you, click either **Add Email Address** or **Add Contact Method** to add an email or text message number.
 - By adding additional email addresses or text message numbers, you can have Canvas send important notifications to you wherever you are.

Notifications page

On the Notifications page you can set notification preferences that will apply to all of your courses.

- First, make sure you added all of the email addresses and text message numbers that you want to use to the Settings page (see above)
- Then for each notification row and contact method, you can decide when the notification will be sent out for that type of alert by hovering over the space

Course Activities	Email Address lw1076@sfu.ca	Cell Number 6045551234@pcs.rogers.com
Due Date	Weekly	
Grading Policies	Weekly	

- By selecting the **Checkmark** icon, you will be immediately notified of any change for the activity.
- By selecting the **Clock** icon, you will be notified daily of any change for the activity.
- By selecting the **Calendar** icon, you will be notified weekly of any change for the activity.
- By selecting the **X** icon, you will remove the notification preference and will not be notified of any change for the activity.

Profile page

On the Profile page you can update your profile picture, which registered services are visible to others, your bio, and add links.

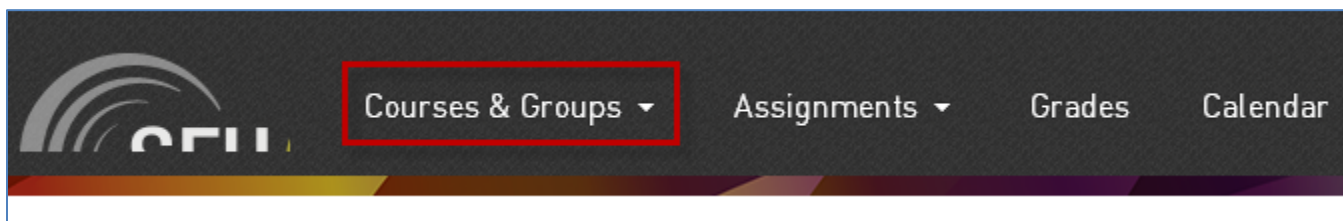
Click **Edit Profile** on the right to get started

- Click the placeholder image to upload a new profile pic
- Edit your name or title
- Check which contact methods you'd like to be visible to others on you profile
- Tell everyone a little about yourself by entering it into the Bio field
- Add links for others to see by entering the name of the link into Title and the URL into URL

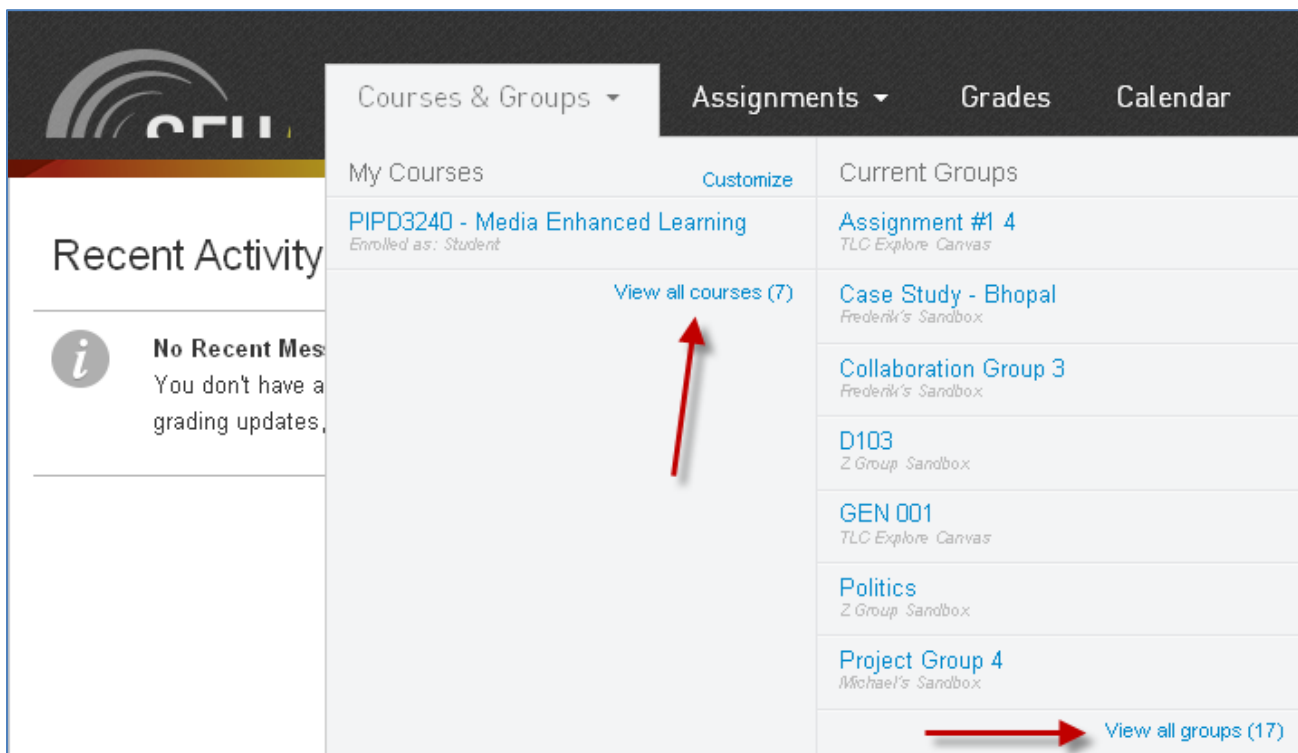
Once you're done, click **Save Profile** at the bottom right

