

# **CANVAS PLATFORM USER GUIDE**

**By Professor Ledian Valle Mestre**

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# 1. GENERAL INTRODUCTION

## What is CANVAS?

It is a learning system management also known as LMS (Learning System Management).

It has state-of-the-art technology and due to the number of features it offers, it is increasingly being used by prestigious universities around the world.

Among the most outstanding assets it provides, it is significant how easy it is to share information, debate and interact in real time and form learning communities.

Its interface is very simple and allows integration with more than 200 applications, and as it is supported by Responsive Technology, it makes the teaching-learning experience portable. As a result, all courses can be viewed 24 hours a day, 7 days a week on all known devices.

Moreover, teachers can set up different academic activities for content processing, collaborative work and assessment.

Similarly, the interaction between teacher and student is reinforced with the use of communication tools, where the interaction with videoconferences, chats and forums stands out.

In addition, CANVAS has different functions so that students can set up monitoring and control over of the courses in which they participate. In this respect, we can mention:

- Course syllabus.
- Taking part in forums.
- Receive communication about events, news and internal notices.
- Share materials and presentations.
- Send tasks and work as a team with colleagues.
- Check external information through links to different web pages.
- Reply to assessments.

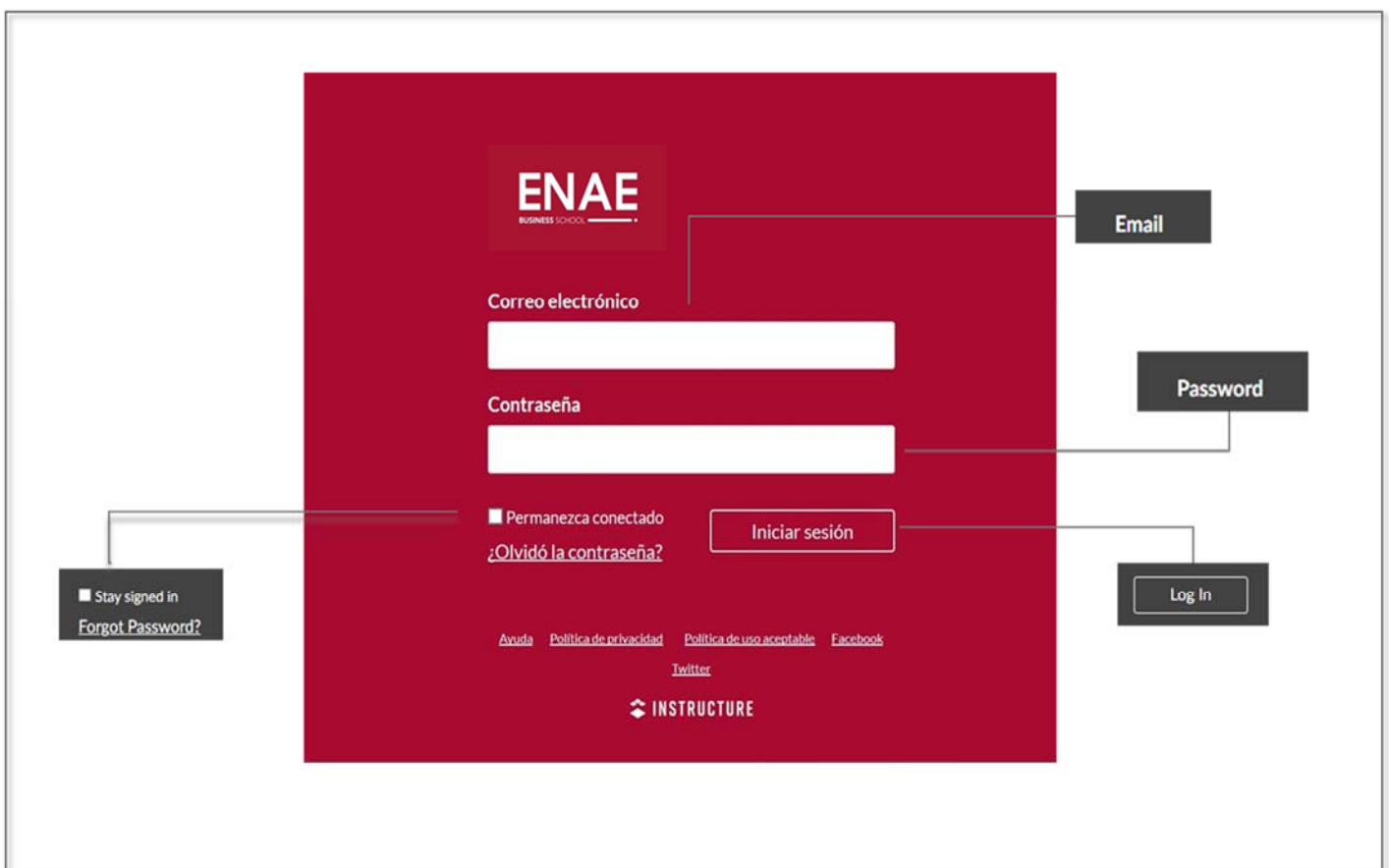
## 2. ACCESS TO CANVAS

### About access to the platform

To enter the platform we must follow the following steps:

1. Open the internet browser.
2. In the address bar type in the following address:

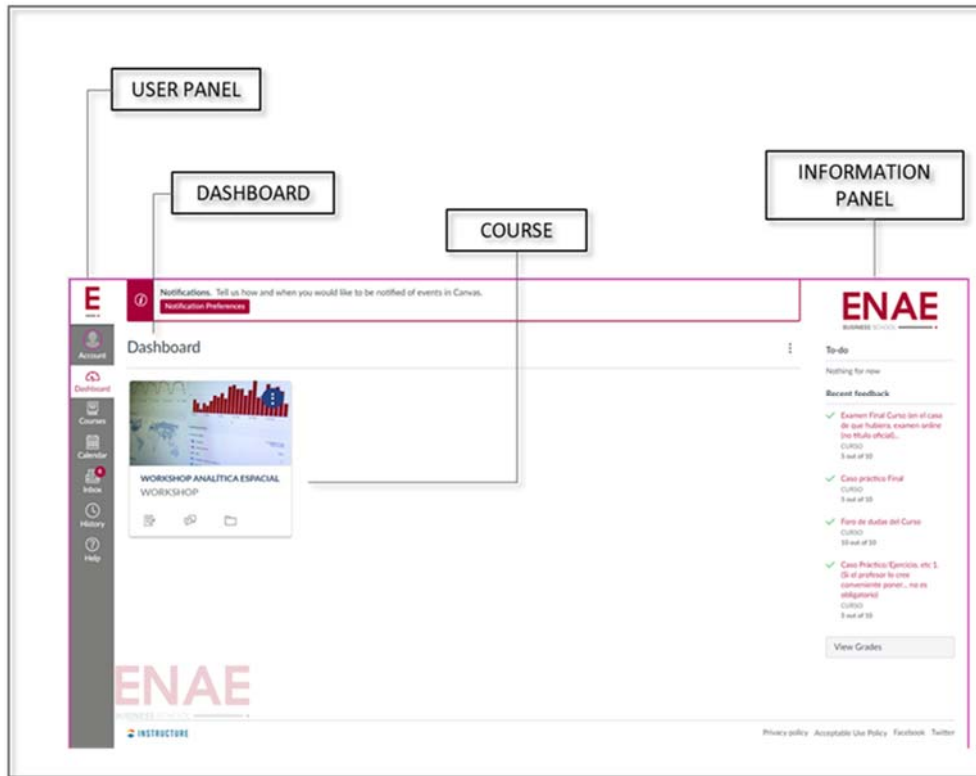
<https://enaestructure.com/login/canvas>



3. Once on the login page, enter your email and password.

## CANVAS Framework

Overview of CANVAS main panels:



This platform provides us with a **global navigation menu** on the left side of the screen. The menu gives access to the system main features. Default links include **Account, Dashboard, Courses, Calendar, Inbox, and Help**.

