

# CANVAS BASICS

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**UCC**

Coláiste na hOllscoile Corcaigh  
University College Cork, Ireland

**Skills  
Centre**



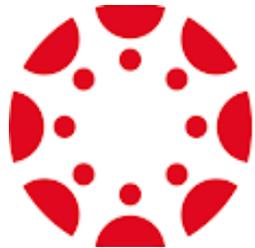


# Digital Passport Workshop Schedule

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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



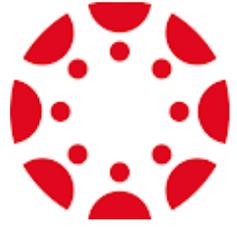
- Introduction to Canvas
- Demo of Canvas
- Canvas Hacks



# What is Canvas?

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



# Virtual Learning Environment

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# The Benefits of Canvas

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- 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

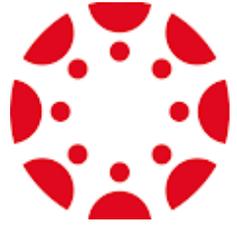
**NJIT Canvas (Pilot) - Faculty Tutorial**  
NJIT Canvas (Pilot) - Faculty T...  
Tutorials

**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

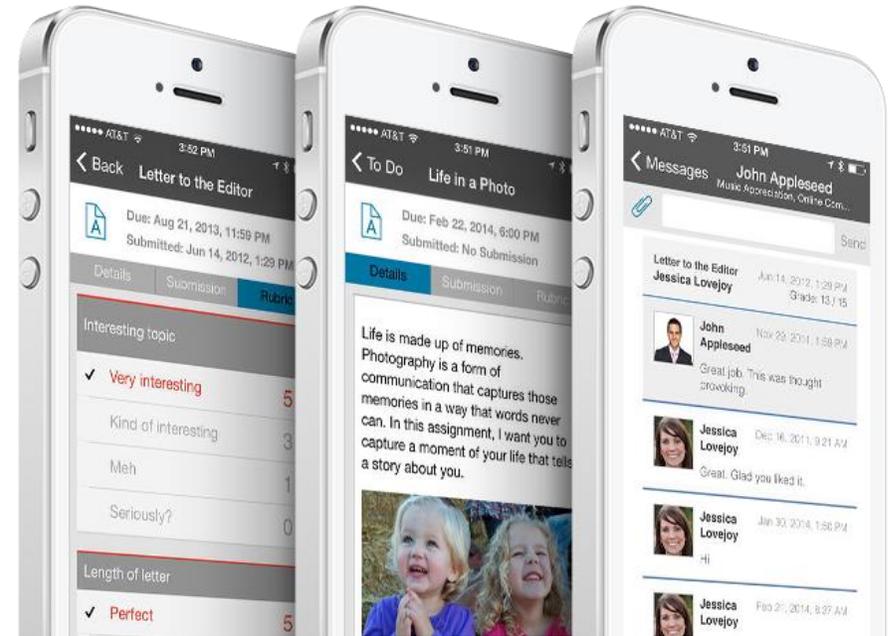
**Coming Up** [View Calendar](#)

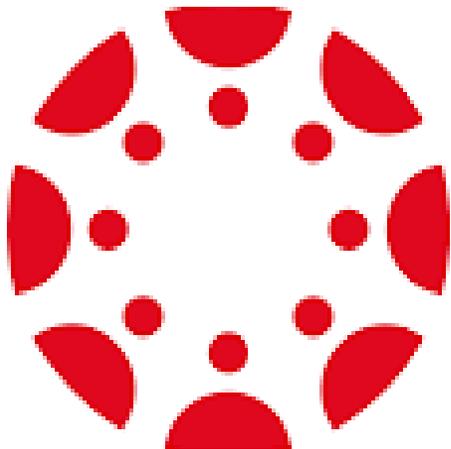
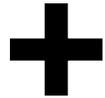
- Introduce Yourself!



# Canvas App

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





# Link your Canvas to Google Drive/OneDrive Account

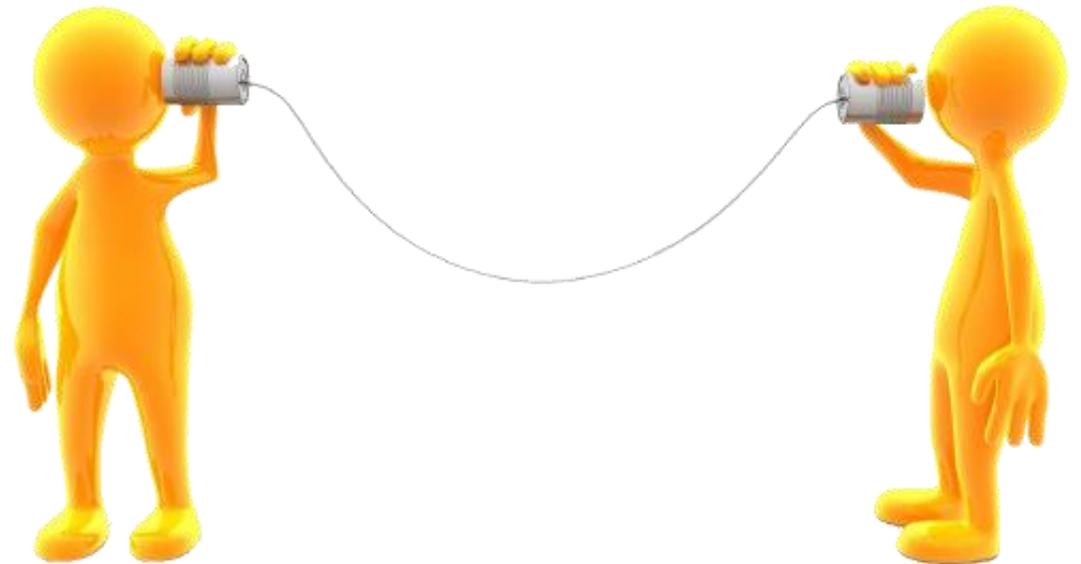
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- Allows you to easily upload assignments and other items.
- In order to link both accounts, follow the below steps:
  - Go to **Account > Settings**
  - Go to **Web Services > Google Drive or One Drive (either option)**
  - You may be asked to authenticate 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

