CANVAS PLATFORM USER GUIDE

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TABLE OF CONTENTS

1. GENERAL INTRODUCTION 3
What is CANVAS? 3
2. ACCESS TO CANVAS 4
About access to the platform 4
CANVAS Framework 5
3. ACCOUNT 6
Notifications 7
Profile and Setup 8
Files 12
4. DASHBOARD 13
5. COURSES 14
How do I access my course? 16
Where do I find course activities? 17
How do I submit my course activities? 18
Where do I find discussion forums? 21
6. CALENDAR 22
7. INBOX 23
Toolbar 23
How do I write a message? 24
How do I read messages received? 27
How do I reply to a message? 28

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.

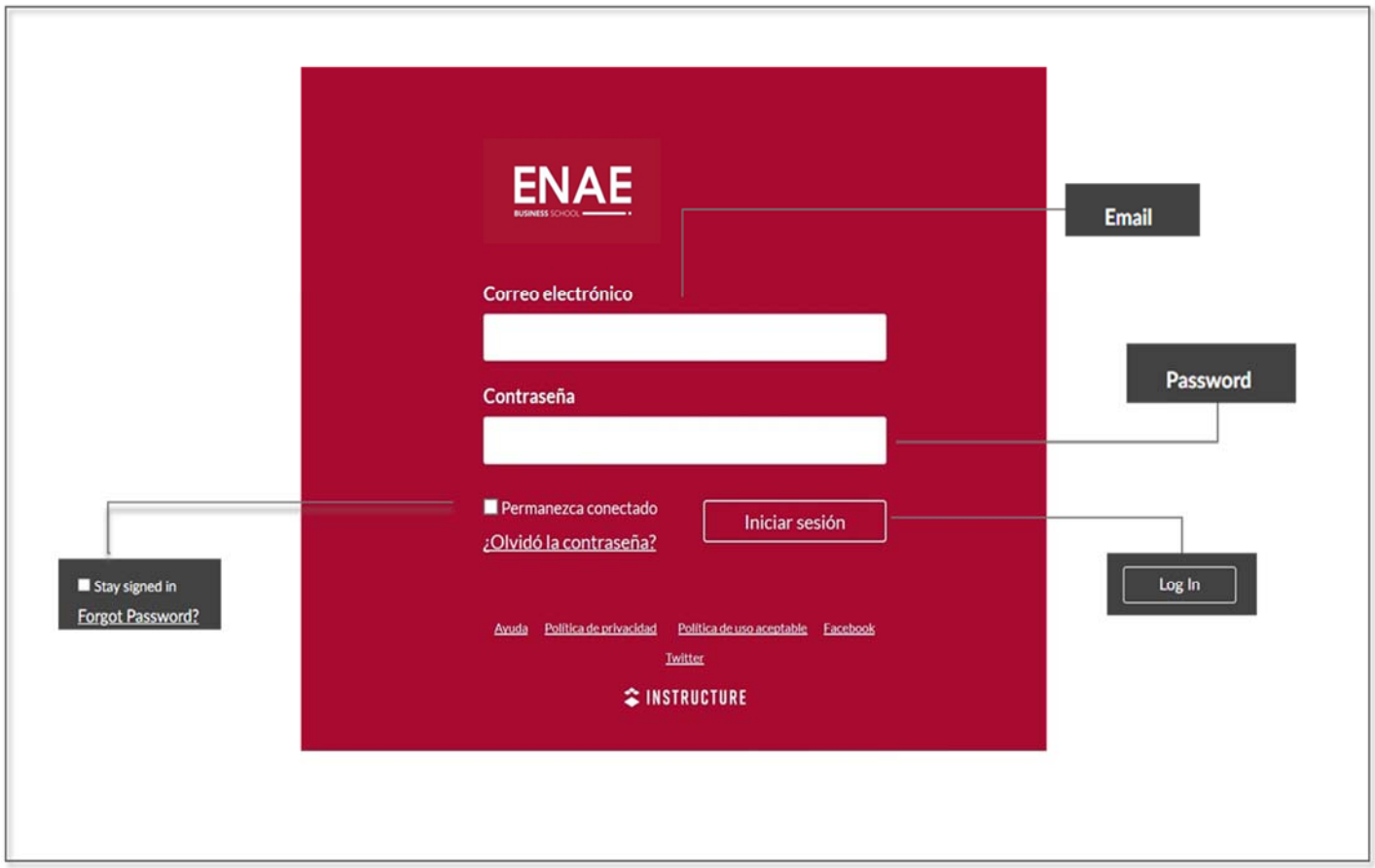
2. ACCESS TO CANVAS

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:

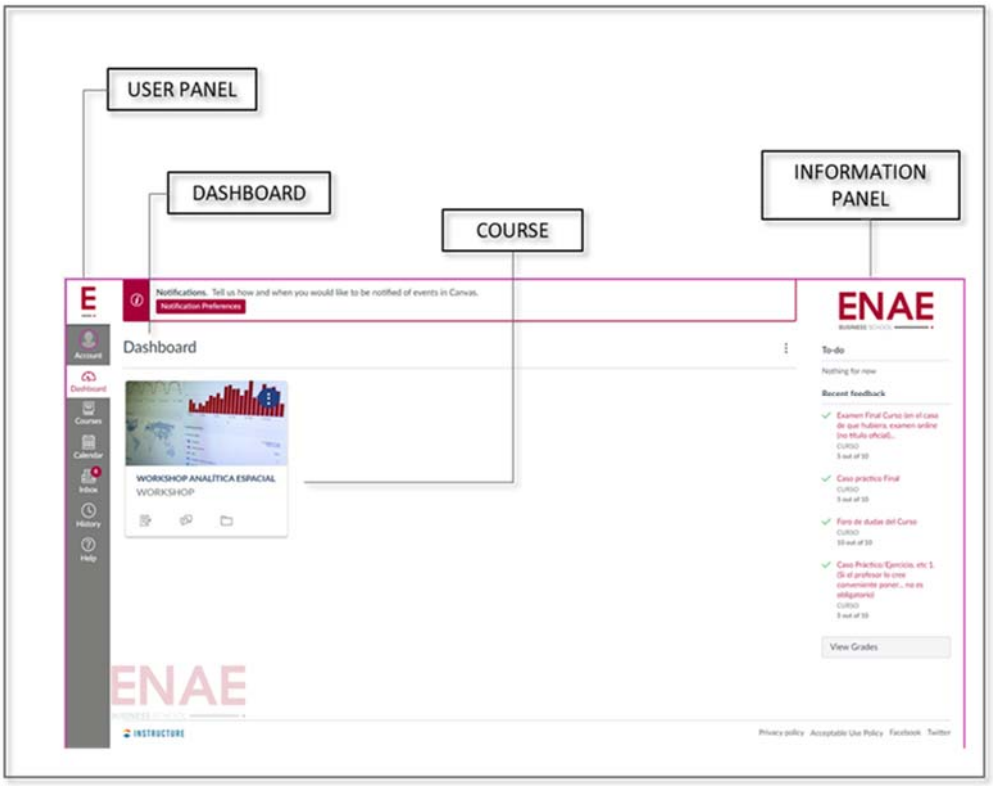
   https://enae.instructure.com/login/canvas



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

CANVAS Framework

Overview of CANVAS main panels:

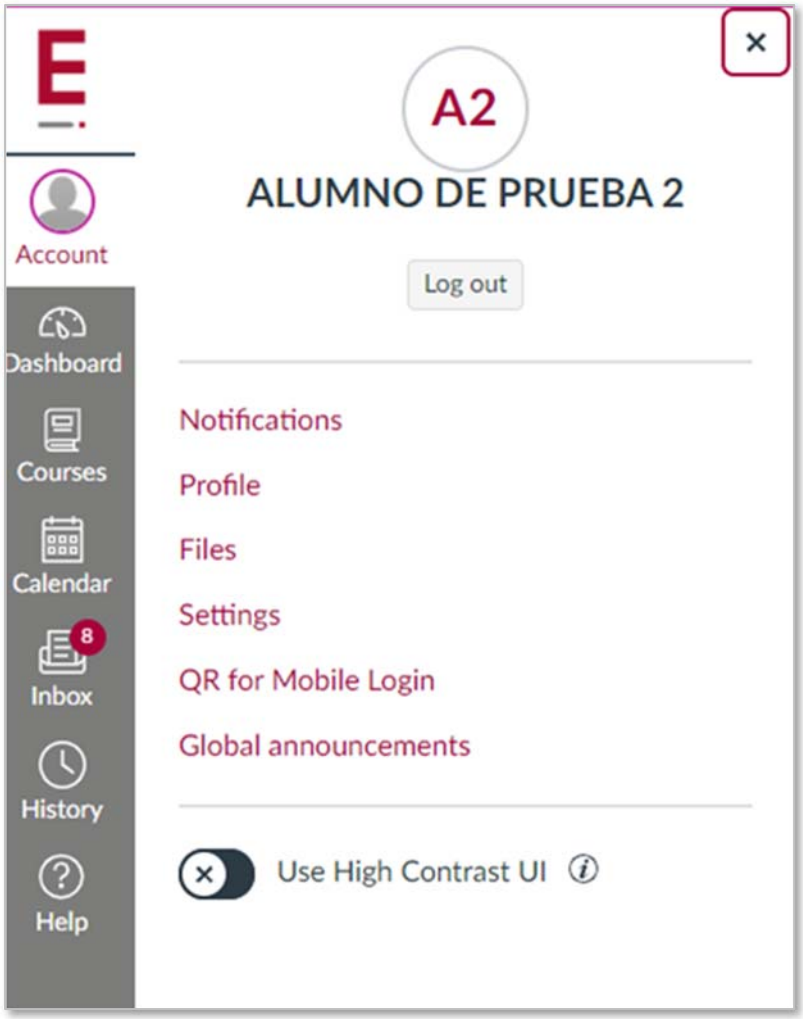


This platform provides us with a **global navigation menu** on the left side of the screen. The menu gives access to the system main features. Default links include **Account, Dashboard, Courses, Calendar, Inbox, and Help**.

