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.
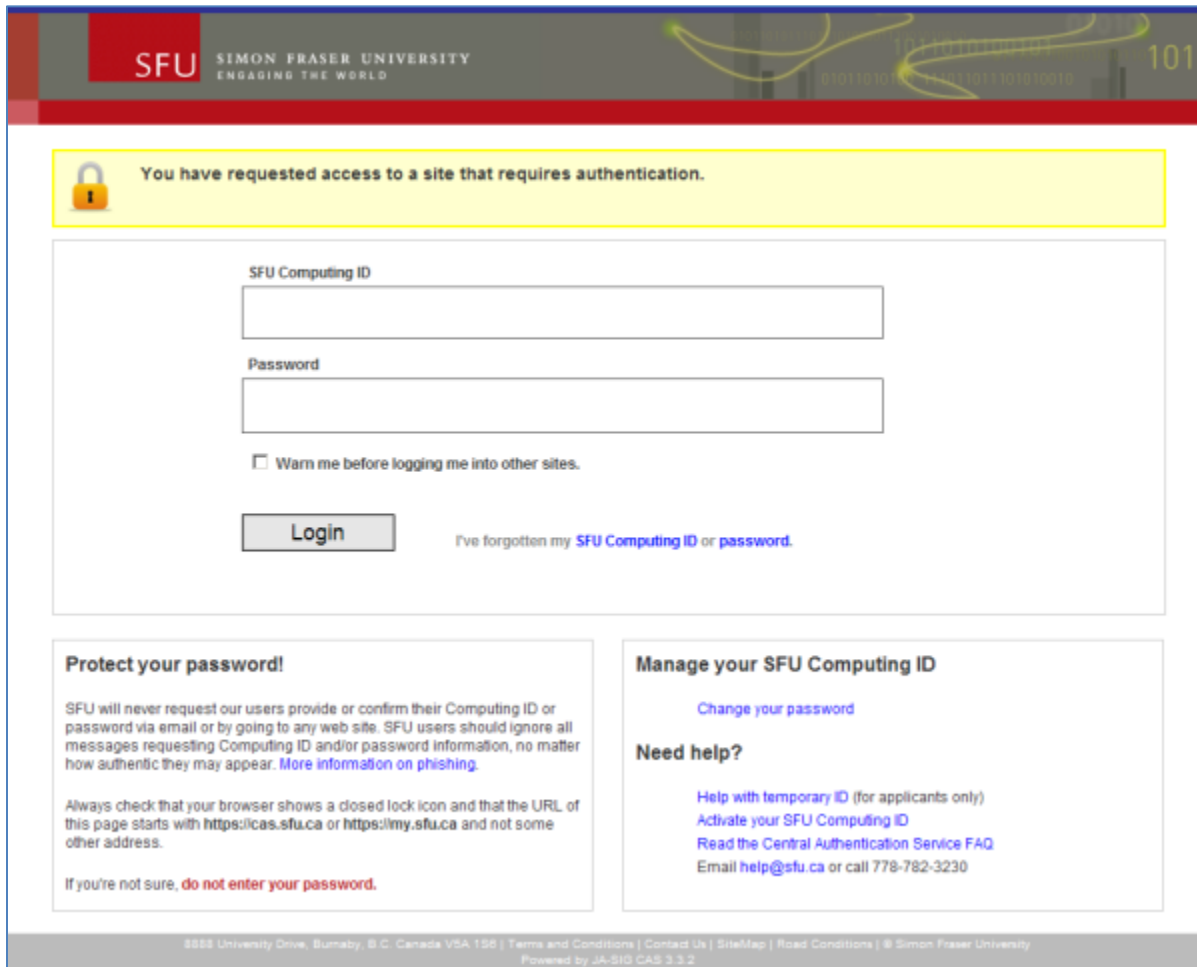
Contents

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:

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

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.
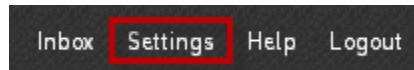
Settings page

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.

  o 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.