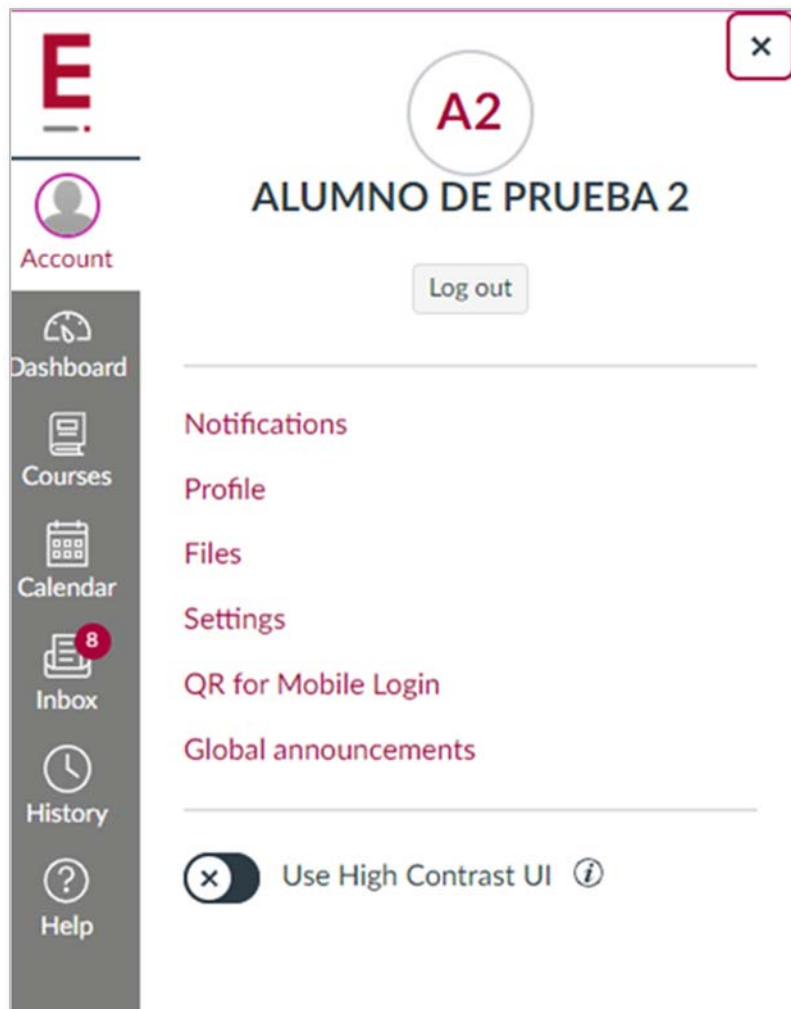


Here is an individual introduction to each of these features in the global navigation menú..



### 3. ACCOUNT

This option allows you to view your information. Click on the **Account** button and a sub-menu will expand showing links to access **Notifications, Profile, Files, Settings, Global Ads settings**. You can also use the Account link to log out.



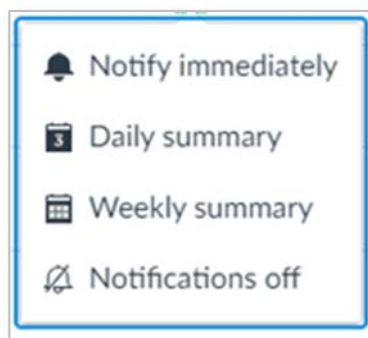
## Notifications

With this option we can set how often you will receive notifications throughout the course:

1. Frequency: The frequency with which you will receive notifications
2. Notification: What type of notification you may receive
3. Selector: You can select from 4 types of frequency

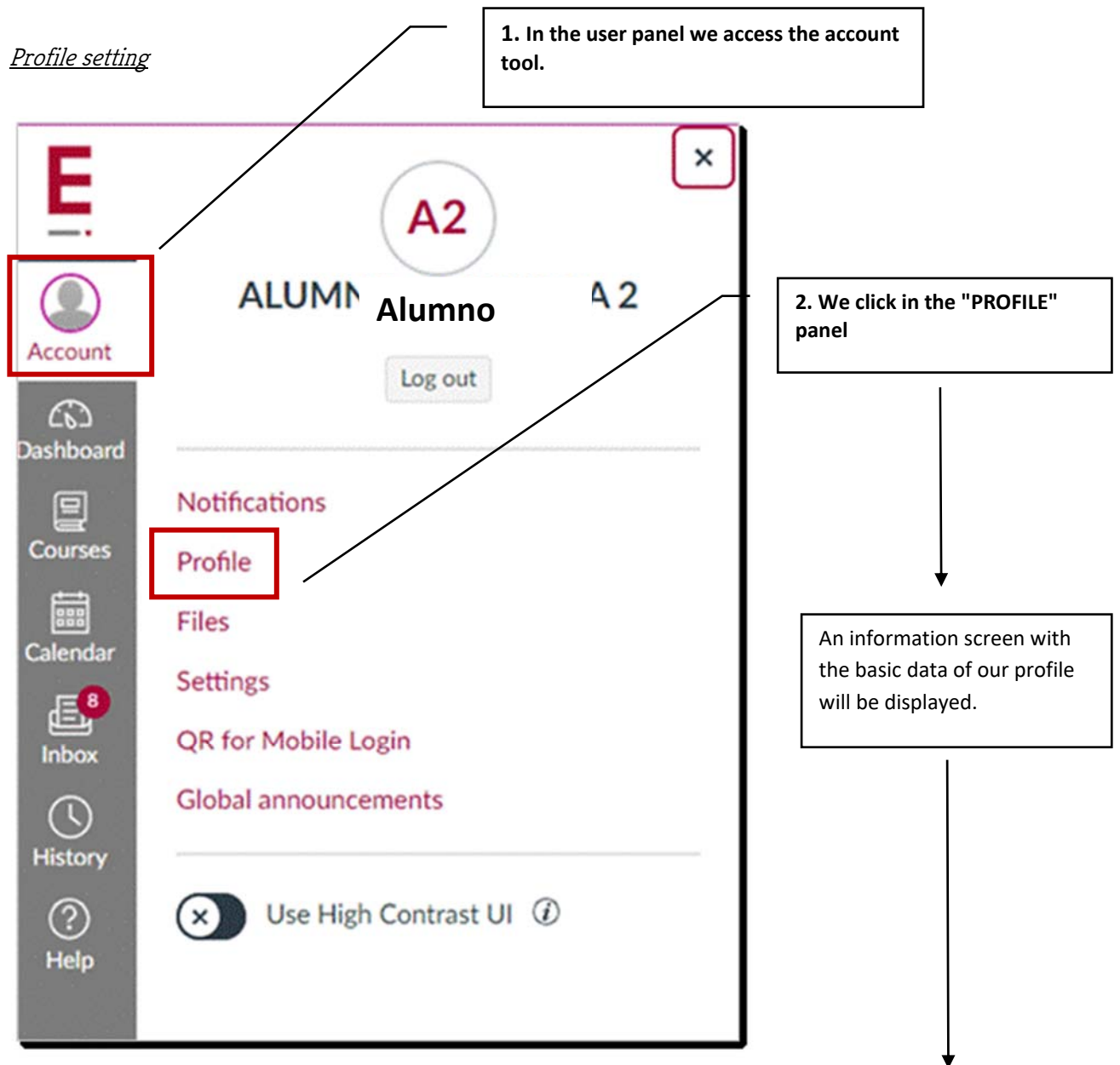


Options that are active are the ones that are selected with a green background colour and can be changed according to your preference

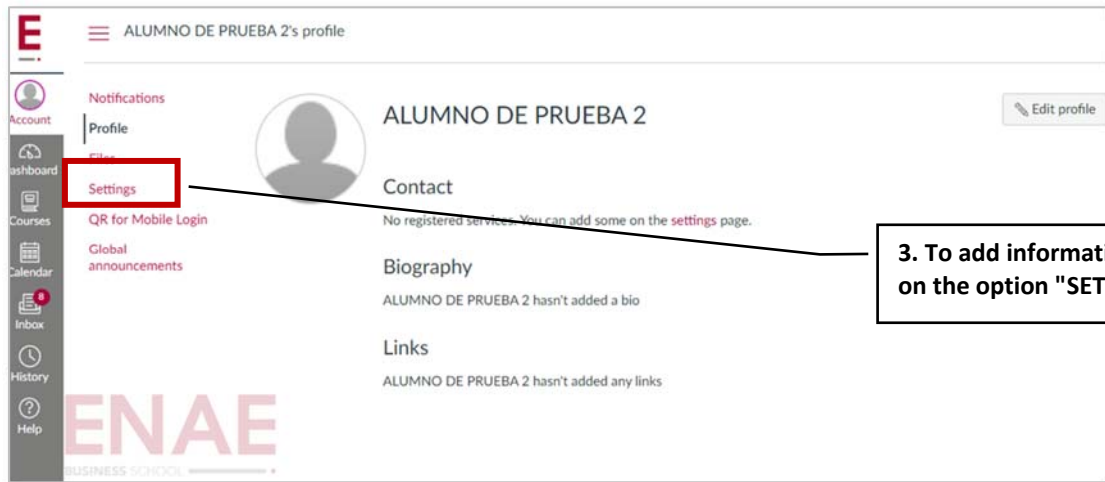


## Profile and Setup

This tool allows you to set up the user profile adding a photo, also personal email, phone number for notifications as well as adding additional services (Skype, Twitter, LinkedIn and Google Drive).

