

UNC Greensboro Canvas Student Guide

This guide is intended as a quickstart and introduction to the Learning Management System (LMS) Canvas for UNC Greensboro students.

If students have technical issues with Canvas, please contact UNCG's Information Technology Services 6-TECH Online:

its.uncg.edu/services

***Please note that UNCG Canvas courses will vary in aesthetics. Student's individual courses might look different than images provided in this guide.



canvas
BY INSTRUCTURE



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Logging In:

canvas.uncg.edu

OR

- Go to UNCG's homepage (www.uncg.edu)
- Find the Blackboard icon at the top (Bb)
- Once you select, you will be guided to a page with an option to click on a Canvas

Log in using your UNCG email username and password (without @uncg.edu)



Choose Your Log In



Blackboard



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User dashboard:

- The user dashboard is the first thing you see when you log into Canvas.
- The user dashboard helps you see what is happening in all of your courses.
- You can return to the user dashboard at any time by clicking UNCG's logo in the Global Navigation at the top.

The screenshot shows the Canvas user dashboard interface. At the top left is the UNCG logo with the text 'UNCG Course' below it. A red callout box points to the logo with the text: 'Click on the logo to return to your user dashboard at any time'. In the top right corner, the user's name 'Samantha Harlow' and navigation links 'Inbox', 'Settings', 'Logout', and 'Help' are visible. The main dashboard is divided into several sections. On the left, the 'Recent Activity' section is highlighted with a red box and a callout: 'Recent Activity shows you announcements, assignment notifications, and discussions going on in all of your classes.' Below this, there are three rows of activity: '3 Announcements' (DEVslharlow and LIS 120-01), '4 Assignment Notifications' (DEVslharlow and LIS 120-01), and '1 Discussion' (Development ITC slharlow). On the right, the 'To Do' section is highlighted with a red box and a callout: 'To Do shows you what needs to be done next in all of your classes'. It lists three items: 'Grade Digital Citizenship Post-Test (module 2)' (25 need grading), 'Grade Module 7 Assignment: Digital Poster Project' (24 need grading), and 'Grade Module 8 Assignment: Technology Grant Proposal' (2 need grading). Below the 'To Do' section is the 'Coming Up' section, also highlighted with a red box and a callout: 'See what's coming up and get a color coded calendar view of your assignments.' It shows 'Module 8 Assignment: Technology Grant Proposal' due on Wednesday. At the bottom right, there is a 'Recent Feedback' section with the text 'Nothing for now'.



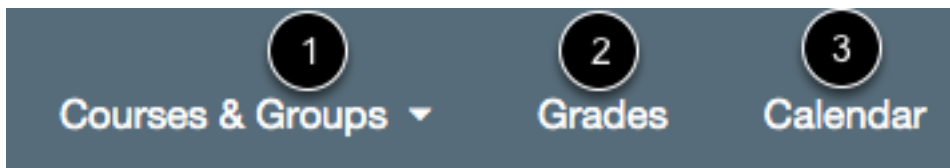
View Help Corner:

The Help Corner provides easy access to your personal user links and appears at the top of every page in Canvas. You can view your Inbox (Canvas email system), view your user settings, log out of Canvas, and get help with Canvas.



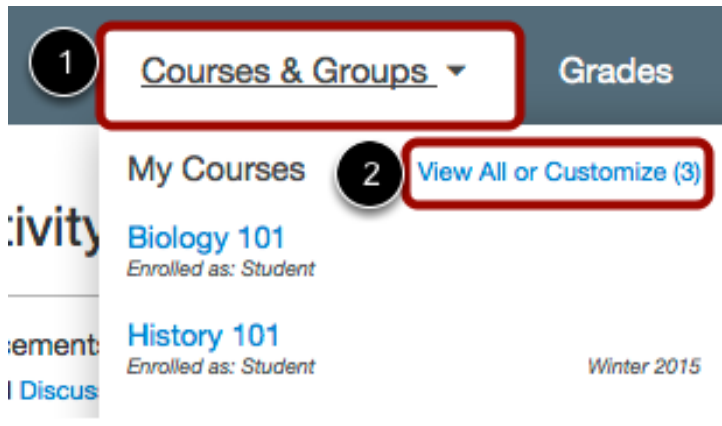
View Global Navigation:

The Global Navigation menu provides you with quick access to all of your courses and groups, a summary page for all course grades, and the Canvas Calendar. Global Navigation also appears at the top of every page in Canvas.