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

3. ACCOUNT

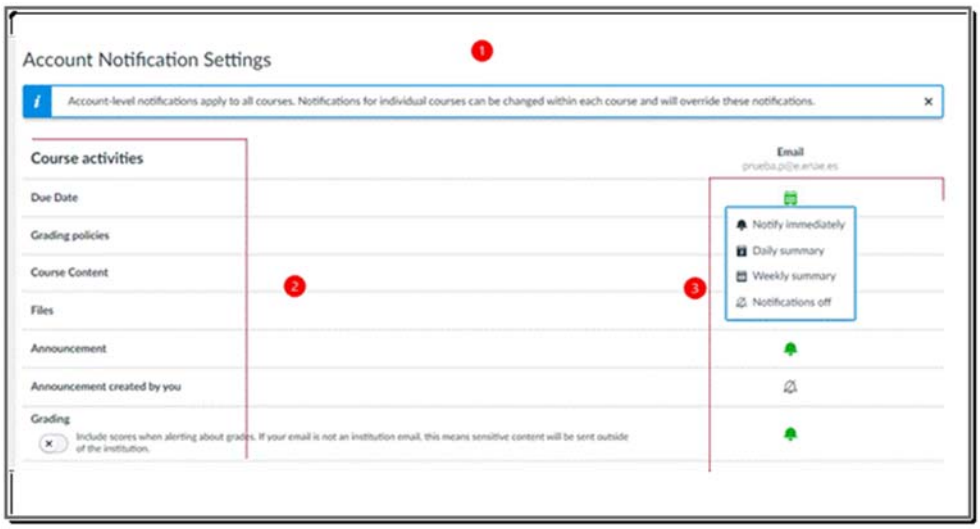
This option allows you to view your information. Click on the **Account** button and a sub-menu will expand showing links to access **Notifications, Profile, Files, Settings, Global Ads settings**. You can also use the Account link to log out.



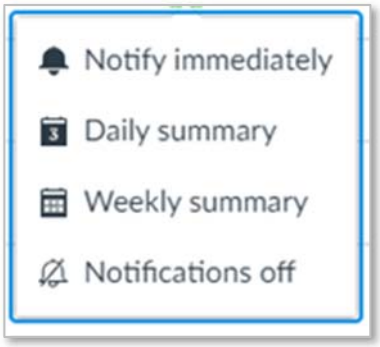
Notifications

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

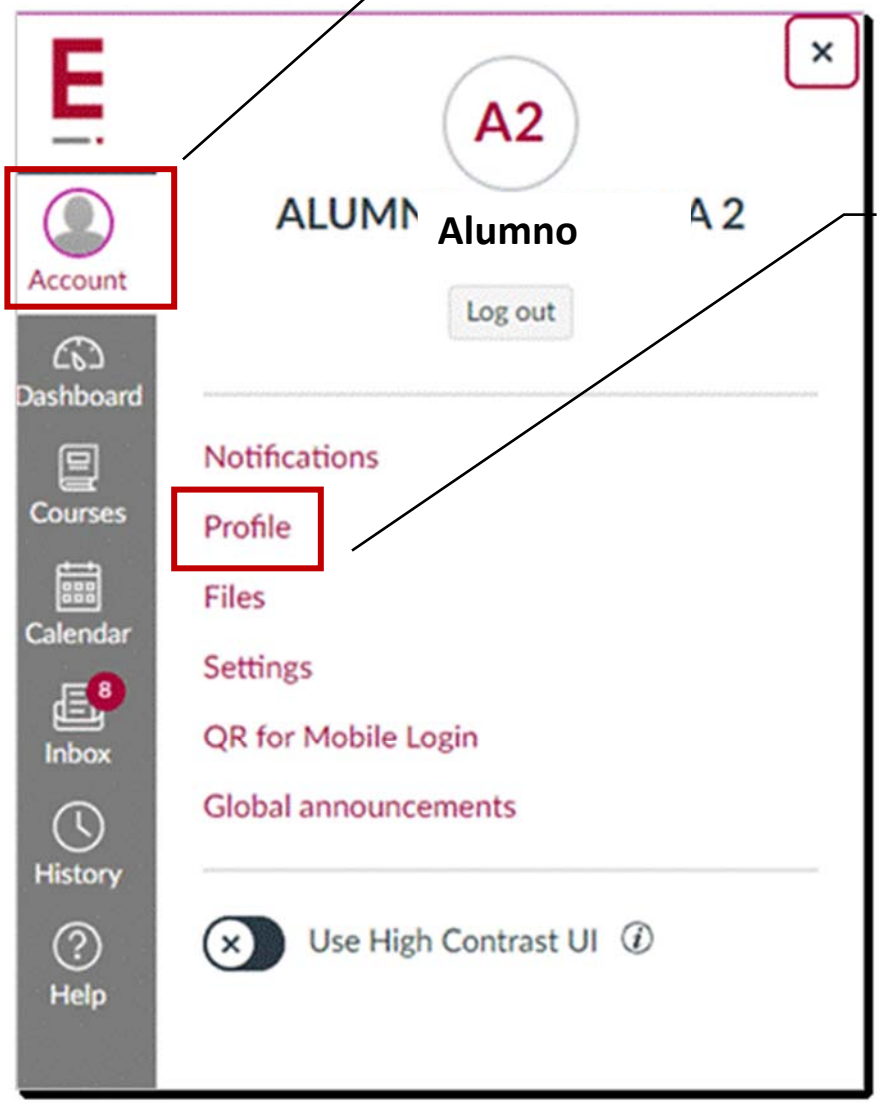


Profile and Setup

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).

