canvas
Student Guide

OLD DOMINION
U N I V E R S I T Y

Access Canvas

Use your ODU Midas ID and password to access Canvas at canvas.odu.edu or by clicking the Canvas button under My Systems via MyODU portal

Get to Know Dashboard

Once you are logged into Canvas, you will see Global Navigation, Course Cards, and the Sidebar on the right side

1. **Global Navigation** contains shortcuts that will help you to navigate through Canvas
2. **Course Cards** give an overview of your courses and notifications; click on the course you want to enter
3. **The Sidebar** provides information on To-Do list and the latest announcements
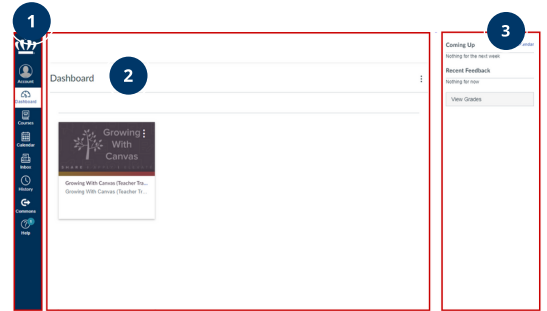
Adjust Settings

To customize general settings (timezone, contact information, pronouns) go to Global Navigation --> Account --> Settings

1. Go to the **Settings** link
2. Add an additional e-mail and phone number to receive information through another contact form besides university e-mail*
3. To set the timezone, language and add pronouns, click on the **Edit Settings** button on the right

* In communication with faculty, students are expected to use their ODU e-mail
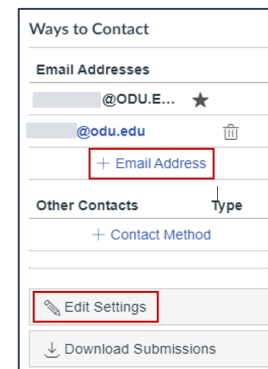
Set up Notification Preferences

Customize your course notifications to control what, when, and where information is sent

1. Go to **Global Navigation --> Account --> Notifications**
2. Select for which course you would like to customize notifications
3. Use the drop-down menu to select how often you would like to receive notifications. You may adjust information for each contact method
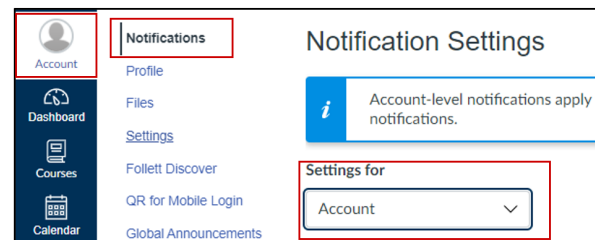
View and Filter Announcements

Access announcements within each course, Canvas announcements, Recent Activity Dashboard, or view announcements in the To-Do list

1. In **Course Navigation**, click the **Announcements** link
2. To view only unread or all announcements, use the filter drop-down menu. To search for an announcement, you can type an announcement title, a user name, or a keyword in the search field

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## View and Submit Assignments

Access assignments through the Assignment link within the course, Dashboard, Course Home Page, Syllabus, Gradebook, Calendar, or Modules

1. Before submitting your assignment, view your assignment rubrics by clicking on the name of an assignment
2. Depending on the assignment type, you may upload a file, submit a text entry, enter a website URL, or submit media
3. To submit an assignment, click on the **Submit Assignment** button

View Grades

The Grades page in a course displays all current grades for all course assignments. You can also view scoring details, comments, and rubrics

1. Select the course for which you want to view grades. Grades are sorted chronologically by assignment due date
2. Sort by assignment group, due date, module, or name
3. Click the **Apply** button
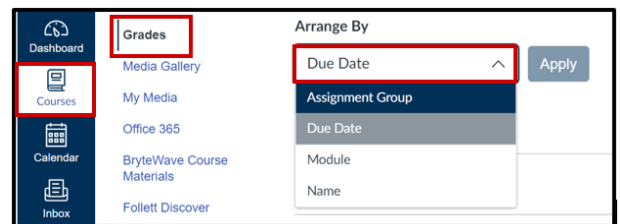
Access Discussion Board

To view Discussions go to Course navigation --> Discussion
Discussions are organized into three main areas:
1. **Pinned Discussions:** These are discussions that your professor wants you to pay attention to; these discussions will appear at the top of the discussion page
2. **Discussions:** These are current discussions within the course. Discussions are ordered by the most recent activity
3. **Closed for Comments**: These discussions have been manually closed for comments, or the discussion is no longer available; only available in a read-only format

Posting accessibility may change due to professor discretion
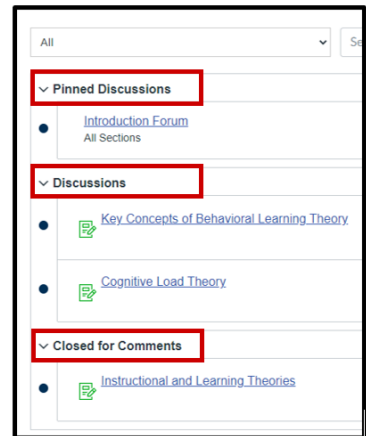
Compose an E-mail

You can view and reply to conversations and sort them by course

1. Go to **Global Navigation --> Inbox** link
2. To load conversations, filter your messages by course or group and type
3. Filtering by type lets you filter messages by Inbox, Unread, Starred, Sent, Archived, and Submission Comments
4. Compose a message at any time using the compose icon

Use Canvas on Your Phone

Download the **Canvas Students App** and access all of your courses and groups through your phone. The app supports both IOS and Android devices

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Checklist

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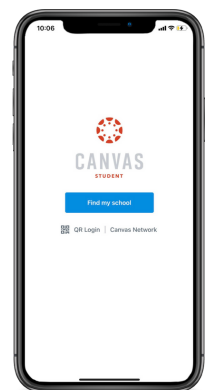
Are you ready to migrate to Canvas?

Read the checklist and make sure you are aware of the main features of Canvas to have a great and smooth start to the semester!

Task List ✓

1	**Sign in** to your Canvas account using ODU Midas ID and Password	☐
2	**Explore Dashboard:** Go to Global Navigation Bar, Courses, and Announcements	☐
3	**Update your Settings:** set language, add pronouns, and make sure you have set the right time zone	☐
4	**Set Notifications:** Customize course notifications to receive up to date information via communication channels you prefer	☐
5	**View Announcements:** Find the Announcements tab and read any announcements your professors have posted	☐
6	**Check Assignments:** Get to know your first assignments, due dates and try filtering them by course name	☐
7	**Explore the Grades page:** Arrange grades by due date, assignment group, module, and title	☐
8	**Access Discussion Board:** Check out the features of Discussion Board	☐
9	**Send an e-mail:** Get familiarized with Canvas Inbox and send a message to one of your classmates	☐
10	**Download the Student Canvas App:** Access all of your favorited courses using your mobile device	☐

Look for more information within the Canvas Student Community:

- Student Guide - Instructure Community: https://community.canvaslms.com/t5/Student-Guide/tkb-p/student#Assignments
- How-to videos for Students on Canvas: https://vimeo.com/74677642

Still have questions? Reach out to us:

Academic Resource Center
Learning Commons @ Perry Library, Room 1313
Old Dominion University
757-683-5370
arc@odu.edu