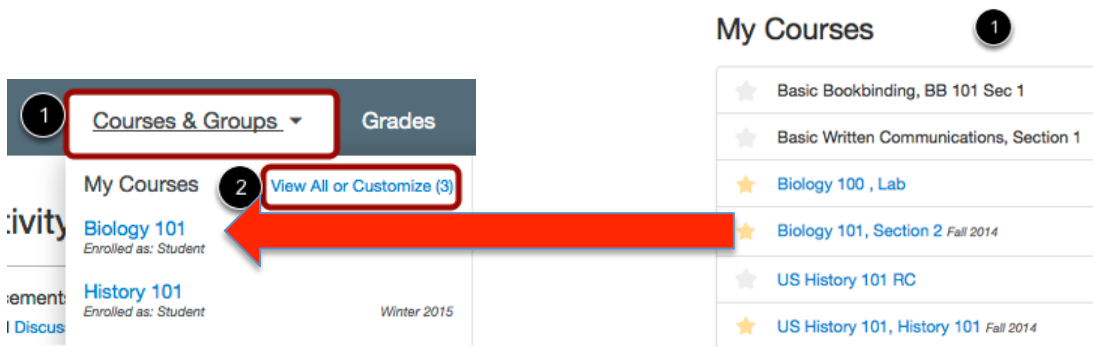
Courses:

In Global Navigation, click the Courses link. If you are enrolled in any groups, Global Navigation will show the link as Courses & Groups.



View Course Categories:

Once you go into **Courses - View All or Customize**, you can see how courses are organized into three categories: My Courses, Past Enrollments, and Future Enrollments. You can star the classes you could like to show up in your Course Navigation link at the top.



Course Dashboard:

The Course Dashboard consists of four main elements:

1. Course Navigation
2. Breadcrumbs
3. Sidebar
4. Content Area

***Please note that each of your Course Navigation menus on the left will be different for each course based on how your instructor set up the course

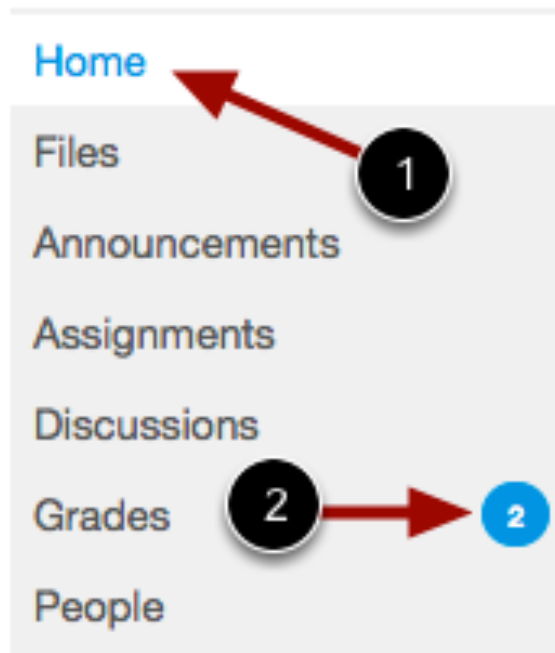
The screenshot shows the Canvas LMS interface for a course titled "HIST-101 US History 101". The top navigation bar includes the user name "Jessica Doe", "Inbox", "Settings", "Logout", and "Help". Below this, the main navigation bar shows "Courses & Groups", "Grades", and "Calendar". The course navigation sidebar (1) lists items like Home, Announcements, Assignments, Discussions, Grades, People, Syllabus, Quizzes, Modules, and Collaborations. The breadcrumb trail (2) shows the path from the home page to the course page. The main content area (4) features a "Welcome to US History!" message and a photograph of the US Capitol building. The right sidebar (3) contains a "View Course Stream" section with a "To Do" list of assignments and quizzes, and a "Recent Feedback" section.



Course Navigation:

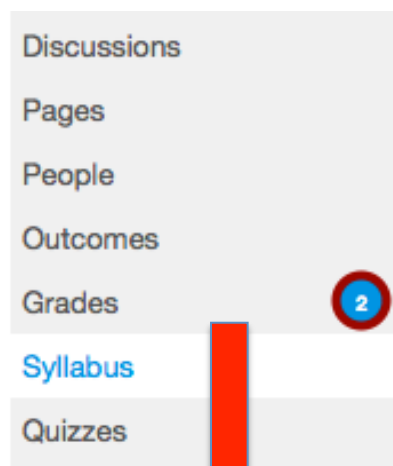
The Course Navigation links help you get to where you want to go within a Canvas course.