Profile setting

1. In the user panel we access the account tool.

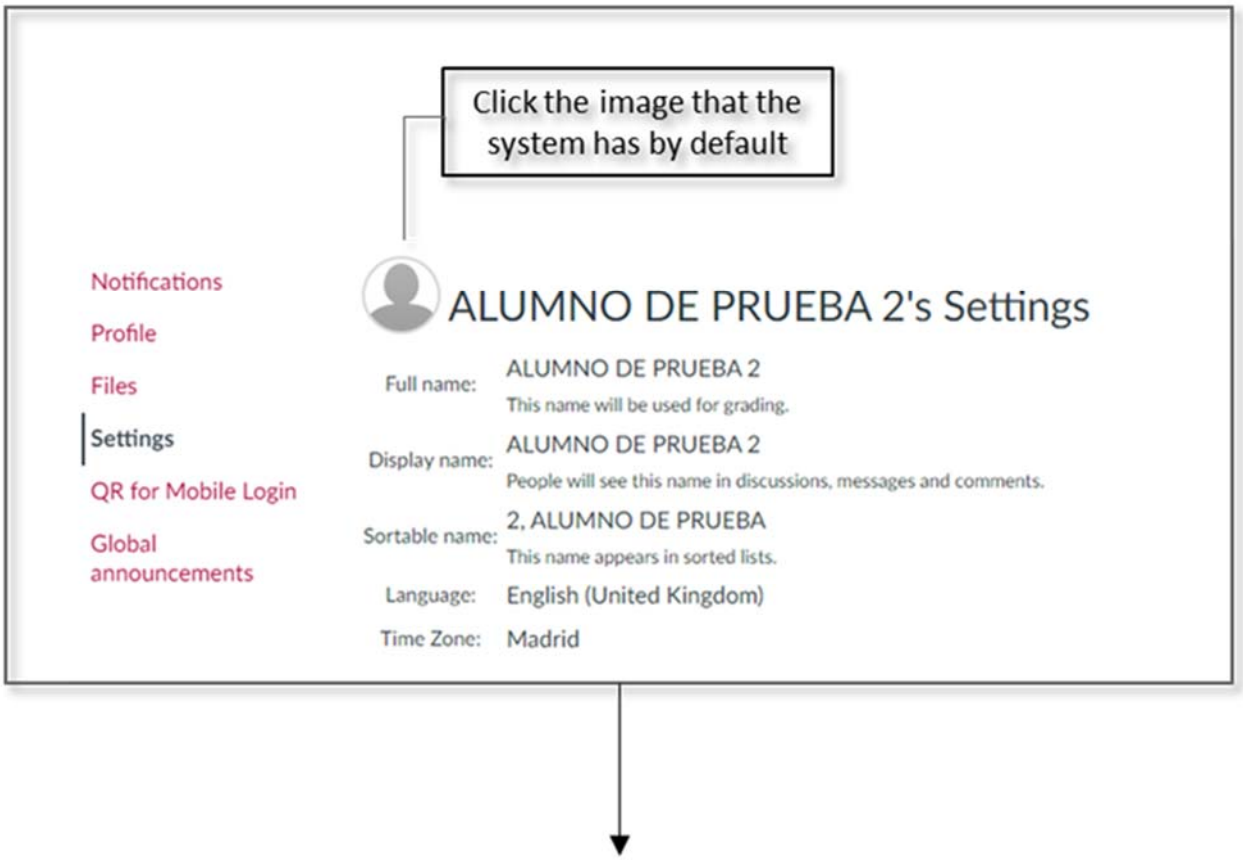


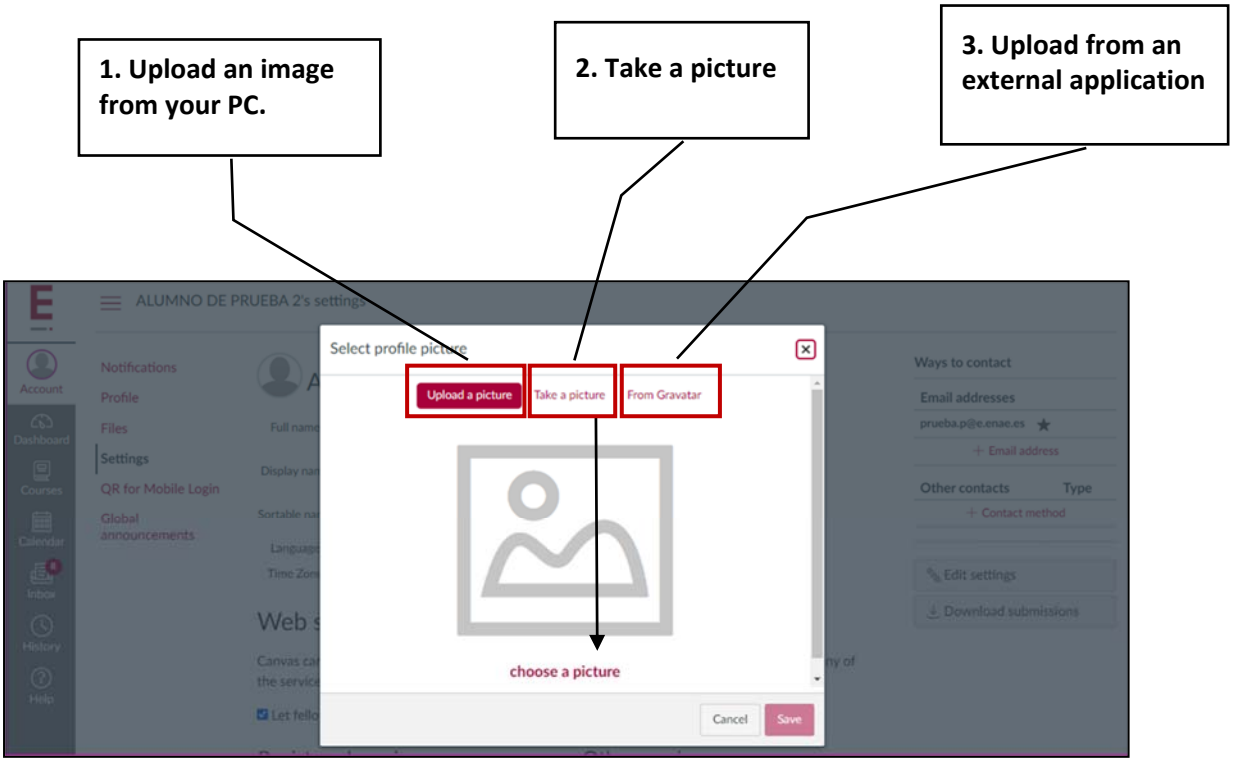
2. We click in the "PROFILE" panel

An information screen with the basic data of our profile will be displayed.

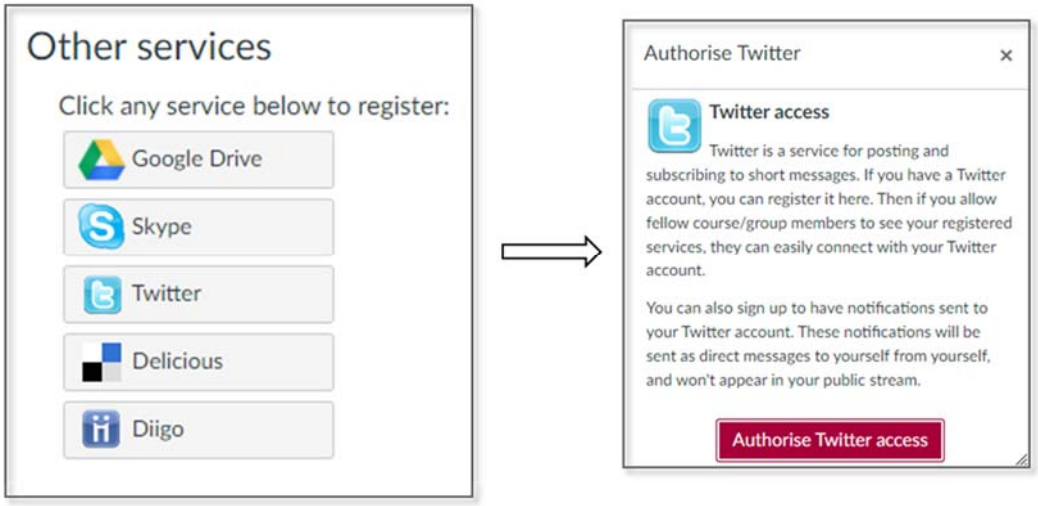
In the setup window there is the option to place: a) our photo b) add contact media and c) external services.

A) Adding our photo.

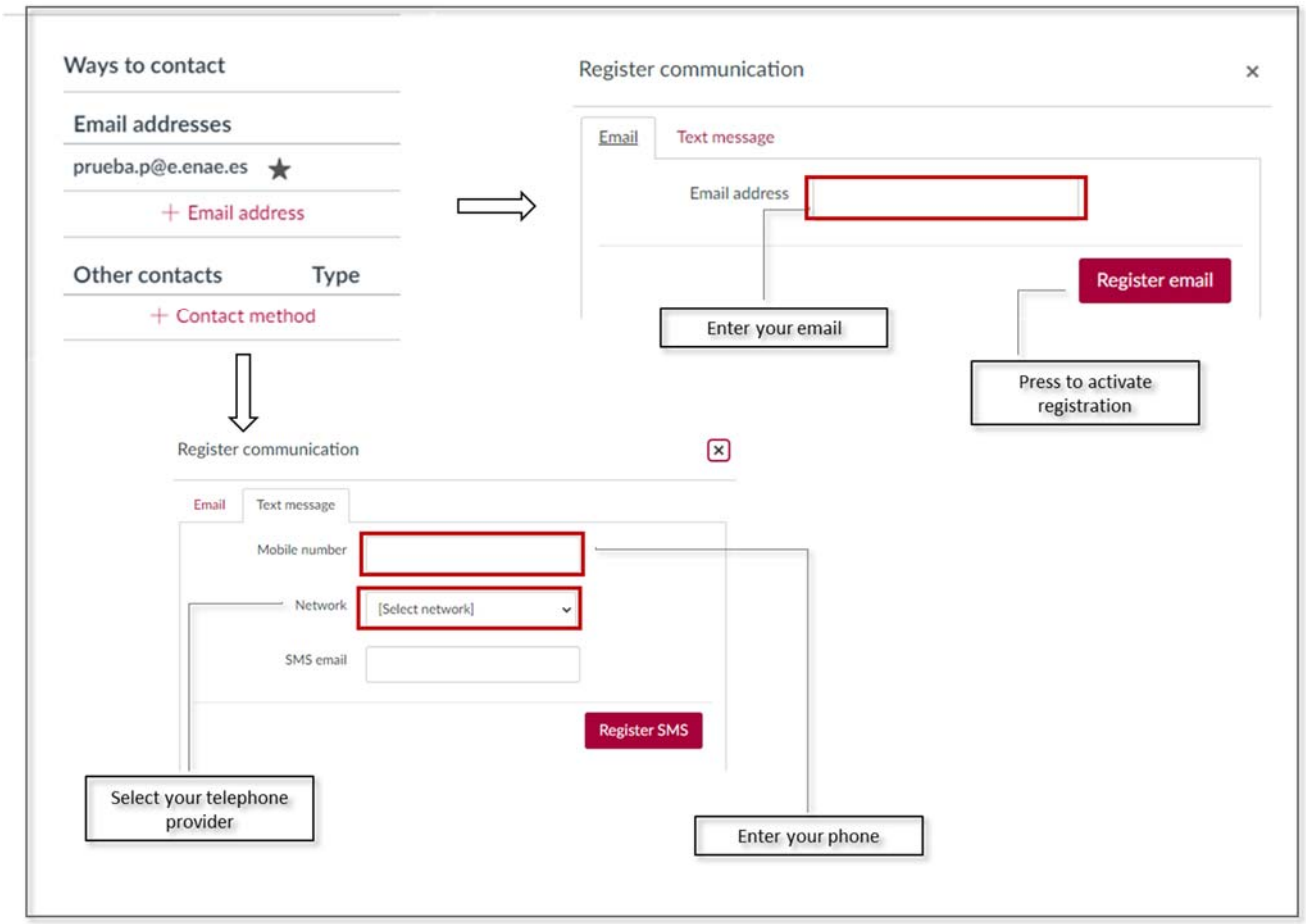




B) Adding services. For example, Twitter.



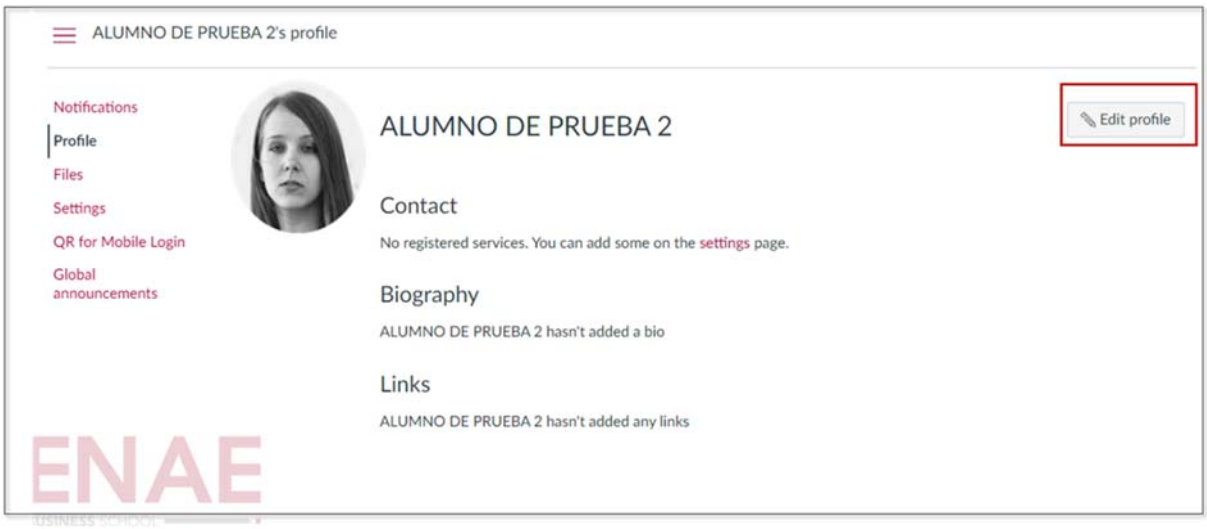
C) Adding email and phone number



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".