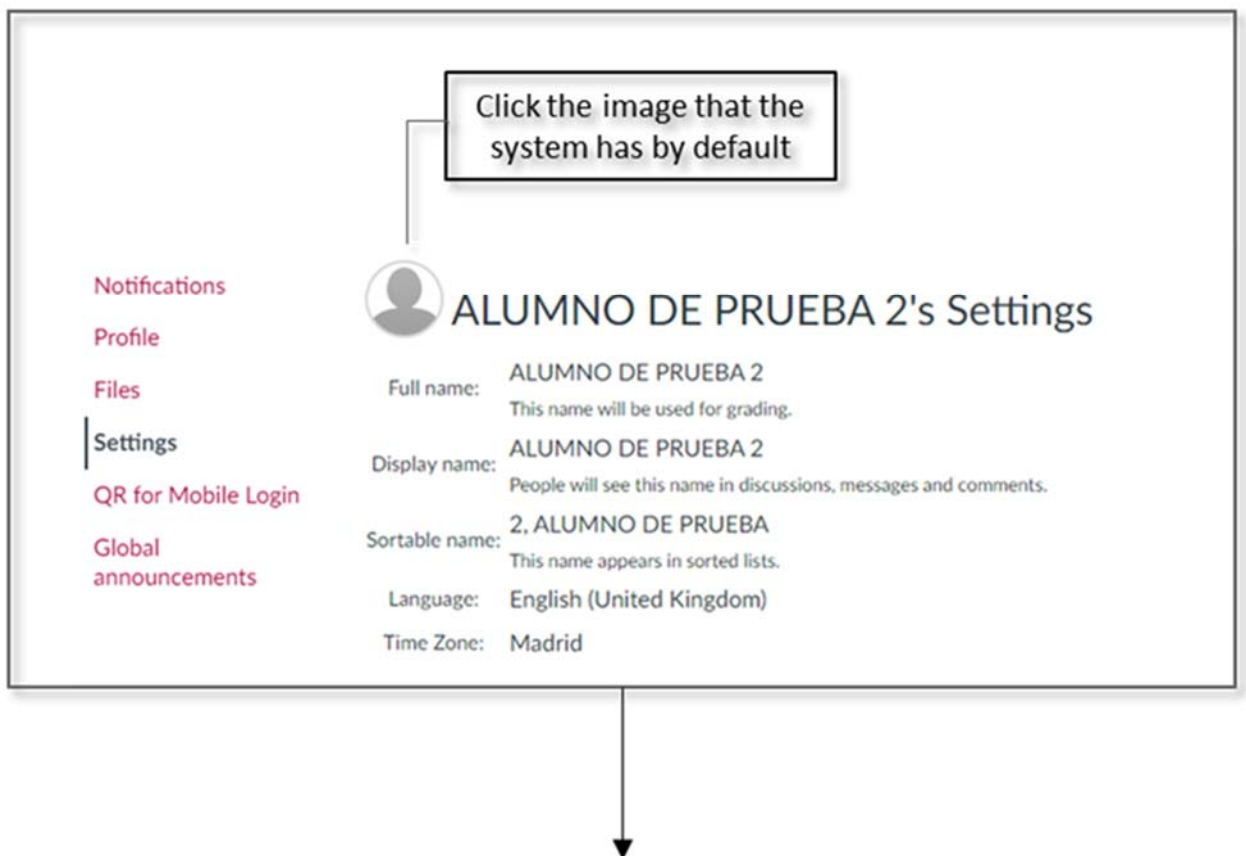


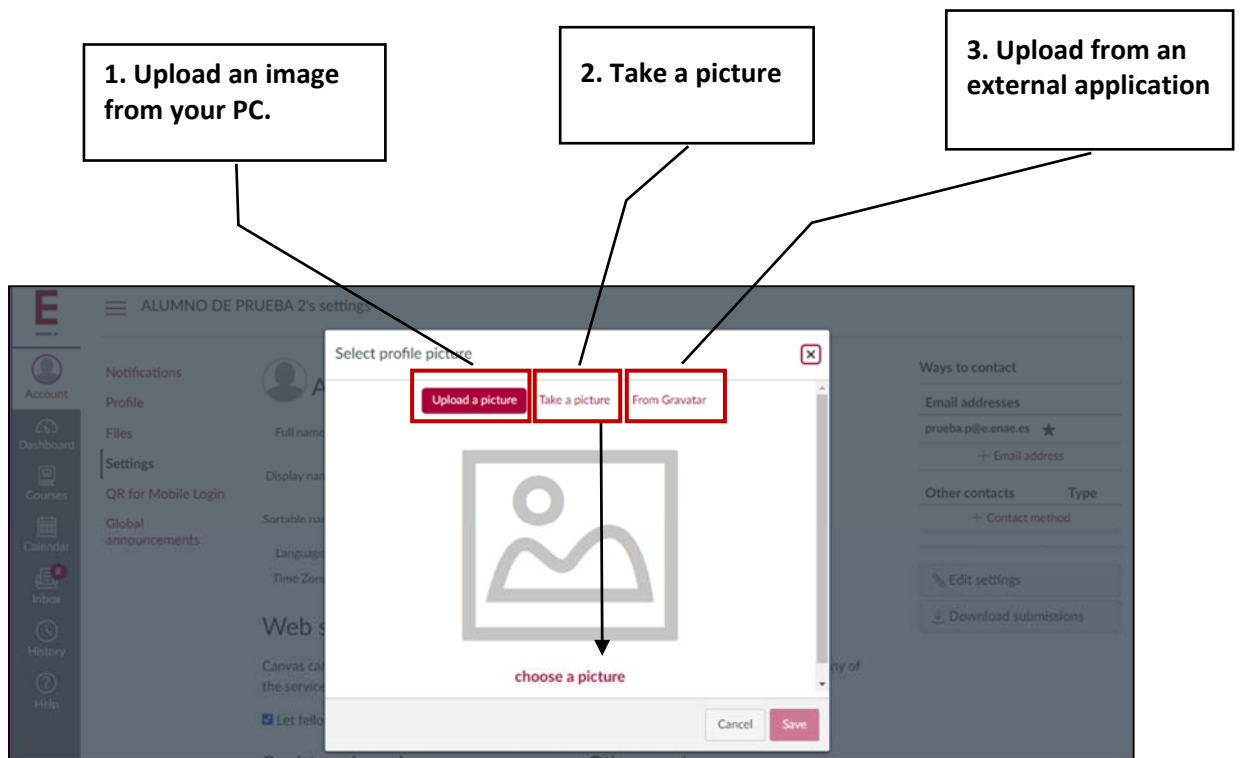




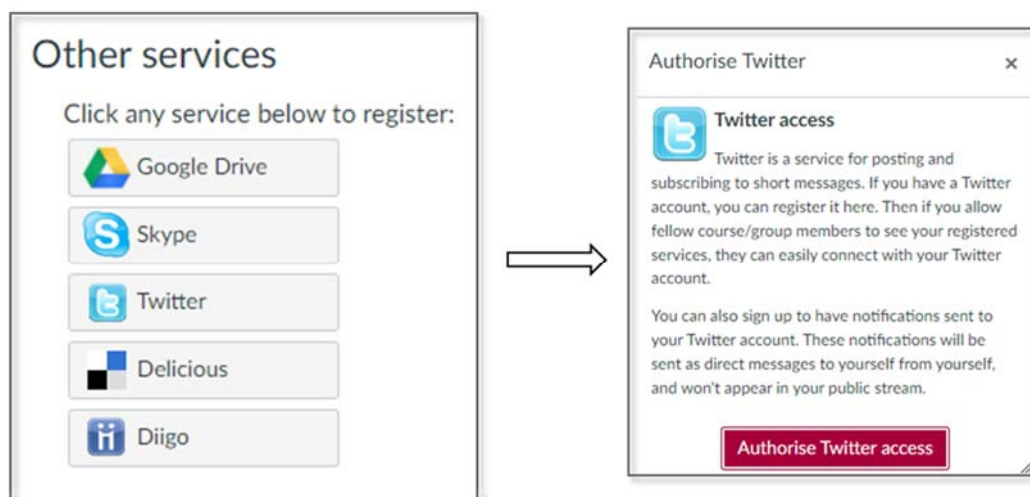
In the setup window there is the option to place: a) our photo b) add contact media and c) external services.

