The Basics: Settings, Profiles, Notifications, Dashboard … and More!

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In this session you will:

- gain awareness about Canvas functions and capabilities

- set up a Canvas profile, including photo/image, additional contact info and biography

- adjust preferences, including notifications

- customize your dashboard, including view, course list and tile colors

- customize your calendar, and learn about calendar functions

- explore inbox functions, and the relationship between Lethbridge college email and Canvas Inbox.

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What IS Canvas?

Canvas is a Learning Management System...

Designed specifically for teachers and students, Canvas is an easy-to-use, cloud-based learning management system (LMS) that connects all the digital tools and resources teachers use into one simple place.

Adaptable. Reliable. Customizable. Easy to use. Mobile. Time-saving.

It integrates seamlessly with hundreds of apps, empowering instructors and students with countless tools to make teaching and learning easier and more fun.

Access Canvas from https://lethbridgecollege.ca/   (far right menu, scroll down to Canvas at bottom)
If you don't have a login/password, you may want to review a publicly accessible course, such as the Lethbridge College New Student Orientation for Online Learners that has recently been launched.

Sign-in

- Apps
- Canvas
- myHorizon
- Office 365
- TLM

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Canvas Profile

You can customize your Canvas Profile to include a photo, additional contact information and a biography. This helps students to gain a sense of their instructors and peers as individuals, to foster connectedness within the LMS.

Profile Picture: Account, Profile, Edit:
- use a selfie picture from your phone, email to your laptop
- Take a picture directly with your webcam
- Sign up for Gravatar

Biography: Account, profile, three dots top right corner, edit

Contact: Account, profile, three dots top right corner, edit, Manage registered Services,
Add email address or contact method

Links: Account, profile, three dots top right corner, edit

IMPORTANT: General info, look for three dots or the "pen" to edit and make changes

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Settings

Both students and instructors can add additional email addresses and even phone numbers for smartphones and mobile devices.

Ways to Contact - Account, Settings, right menu
- email addresses
- phone (Other Contacts)

You can also adjust which email is used by default and change your own password
- Account, Settings, Edit Settings (button on the right)
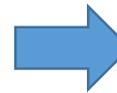
Ways to Contact
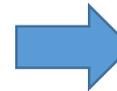
Email Addresses

dale.gerber@lethbri...   ★

+ Email Address

Other Contacts   **Type**

+ Contact Method

Sortable Name:

This name appears in sorted lists.

Language: System Default (English (US)) ▾

This will override any browser or account settings.

Time Zone: Mountain Time (US & Canada ▾

Password: ☐ Change Password

Cancel   **Update Settings**

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Settings

Enabling external services that integrate with Canvas will allow you to access them from within several areas of Canvas.

Web Services
- click on the icon to add connection to third party software
  Service
- Google Drive, Skype, LinkedIn, Twitter, Delicious

Other Services

Click any service below to register:
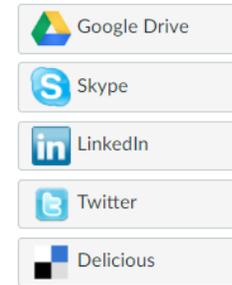
- Google Drive
- Skype
- LinkedIn
- Twitter
- Delicious

≡ › Collaborations

DEV
Home
Syllabus
Assignments
Collaborations
Grades
People
Discussions
Pages

Account
Admin
Dashboard
Courses
Calendar

Current Collaborations

+ Start a new collaboration

textbook ✏ 🗑
Started by Joelle Reynolds, Feb 8 at 10:59am

Free online web tools like Google Docs are an excellent place for students to work on group projects or papers, take shared notes, etc. Teacher *or* students can set up group collaborations.

