
Getting Started With Canvas at UCSC

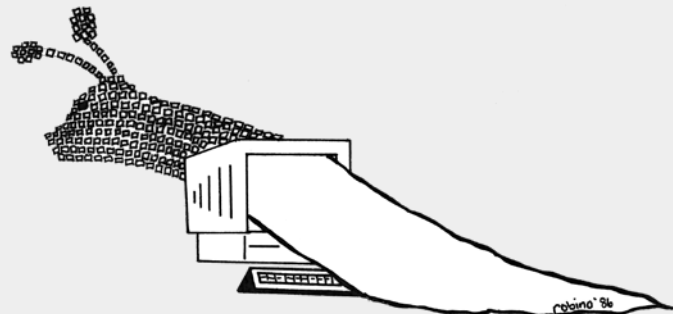
— A Guide for Students —

What web browsers can I use?

The most recent versions of Google Chrome, Firefox, and Safari are all fully supported by Canvas. Do not use any version of Internet Explorer or any out-of-date web browser as they offer reduced security and functionality.

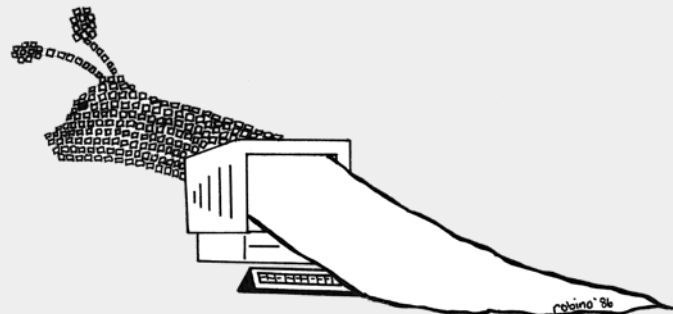
Here is a list of the supported versions from Canvas:

<https://community.canvaslms.com/docs/DOC-10720-67952720329>



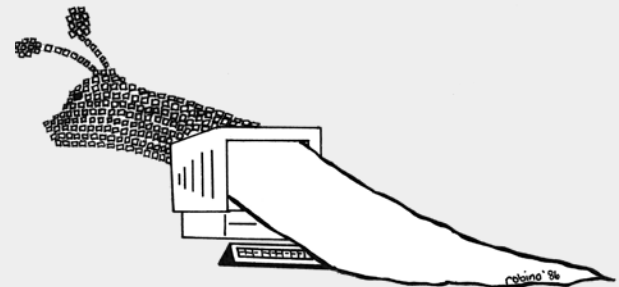
Signing up and Logging in

- You do not need to Sign up for an account with Canvas.
- Login with your CruzID and Gold Password at canvas.ucsc.edu



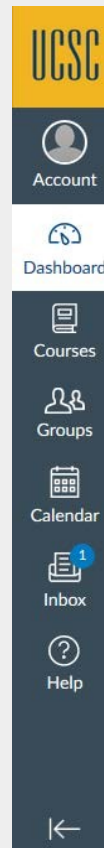
Canvas Mobile

- The Canvas mobile app is available for both iPhone and Android devices.
 - Search Canvas by Instructure to download the official Canvas app.
 - Once you have downloaded the app, simply open the app, search “UC Santa Cruz”, and select canvas.ucsc.edu.
- Note: "University of California - Santa Cruz" is for online courses through UCOline*
- Login with your CruzID and Gold password and agree to link accounts.
 - Here are some quick guides for [iOS](#) and [Android](#).