**A) Adding our photo.**

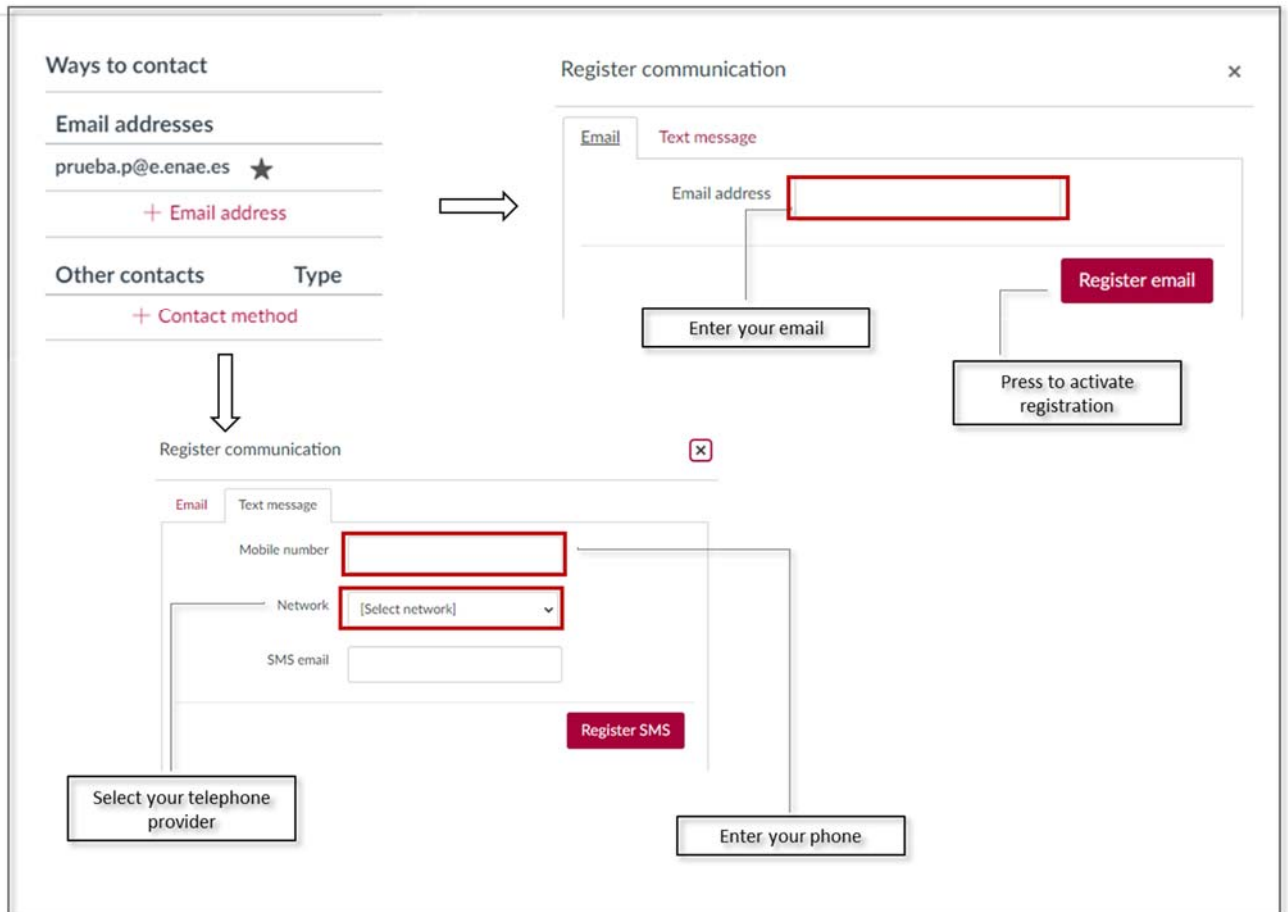




**B) Adding services. For example, Twitter.**



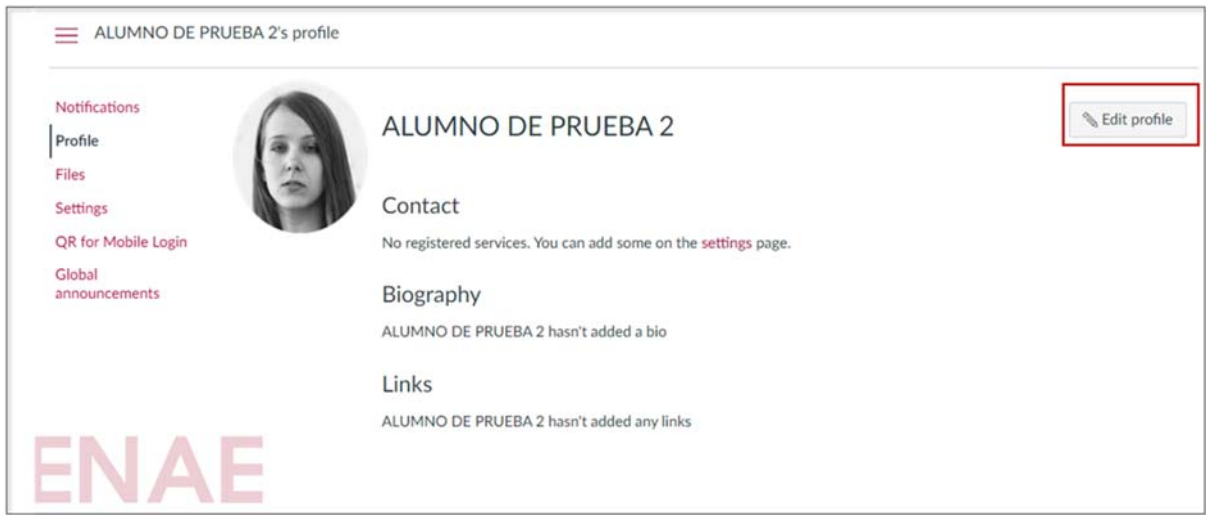
### C) Adding email and phone number



To complete the last step in setting up our profile, we return to the option "PROFILE".

Once on the profile screen, click on the three points at the top right. Then click on "EDIT PROFILE".

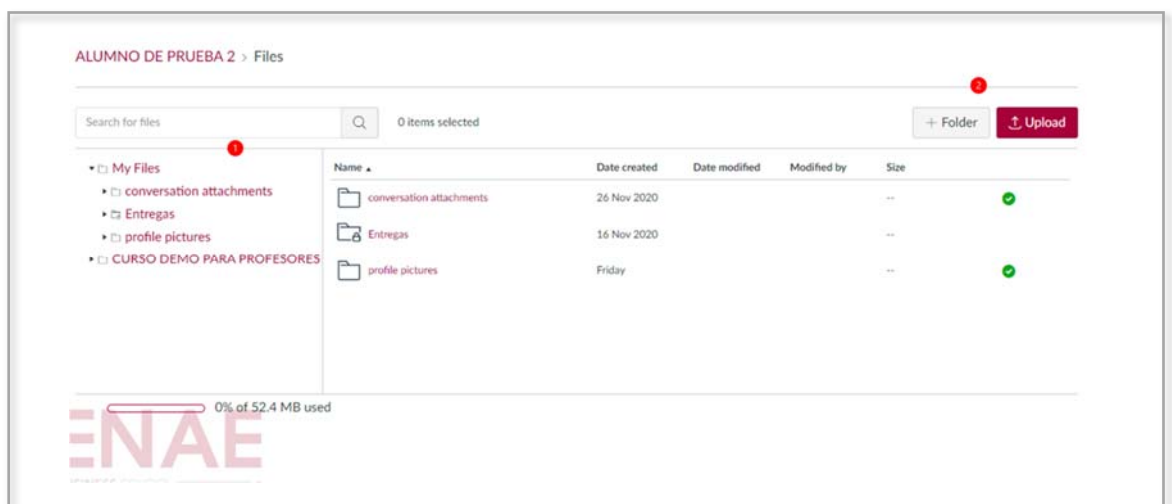
On that screen, we will activate, in the option "CONTACT", the path that we have selected and then we must click on "SAVE PROFILE". This information will be public.



