Canvas Quick Start Guide

What is Canvas?

Canvas is a Learning Management System, or LMS, and is central to your online course experience. It is a platform for content delivery, for communication, collaboration, and sharing with your instructor and other participants in the class, and for assignments and grading.

Getting Started

To get started, follow this guide to log into Canvas and get a quick overview. Then explore the system and use the additional resources listed at the end of this guide to learn about the system in more depth.
Logging In

To log in, enter your email and password at the login screen.

Accepting Course Invitation

After logging in, you will come to the Dashboard. You will need to accept your invitation before you can fully participate in the course. Click accept. If you are asked to accept again, click accept again.
Getting to Your Course

When you accept your invitation, you will be taken to the Home Page of your course.

If you’re not taken directly to your course, hover your mouse over “Courses” and select your course. You can also use this method at any time to get to your course.
Canvas Interface

The general layout of Canvas consists of:

(1) The Global Navigation Menu, across the top, which is always available and is not specific to any one course.

(2) The Help Corner, at the upper right of the screen, which gives quick access to Settings and your Inbox.

(3) The Course Navigation Menu, on the left side of the screen, which is specific to the active course.

(4) The Content Area, in the middle of the screen, which contains the active content.

(5) The Sidebar, at the right of the screen, which offers additional information and choices.
Navigating Within Your Course

From the Home Page of your course, or from any content page, you can use several ways to navigate within your course.

You can use the in-course menus, at the top and side of the content page.

You can use the previous and next arrows at the bottom of each page.
You can also select Modules from the Course Navigation menu, which shows the whole course sequence in one place, and select any page. Each Module can be expanded or contracted.

Settings
From the Help Corner, choose Settings to review and update your settings.

From the main Settings screen, you can confirm your name, add a profile picture, or change your password. Click Settings, then Edit Settings.
From the Notifications, you can set Notifications for various items in the course. Click Settings, then Notifications, then use the drop-down menu to set each item. It’s a good idea to initially set to receive more Notifications than you think you’ll need, to be sure you don’t miss anything while you’re getting used to the system. You can go back into Settings at any time to revise your choices.

**Communication**

There are various communication tools built into Canvas, and you’ll want to get familiar with all of them.

To start off though, you’ll want to check for Announcements or other information on the Dashboard. You can get to the Dashboard at any time by clicking the Logo in the upper left corner of the screen.
You can also check Announcements by selecting Announcements from the Course Navigation Menu at left.

You will also want to check your Inbox regularly. You can get to the Inbox at any time by clicking “Inbox” in the Help Corner.
Where do I get more information?

More information about using Canvas and PLS 3rd Learning courses is available at the following link in the form of guides, tutorials, faqs, and links. Always feel free to ask your instructor if you have any questions.

http://lms.pls3rdlearning.com/content/courses/canvas/tutorial/