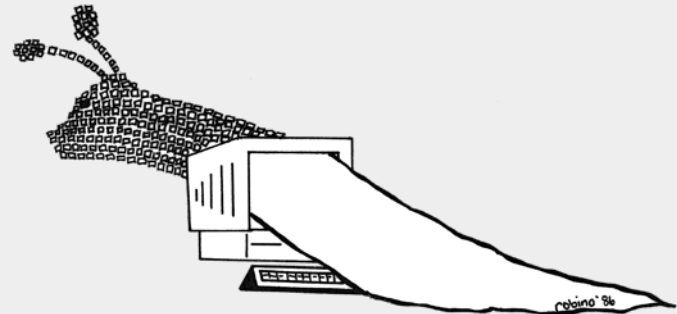
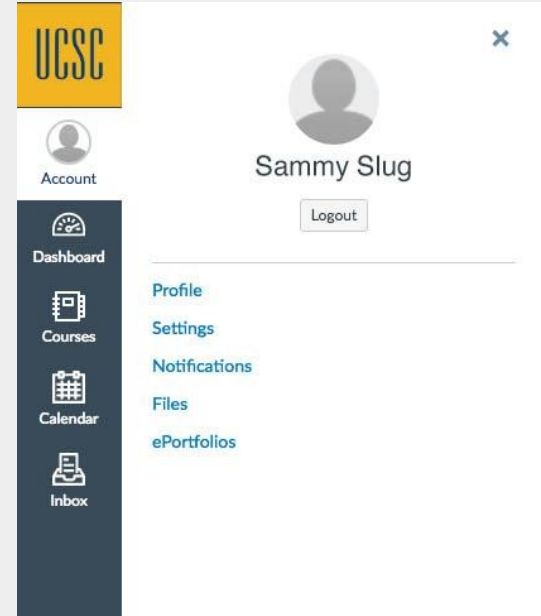
Navigation

- The Navigation Bar is on the far left side of the screen.
- With it you can access your Account Settings, Dashboard, list of Courses, Groups, Calendar, Inbox, and Help menu.
- The Help menu provides 24/7 support for Canvas.
- You can also hide the NavBar by using the arrow button at the bottom.



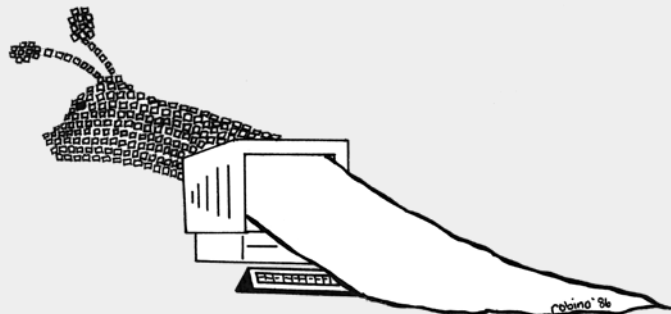
Account

- On the Account tab you can edit your profile picture, add email addresses, set notification preferences, upload files, and create an ePortfolio to show off your work.
- You can find more in-depth guides on these features [here](#).



Profile and User Settings

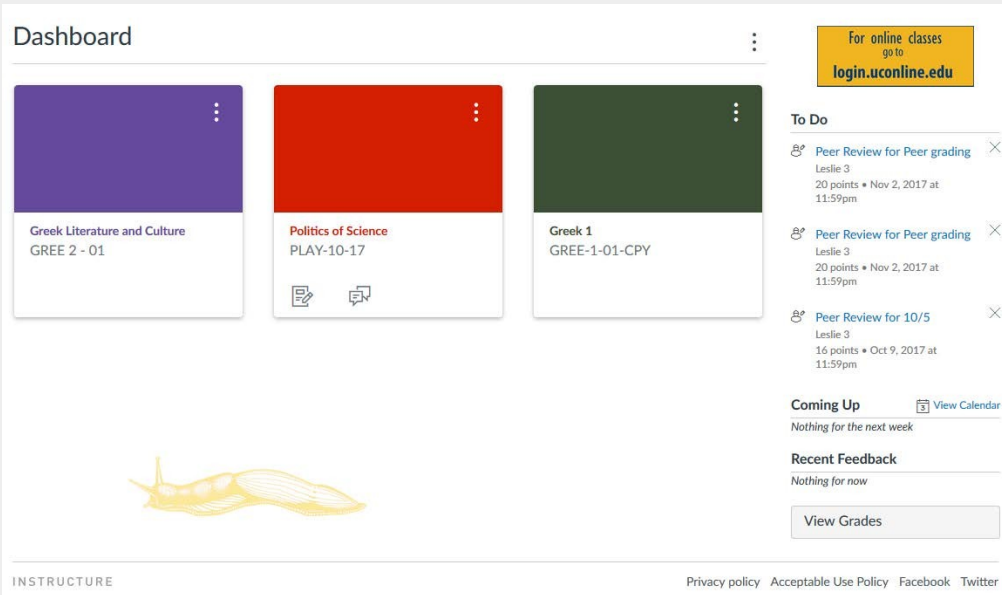
- In your profile you can edit your profile picture. See [this](#) guide for more information.
- In Settings you can add an additional email, and change language and time zone. See [this](#) guide for more information.