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



# Submitting an Assignment

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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)

## Submission

✓ Submitted!

Oct 19 at 3:40pm

[Submission Details](#)

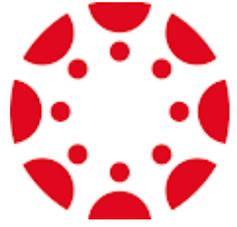
[Download assignment.docx](#)

Comments:

No Comments

# Useful Canvas Tips

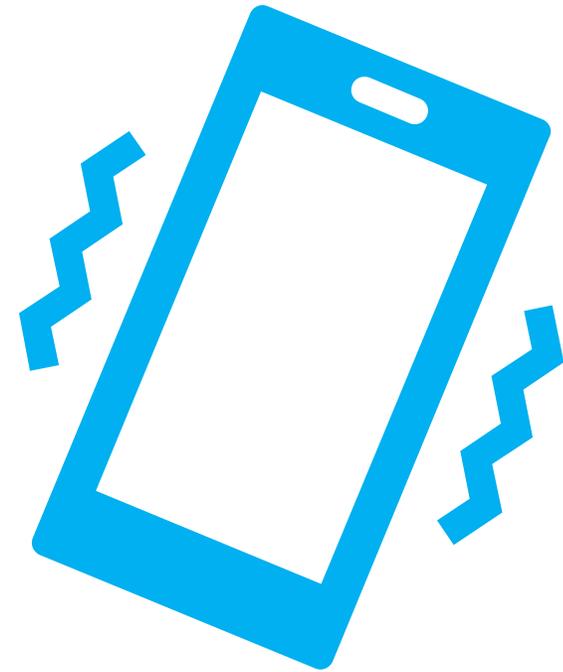




# Hack #1: Notifications

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

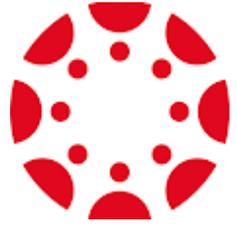




# Hack #2: Import Calendar

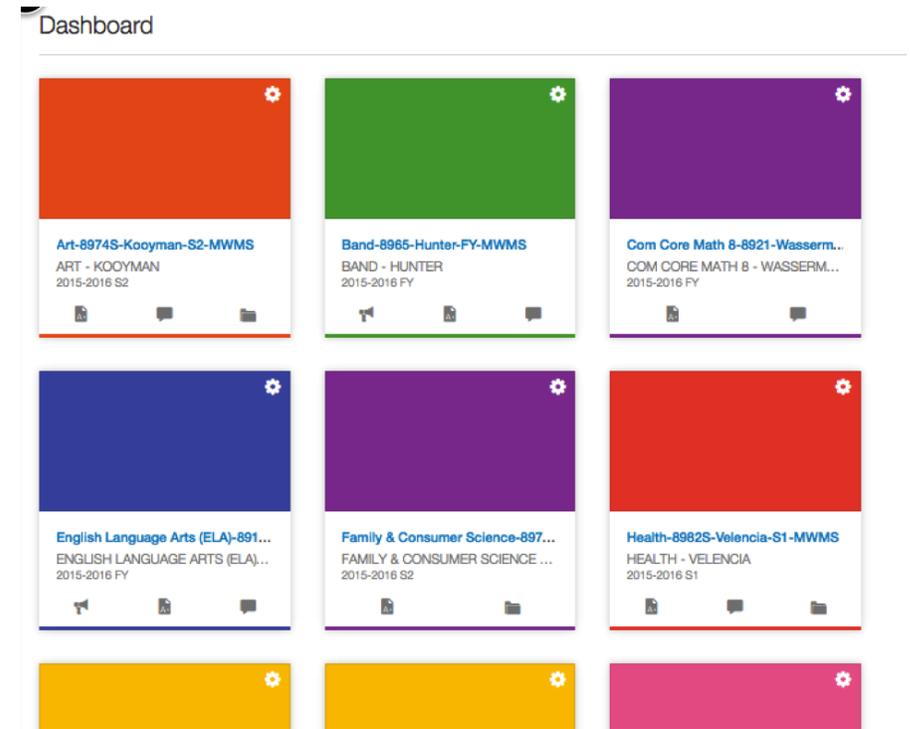
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- Import your Canvas calendar into your Google Calendar
- Instructions linked here: <https://canvas.instructure.com/courses/1167174/assignments/6750699>
- Keeps your timetables more consistent if stored in the one location
- (Alternatively, you can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



# 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

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- 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!

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- 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

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- 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 your academic communication!  
Email: [skillscentre@ucc.ie](mailto:skillscentre@ucc.ie)



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