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Notifications

Both students and instructors can customize how frequently they are notified about course events. These settings are specific to every registered email address/push notification

Notification Preferences – Account, Notifications

- Course Activities
- Discussions
- Conversations
- Scheduling
- Groups
- Alerts
- Conferences

Dashboard

Customize which courses appear on the Dashboard
- Courses, All Courses, toggle stars to make favorites

Customize Dashboard view – three dots

Dashboard

Customize Course appearance on the Dashboard
- On any course from Card View, click three dots
- choose colour code to organize and change name for convenience
- user can also change the nickname for the course

To add an image to the card view
- Course Settings, Course Details, Image
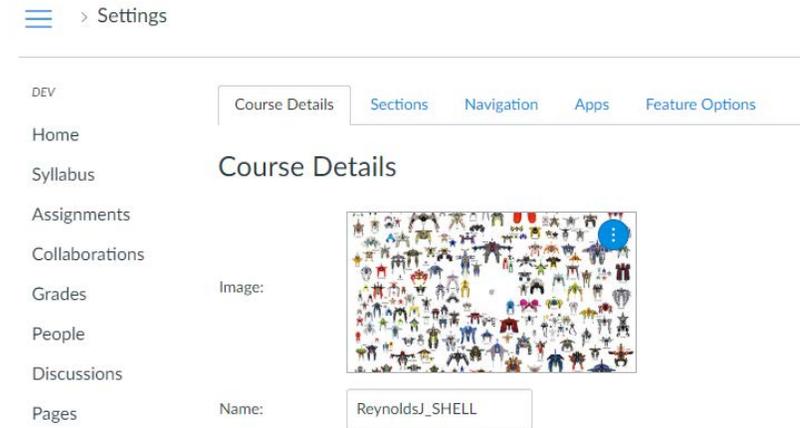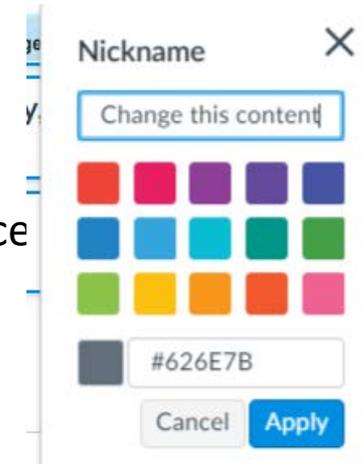
Calendar

Customizing Calendar
- three dots to customize, colour code.

Views – You can select which calendars display and how. Both students and instructors can also ADD events.
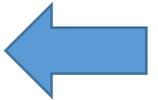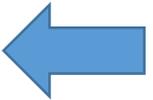
Agenda | Scheduler

...d there are

...o sign up for.

The scheduler tool lets you set up time slots that students (or student groups) can sign up for. To get started, click the button below.

Create an appointment group

Calendar

Scheduler – Allows students to sign up for appointments
Either as individuals or in groups.

Inbox

Inbox

Email sent from Canvas is received by students both within Canvas and at their Lethbridge College email account.
IMPORTANT: *To send an attachment to a Canvas account, you must send the message from within Canvas.

Canvas email is different than username@lethbridgecollege.ca email.
Emails communicate in both Canvas inbox and Office 365 email.
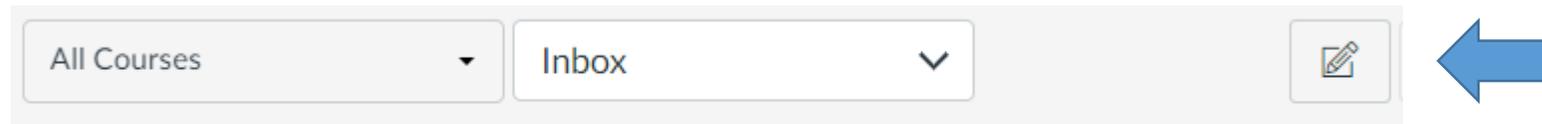
Click pen to the to start an email, choose recipients

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Canvas Apps

Depending on time… info on additional apps
- Canvas Teacher
- Canvas Student
- Canvas Parents

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Audience support – walk through answering questions

Goals / Tasks to Accomplish:
- Update picture
- Update profile
- Customize your dashboard – colour, nickname, favorite
- Try out the calendar
- Familiarize self with the apps

Any Canvas questions or ANY other digital questions?

- stop by the Digital Learning Support Desk in the Buchanan Library
- phone 403-380-5300 x 5525
- email digitallearning@lethbridgecollege.ca

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