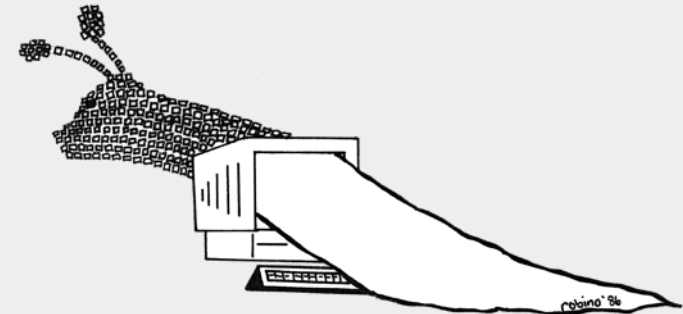
The Dashboard

The Dashboard features your current favorited classes and allows for easy navigation.

Class display names can be changed by clicking the three dots at the top right of the course card.



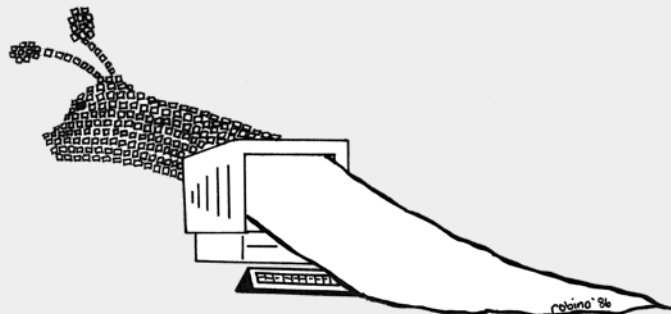
The dashboard interface includes a header with the title "Dashboard" and a vertical ellipsis menu icon. Below the header are three course cards: "Greek Literature and Culture" (GREE 2 - 01) with a purple header, "Politics of Science" (PLAY-10-17) with a red header, and "Greek 1" (GREE-1-01-CPY) with a green header. Each card has a three-dot menu icon in the top right corner. To the right of the cards is a "To Do" section with a yellow button that says "For online classes go to login.uonline.edu". Below this are three task items, each with a user icon, a title, and details: "Peer Review for Peer grading" (Leslie 3, 20 points, Nov 2, 2017 at 11:59pm), another "Peer Review for Peer grading" (Leslie 3, 20 points, Nov 2, 2017 at 11:59pm), and "Peer Review for 10/5" (Leslie 3, 16 points, Oct 9, 2017 at 11:59pm). Below the tasks is a "Coming Up" section with a "View Calendar" link and the text "Nothing for the next week". Underneath is a "Recent Feedback" section with the text "Nothing for now" and a "View Grades" button. At the bottom left is a yellow snail illustration, and at the bottom right is the text "INSTRUCTURE". The footer contains links for "Privacy policy", "Acceptable Use Policy", "Facebook", and "Twitter".



How do I view all of my upcoming assignments?

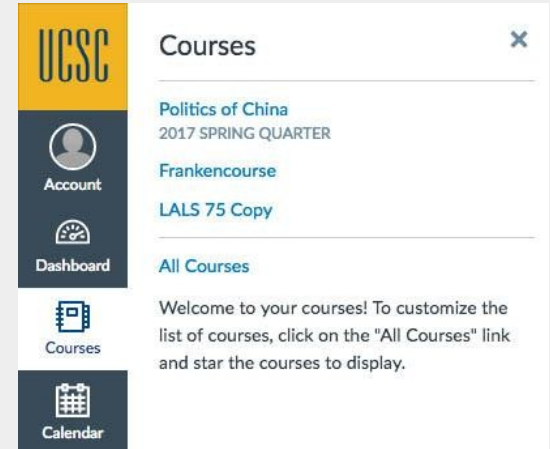
From your Dashboard view, click the three dots in the uppermost right corner and click “List View” in the menu that appears. To go back, click the three dots again and click “Card View”.

