

# 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

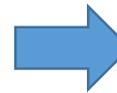
Both students and instructors can add additional email addresses and even phone numbers for smartphones and mobile devices.

**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**

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**Email Addresses**

dale.gerber@lethbri... ★

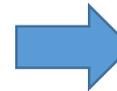
[+ Email Address](#)

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**Other Contacts** **Type**

[+ Contact Method](#)

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Sortable Name: This name appears in sorted lists.

Language:  This will override any browser or account settings.

Time Zone:

Password:  Change Password

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# Settings

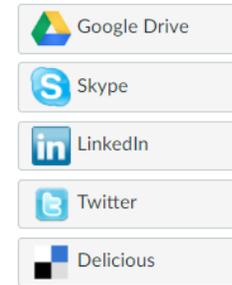
Enabling external services that integrate with Canvas will allow you to access them from within several areas of Canvas.

## 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:



A screenshot of the Canvas user interface. On the left is a dark sidebar with the Lethbridge College logo and navigation icons for Account, Admin, Dashboard, Courses, and Calendar. The main content area has a header 'Collaborations' and a list of navigation options: Home, Syllabus, Assignments, Collaborations (highlighted in blue), Grades, People, Discussions, and Pages. The 'Current Collaborations' section shows a collaboration named 'textbook' started by Joelle Reynolds on Feb 8 at 10:59am. Below this is a text block: '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

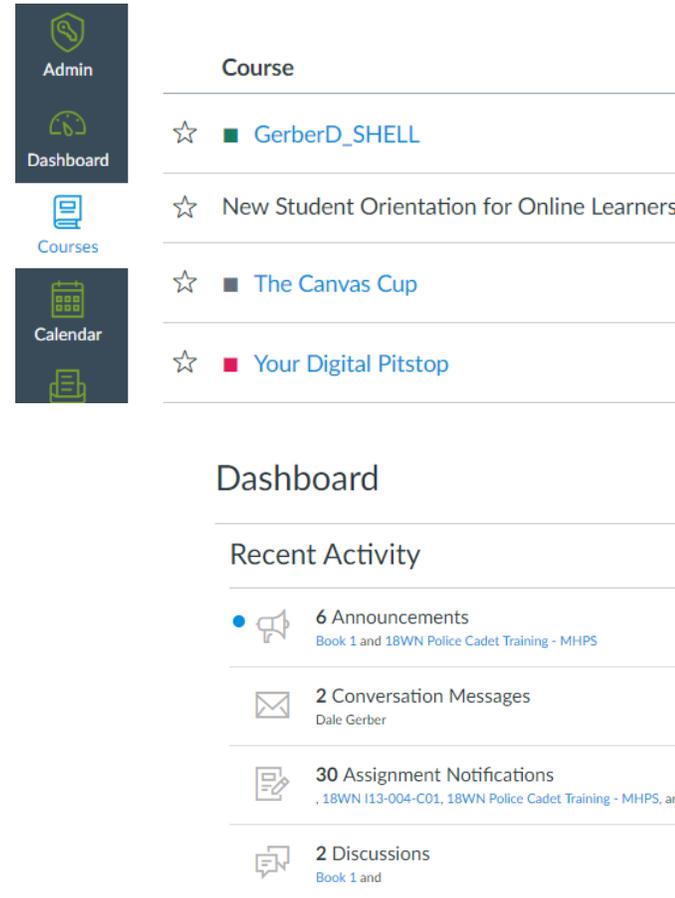
✓	🕒	📅	✕
✓	🕒	📅	✕
✓	🕒	📅	✕
✓	🕒	📅	✕
✓	🕒	📅	✕
✓	🕒	📅	✕
✓	🕒	📅	✕

# Dashboard

## Customize which courses appear on the Dashboard

- Courses, All Courses, toggle stars to make favorites

## Customize Dashboard view – three dots



The screenshot displays the Canvas dashboard interface. On the left, there is a vertical navigation menu with four tabs: 'Admin' (top, inactive), 'Dashboard' (active, highlighted in dark blue), 'Courses' (inactive), and 'Calendar' (inactive). The main content area is divided into two sections. The top section, titled 'Course', lists four items, each with a star icon for favoriting: 'GerberD\_SHELL' (with a green square), 'New Student Orientation for Online Learners', 'The Canvas Cup' (with a dark blue square), and 'Your Digital Pitstop' (with a red square). The bottom section, titled 'Dashboard', features a 'Recent Activity' list with four items: '6 Announcements' (with a megaphone icon), '2 Conversation Messages' (with an envelope icon), '30 Assignment Notifications' (with a document icon), and '2 Discussions' (with a speech bubble icon). Each activity item includes a 'SHOW MORE' link with a downward arrow.