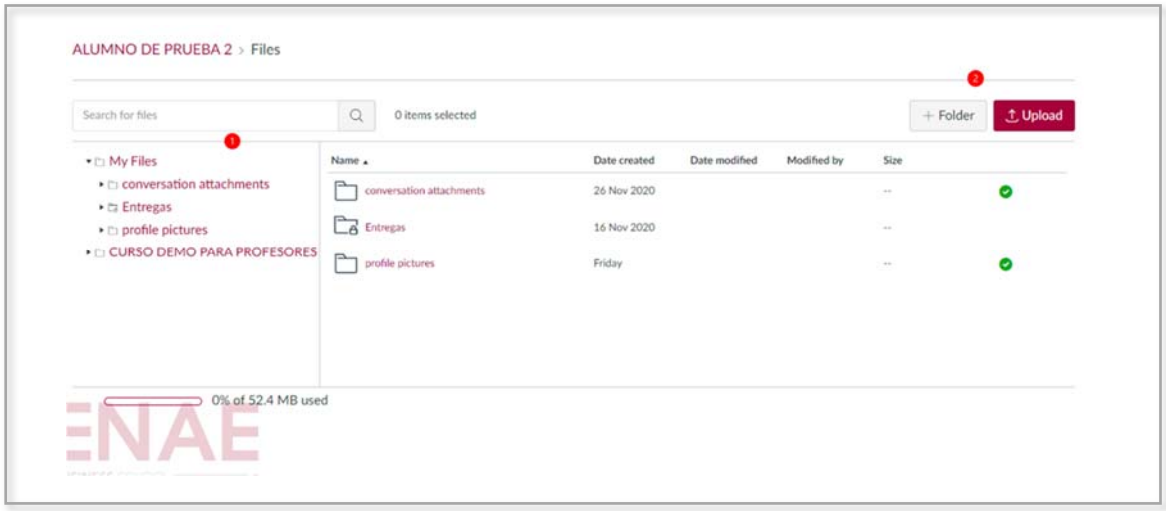
On that screen, we will activate, in the option "CONTACT", the path that we have selected and then we must click on "SAVE PROFILE". This information will be public.



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



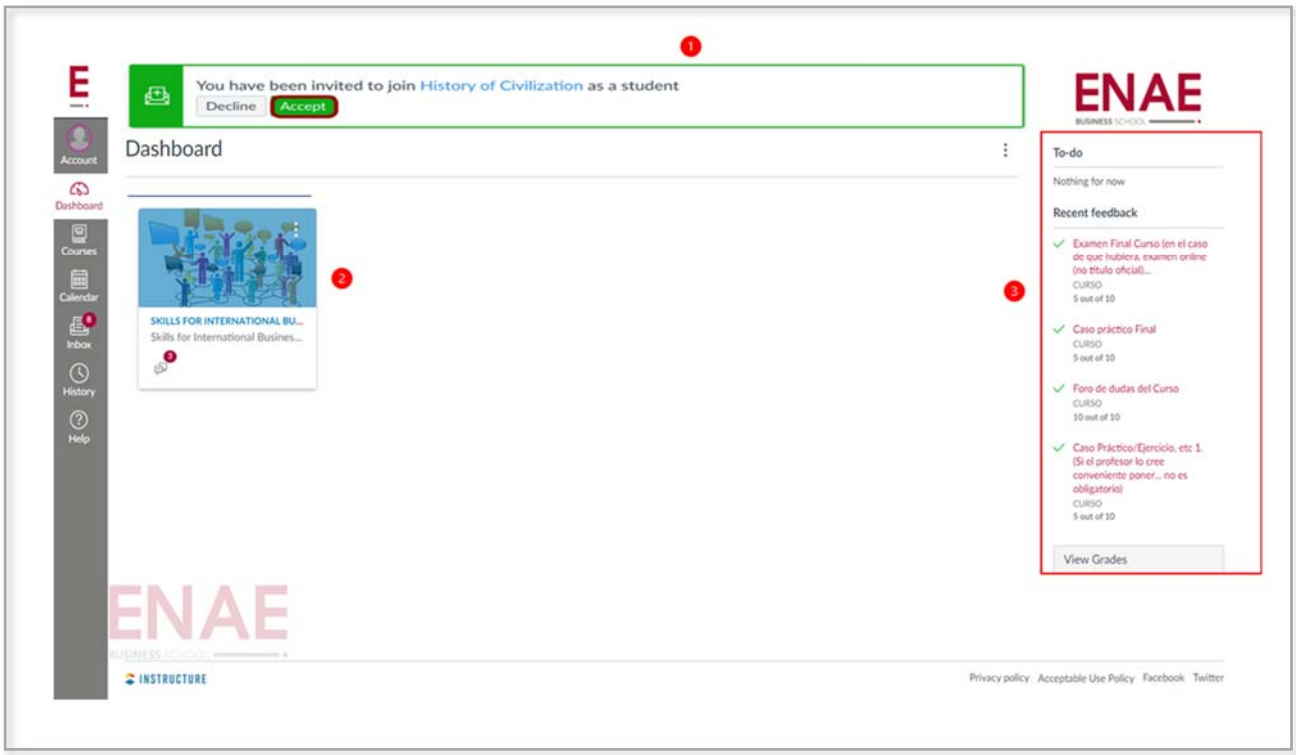
4. DASHBOARD

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

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

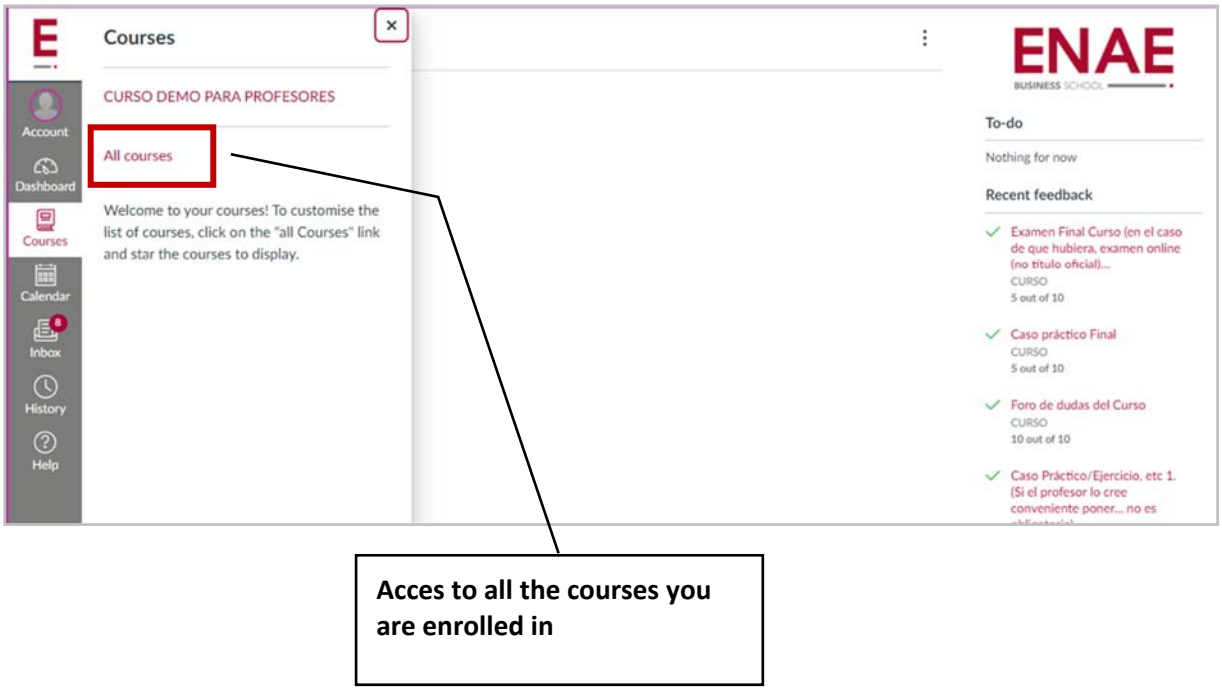
> Important: You must accept the course invitation

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

All the courses you are enrolled in

Course you'll see on the dashboard.