Important Note: While List View is a more convenient way to see all of your upcoming assignments in one place, your peer review assignments will not show -- this feature is being added soon.

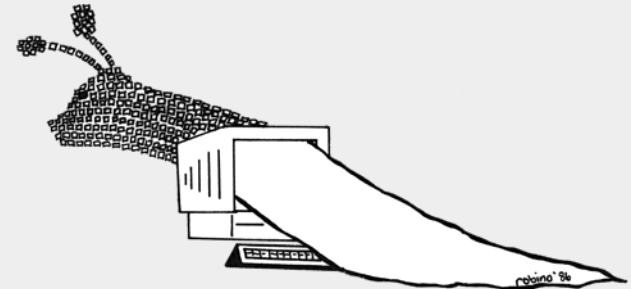


Courses

- Along with viewing courses on your dashboard you can view all of your courses by clicking on “Courses”.
- Choose which courses you want to see on your dashboard by marking them with a star.
- [Here](#) is a more in depth guide on how to navigate your course listings.

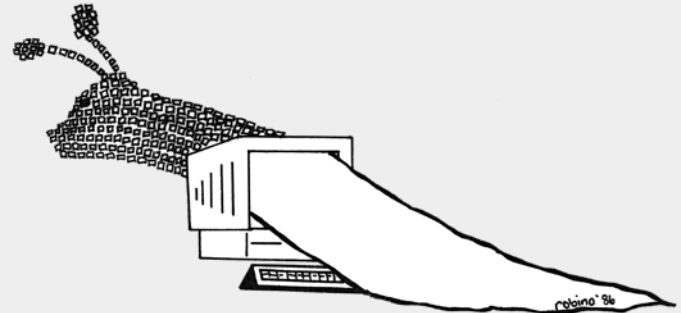


The screenshot shows a user interface for UCSC Courses. On the left is a vertical navigation menu with a yellow header containing the UCSC logo. Below the logo are four dark blue buttons: 'Account' (with a person icon), 'Dashboard' (with a dashboard icon), 'Courses' (with a book icon), and 'Calendar' (with a calendar icon). The main content area is titled 'Courses' and has a close button (X) in the top right. It lists three course entries: 'Politics of China' (2017 SPRING QUARTER), 'Frankencourse', and 'LALS 75 Copy'. Below these is a link for 'All Courses'. A welcome message at the bottom reads: 'Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.'



Customizing My Course List

- Canvas allows for simple customization of your course list. [Here](#) is a simple guide on how to do it.

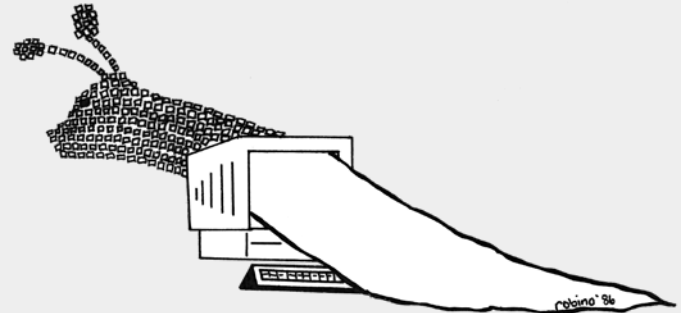


Changing My Notifications

If you are getting too many, or too few, notifications from Canvas you can easily change the frequency in which you receive different kinds of notifications.

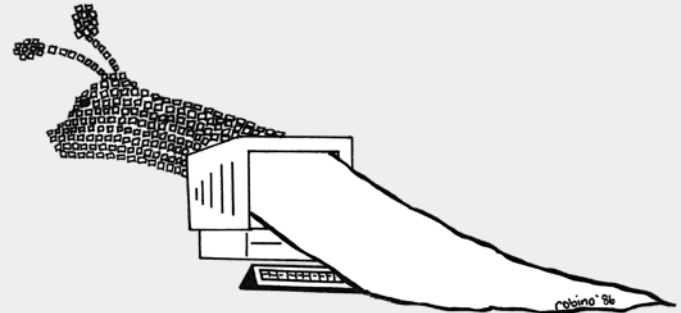
From the Navigation Bar select Account, and then Notifications.