  o 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

  o By selecting the **Checkmark** icon, you will be immediately notified of any change for the activity.
  o By selecting the **Clock** icon, you will be notified daily of any change for the activity.
  o By selecting the **Calendar** icon, you will be notified weekly of any change for the activity.
  o 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.
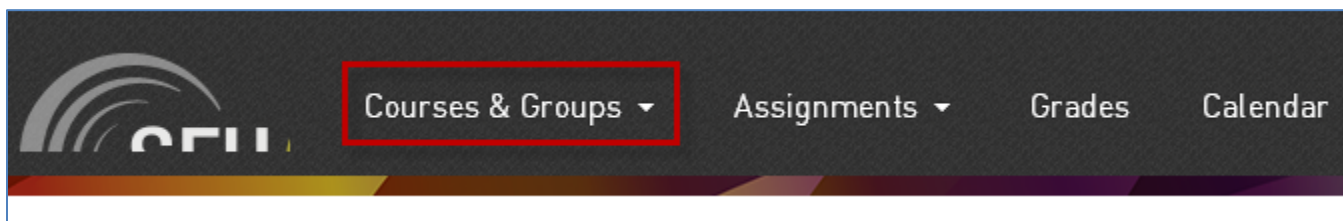
To see all courses or groups, click the **View all courses** link or the **View all groups** link.

What are Groups?

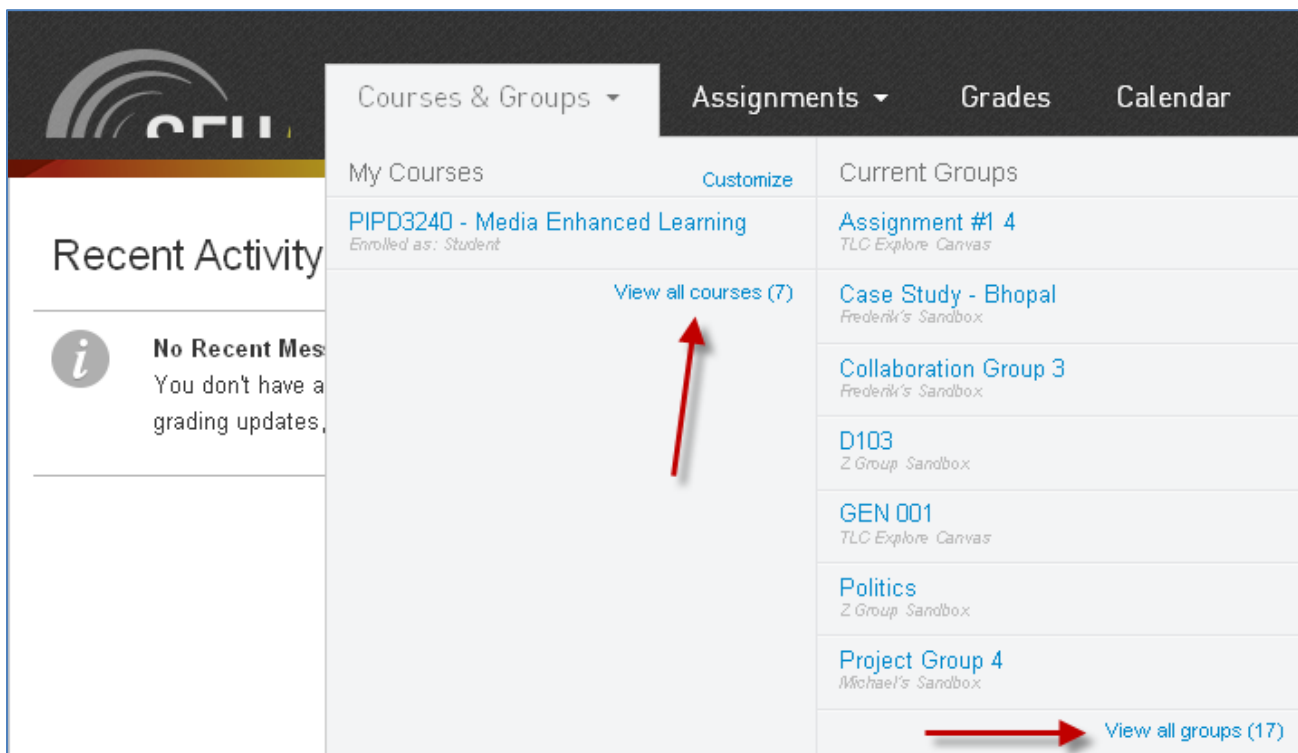Groups for a course can be created by the instructor. Students can either be organized into groups by the instructor or allowed to self sign-up. Each group has its own Discussions, Pages, Files, Collaborations, and Calendar for real-time collaboration.

