

CANVAS BASICS



UCC
Coláiste na hOllscoile Corcaigh
University College Cork, Ireland

**Skills
Centre**





Digital Passport Workshop Schedule

TIME	ACTIVITY
9:00-9:15	Introductions
9:15-11:15	
11:15-11:30	
11:30-1:00	
1:00-1:30	
1:30-2:15	
2:15-3:15	

Session Overview



- Introduction to Canvas
- Demo of Canvas
- Canvas Hacks



What is Canvas?

- Virtual Learning Environment
- Resources: Module resources, timetables, Assignments & general course
- Communication: Announcements & Discussions



Virtual Learning Environment



The Benefits of Canvas

- User friendly
- All course material is stored here
- Easy way to communicate with your lecturer
- Monitor your grades and deadlines



Navigating Canvas

NJIT

Dashboard

Account
Admin

Dashboard

Courses
Groups
Calendar
Inbox
Commons
Help

BIO 101
BIOL 101
Sandbox Courses

Psycholinguistics
PSYC 305
Sandbox Courses

Introduction to Psychology (Demo)
Intro Psychology

NJIT Canvas (Pilot) - Faculty Tutorial
NJIT Canvas (Pilot) - Faculty T...
Tutorials

To Do

- 1 Grade Research Paper Proposal
Psycholinguistics
20 points • Apr 12 at 11:59pm
- 1 Grade Module 2 Discussion
BIOL 101
0 points • May 3 at 11:59pm
- 1 Grade Test Quiz- Requires Respondus LockDown Browser
Psycholinguistics
1 point • No Due Date
- Turn in Discussion: Introduce yourself!
Intro Psychology
2 points • Mar 29 at 1:59pm
- Take Pre-Course Survey
Intro Psychology
0 points • Mar 31 at 1:59pm
- Take Quiz 2: Psychological Science
Intro Psychology
9 points • Apr 8 at 1:59am
- Turn in Critical Thinking 2: Psychological Science
Intro Psychology
18 points • Apr 8 at 1:59am

Coming Up [View Calendar](#)

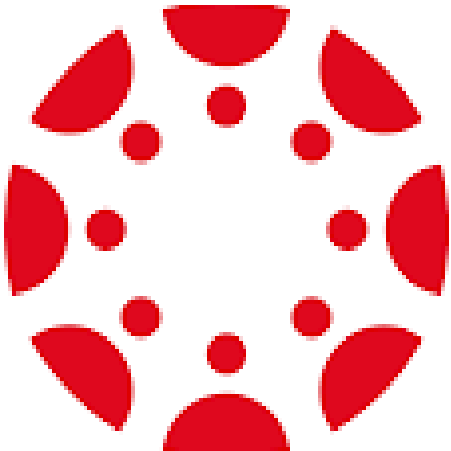
Introduce Yourself!



Canvas App

- Available on IOS/Android
- Easy access to lecture notifications
- Constantly updating with new features