How do I find my Courses?

To find the courses you are enrolled in, click the **Courses & Groups** dropdown on the "Global Navigation Menu" at the top.



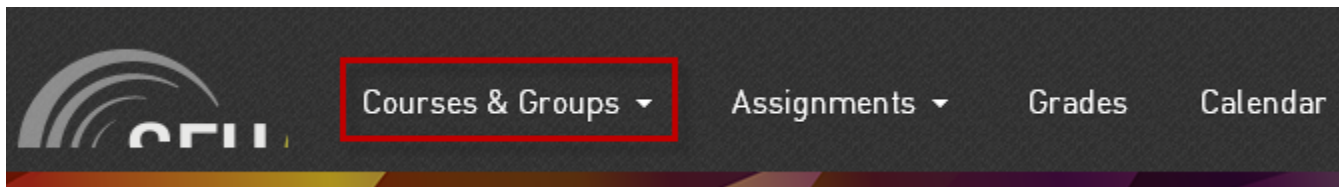
To see all courses or groups, click the **View all courses** link or the **View all groups** link.



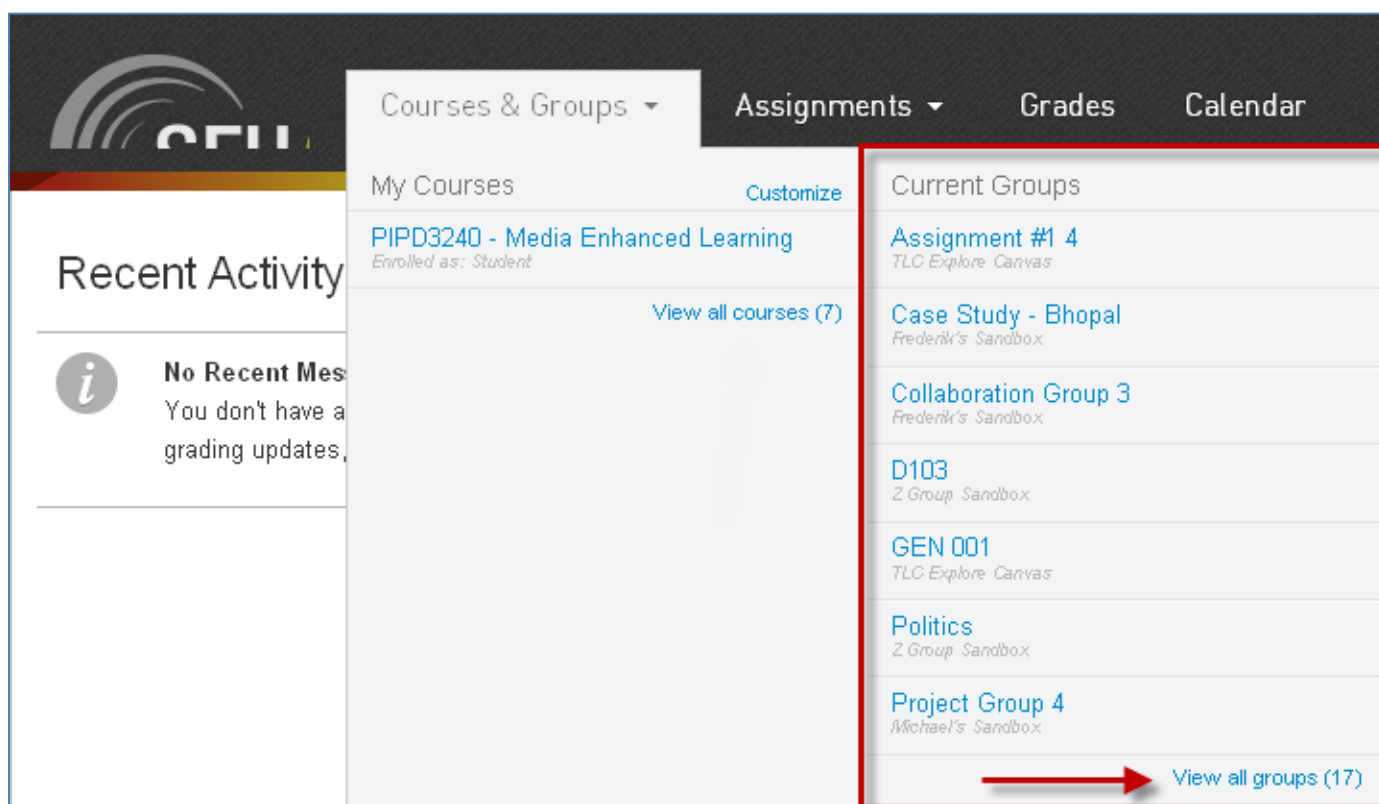
What are Groups?

