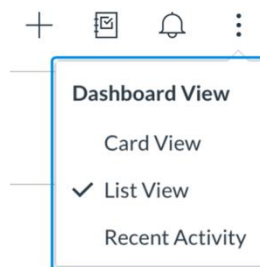


Canvas User Guide for Students

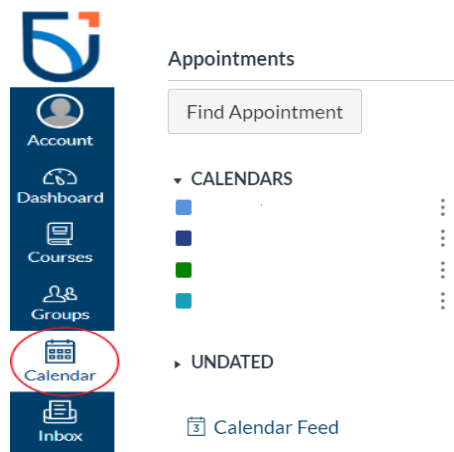
1. Log into <https://learn.ontariotechu.ca/> using your student Banner ID and network password. For new students, this will be your MyCampus password.



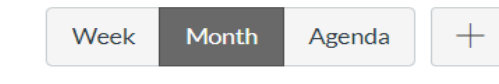
2. Select the **Dashboard** tab from the menu on the left side of the page, this will show you all the classes you are enrolled in for the semester.



- a. You can also select the **Courses** tab on the menu to show your current courses.
 - b. **Dashboard View** can be selected by clicking on the three dots at the top right corner. You can select options for Card View, List View and Recent Activity
 - c. Select **Card View** to see your courses.
 - d. Select **List View** to show your tasks in an agenda format.
 - e. Select **Recent Activity** to see new activity from your professors/TAs.
3. Set up calendar features in the **Calendar** tab



- a. Connect to your ontariotechu.net Google Calendar
- b. Find appointments in the appointment section.
- c. Add new events by clicking the plus sign.



4. **Notification Preferences** can be adjusted by going to the **Account** tab and selecting **Notifications**. Here, you will find the options of being notified immediately, daily, weekly, or not at all.

 Notify immediately

 Daily summary

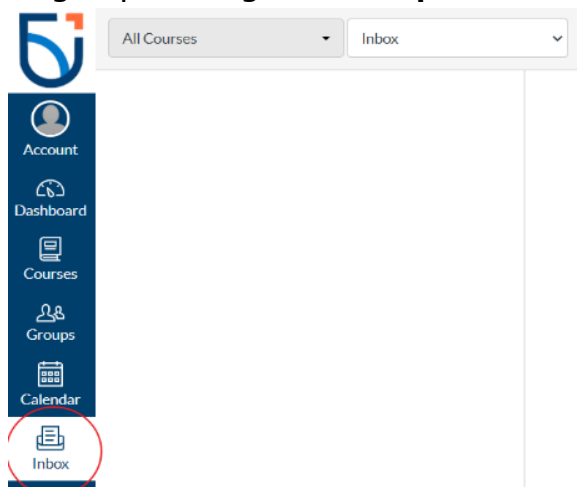
 Weekly summary

 Notifications off

***Note:** It is highly recommended to keep notification settings on for announcements to help ensure you don't miss important announcements.

5. Canvas Communication

- a. View and send messages from the **Inbox**
- b. Have discussions on the discussion board
- c. Communicate with groups through the **Groups** tab

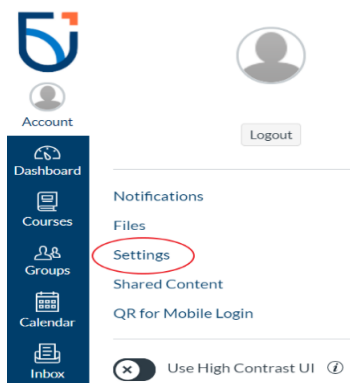


6. Common sections within a course



- a. **Syllabus:** An outline of your course
- b. **Modules:** How your course content may be organized.
- c. **Assignments:** Where you may view or submit tasks or projects assigned to you
- d. **Quizzes:** Where you may take, view or submit quizzes assigned to you
- e. **Discussions:** Where you may communicate with your professor and peers
- f. **Grades:** Where you may locate the results of your assignments and quizzes
- g. **Google Drive:** Allows you to access your connected drive and access files through Canvas (Google Drive setup with Canvas is explained in the next step)

7. How to link your **Google Drive**



- a. Access the **Settings** option under the **Account** tab
- b. Scroll down to **Web Services**
- c. Click **Google Drive** under **Other Services** to login to your Drive

Web Services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean.

☐ Let fellow course/group members see which services I've linked to my profile

Registered Services

No Registered Services

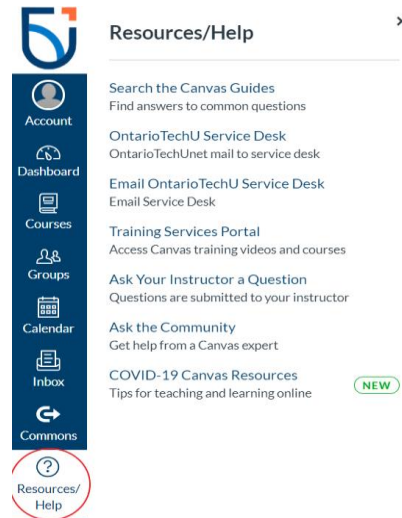
Other Services

Click any service below to register:



Approved Integrations:

8. Resources & Help tab (troubleshooting and technical assistance)



- Search the Canvas Guide: this thorough guide will help answer any frequently asked questions you may have.
- Technical inquiries can be directed to [Ontario Tech's IT Service Desk](#).
- Ask questions to the community, your instructor, and find training videos/resources.

For further Canvas training related inquiries, Ontario Tech students are welcome to join the drop-in sessions posted on the [LMS Student Support Training Schedule](#) or email CanvasforStudents@ontariotechu.ca.

Images retrieved from the Canvas interface at learn.ontariotechu.ca