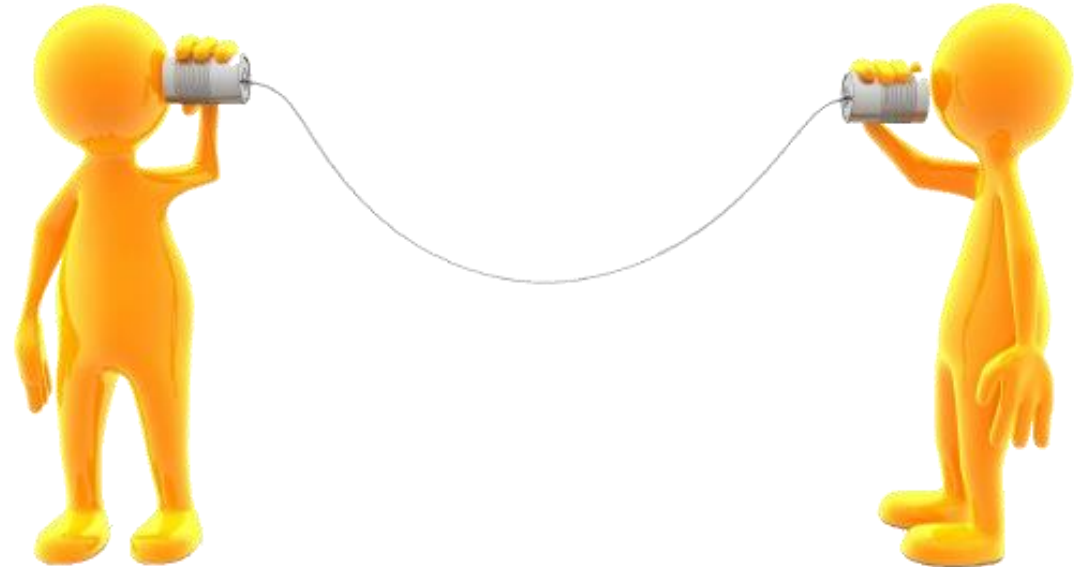


Link your Canvas to Google Drive/OneDrive Account

- Allows you to **easily upload assignments and other items.**
- In order to link both accounts, follow the below steps:
 - Go to **Account > Settings**
 - Go to **Web Services > Google Drive or One Drive (either option)**
 - You may be asked to authenticate your account. Click the **Authorize** button
 - In an external window, **enter your Google App email and password**
 - You should then be able to **view the files and folders in your Google Drive folder**

Communicating with Canvas

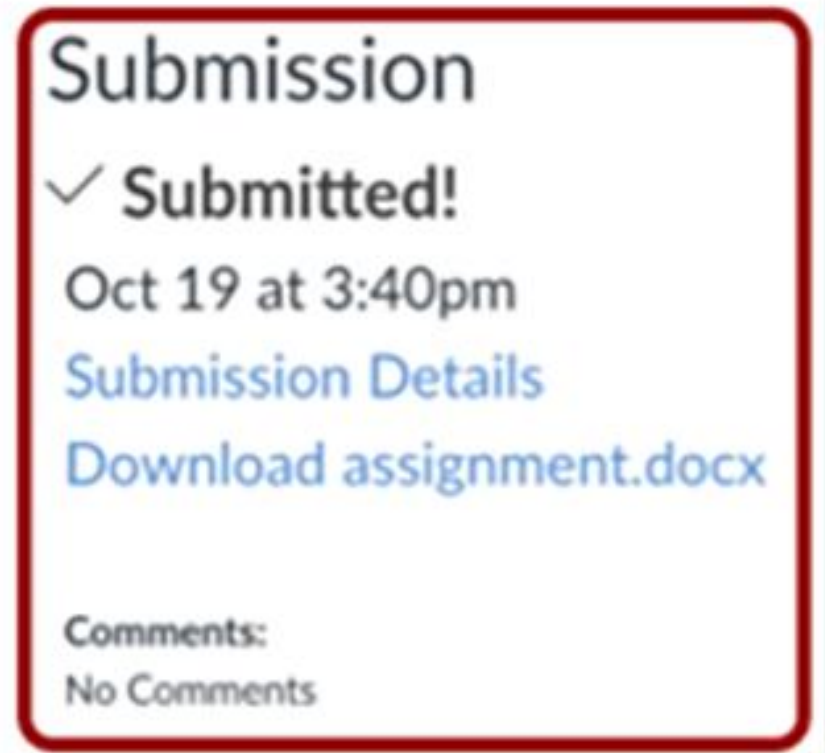
- **Announcements**
- **Conversations** (also known as the Inbox)
- **Discussions**
- **Calendar**



Submitting an Assignment

To upload an assignment, follow these steps:

- In Course Navigation, click the **Assignments** link
- Click the **Title of the assignment**
- Click the **Submit Assignment** button
- To upload a file from your computer, click the **Choose File** button and **click the name of the file**
- Once submitted, you should **see a submission confirmation** in the top right of the screen (similar to the screenshot on the right)