To view your groups, click the **Courses & Groups** dropdown on the "Global Navigation Menu" at the top.
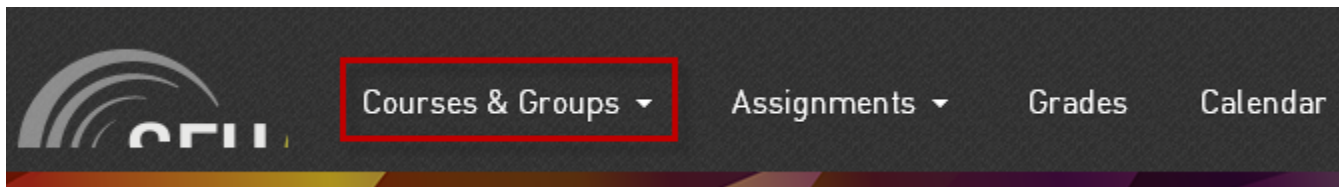
You will see a list of groups on the right half of the dropdown menu. Click the **View all groups** link to see all of the current groups you belong to.
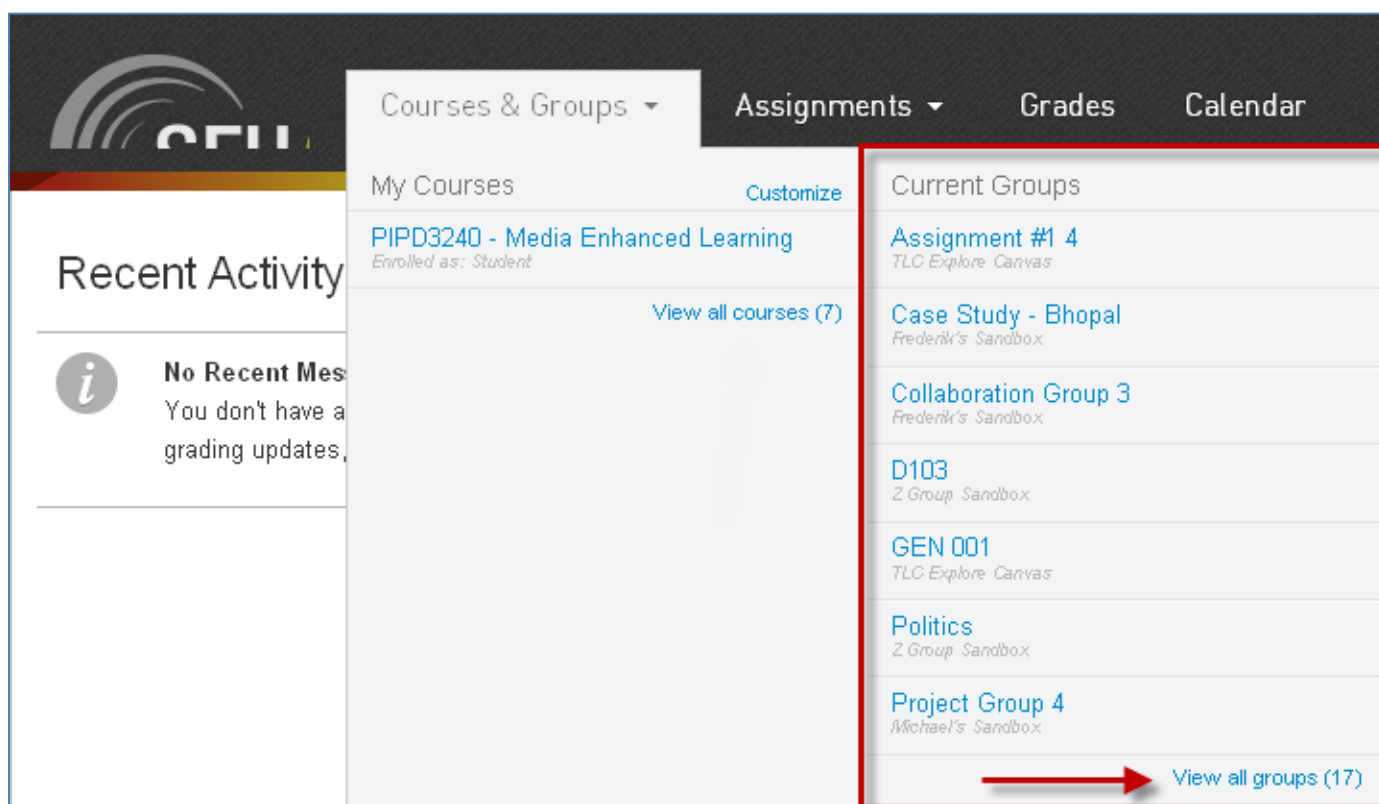
How do I Navigate a course?

