JWL Basic Canvas Overview – For Students

What is Canvas?
Canvas is a Learning Management tool that allows faculty to and students to connect online. PowerPoint presentations, videos, audio clips, and other resources are created outside of Canvas and added to Canvas courses for students to enhance teaching and learning efforts.

Who uses Canvas?
Professors and teachers use Canvas as a learning tool to help students understand learning material. Canvas is used for off-campus online learning, as well as an online supplemental tool for on-campus learning.

Login to Canvas
You will receive login instructions by email. The general login for students and faculty is NETID@jwl.org.

Canvas Helpdesk
For further questions about Technical Questions, Canvas, or JWL Courses please contact jwlhelp@jwl.org

Canvas Login page

This is the page you will see after logging in. The course(s) you are enrolled in will appear on the Dashboard. To access your course, click on the course card in the Dashboard or “Courses” link on the left blue left Global Navigation Panel.
Canvas User Interface
The Canvas user interface has three main components:

1. **Dashboard** – The Dashboard is the first thing you see when you log into Canvas. It provides an overview of your courses.

2. **Global Navigation** – The Global Navigation menu gives you direct access to your courses and other areas of Canvas.

3. **Sidebar** – The Sidebar is dynamic and will change depending on where you are within the course. It provides tools and resources to help you manage your course.

Main Course Page
This is the first page you will see after clicking the course link. This is the student view. To start the course, students will click on the “Modules” link on the left course navigation panel. Start on “Week 1”.

Welcome to the Academic Writing course!
To start this course, click on the “Modules” link on the left panel. Start with “Week 1.”
Your Course
The course has four sections. (1) The **Course Navigation** that links to various parts of your course including course content. (2) The **Content Area** (3) The **Breadcrumb Navigation** (4) the **Sidebar**, and (5) **Global Navigation**.

Global Navigation
The course Global Navigation menu gives you direct access to your courses and other areas of Canvas. This menu is accessible from any page within Canvas. To modify your user settings or profile, click the **Account** link. You can also specify your notification preferences and log out of Canvas.
Click the **Inbox** link to view your course email. Students can compose and send new messages to your instructor. Faculty can compose and send new message to their students and other Canvas users here, or view any existing conversations.

Click the **Account** link will allow you to modify your user settings or profile. You can also specify your notification preferences and log out of Canvas.

Click the **Logout button to log out of Canvas**. To hide the Account menu, click the Account link again or click the close icon.

To add or modify your profile picture, click the edit **profile picture icon** in the Account link.

To upload a new profile picture, click the **Upload a Picture tab**, then click the **Choose a Picture link**. Find the image you want to upload from your computer and click the Open or Choose button. Then drag the selection box to resize or crop your picture. Click the Save button to upload your picture.

Click the **Courses** link to access your individual courses or view a list of all your courses.

Click on the **Dashboard** link to return to the course homepage.
Course Navigation

Home - Return to the home page of the course.
Announcements - Faculty will post announcements here. The newest one will appear at the top of the list.
Modules - Contains the weekly course content (videos, assignments, activities, discussions).
Assignments - Contains all graded assignments.
Discussions - Interactive communication on a posted topic.
Quizzes - For courses with a quiz assignment, there will be a link for access to the quiz or test.
Grades - Student can view their grades and point value.
Syllabus - Document that provides the requirements of the course. Course Rubrics found here.

Course Modules

The "Modules" page displays all of the course modules. The modules contain the course content. Also included is a "Getting Started" Guide.

The Documents section includes the Course Syllabus, Grading Rubrics and Learner Support Links.

The Online Writing Tutors provide information for scheduling a tutor session as well as additional resources.

The Modules are divided into Weeks. To start the click the first topic in the Week 1 Module.
Sometimes not all of the modules will be visible and may be made available as the course progresses.
Discussions

The discussion board allows the student to engage in an online discussion with other students and facilitators. Choose the week discussion topic you are in and follow the directions. Post a reply to respond to the topic. Post a reply to respond to a classmate’s post.

Journal

Allows the student to create private postings that only the facilitators can view. Journals are found in the Assignments link on the Course Navigation.

Assignment

Graded assignments are located on the Assignments link on the Course Navigation.

Quiz

If your course has a quiz or test, it will be located on the Quizzes link on the Course Navigation. Open your quiz by then clicking on the quiz title.
Grades
Student can view their grades and point value link on the Course Navigation. Click on the link to view all graded assignments, your score (when your instructor has graded it) and possible points awarded. The visual below shows a dash (-) under “Score” indicating the assignment has not been graded yet.

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