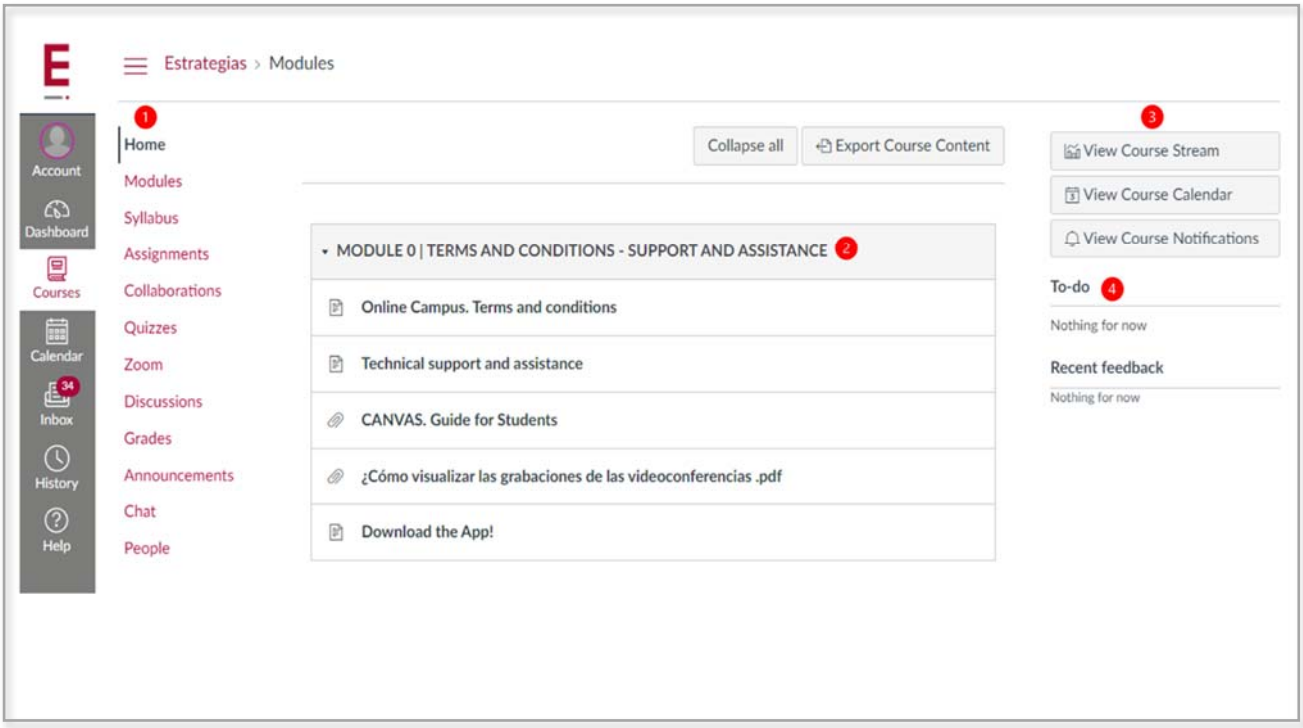
How do I access my course?

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.

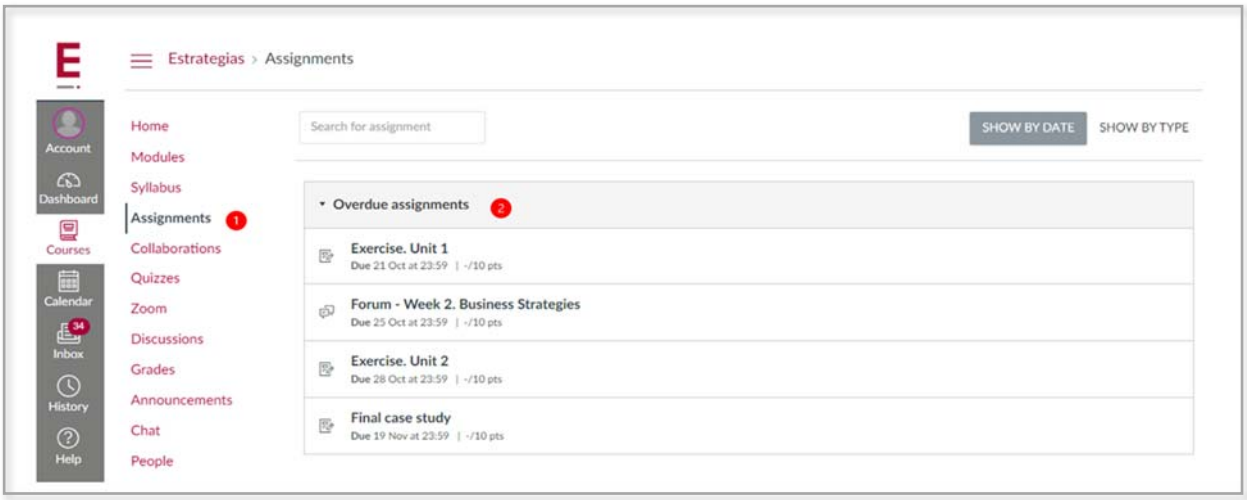
After logging in to your course the **Home Page will** be shown. It is divided into 4 sections:

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

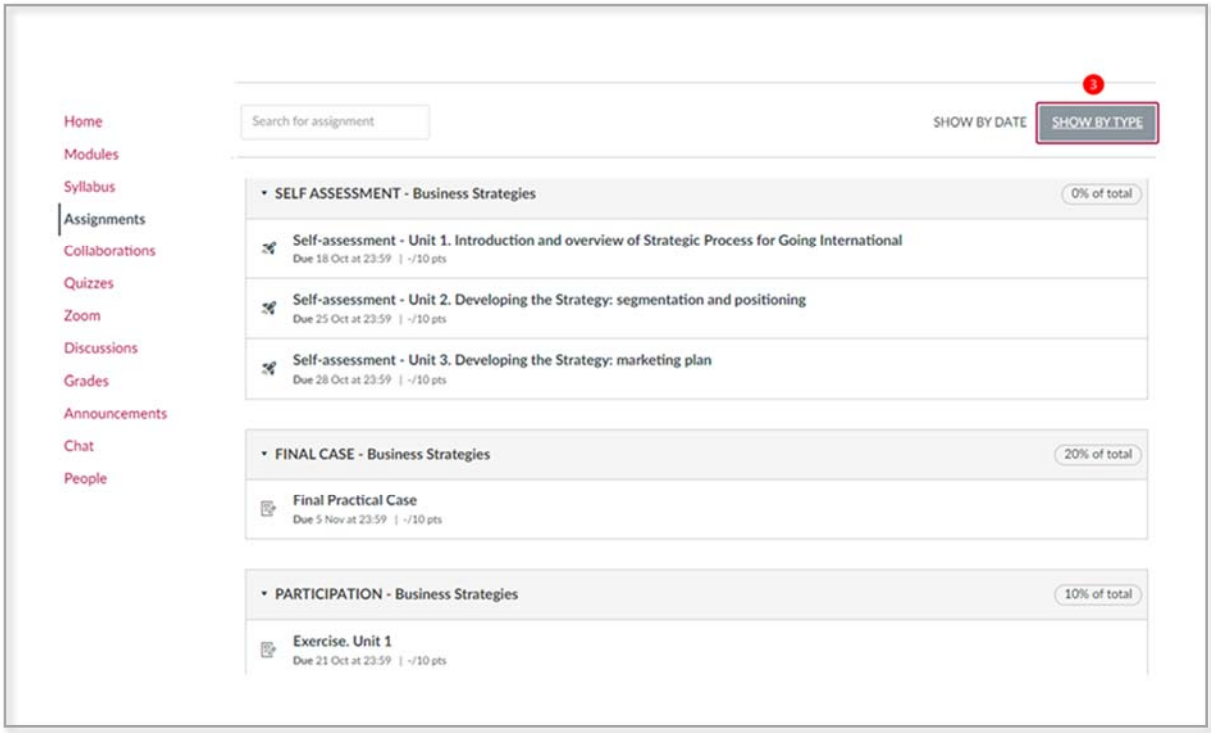


Where do I find course activities?

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]**:



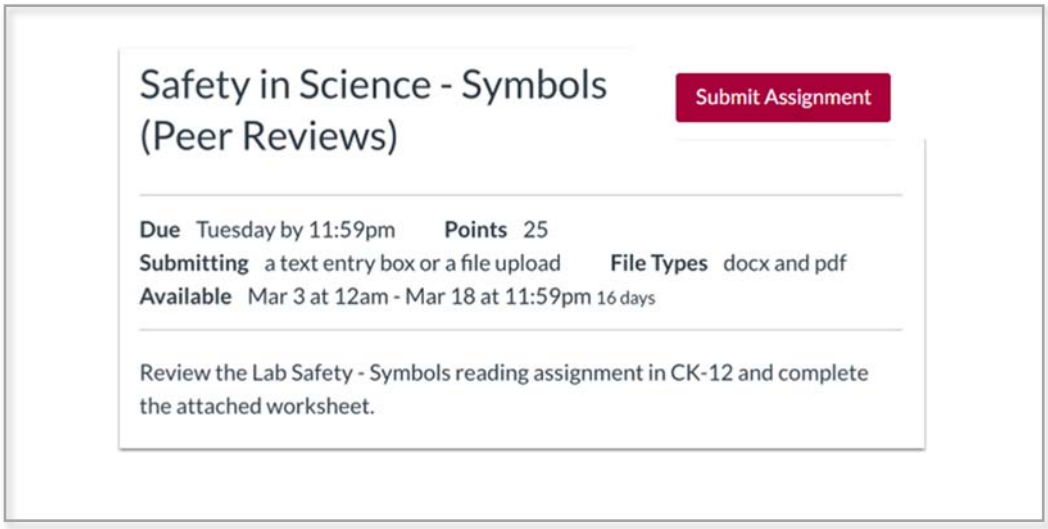
To view activities ordered by type you can select the "Show by type" button **[3]** and they will be shown on the screen:



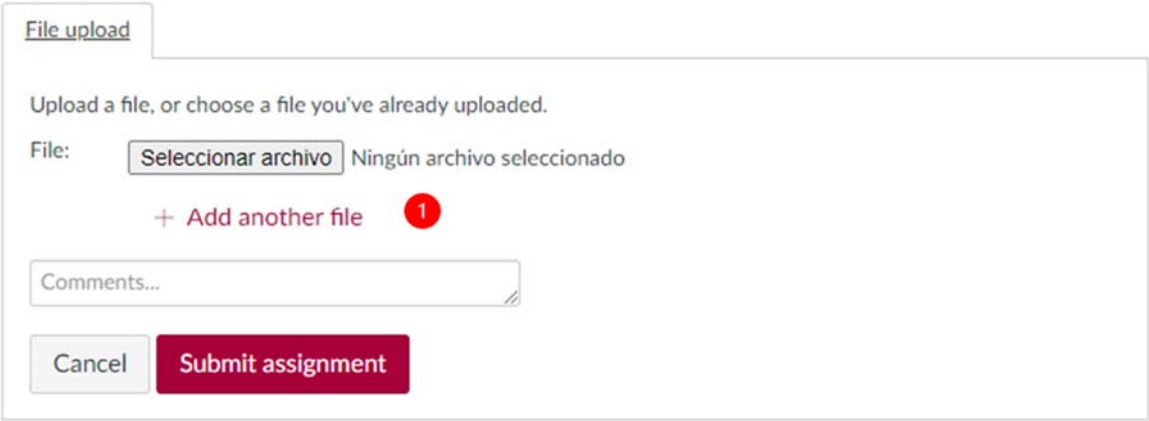
To enter a task **[4]**, select the name and the system will take you to the description, instructions and delivery method:

How do I submit my course activities?

