Canvas @ UC: Getting Started Guide for Students

First things first, what is Canvas?
If you’ve used Blackboard in the past, you’ll be familiar with accessing course materials and learning activities in a learning management system (LMS). Like Blackboard, Canvas is an online tool for faculty to upload course content, deliver assessments, and accept assignments. Students can track due dates, submit work, and collaborate with instructors and other students in Canvas.

How do I access Canvas?
Visit http://uc.instructure.com/ and log in. Once you set up your Notifications, you’ll be able to quickly jump to Canvas directly from text and email alerts, but more on that later.

What if I don’t see my courses in Canvas?
As UC transitions from Blackboard to Canvas, you may have some courses in Canvas and others in Blackboard. If your courses aren’t showing up in Canvas, your instructors may still be using Blackboard for those courses, or they may not be using an LMS for the course. If you’re uncertain whether you should access a course in Canvas or Blackboard, check with your instructor.

How can I get help?
Have a question or problem? Check the Canvas Student Guide: https://community.canvaslms.com/docs/DOC-10701
Still need help? Click the Help button in Canvas (see below).

Here’s what you’ll see in Canvas, or something like it:

- Courses you are enrolled in and are active in Canvas. Click course card to begin
- Next due dates for all active courses
- New grades or feedback for all active courses
- Your posted grades for all active courses

Having trouble? Get help with Canvas

UC Canvas Student Guide 6/27/19 Visit: uc.edu/cetl/canvas
Receiving Notifications and Choosing Contact Methods

The first thing you should do once you start using Canvas is set up your contact info to make sure you get instructor messages, course updates, and deadline reminders in a way that works for you.

Customize this information in the Account tab of the course menu.

First, choose how you want to be contacted. Select Settings from the course menu.

Choose and update your preferred Ways to Contact and connect desired Web Services. Get notified via:

**Email**: Your UC email address is the required default contact method, but you can also add a personal email address that's more convenient for you.

**Text**: Enter your cell phone number under Other Contacts to receive Notifications via text message.

**Google Drive**: Register Google Drive in your Canvas profile. Once you authorize Canvas to see your Google Drive you'll be able to submit your assignments directly from Google Drive, and create and share documents with members of your classes.

Notifications

Next, choose your Notification Preferences - the types of updates you want to receive automatically from Canvas. Select Notifications from the course menu.

Wondering what you can be notified of? There are a variety of course events that can trigger a notification. You'll see the full list on the Notifications page.

You control what you get notified of and when, but you are strongly encouraged to ensure your Announcement setting is ASAP so that you receive urgent messages from your instructors.
There are four options for the timing of each notification:

- ASAP
- Daily
- Weekly
- Never

If you’ve activated contact via text message, you will be able to control text preferences here as well.

**Other Canvas Features You Might Like:**

**Calendar**

Your Canvas calendar is a single place to view due dates and other events for all your courses, when your instructors have entered Assignment, Discussion, and Quiz due dates and other events in Canvas.

**Grades**

Click **View Grades** from your Canvas dashboard to see grades for all of your courses. Click Grades in a course menu to see your grades for that single course. *Note: This feature will not allow you to change your actual grade in the system but is intended to help you determine scores needed on certain assignments and estimate final grades.*