## Files

It works as a document pool. Here you can save what you create during the course:

1. **List of folders.** The folders that you create will appear hierarchically.
2. **To create a new folder** select the **Folder** button and to save a document select the **Load** button





## 4. DASHBOARD

The **Dashboard** appears as the first screen after logging in, we can find three main sections:

1. **Notifications:** Events and invitations to join courses

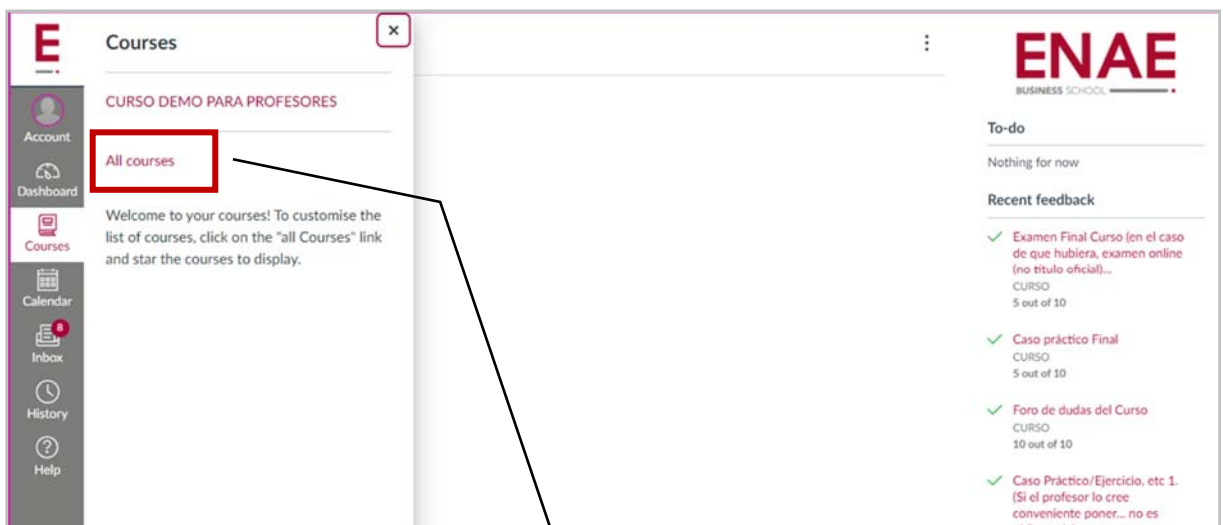
**Important:** You must accept the course invitation

2. **Card View:** Shows the courses you are enrolled in
3. **Tasks to be done:** Here are the tasks to be done according to the schedule, as well as the recently completed tasks



## 5. COURSES

Courses option shows the list of courses you are registered for:



Acces to all the courses you are enrolled in

**E** All courses

Course	Nickname	Term	Enrolled as	Published
☆ BUSINESS STRATEGIES			Student	Yes
☆ SKILLS FOR INTERNATIONAL BUSINESS I			Student	Yes

Account  
Dashboard  
Courses  
Calendar  
Inbox  
History  
Help

ENAE

All the courses you are enrolled in

**E** All courses

Course	Nickname	Term	Enrolled as	Published
☆ BUSINESS STRATEGIES			Student	Yes
★ SKILLS FOR INTERNATIONAL BUSINESS I			Student	Yes

Account  
Dashboard  
Courses  
Calendar  
Inbox  
History  
Help

ENAE

Course you'll see on the dashboard.

## How do I access my course?

There are two ways to access your course, through the Dashboard or through Course, those options were already mentioned above.

After selecting either of these options, the system will take you to the course content section.

After logging in to your course the **Home Page will** be shown. It is divided into 4 sections:

1. **Course navigation menu:** includes links that help the user to easily reach specific locations in the course.
2. **Content area:** this is the window through which the student has access to the content of your course.
3. **Sidebar:** The sidebar includes additional options to the navigation menu
4. **To Do:** Shows the tasks that need to be done

The screenshot shows a course home page with the following elements:

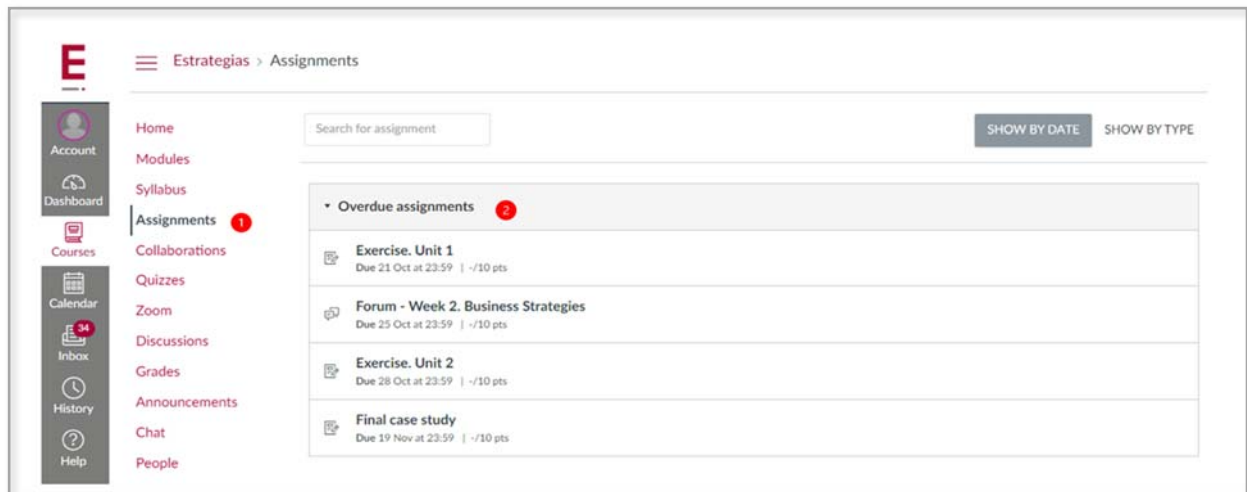
- 1**: A red circle highlighting the 'Home' link in the top navigation bar.
- 2**: A red circle highlighting the 'MODULE 0 | TERMS AND CONDITIONS - SUPPORT AND ASSISTANCE' section in the main content area.
- 3**: A red circle highlighting the 'View Course Stream' button in the right sidebar.
- 4**: A red circle highlighting the 'To-do' section in the right sidebar.

The interface includes a left sidebar with navigation options: Account, Dashboard, Courses, Calendar, Inbox (94), History, and Help. The main content area displays a list of items under the 'MODULE 0' section: 'Online Campus. Terms and conditions', 'Technical support and assistance', 'CANVAS. Guide for Students', '¿Cómo visualizar las grabaciones de las videoconferencias .pdf', and 'Download the App!'. The right sidebar contains buttons for 'View Course Stream', 'View Course Calendar', and 'View Course Notifications', along with 'To-do' and 'Recent feedback' sections.



## Where do I find course activities?

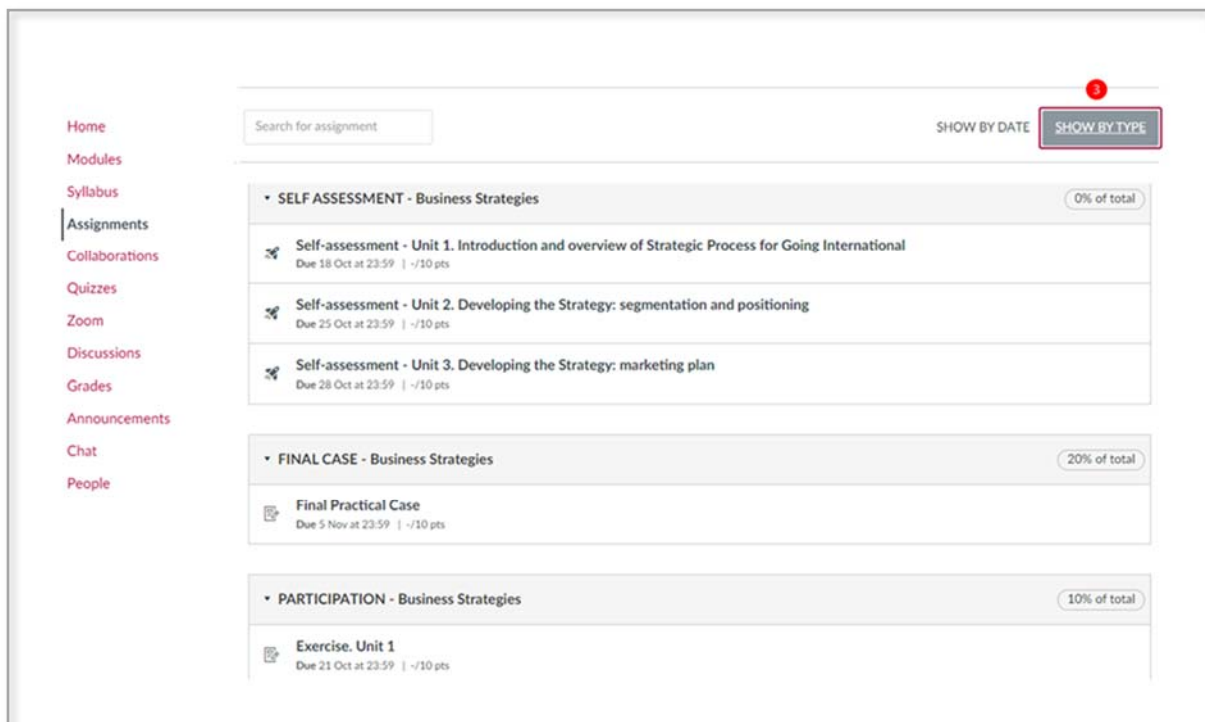
To access the activities that make up your course, you must select the option **Tasks**. The list of activities will be listed, ordered by delivery date [1], with the closest one appearing first [2]:



