

# Introduction to Canvas

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Welcome to our online learning management system, Canvas! We have everything you need to be successful in your courses - and your career - right at your fingertips. To access Canvas, go to the student portal home page. From here, you can click on Canvas from the left hand menu or click on the hyperlinked course name from the Current Courses tab under My Class Schedule.

## **Account Profile:**

To set up your profile and upload a photo, click on the Account button at the top of the Global Navigation menu on the left, and then select the Profile link. You can upload your photo by hovering over the photo icon and clicking on the prompt to change the photo. You will be guided to choose, upload, and save your photo.

To add other items in the Profile section, click on the Edit Profile icon in the upper right-hand corner of the page. You can add information such as a short bio, your activities and interests, or career information that you would like to share. Keep in mind that once you set up your profile, this photo and profile will automatically populate in the People section of every course you take; you will not have to do this again. However, you can always come back to the Profile setting to change your photo or other information.

## **Dashboard:**

When you log into Canvas, the landing page is the Dashboard. This page will show the Global Navigation menu on the left, your courses in the center, and a right sidebar, which contains the Global Activity Stream/To Do list, upcoming events, and notifications. To access a course, just click on it.

## **Courses:**

You can only access courses for up to 4 weeks from the last day of class, so save any coursework that you want to have access to on your personal computer. To find these courses within this timeframe, follow these steps:

1. Click on "Courses" and then All Courses
2. Scroll to the bottom of the page and look for "Past Enrollments."
3. From here you will see a list of available archived courses and be able to see grades, access assignments, and more.

## **Calendar:**

The calendar link allows you to add important dates on your own to keep you on track.

## **Inbox:**

The inbox is where you will find any messages sent to you in Canvas. If you wish to contact your instructor, it is recommended that you use your CSU Global student email rather than the Canvas email.

## **History:**

You can find your most recent activity under the history link.

## **Help:**

Click on the Help Link to access Student Help Center resources, 24/7 Tech Support, the Library, Ask Your Instructor a Question link, portal, Global Connect- which is our Career Center, and the Writing Center.

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