

Canvas Tip Sheet For Students

ABOUT CANVAS

Canvas is a highly interactive, online learning environment used at Rutgers to support courses, research, and collaborations. It is in use by more than 600 colleges and universities and provides industry-leading capabilities and stability.

GET STARTED

Browsers Canvas supports the last two versions of every browser release. See a full list of supported browsers .	Mobile Most Canvas features are supported on mobile devices. Mobile apps are also available free for download on smartphones and tablets.
Logging in 1. Go to Canvas.Rutgers.edu . On the left menu click Login. You will login with your Rutgers NetID or email address (for non-Rutgers users). 2. You will be taken to your Canvas Dashboard displaying your starred courses.	Dashboard The Dashboard includes information from all your courses, including upcoming activities and to do lists. This is a quick way to launch directly into assignments, participate in discussions, or see recent feedback and grades.
Courses 1. Click Courses and select All Courses . Here you can view all past, current, and future enrollments. 2. Select the courses to display on your dashboard by clicking the star icon. 	Profile and other settings Click Account to change your account options and tools. Here you can update your profile , customize your notifications , access course files , and view your settings .

LEARN MORE and GET HELP

Rutgers Student Orientation Tutorial This is a Self-Paced Orientation Course within Canvas, designed to familiarize students with how to use Canvas via videos, tutorials, and hands-on practice. Course Link: <u>https://rutgers.instructure.com/courses/35</u>	Course content questions? For questions about course content, please contact your instructor. Use the Inbox feature in Canvas to send a message or find your instructor's email on search.rutgers.edu .
Rutgers Online Learning Helpdesk Call 877-361-1134 or email help@canvas.rutgers.edu Available 24 hours a day, 7 days a week. Support Page: <u>https://rutgersonline.desk.com/</u>	Learn about using all Canvas tools Canvas Student Guide provided by Instructure https://community.canvaslms.com/docs/DOC-4121

TOOLS and TIPS

Note: Tools that are not visible in the left-hand navigation have not been enabled by your course instructor.

Discussions Both instructors and students can start and contribute to discussions in Canvas.	Rich Text Editor Use the editor in assignments, discussions, etc., and for embedding video and math formulas.
Assignments IMPORTANT: Click Submit Assignment in the upper-right corner <u>to begin the process</u> of submitting an assignment. You will need to click another Submit Assignment button when you're ready to submit it. If you don't see a Submit Assignment button, your instructor is not currently accepting online submissions for the assignment.	Terminology The links below will provide name comparison charts for the common tools inside each system. <ul style="list-style-type: none">❖ eCollege to Canvas❖ Sakai to Canvas❖ Blackboard to Canvas
To view instructor comments, click Assignments . Click the assignment name. (If the due date for the assignment passed, it will appear under Past Assignments.) In the sidebar 'Submission' box, click Submission Details . If you submitted the assignment with a file upload, the file will appear as an attachment. At the top of the sidebar, you can view the grade (if any). If your assignment was graded using a rubric, click Show Rubric to see what scores you received for each criterion. Any instructor comments added to your submission, as well as any comments added by you, will appear in the 'Comments' portion of the sidebar.	Grades To see grades, while you are in the course site, click Grades in the left-hand navigation. View the scoring details for an assignment by clicking the checkmark  icon. If there are comments, click the bubble icon  to view.
Files The Files feature is where you can keep documents and media files that are either independent of course sites or course-related.	Quizzes Assignments, Exams, and Surveys can use the Quizzes tool inside Canvas. Access to the quizzes will be made available when it is published by the instructor.
Inbox Conversations is split into two panels and displays messages chronologically. You can view and reply to conversations and sort them by course or inbox type. Messages do not send to your Rutgers Email account by default. This setting is located in Notifications .	Groups Groups are a great way to share files, conduct discussions, and even video conference between team members.
Pages The Pages feature helps you collaborate with other students in a group. To add a page, click Pages in the left-hand navigation, click View All Pages , and click + Page .	Chat The Chat feature is for real-time communication with your instructor and/or classmates. Open a chat room to join a chat session.
	Calendar Your calendar shows all your courses and groups. To subscribe to the Canvas Calendar through your Google account, locate and copy the calendar feed below your Canvas calendar list. Instructions: How to Add Google Calendar using URL