Groups for a course can be created by the instructor. Students can either be organized into groups by the instructor or allowed to self sign-up. Each group has its own Discussions, Pages, Files, Collaborations, and Calendar for real-time collaboration.

To view your groups, click the **Courses & Groups** dropdown on the "Global Navigation Menu" at the top.



You will see a list of groups on the right half of the dropdown menu. Click the **View all groups** link to see all of the current groups you belong to.



How do I Navigate a course?

Once you have selected a course to view, the "Course Navigation Menu" to the left will help you get to where you want to go within a course.

Home
Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Quizzes
Modules
Collaborations
Library Reserves

(Not all menu items may be available for your course or there may be others not shown here)

What are Modules?

Modules are built to help you navigate the course content in an organized way. Depending on the instructor, modules can be used to organize course content by weeks, units, or a different organization structure. Each module can contain files, discussions, assignments, quizzes, and other learning materials the instructor decides to add.

Home	Course Modules		
Assignments	Lectures		
Discussions	Week 1		
Grades	Week 1 Lecture Readings		
People	Who are you? Sep 8 10 pts		
Pages	Week 2		
Files	Week 2 Lecture Readings		
Syllabus	Assignment 1 Sep 17 10 pts		
Quizzes	Week 3		
Modules	Week 3 Lecture Readings		
Collaborations	Assignment 2 Oct 1 10 pts		
Library Reserves	Week 4		
	Week 4 Lecture Readings		
	Midterm Exam Oct 22 30 pts		
	Craft Oct 22 10 pts		
	Week 5		
	Week 5 Lecture Readings		
	Assignment 3 Nov 12 10 pts		
	Week 6		
	Week 6 Lecture Readings		
	Week 7		
	Week 7 Lecture Readings		
	Final Project Nov 26 60 pts		
	Week 8		
	Final Exam Dec 17 70 pts		
	Course Resources		
	Student Expectations		
	Additional Reading List		

How do I view my Assignments?

You can view the assignments for the course by clicking the **Assignments** link in the course navigation menu to the left

Home	<h2>Upcoming Assignments</h2> <table><tr><td>Who are you?</td><td>Sunday at 11:59pm</td><td>out of 10</td></tr><tr><td>Assignment 1</td><td>Sep 17 at 11:59pm</td><td>out of 10</td></tr><tr><td>Assignment 2</td><td>Oct 1 at 11:59pm</td><td>out of 10</td></tr><tr><td>Draft</td><td>Oct 22 at 11am</td><td>out of 10</td></tr><tr><td>Midterm Exam</td><td>Oct 22 at 11:59pm</td><td>out of 30</td></tr><tr><td>Assignment 3</td><td>Nov 12 at 11:59pm</td><td>out of 10</td></tr><tr><td>Final Project</td><td>Nov 26 at 9am</td><td>out of 50</td></tr><tr><td>Final Exam</td><td>Dec 17 at 11:59pm</td><td>out of 70</td></tr></table>			Who are you?	Sunday at 11:59pm	out of 10	Assignment 1	Sep 17 at 11:59pm	out of 10	Assignment 2	Oct 1 at 11:59pm	out of 10	Draft	Oct 22 at 11am	out of 10	Midterm Exam	Oct 22 at 11:59pm	out of 30	Assignment 3	Nov 12 at 11:59pm	out of 10	Final Project	Nov 26 at 9am	out of 50	Final Exam	Dec 17 at 11:59pm	out of 70
Who are you?				Sunday at 11:59pm	out of 10																						
Assignment 1				Sep 17 at 11:59pm	out of 10																						
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Pages																											
Files																											
Syllabus																											
Quizzes																											
Modules																											
Collaborations																											
Library Reserves																											

Click the assignment name to open and view the assignment

How do I use Discussions?

