

# 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.

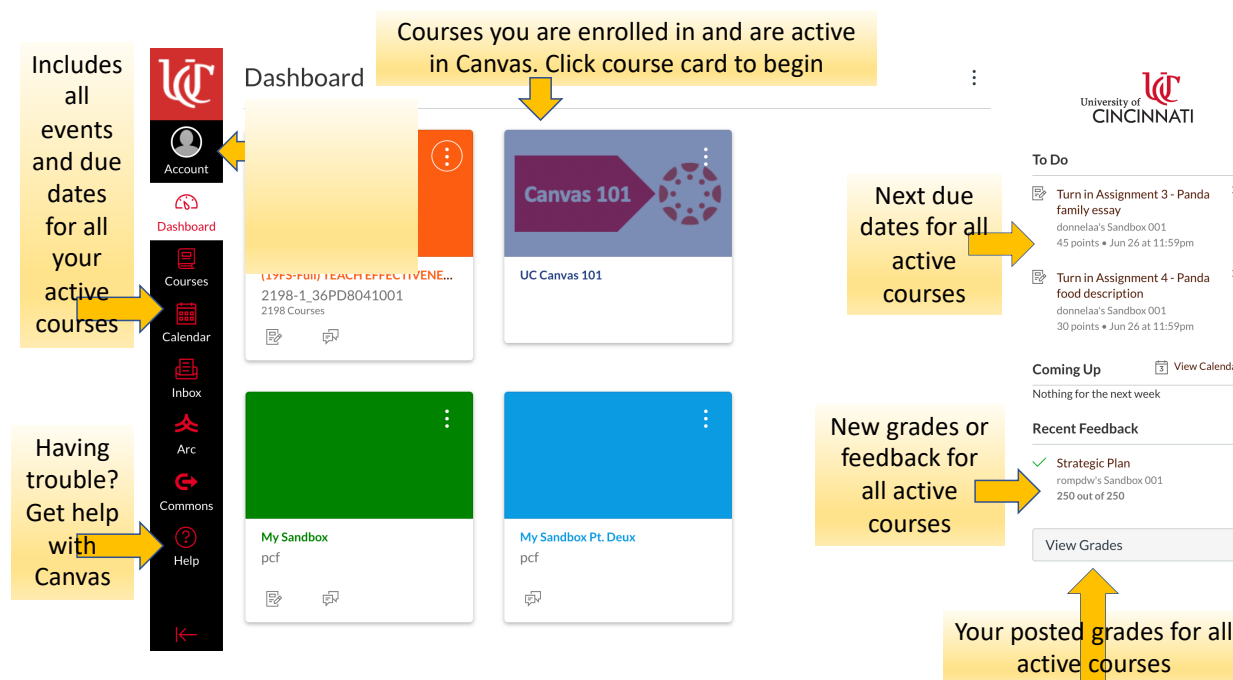
## What if I don't see my courses in Canvas?

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.

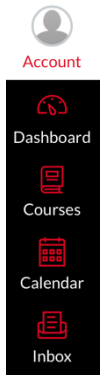
## How can I get help?

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:



## (Really) Important How-To's



Notifications  
Profile  
Files  
**Settings**  
ePortfolios

### 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

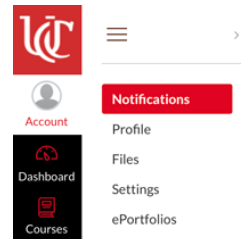
Drive you'll be able to submit your assignments directly from Google Drive, and create and share documents with members of your classes.

### 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.



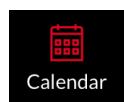
Course Activities	Email Address @ucmail.uc.edu
Due Date	✓ ⌚ 📧 ✕
Grading Policies	✓ ⌚ 📧 ✕
Course Content	✓ ⌚ 📧 ✕
Files	✓ ⌚ 📧 ✕
Announcement	✓ ⌚ 📧 ✕
Announcement Created By You	✓ ⌚ 📧 ✕
Grading	✓ ⌚ 📧 ✕
Invitation	✓ ⌚ 📧 ✕
All Submissions	✓ ⌚ 📧 ✕
Late Grading	✓ ⌚ 📧 ✕
Submission Comment	✓ ⌚ 📧 ✕
Blueprint Sync	✓ ⌚ 📧 ✕

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

October 2015

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Click on a calendar item to complete the activity

Select course(s) to view in your calendar

View your Canvas calendar in Google calendar, iCal, etc.

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.

### View Grades

### Grades

Name	Due	Score	Out of
Reading Reflection Week 2	Oct 10, 2015 by 11:59pm	5	10
Essay 1	Mar 17 by 5pm	-	100
Essay 2	Apr 6 by 11:59pm	-	100
Final Project	Apr 10 by 5pm	-	100
Reading Reflection - Week 1	Aug 19 by 12pm	-	-
All About Paris	Aug 20 by 5pm	30	30
Recording Assignment	Aug 21 by 11:59pm	10	10
First Draft	Aug 24 by 5pm	50	50
Reflection on Video		1	5
Roll Call Attendance		100%	100
Essays		N/A%	50% of Final
Quizzes		16.67%	20% of Final
Participation		96.19%	10% of Final
Assignments		N/A%	20% of Final

Click and enter a number in any row in the Score column to see impact on your course grade\*

This icon indicates the item is being graded and a grade is not yet available

Click to view personal instructor comments

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.