The screenshot shows the 'Estrategias' course page with the 'Assignments' tab selected. The left sidebar contains navigation options: Home, Modules, Syllabus, Assignments (marked with a red '1'), Collaborations, Quizzes, Zoom, Discussions, Grades, Announcements, Chat, and People. The main content area has a search bar and two buttons: 'SHOW BY DATE' (selected) and 'SHOW BY TYPE'. Below this, a section titled 'Overdue assignments' (marked with a red '2') lists four items:

- Exercise. Unit 1 (Due 21 Oct at 23:59 | -/10 pts)
- Forum - Week 2. Business Strategies (Due 25 Oct at 23:59 | -/10 pts)
- Exercise. Unit 2 (Due 28 Oct at 23:59 | -/10 pts)
- Final case study (Due 19 Nov at 23:59 | -/10 pts)

To view activities ordered by type you can select the "Show by type" button [3] and they will be shown on the screen:



The screenshot shows the 'Estrategias' course page with the 'Assignments' tab selected. The left sidebar is the same as in the previous screenshot. The main content area has the 'SHOW BY TYPE' button selected (marked with a red '3'). The assignments are now grouped by type:

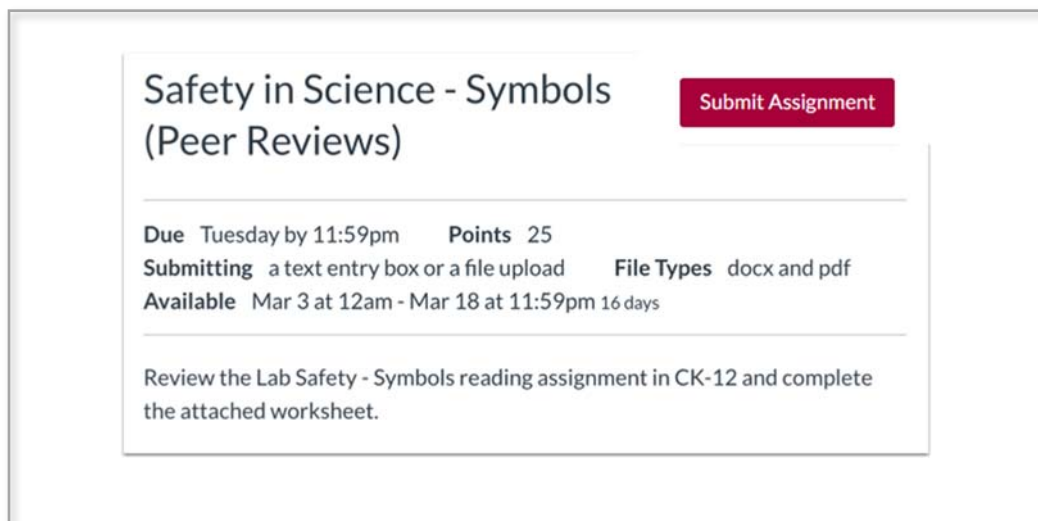
- SELF ASSESSMENT - Business Strategies** (0% of total)
  - Self-assessment - Unit 1. Introduction and overview of Strategic Process for Going International (Due 18 Oct at 23:59 | -/10 pts)
  - Self-assessment - Unit 2. Developing the Strategy: segmentation and positioning (Due 25 Oct at 23:59 | -/10 pts)
  - Self-assessment - Unit 3. Developing the Strategy: marketing plan (Due 28 Oct at 23:59 | -/10 pts)
- FINAL CASE - Business Strategies** (20% of total)
  - Final Practical Case (Due 5 Nov at 23:59 | -/10 pts)
- PARTICIPATION - Business Strategies** (10% of total)
  - Exercise. Unit 1 (Due 21 Oct at 23:59 | -/10 pts)

To enter a task [4], select the name and the system will take you to the description, instructions and delivery method:



### How do I submit my course activities?

To submit activities you must go to the **Tasks** section and select the name of the activity you want to do. You will then see the screen with instructions for the activity, delivery method and the heading. Here you must select the Submit Task button:



**Delivery Method** section will be shown, and the **File Upload** option will be displayed. To upload your activity you must select the **Select File button [1]**.

**File upload**

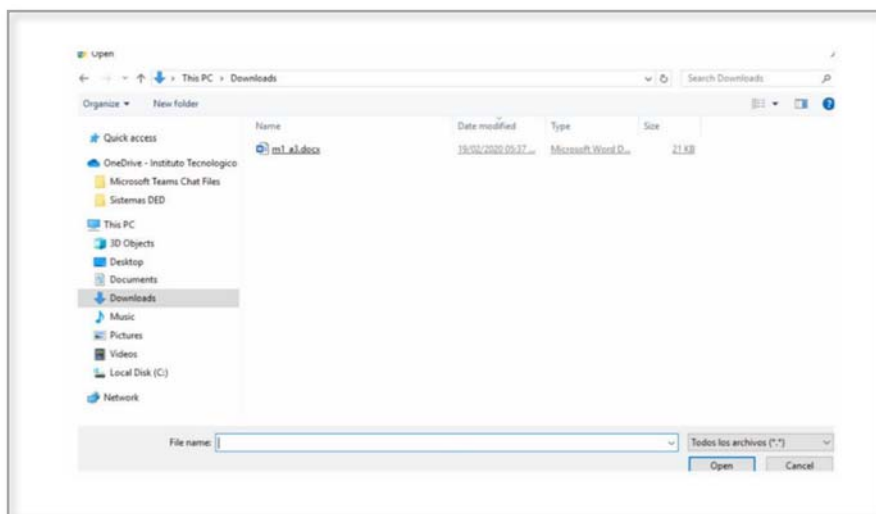
Upload a file, or choose a file you've already uploaded.

File:  Ningún archivo seleccionado

+ Add another file **1**

Comments...

Your computer file explorer will show up, select your task file:



To check if your file was uploaded, the name must appear next to the **Select File button [2]**. To complete the action, select the **Submit Task button [3]**.

File upload

Upload a file, or choose a file you've already uploaded.

File:  Plantilla Pow...plate (3).pptx 2

[+ Add another file](#)

Comments...

3

The system will display a **Delivery message [4]** on the right side of the screen

### Safety in Science - Symbols (Peer Reviews)

---

**Due** Tuesday by 11:59pm    **Points** 25

**Submitting** a text entry box or a file upload    **File Types** docx and pdf

**Available** Mar 3 at 12am - Mar 18 at 11:59pm 16 days

---

Review the Lab Safety - Symbols reading assignment in CK-12 and complete the attached worksheet.

4

**Submission**

✓ **Submitted!**

16 Nov at 16:57

[Submission details](#)

[Download 5\\_Normas de uso del Campus virtual.docx](#)

Grade: 5 (10 pts possible)

Graded anonymously: no

**Comments:**  
No comments

## Where do I find discussion forums?

Discussion forums are spaces for debate created to promote collaboration and participation between all group members in an open way.

1. To enter the list of forums, you must select the menu option **Discussion**
2. The system will display the list of forums created for your course, the discussions are sorted by most recent activity
3. The green icon indicates whether the discussion is qualified or not
4. The name of the discussion and the date when the last reply to the discussion was posted are indicated
5. The expiry date of the discussion (if applicable)
6. The number of unread/total posts in the discussion
7. An unread icon next to a discussion indicates an unread discussion

The screenshot displays the Canvas LMS interface for a course named 'CURSO'. The 'Discussions' page is active, showing a list of discussion topics. The sidebar menu on the left includes 'Account', 'Dashboard', 'Courses', 'Calendar', 'Inbox', 'History', and 'Help'. The 'Discussions' menu item is highlighted with a red circle '1'. The main content area shows a list of discussions, with the 'Discussions' dropdown menu highlighted by a red circle '2'. The first discussion is 'Course Introductions', with a green icon indicating it is qualified, highlighted by a red circle '3'. The second discussion is 'Revolutionary War - Group 1', with its title highlighted by a red circle '4'. The third discussion is 'Revolution Topic Discussion', with an unread icon highlighted by a red circle '7'. The fourth discussion is 'Declaration of Independence Topic Disc...'. The right-hand panel shows details for the selected discussion, including the title 'Revolutionary War - Group 1', the expiry date 'Due Aug 23, 2019 at 11:59pm' (highlighted by a red circle '5'), and the unread/total posts indicator '6 1 5' (highlighted by a red circle '6'). The 'Discussion' button is highlighted by a red circle '8'.