You can view the discussions page for the course by clicking the **Discussions** link in the course navigation menu to the left.

Here you will see the discussions index page. Discussions are organized into three main areas: Pinned Discussions, Discussions, and Closed for Comments. Some section headings may not always appear.

UnreadAssignments

▼ Pinned Discussions

Course Questions

Last post Sep 6, 2013

0 0

▼ Discussions

General Discussion

Last post Sep 6, 2013

1 1




▼ Closed for Comments

Introduce Yourself

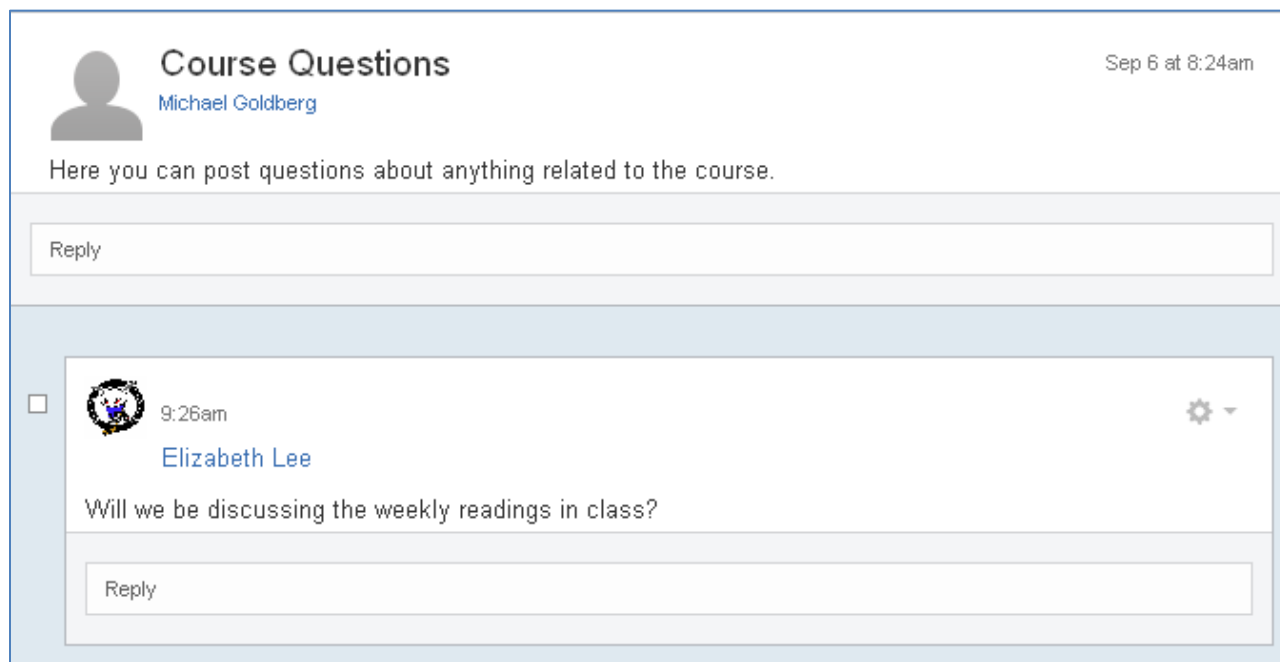
Last post Sep 6, 2013

0 9

Ordered by Recent Activity

- The **Pinned Discussions** section has discussions that your instructor wants you to pay specific attention to.
- The **Discussions** section has current discussions within the course. Discussions are ordered by most recent activity.
- The **Closed for Comments** section has discussions that have been manually closed for comments or the discussion is past the availability date. These discussions are read-only and are ordered by most recent activity.
- The green speech bubble with a check mark  means you are subscribed to the discussion and you will be notified of new comments. The grey speech bubble  means you are not subscribed.
- The blue/grey box  lets you know how many replies total the discussion has (grey) and how many of them are new (blue).

Click a discussion title to see the original post and any replies.

