canvas at a glance

1 The Dashboard

The Global Navigation panel feature on the left of the screen is available everywhere in Canvas. This panel allows you to quickly access all the features of Canvas. Click the Dashboard icon at any time to return to the Dashboard page.

2 Courses

Click the Courses icon to display a menu of your favorite courses. This will allow you to quickly move between courses without returning to the Dashboard page. Click the 'All Courses' link at the bottom of this menu to set your favorite courses.

3 Groups

Click the Groups Icon to display a menu of all your groups. Click the group name on this menu to enter that group's area in Canvas. In a group area, you can post announcements, start discussions, upload files and create conferences and collaborations.

4 Calendar

Click the Calendar icon to open the Canvas calendar. The calendar displays all assignments in Canvas that have been assigned a due date. The colors correspond with the color of the course tile displayed on the Dashboard.

5 Inbox

Click the Inbox icon to open the Canvas Message Center. You can send and receive messages to instructors, TAs and other students who are enrolled in your current courses. Canvas Messages can include text, attachments, and audio or video comments.
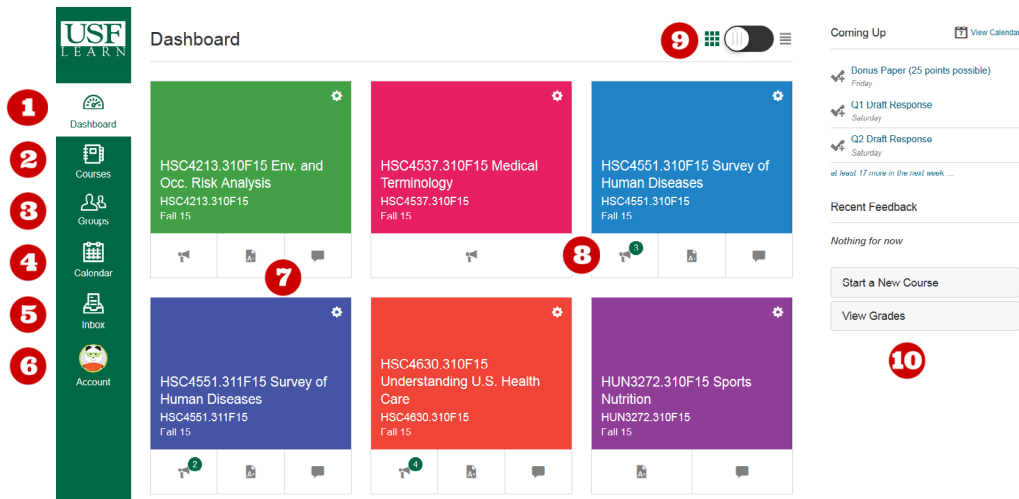
6 Account

Click the Account icon to display a menu of course level settings. You can choose a profile picture, manage files and contact information, set your notification preferences, and logout of Canvas from this menu.

7 Course Access

Click the Course Tile on the Dashboard to enter that course. You can update the color for the Course Tile by clicking the Gear icon in the top right. The color of the Course Tile will also be reflected in your Canvas Calendar.

8 Quick Access

Click the Announcement, Assignment, or Discussion icon under the Course Tile to quickly access the corresponding area in that course. A colored bar under the icon signifies new content has been added to that area.

9 Display Options

Click the Display toggle to switch between the Course Tile view of the Dashboard and the classic Recent Activity Stream view. You can switch between these two views at any time based on your preference.

10 Sidebar Display

The Sidebar Displays information on current and upcoming due dates, as well as any feedback received from completed assignments, for ALL your courses. You can also view your grades and access the calendar from the Sidebar.

Course Homepage

❶ Course Homepage

The Course Hompage displays the course banner, quick links, and the sidebar. The homepage may also include important information from the instructor regarding the course. The homepage will also include a link to the Lesson Zero page, which you should view before beginning any online course. This will be the first page you see every time you access the course.

❷ Course Navigation

The Course Navigation bar will be visible from every page in the course. Click the buttons in this menu to access different areas of the course. The Modules page is where the content of the course will exist. Please note the Navigation bar is customizable by the instructor, so the buttons and ordering of the Navigation bar may differ depending on the course.

❸ Quick Links

The Course Homepage will contain three Quick Links to access helpful information.

- Click the 'Syllabus' link to view the Syllabus page.
- Click the 'Canvas Guides' link to view tutorials on using Canvas effectively.
- Click the 'Tech Support' link to report a technical issue to the ETA office.

❹ Course Sidebar

The Course Sidebar provides a list of 'To Do' items. These include assignments, discussions, and quizzes that are currently open for submission. The 'Coming Up' items will become available or due within the next 7 days. The 'Recent Feedback' section will list the grade and instructor comments for recently graded items. You can also access your calendar from the sidebar.

You can link different accounts and services to your Canvas account. Doing this will allow you to receive notifications to your desired location(s). By default, all notifications will be sent to your offical USF e-mail address.

You can choose what notifications you're interested in, when you want to receive them, and how you want to receive them. You can choose to receive notifcations immediately, daily, weekly or never. Set your notifcations under the Account area.