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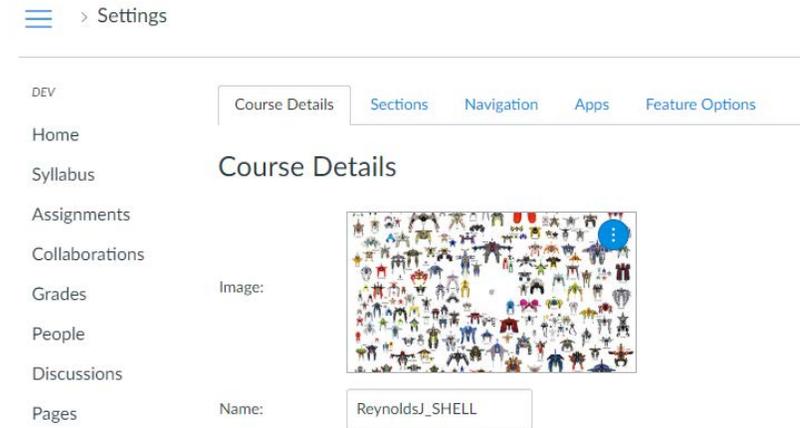
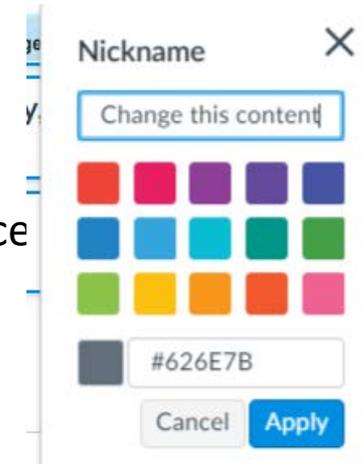
# Dashboard

## 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



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# 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.

The screenshot shows the Canvas LMS calendar interface. On the left is a sidebar with navigation options: Account, Admin, Dashboard, Courses, Calendar, Inbox, and Help. The main area displays a calendar for April 2018, with a 'Scheduler' tab selected. A 'Create New Event' button is visible. The calendar shows an event on Friday, April 20th, from 8:00 to 12:00. A list of calendars is shown on the right, including 'Joelle Reynolds', '18WN I13-004-C01 Facilitating Online Learning', '18WN Police Cadet Training - MHPS', 'deimertl\_shell', 'Facilitating Online Learning- DEV', 'JReynolds\_Shell2', and 'New Student Orientation for Online Learners'.

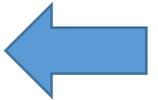
Agenda Scheduler

There are

to 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



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# Calendar

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

Edit Appointment Group ✕

Name	Date	Time Range
Group Presentations	Fri May 4, 2018	<input type="text"/> - <input type="text"/>
	Sat May 5, 2018	<input type="text"/> - <input type="text"/>
	<input type="text"/>	<input type="text"/> - <input type="text"/>

Location:

Calendar: ReynoldsJ\_SHELL

Have students sign up in groups.

Group Category: Self Signup Discus ▾

Options:

- Limit each time slot to  groups.
- Allow students to see who has signed up for time slots.
- Limit participants to attend  appointment(s).

Divide into equal slots of  minutes.

Details:

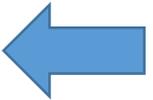
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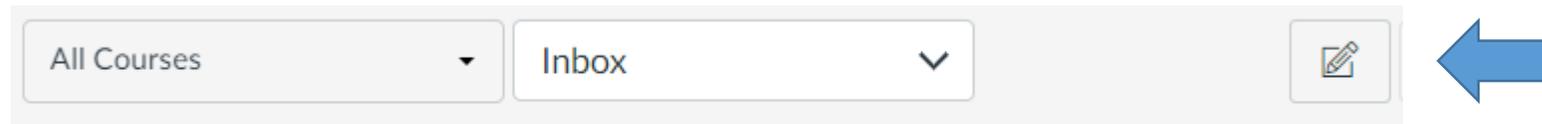


# Inbox

## 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](mailto: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](mailto:digitallearning@lethbridgecollege.ca)

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