

## Student Canvas Quick Guide

<p><b>Canvas Log In</b></p> <ol style="list-style-type: none"> <li>1. Go to <b>canvas.jmu.edu</b></li> <li>2. Enter <b>JMU e-Id</b> and <b>Password</b></li> </ol> <p>The page you land on is your personal <b>Dashboard</b> where you can see <b>Recent Activity</b> and access your <b>Global Navigation Menu</b></p> <p>(ie. <b>Courses, Assignments, Grades, Calendar</b>, and the menu to the top right with your <b>Name, Inbox, Settings</b> and <b>Help</b> options in the Global Navigation Menu)</p>	<p><b>Update Your Profile</b></p> <ol style="list-style-type: none"> <li>1. Click on <b>Your Name</b> or the <b>Settings</b> link in the Global Navigation Menu (top right).</li> <li>2. Click the <b>Edit Settings</b> button.</li> <li>3. Enter the information you would like people in Canvas to see.</li> <li>4. Add or Edit your Profile Photo by <b>Clicking on the Picture</b> next to your name.</li> </ol>
<p><b>Update Notification Preferences</b></p> <ol style="list-style-type: none"> <li>1. Click on <b>Your Name</b> or the <b>Settings</b> link in the Global Navigation Menu (top right).</li> <li>2. On the right side menu <b>Ways to Contact</b> by clicking <b>Add Email Address</b> or <b>Add Contact Method</b> and enter your information.</li> <li>3. Link to other services (Facebook, Twitter, LinkedIn, etc.) by clicking the service's button under <b>Other Services</b> at the bottom of the page.</li> <li>4. Click on the <b>Notifications</b> option in the left side menu to adjust the frequency and method of Notifications.</li> <li>5. Edit Notification Preferences by clicking the <b>Checkmark, Clock, Calendar</b>, and <b>X</b> icons for each Course Activity.</li> </ol> <p>* It is not recommended to turn all notifications off since you don't want to miss important information about your course.</p>	<p><b>Communication</b> (Within a course)</p> <p><b>Announcements (All Class Participants)</b></p> <ol style="list-style-type: none"> <li>1. Click the <b>Announcement</b> link in the left side menu</li> <li>2. Click the appropriate <b>Announcement Title</b></li> <li>3. Leave a reply for appropriate announcement.</li> </ol> <p><b>Discussions (All Class Participants)</b></p> <ol style="list-style-type: none"> <li>1. Click the <b>Discussions</b> link in the left side menu</li> <li>2. Click the appropriate <b>Discussion Title</b>.</li> <li>3. Leave a reply for appropriate discussion.</li> </ol> <p><b>Conversations/Inbox (One or more recipients)</b></p> <ol style="list-style-type: none"> <li>1. Click the <b>Inbox</b> link in the Global Navigation Menu (Top right).</li> <li>2. Enter a name, course, or group you would like to send a message to or click the contact icon to the right of the <b>"To"</b> field and select from the drop-down list of courses, then groups, and then individuals.</li> <li>3. Write and send the message.</li> </ol>

### Manage Personal Files

1. Click the **Settings** link in the Global Navigation (Top right).
2. Locate and click the **Files** link in the leftside menu.
3. Click the **Add Files** or **Import a zip file** links to organize and add files to your repository.

### Keep Track of Assignments

There are many ways to keep track of your assignments that are due. You can:

1. View the **Recent Activity** feed on your **Dashboard**.
2. View the **To-Do List** on the right sidebar of your **Dashboard**.
3. View the **Coming-Up** feed on the right sidebar of your **Dashboard**.
4. View your **Calendar**.
5. **Hover** over the **Assignments** link in the **Global Navigation**, and view the To Turn-In list.
6. **Click** on the **Assignments** link in the **Global Navigation**, and view the **Upcoming Assignments** list.
7. Click on the **Grades** link in the **Global Navigation** menu, select the appropriate course, and view your **Assignments** list with corresponding grades.

### Submit Assignments

1. Select the assignment that needs a submission (Click Assignments in the left side menu to find this list).
2. Click the **Submit Assignment** button in the right side menu.
3. Select **Submission Type Tab** (File Upload, Google Doc, Text Entry, etc.)
4. Upload assignment.
5. Click the **Submit Assignment** button.
6. Wait until you see the **Submission ✓Turned In!** message in the right side menu.

### Check Your Grades

1. Click the **Grades** link in the **Global Navigation Menu**.
2. Select the course you want to check your grades in.
3. View grades.

\*You can also view comments from your professor by hovering over your score and clicking the small word bubble icon

### Looking for more help?

Visit the Canvas Help Guides (<http://guides.instructure.com/m/4212>) and search for your question or contact CIT Support at [citsupport@jmu.edu](mailto:citsupport@jmu.edu) or 540.568-5312