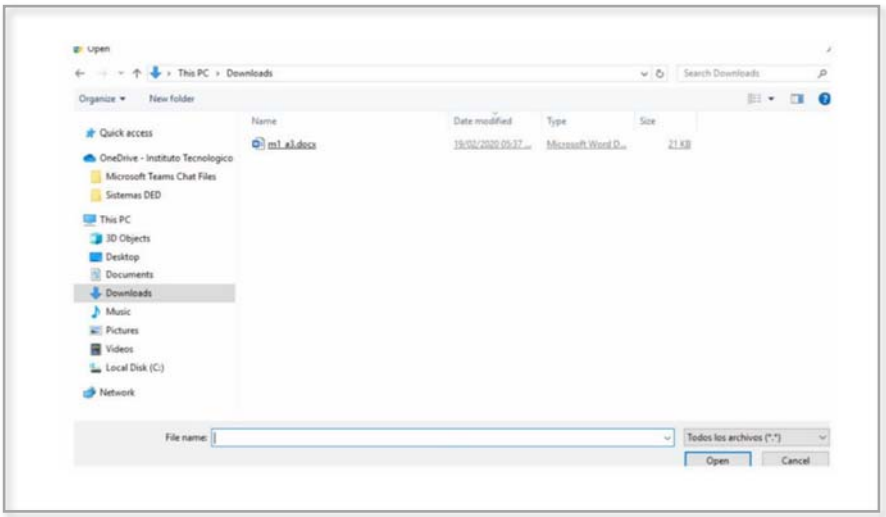
To submit activities you must go to the **Tasks** section and select the name of the activity you want to do. You will then see the screen with instructions for the activity, delivery method and the heading. Here you must select the Submit Task button:



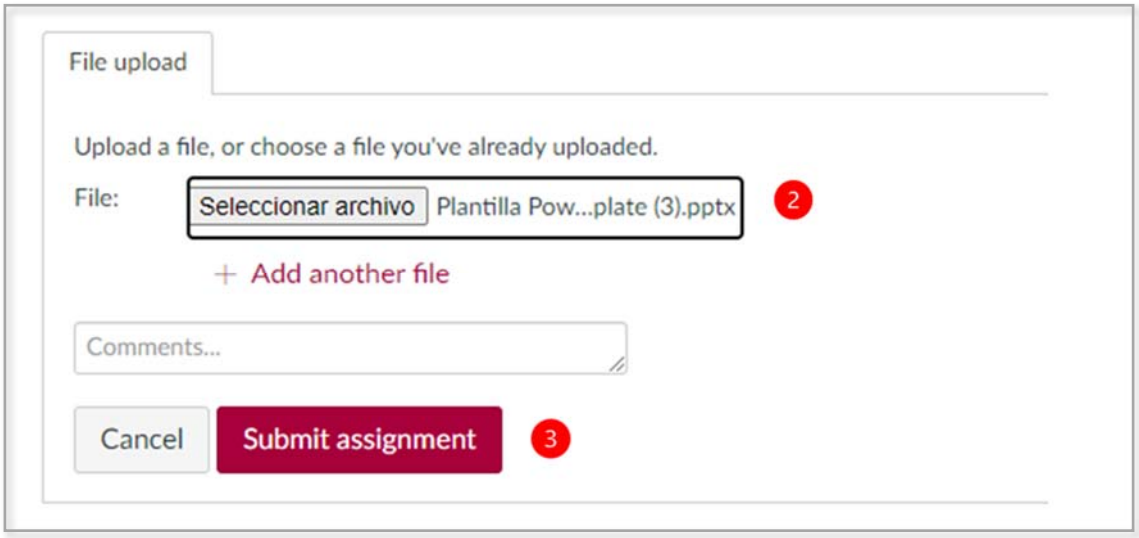
Delivery Method section will be shown, and the **File Upload** option will be displayed. To upload your activity you must select the **Select File button [1]**.



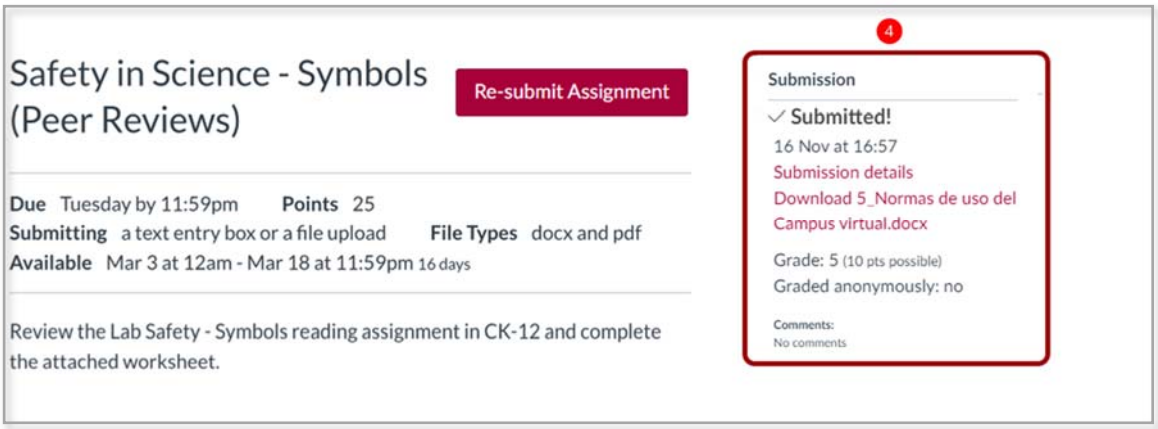
Your computer file explorer will show up, select your task file:



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].**



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



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

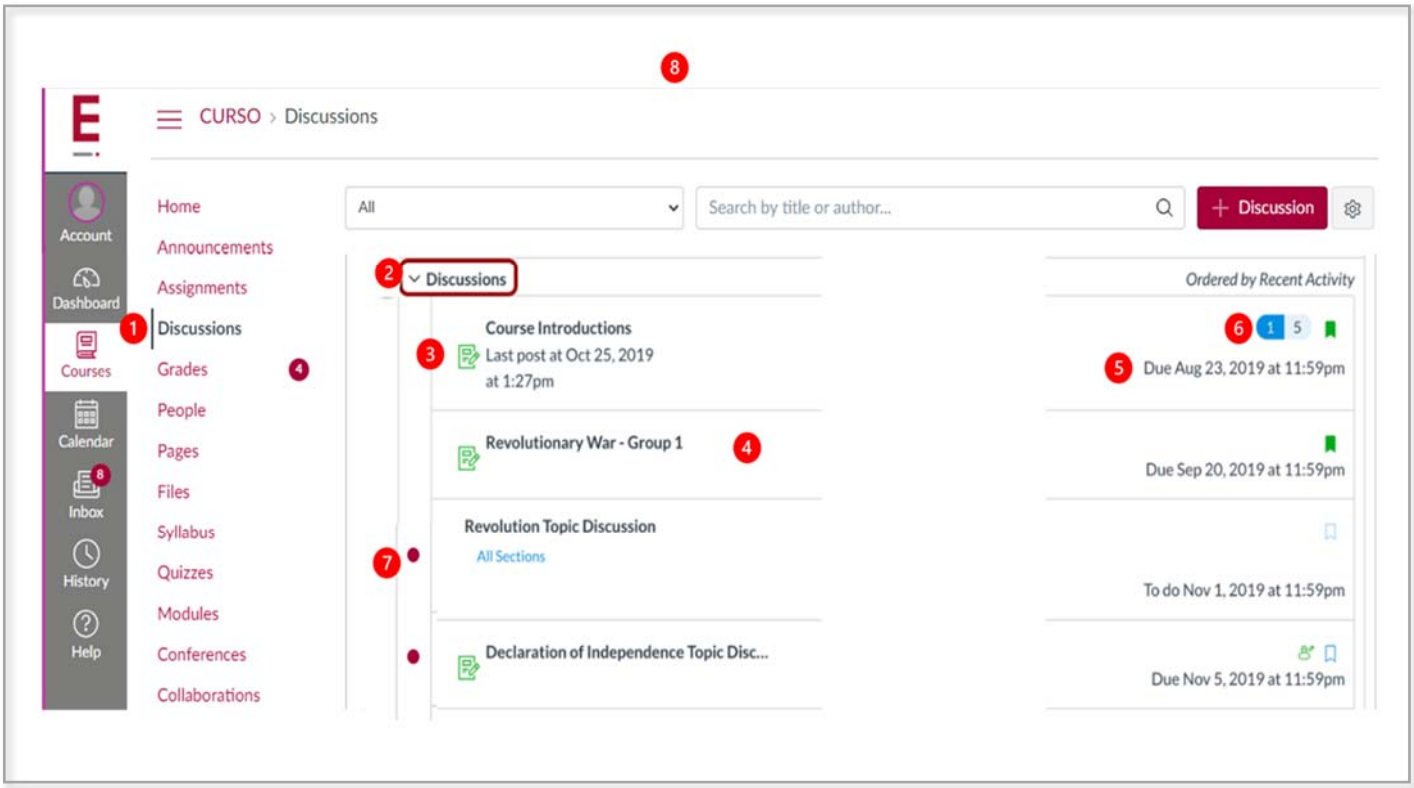
3. The green icon indicates whether the discussion is qualified or not