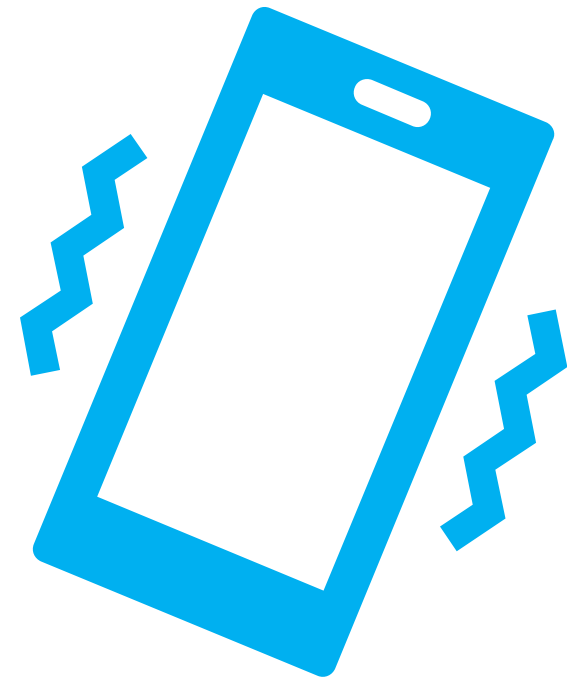
Useful Canvas Tips





Hack #1: Notifications

- Update your notification settings
- This can ensure you do not miss any important news from your modules





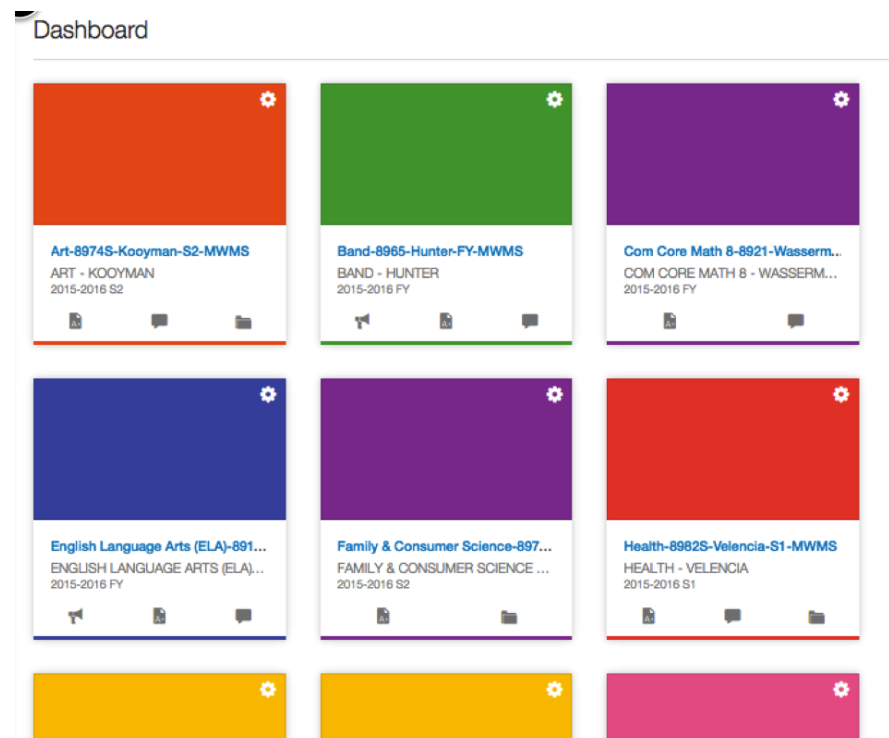
Hack #2: Import Calender

- Import your Canvas calender into your Google Calender
- Instructions linked here: <https://canvas.instructure.com/courses/1167174/assignments/6750699>
- Keeps your timetables more consistent if stored in the one location
- (Alternatively, you can transfer your canvas calender directly into google calender)



Hack #3: Customise your Dashboard

- You can colour code different modules/apply nicknames
- (Colours/Nicknames set by you are only seen in your account)
- Change the default dashboard view or the order of the modules for consistent grouping
- *Make it your own!*





Hack #4: Accessibility Options

- There is the option to use the high contrast UI for highlighted and brighter colour, texts, hyperlinks etc.,
- Screen reader options
- You can read more on Accessibility features

here: <https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-Canvas-accessibility-standards/ta-p/1564>

Hack #5: Submit Assignment's early!

- The most popular time to submit (11.59pm), can cause traffic on the website/ the website to slow down.
- Once you submit, take a screenshot of your submission





Hack #6: Compatible Browsers

- The best browsers to use with Canvas (in order from best to worst): Firefox, Chrome, Safari, Internet Explorer, Edge.
- Canvas officially supports the 2 most recent versions of each of these browsers.
- Some browsers work better than others.





Questions?



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Contact the Skills Centre for a Presentation
Practice or if you need other help with
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