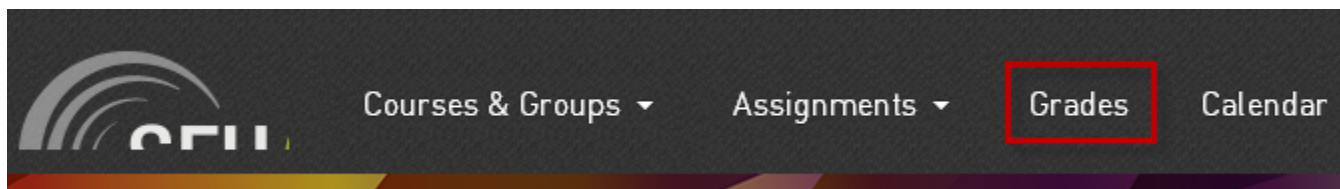


The screenshot shows a discussion post titled "Course Questions" by Michael Goldberg, dated Sep 6 at 8:24am. Below the title is a text input field with the placeholder "Reply". The post content says "Here you can post questions about anything related to the course." Below this is a comment from Elizabeth Lee, dated 9:26am, which says "Will we be discussing the weekly readings in class?". Below the comment is another "Reply" input field. A small checkbox is visible to the left of the comment, and a gear icon is to the right.

To reply to the main discussion, click the **Reply** bar below the main topic post. To reply to a comment thread, click the **Reply** bar below the comment thread.

How do I view my Grades?

You grades can be found by either clicking the **Grades** link in the global navigation menu at the top and selecting your course or by clicking **Grades** in the course navigation menu on the left when already in a course.






Home
Announcements
Assignments
Discussions
Grades
People

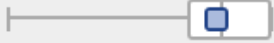
Grades are sorted chronologically by due date.

Name	Due	Score	Out of	Details
Who are you?	Sep 8 by 11:59pm	10	10	
Assignment 1	Sep 17 by 11:59pm	-	10	
Assignment 2	Oct 1 by 11:59pm	-	10	
Group Draft	Oct 22 by 11am	-	10	
Midterm Exam	Oct 22 by 11:59pm	-	30	
Assignment 3	Nov 12 by 11:59pm	-	10	
Group Final Project	Nov 26 by 9am	-	50	
Final Exam	Dec 17 by 11:59pm	-	70	
Individual Assignments		100 %		15% of Final
Group Projects		N/A %		10% of Final
Midterm Exam		N/A %		25% of Final
Final Exam		N/A %		50% of Final
Total		100 %		

There may be scoring details for an assignment that will show up under Details. You can view grade details by clicking the Check Mark icon. If there are comments for an assignment, a Speech Bubble icon will appear next to the check mark. There could also be a Rubric icon indicating the assignment has a rubric attached to it.

Out of	Details
10	  

In the grade details, the comments will be organized chronologically and a box and whisker plot will show your score along with the mean, high and low scores from the class. In the box and whisker plot, the thin horizontal "whisker" extends from the lowest score for any student in the course to the highest score. The thicker, white box extends from the 25th percentile to the 75th percentile, with the median marked inside the white box by a gray line. Your score appears as a blue box on this plot.

Name	Due	Score	Out of	Details
Who are you?	Sep 8 by 11:59pm	10	10	
Assignment 1	Sep 17 by 11:59pm	8	10	

Well done!

Michael Goldberg, Sep 6 at 10:13am

You will only see scoring details if more than 5 other students have submitted that assignment in the course. If you do not see the scoring details, then less than 5 students have submitted the assignment.

What is the Conversations Inbox and how do I send messages?

Conversations is an email program directly within Canvas. You can communicate with other people in your course at any time. Conversations also compiles all messages sent throughout Canvas, including comments left on student assignments.

To view or send messages, click the **Inbox** link in the top left menu.

Inbox 1 Settings Help Logout

Conversations are listed on the left side. All sent and received Conversations appear there. A blue dot next to a conversation tells you it's a new message. On the right side you can send a new message.

Inbox
Filter: Enter a name, course, or group

Michael Goldberg
Michael's Sandbox
10:13am
2

Well done!

New Message

To: Enter a name, course, or group

Message:

Attach
Send

When a conversation from the left side is selected, a preview of the conversation will appear on the right and the send message box will allow you to reply directly to that person.

Inbox
Filter: Enter a name, course, or group

Michael Goldberg
Michael's Sandbox
10:13am
2

Well done!

Michael Goldberg
Michael's Sandbox
10:13am
2

Well done!

Assignment 1
Elizabeth Lee
Submitted: N/A
8 / 10

Michael Goldberg
Well done!
Sep 6 at 10:13am