Important Note: Always keep **Announcements** and **Conversation Message** notifications set to “Notify me right away”. Many instructors use these tools to deliver important class information that may affect your grade.



How do I submit an online assignment?

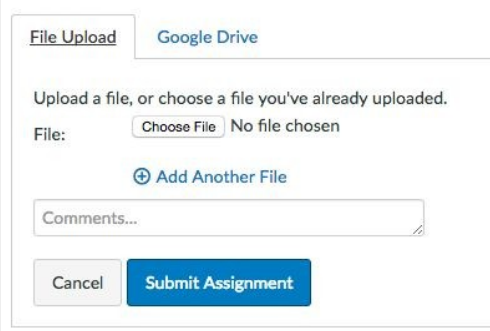
- Submitting assignments is simple on Canvas. [Here](#) is a short guide on how to do it.
- You can also upload assignments from your Google Drive, as shown on the next slide.



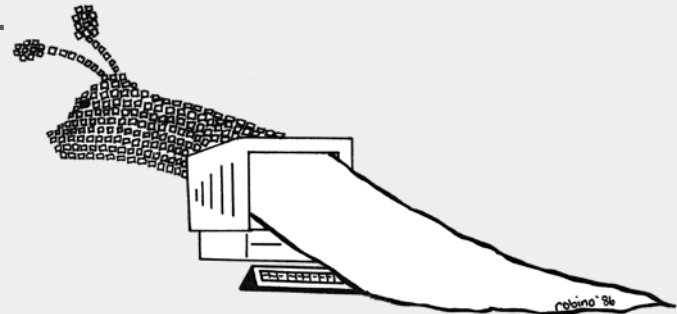
Uploading with Google Drive

You can begin using Google Drive to submit assignments with a few simple steps:

- When submitting a file for an assignment you will see a Google Drive tab.
- Click this tab, and then follow the authorization prompts to allow Canvas access to your Google Drive account.
- Now you will see a list of your files and folders. Simply select the file you want to turn in, and press submit. Your file has been attached and is ready for submission.

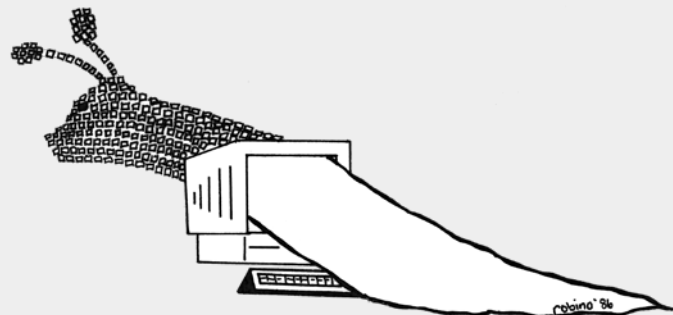


The screenshot shows a 'File Upload' dialog box with two tabs: 'File Upload' and 'Google Drive'. The 'Google Drive' tab is active. The text inside the dialog reads: 'Upload a file, or choose a file you've already uploaded.' Below this, there is a 'File:' label followed by a 'Choose File' button and the text 'No file chosen'. A blue link with a plus icon and the text 'Add Another File' is positioned below the 'File:' section. There is a text input field labeled 'Comments...' with a small icon on the right side. At the bottom of the dialog, there are two buttons: a grey 'Cancel' button and a blue 'Submit Assignment' button.



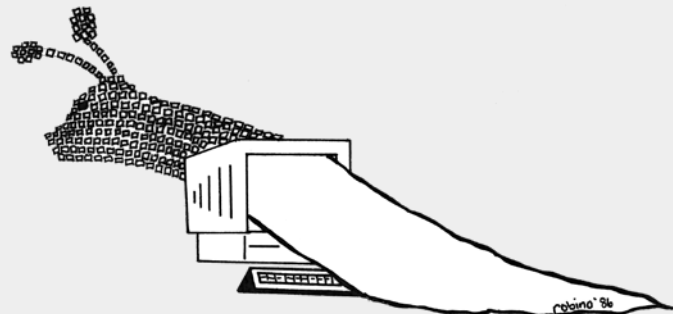
How do I view my grades?