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



Calendar

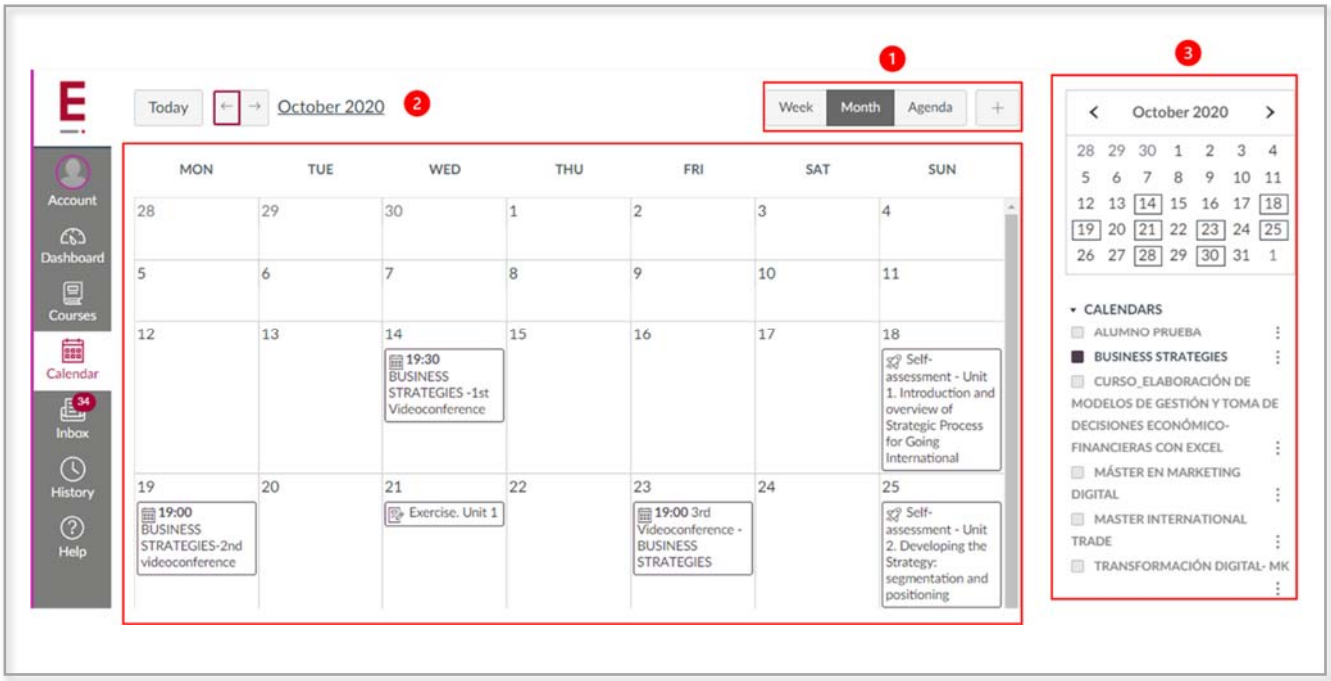
6. CALENDAR

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



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

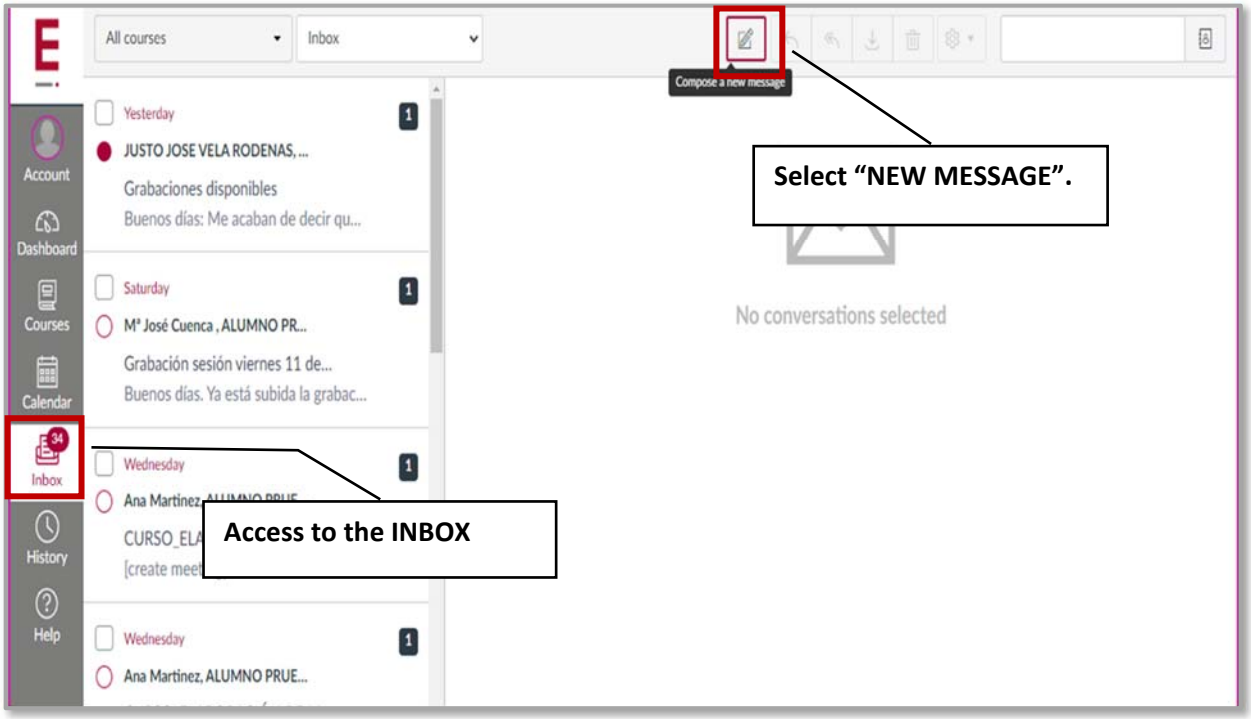
Each message button is described individually below:

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

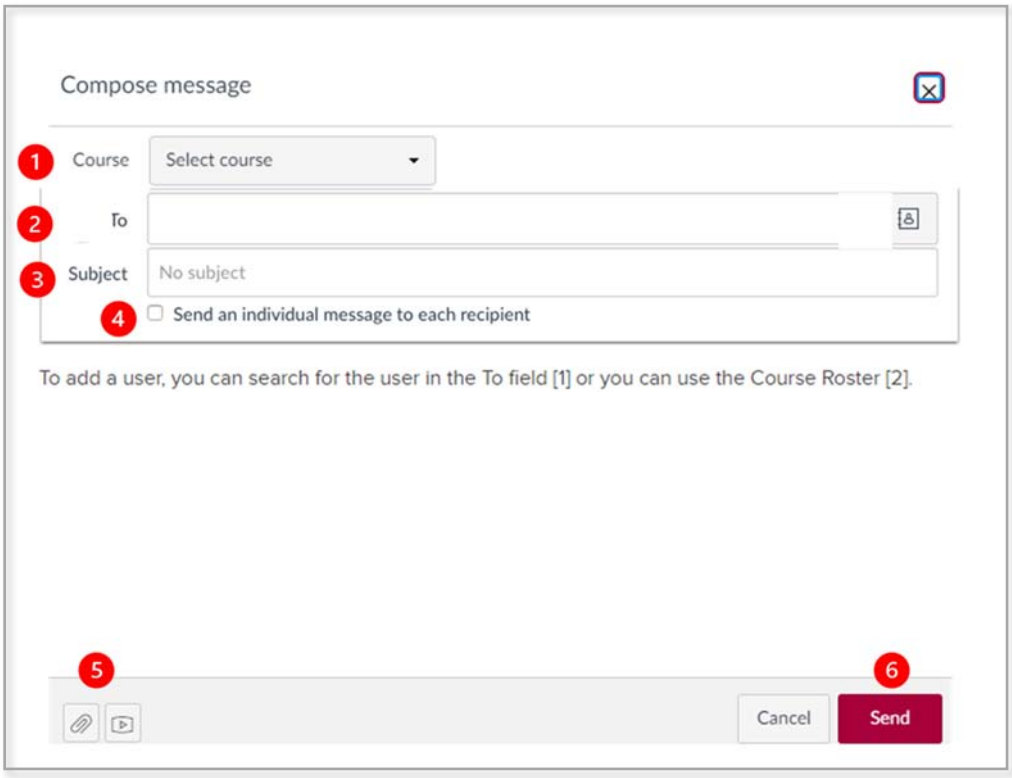
Important: If yoy delete a message, it will be permanently deleted

How do I write a message?