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.

(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.

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

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.
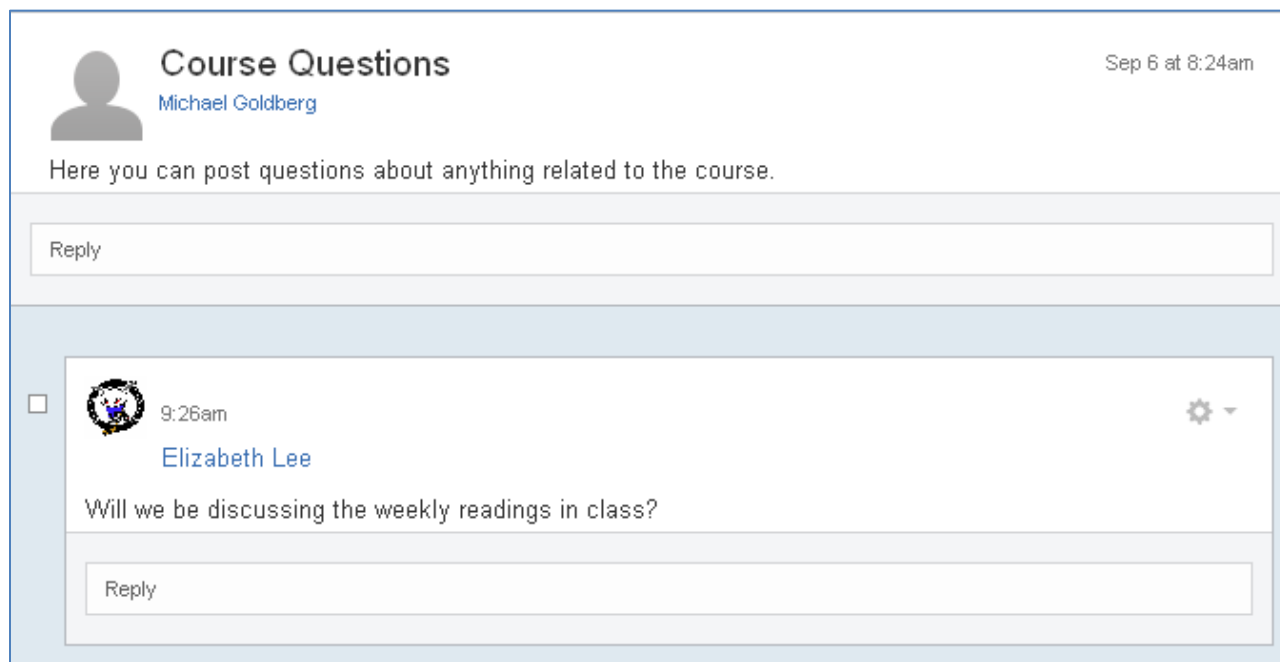
- The **Pinned Discussions** section has discussions that your instructor wants you to pay specific attention to.

- 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 `0` `9` 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.

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.
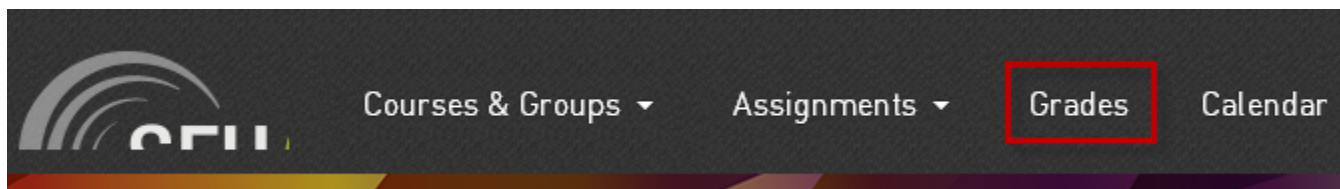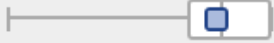
Grades are sorted chronologically by due date.

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 how 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.

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.

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.

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.