- Canvas offers an intuitive grade book for quick access to your course grades. Simply click the course you'd like to view, and then click the “Grades” link in the Course View.
- *Important Note:* Your instructor may not release your grade for an assignment until they have graded every student's submission. Some instructors may not allow students access to this feature at all.



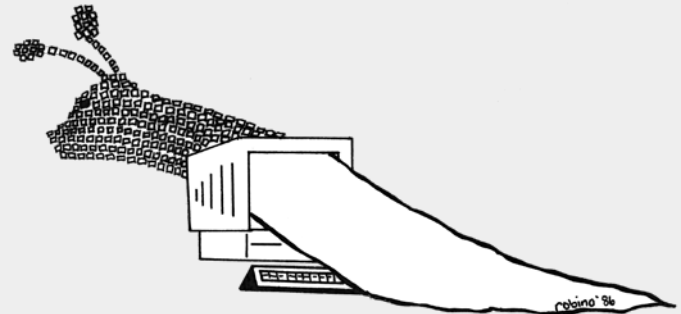
How do I use the Calendar?

- Canvas contains an easy to use calendar that automatically displays your assignment due dates. [Here](#) is a guide on how to take full advantage of the calendar.



Replying to Discussions

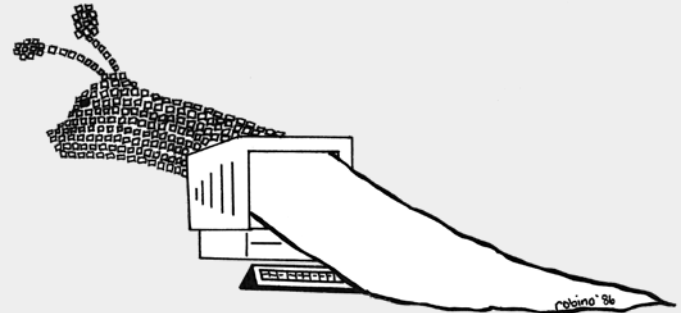
- Many courses make use of the Discussion tool to facilitate student interactions. [Here](#) is a short guide on how to better use the Discussion tool.



My Class is Online

If your class is online and you cannot access it in your Courses Dashboard, you will need to login through the UOnline portal.

- Go to login.uonline.edu
- Click "UC Campus Student and Faculty", then "Santa Cruz"
- Login with your CruzID and Gold password.



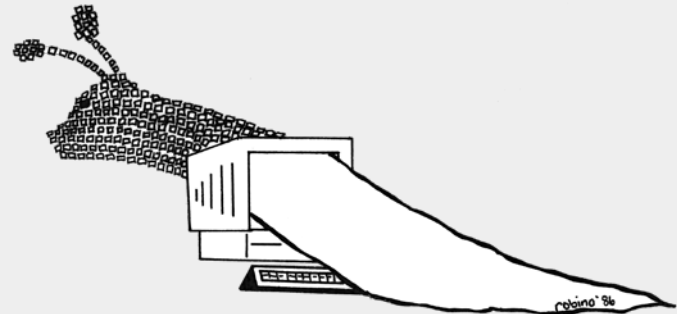
I don't see my class...

At the beginning of every quarter students will be automatically added to their Canvas courses.

If you don't see a class it is possible that:

- The Instructor will not be using Canvas.
- The Instructor has not yet made the site available.

If your Instructor has published the site and you still do not have access, contact them.



Getting More Help

- If you require additional assistance with how to navigate Canvas, select the “Help” icon at the bottom of the navigation bar on the left.
- You can “Report a Problem”, “Chat with Canvas Support” online, or “Call the Canvas Support Hotline” available 24/7.
- If you have an issue with your course, enrollments, or other UCSC-specific issues, select “Contact the FITC” to open a ticket with the local UCSC Canvas support team in the FITC.

