Student Canvas Quick Reference

How do I login to Canvas?

- In mySMU, click on the Canvas icon: 🌐

OR

- On the University homepage select Canvas from the quick link menu.

OR

- Go to [https://www.samuelmerritt.instructure.com](https://www.samuelmerritt.instructure.com)

Global Navigation
This area is known as the Global Navigation menu. Items in the Global Navigation show you what's going on across ALL of your courses, not just in one course.

A. Hover over the Courses link to view all of the courses for which you are enrolled in and then click on the course you want to enter.

B. Click on the Assignments link to view assignments due in the next 7 days for all of your courses.

C. Click on the Grades link to view grading feedback from all of your courses.

D. Click on the Calendar link to see events and deadlines for your personal calendar as well as those for all of your courses. Each calendar will have a different color and you can select how many calendars you would like to see at a time.

Course Navigation
Once you select a course from the drop down menu, you will see a course navigation menu along the left hand side. Depending on your instructor’s settings you may see some or all of the options below.
Assignments

- The Assignments page will show you all of the Assignments that will be expected of you in that course and how many points each is worth. This can include discussions, quizzes, papers, exams, and group work.

<table>
<thead>
<tr>
<th>Upcoming Assignments</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal #1</td>
<td>May 31, 2013 at 11:59pm</td>
</tr>
<tr>
<td>Journal 2</td>
<td>Jun 13, 2013 at 11:59pm</td>
</tr>
<tr>
<td>Journal 3</td>
<td>Jul 19, 2013 at 11:59pm</td>
</tr>
<tr>
<td>Discussion Board Week 1</td>
<td></td>
</tr>
<tr>
<td>Research Proposal 1</td>
<td></td>
</tr>
</tbody>
</table>

Undated Assignments

- Discussion Board Week 1
  - out of 25

Discussions

- Click on the Discussion Link in the course navigation.
- Locate the discussion title. Click on the Discussion Title Link to enter the Discussion.
- Beneath the prompt or question you can write a reply. You can add links, photos, equations, and/or media. Once you finish, click on Post Response to post your reply to the Discussion.
- Newer responses will be posted at the bottom of the page with older posts beneath the prompt.

Modules

- Modules are used to organize course content by weeks, units, or whatever organizational structure your instructor chooses. Each module can contain files, discussions, assignments, quizzes, and other learning materials that your instructor has grouped together.
Grades

Grades are sorted chronologically by due date.

Open Scoring Details

You can view the scoring details for an assignment by clicking on the Check Mark icon. If there are comments on the assignment, a Speech Bubble icon will appear next to the check mark. There could also be a Rubric icon indicating the assignment has a rubric attached to it.

View Scoring Details

Comments will be organized chronologically [1]. A box an whisker plot graph will show your score along with the mean, high and low scores from the class [2]. You will only see scoring details if more than 5 other students have submitted that assignment in the course. If you do not see the scoring details, then less than 5 students have submitted the assignment.
Your Profile

E. Click on Settings to edit your contact information, notification preferences, as well as many other settings.

- Add a picture
  - Click on the grey shadow of a person
    - Click on the link to upload a new image
    - Browse your files for a photo and then click Add File
    - Once the picture loads, click on it, and click the Select Image button

- Add a non-SMU email address
  - Click the Add Email Address link to add another email to your Profile.
  - Type in the email address you want to add to your Profile in the text field. When you are finished, click Register Email.
  - Open your email account you just added. Click the link that is in the email to finish registering the additional email address. This is to notify you that a confirmation email has been sent to your Inbox. The email address you added will show up under the Ways to Contact sidebar under Email Addresses. To delete an email address, click on the trash can icon.

- Add a cell phone number
  - Click the Add Contact Method link to add another email to your Profile.

Type in the 10-digit phone number you want to add to your Profile in the Cell Number text field.

Select the Carrier you have.

The SMS email will auto-populate depending on your provider.

When you are finished, click Register SMS.

- You will receive a text message on your cell phone with an activation code. Enter the code into the text field and click Confirm.

Notifications

There are 20 different notifications. You have the option of selecting the frequency (ASAP, Daily, Weekly, or Do Not Send me Anything) and method (email, text message, Facebook, Twitter) of notification.

Mobile Apps

- Canvas currently has a mobile app for iOS and Android devices. Unfortunately, they do not have or plan to develop an app for Blackberry devices. However, Canvas is viewable in any mobile browser.
Help!

- Click on the orange help button located at the top right corner of all Canvas pages for the help options below.

- The Canvas Resource page: [http://www.samuelmerritt.edu/academic_technology/faculty_resources/canvas](http://www.samuelmerritt.edu/academic_technology/faculty_resources/canvas) has other useful resource for learning Canvas.
- To self-enroll in the Student Canvas Training Course, please follow the instructions at [http://is.gd/smustudentcanvastraining](http://is.gd/smustudentcanvastraining)