## 6. CALENDAR

The Calendar is a great way to see everything you need to do on all your courses in one place. You can view the events on the calendar by day, week, month or agenda list:


1. Navigation bar: You can choose to view the calendar in Week, Month or Agenda view
2. Calendar window: The view you choose determines how the window is laid out. By default, the calendar is displayed in Month view
3. Sidebar: Displays a quick view calendar, your course and group list, as well as undated items for your courses and groups

The screenshot displays the LMS calendar interface. At the top, a navigation bar includes 'Today', navigation arrows, the current month 'October 2020', and view options: 'Week', 'Month', and 'Agenda'. A sidebar on the left contains navigation icons for 'Account', 'Dashboard', 'Courses', 'Calendar' (highlighted with a red box and a '34' notification), 'Inbox', 'History', and 'Help'. The main calendar window shows a grid of days from Monday to Sunday. Events are listed in boxes on specific days, such as '19:30 BUSINESS STRATEGIES -1st Videoconference' on Wednesday, October 14th, and '19:00 BUSINESS STRATEGIES -2nd videoconference' on Monday, October 19th. A sidebar on the right shows a quick view calendar for October 2020 and a list of calendars including 'BUSINESS STRATEGIES' and 'CURSO\_ELABORACIÓN DE MODELOS DE GESTIÓN Y TOMA DE DECISIONES ECONÓMICO-FINANCIERAS CON EXCEL'.



## 7. INBOX

The **Inbox** is the section where you can send, receive and check messages between the different people enrolled in a specific course. This option works in a similar way to an e-mail.

If the Inbox icon includes a number,  it indicates how many unread messages you have left to deal with. Once you read the new messages, the indicator will disappear.

When you enter your Tray, several items will appear, as described below.

### Toolbar

The toolbar includes several message options:

1. To load conversations, you can filter your messages by course or group
2. Filter by type allows you to filter messages by Received, Unread, Featured, Sent, Archived and Comments
3. You can write a message at any time using the message icons
4. You can search for conversations sent to a particular user



Each message button is described individually below:

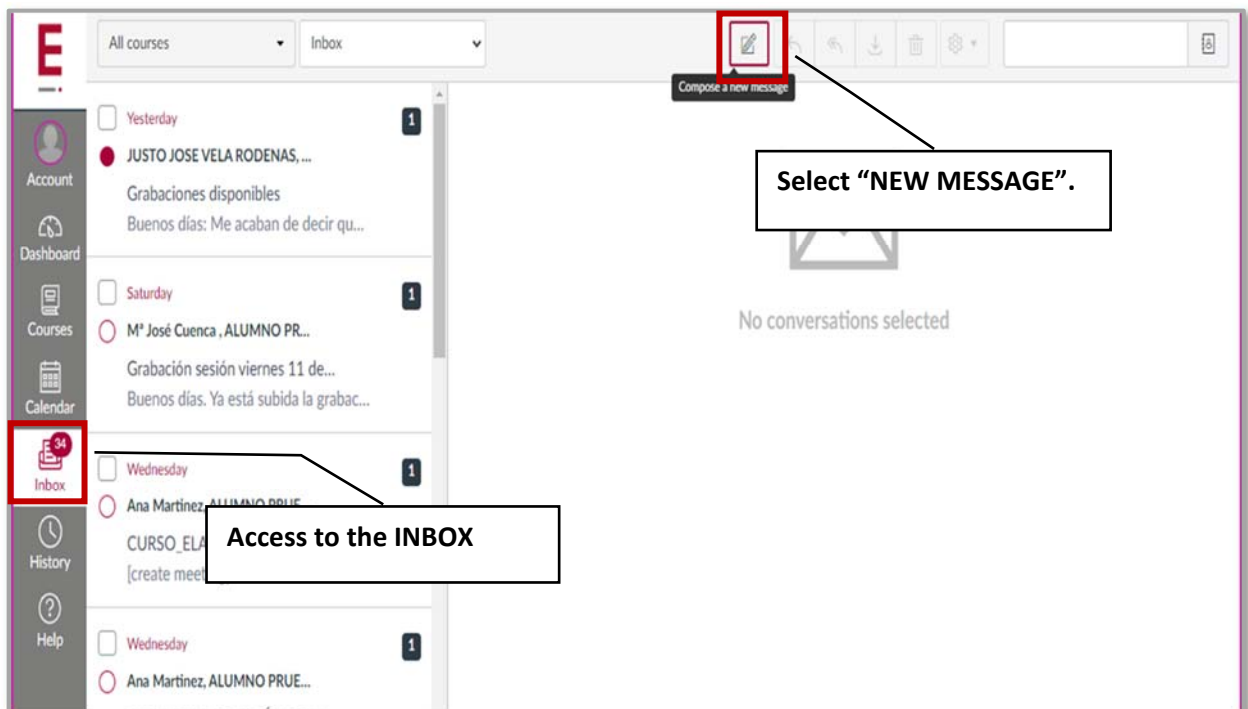


- A. This button allows the user to **write new messages**
- B. Allows you to reply to a message to the person who originally sent it to you
- C. You can reply to the message to all the recipients
- D. You can delete the message

**Important:** If you delete a message, it will be permanently deleted

### How do I write a message?

In the user panel we choose the inbox and we select write a new message.





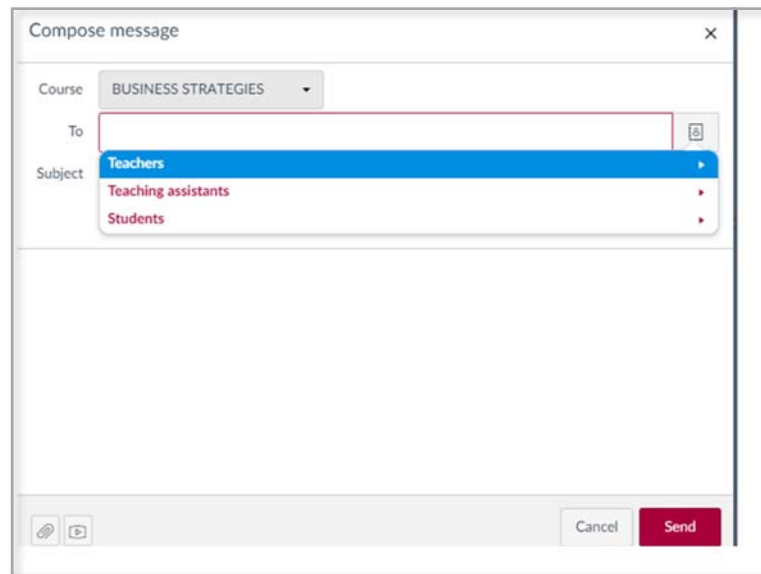
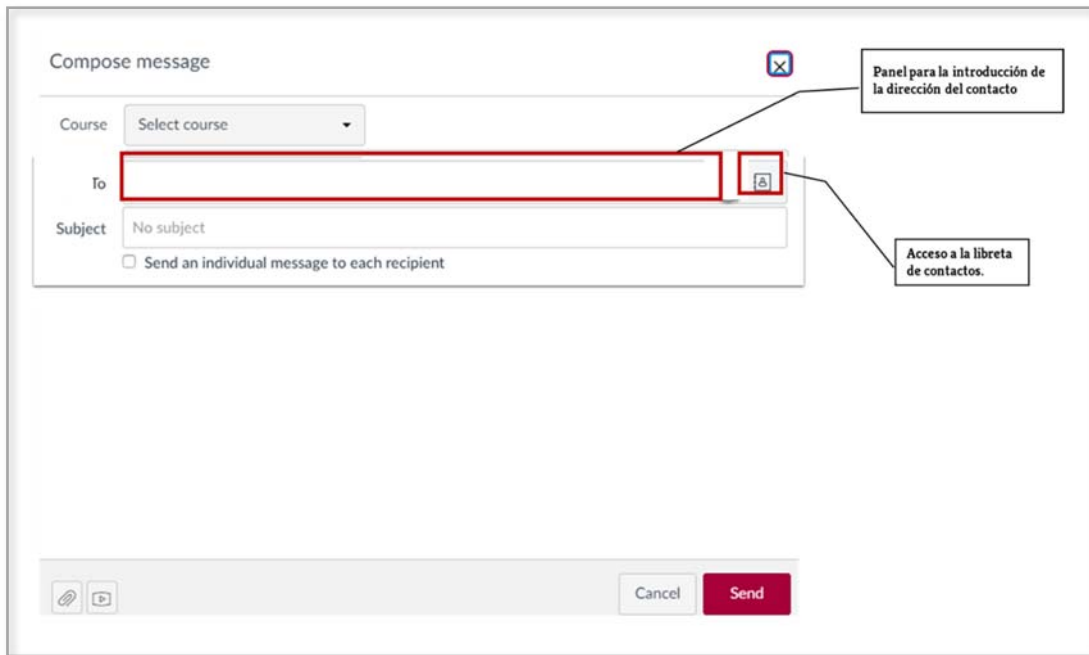
When you select it, the following screen will be displayed:

The screenshot shows a 'Compose message' dialog box with the following elements:

- 1**: A dropdown menu labeled 'Course' with the text 'Select course'.
- 2**: A text input field labeled 'To' with a user selection icon on the right.
- 3**: A text input field labeled 'Subject' with the text 'No subject'.
- 4**: A checkbox labeled 'Send an individual message to each recipient'.
- 5**: A footer bar containing icons for attachments and video, and buttons for 'Cancel' and 'Send'.
- 6**: The 'Send' button.

Below the form, there is a note: "To add a user, you can search for the user in the To field [1] or you can use the Course Roster [2]."

1. Select your course name: we can select the recipients in each of the courses in which we take part.
2. Select the person you want to send your message to. First you must select the role of the person (Student, Teacher...), and the system will show the list from which you can select the recipient:



3. The option **Subject** allows us to put a title to our message. For easy operation of the platform on all devices, it is recommended to use short topic titles..

4. The option **Send an individual message to each recipient** allows you to send the messages separately to the recipients. If you want the message to be shown as individual, check the box, or, you can leave it off so that the message is shown as a mass message.

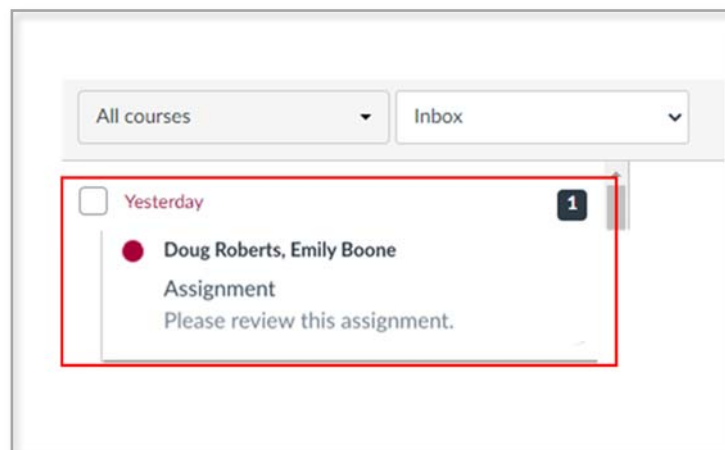
5. You can attach documents (Word, PDF, Ppt, etc. or any multimedia file

6. Select **Send** when ready

## How do I read messages received?

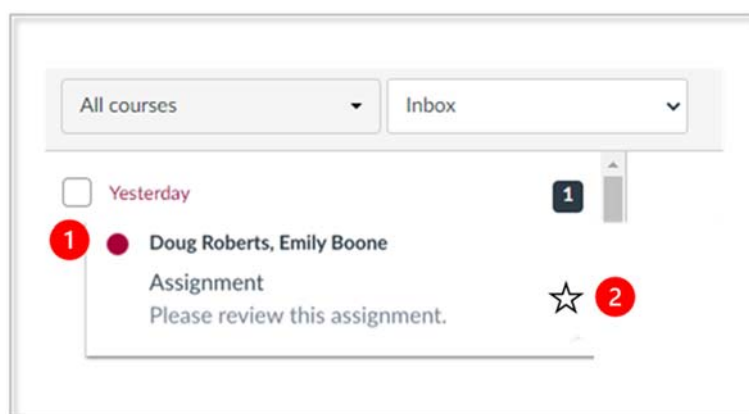
The Inbox is arranged from the newest message to the oldest, with the most recent conversations appearing at the top and the oldest at the bottom..

To read your incoming messages, go to the message list in the left hand panel and click on the name of the message you wish to read.



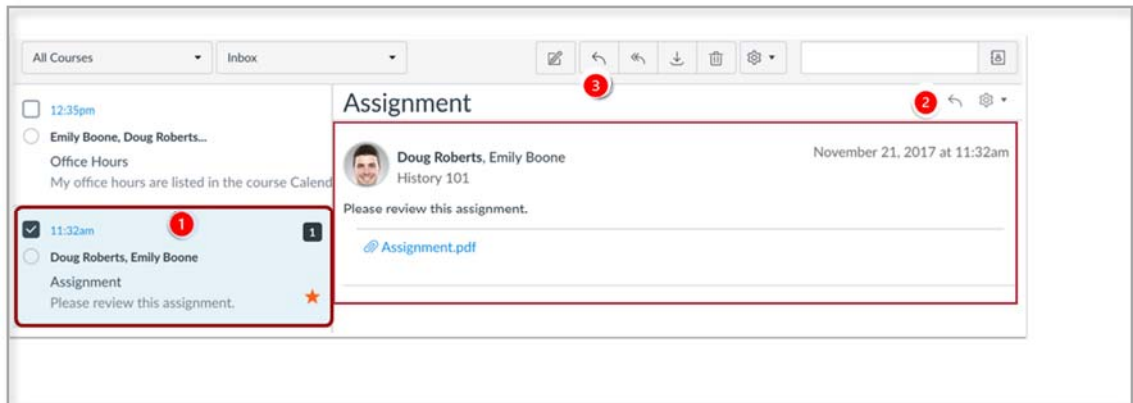
You can manually mark a conversation as **read** or **unread [1]** by clicking on the circle to the left of the conversation

To mark a conversation as a **favourite [2]**, move the cursor over the conversation and click on the star to the right of the conversation:



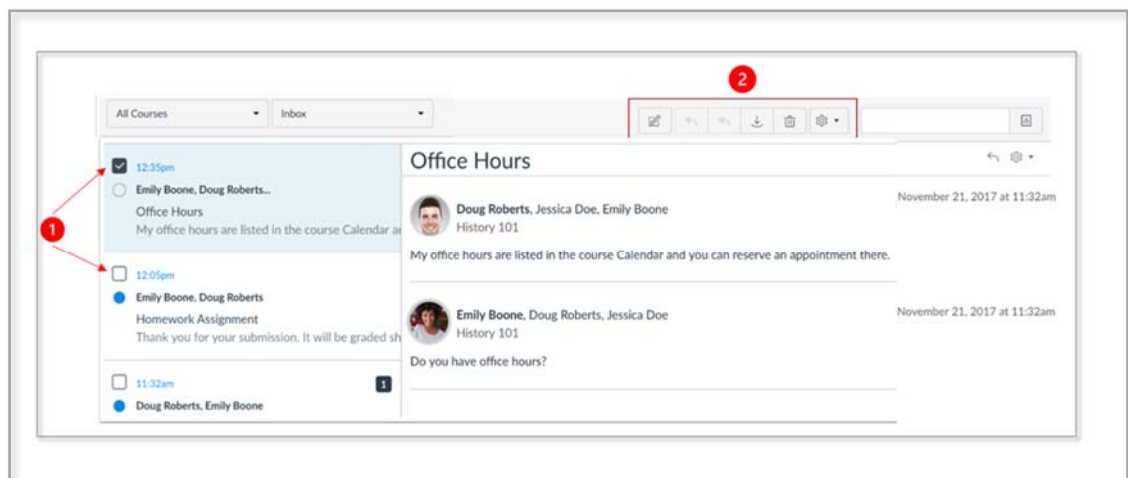
## How do I reply to a message?

To **reply to a message**, simply click on the name of the conversation **[1]**, then activate the right panel where the body of the message is displayed **[2]** and select the **Reply or Reply to all** button. **[3]**



When you select a conversation, all the messages in the conversation thread appear in the right panel of the Inbox.

Within each conversation, you can reply, reply to all, forward, or delete the entire conversation thread. To select multiple messages such as file, delete, mark as read, mark as unread, or mark as favorite, click the checkbox for each message **[1]** and select the desired option. **[2]**



For more information on using Canvas you can consult the Canvas Table of Contents Student Guide at the following link:

<https://community.canvaslms.com/t5/Student-Guide/tkb-p/student>