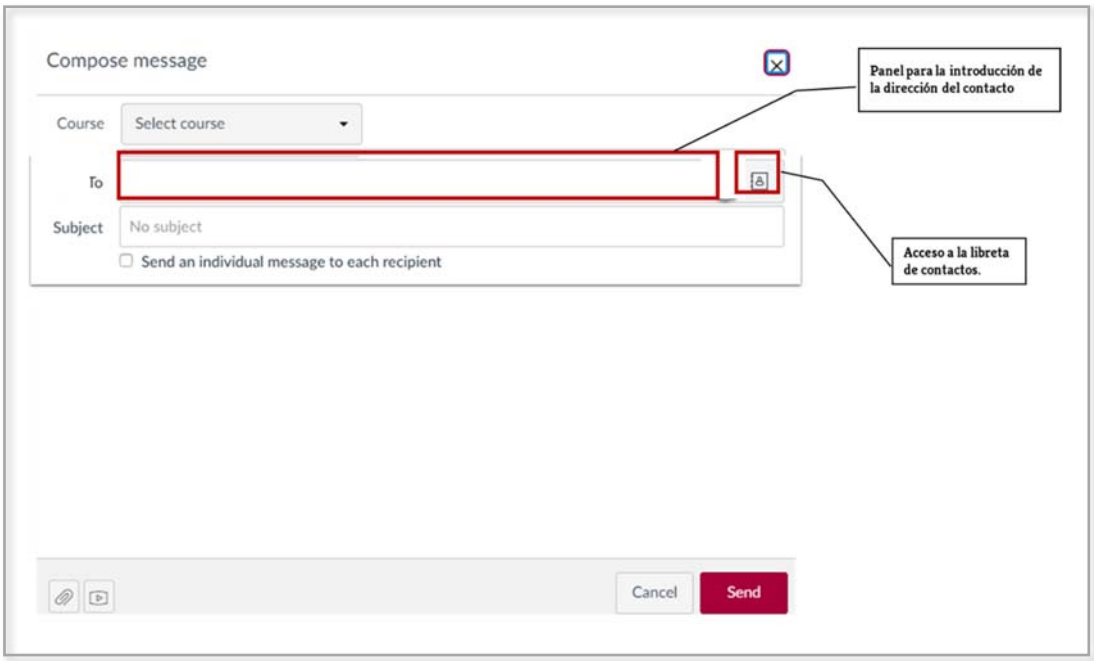
In the user panel we choose the inbox and we select write a new message.

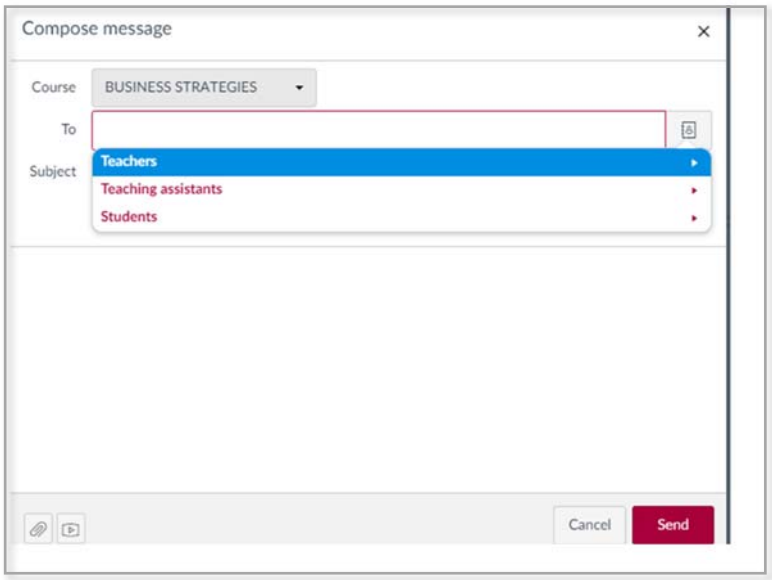


When you select it, the following screen will be displayed:



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..

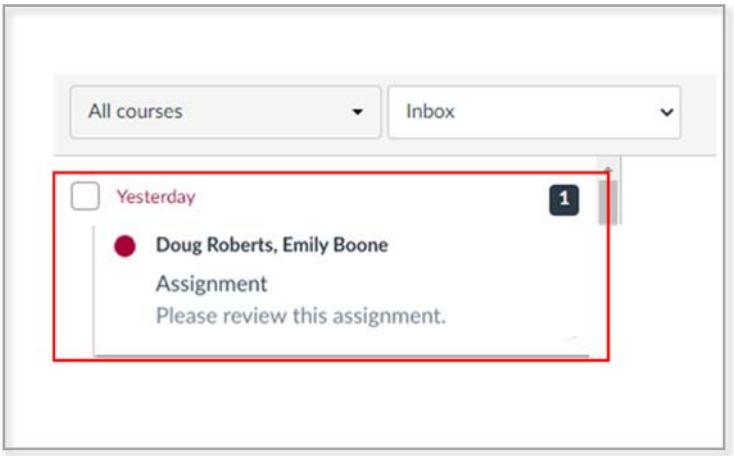
4. The option **Send an individual message to each recipient** allows you to send the messages separately to the recipients. If you want the message to be shown as individual, check the box, or, you can leave it off so that the message is shown as a mass message.

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

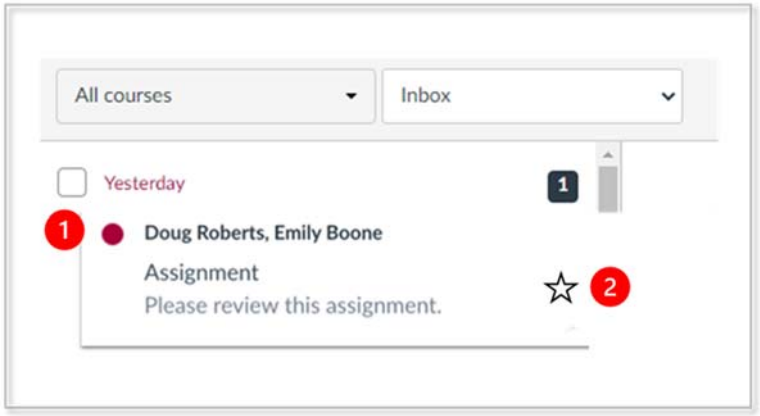
6. Select **Send** when ready

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.

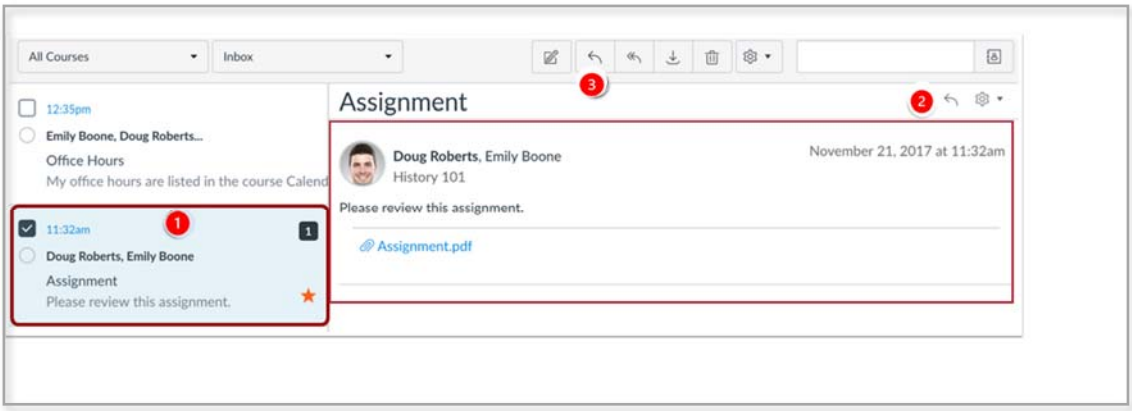


You can manually mark a conversation as **read** or **unread [1]** by clicking on the circle to the left of the conversation
To mark a conversation as a **favourite [2]**, move the cursor over the conversation and click on the star to the right of the conversation:



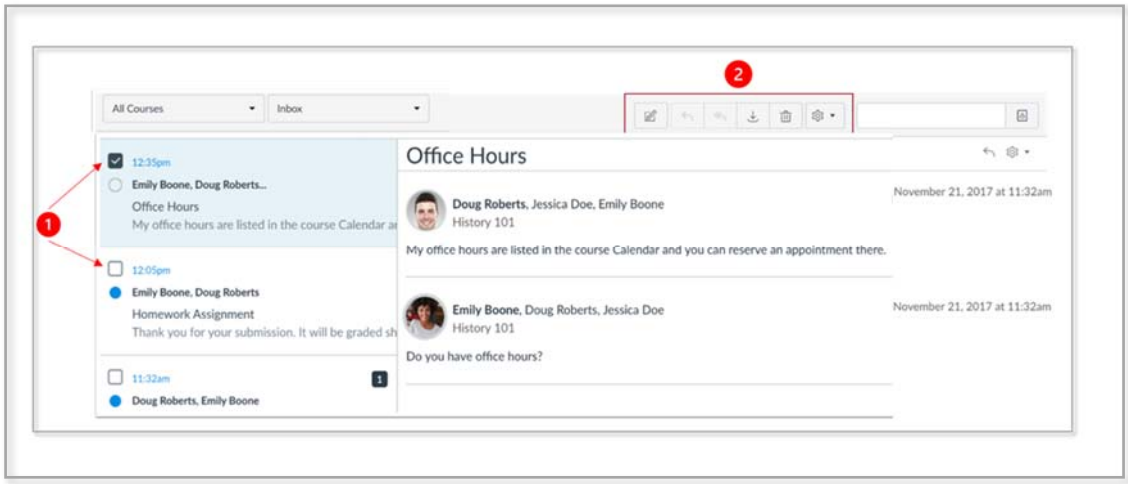
How do I reply to a message?

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