Instructors can customize what links are shown in a course, so if you don't see links that may display in other courses, your instructor has hidden them from your view. This means there are most likely links to what you need on your course home page. The active link is highlighted in blue with a white background. You may also see course indicators that show updates for your course grades (see image below).



Course Navigation Indicators:

Sometimes a user wants to know what has changed since the last time he or she has visited a course, especially with Grades. The numbered indicator for Grades shows a user either a change in a score, including new scores, or a comment left on a submission by an instructor or a peer. To clear the indicators, view the Grades page. When you refresh or navigate away from the page, the count will reset.



Name	Due	Score	Out of
MetalBlast Assignment	Apr 25, 2014 by 10:59pm	-	10
● Osmosis	Sep 2, 2014 by 10:59pm	5	5
Biology History	Sep 5, 2014 by 10:59pm		15
Pre-Assessment	Sep 8, 2014 by 10:59pm	25	25



Mobile Applications:

Canvas has four native mobile applications free for download on both phones and tablets (**3 designed for Instructors**). Please note that mobile applications are only supported in English at this time.

Canvas by Instructure (iOS 7+, Android 4+)

This app provides access to Canvas for both instructors and students while on the go. Depending on your device, not all Canvas features may be available on the app at this time.



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Profile and user settings:

Access your profile from the link of your name at the top of the screen.

You can use your profile and user settings to:

- View and edit your user settings, such as display name, language preference, and time zone.
- View or add a profile picture.
- Set Notifications for your favorite communication channels
- Upload personal Files
- Create and manage ePortfolios of your course work
- Manage new user features

*UNCG may restrict one or more of these options

Alter your notifications to get more or less emails/texts about your classes

Click here to access your profile

Add a cell phone number to get text message updates about your classes

Ways to Contact

Email Addresses	
★	doug.roberts.canvas@gmail...
+ Add Email Address	

Other Contacts	Type
+ Add Contact Method	

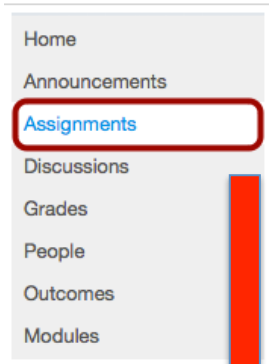
[Edit Settings](#)



Submitting Online Assignments:

In **Course Navigation**, click on **Assignments** link. Click on the name of the assignment. When you click on Assignment title, you will see a screen with assignment instructions and/or a rubric. Click on the **Submit Assignment** link to submit your work.

*Your link for assignments might be located in a different location (such as modules, your homepage, etc) based on individual course designs.



Upcoming Assignments

Writing Assignment	Available until Feb 28	Due Feb 6 at 11:59pm	-/50 pts
Cell Processes		Due Feb 11 at 11:59pm	-/10 pts

★ > BIO-101 > Assignments > Writing Assignment

Writing Assignment

- 1 **Due** Feb 6 by 11:59pm
- 2 **Points** 50
- 3 **Submitting** a text entry box, a website url, or a file upload
- 4 **File Types** doc, docx, and pdf
- 5 **Available** Jan 5 at 12am - Feb 28 at 11:59pm about 1 month

6 + Submit Assignment



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File Upload:

To upload a file from your computer and submit as your assignment, click the **Choose File** button. If you have already uploaded your assignment to Canvas and want to select it for your assignment submission, click the **Click here...uploaded** link. Click **Submit Assignment**.

File Upload Text Entry Website URL Media

Upload a file, or choose a file you've already uploaded.

File: **1** Choose File no file selected

+ Add Another File

[Click here to find a file you've already uploaded](#) **2**

Comments...

Cancel **Submit Assignment**

Text Entry:

File Upload **Text Entry** Website URL Media

Copy and paste or type your submission right here.

HTML Editor

B I U A ab Q [] x' x []

Font Size Paragraph

Assignment submission text. **←**

Type or copy and paste text in the Rich Content Editor. Click **Submit Assignment**.

*You can submit up to 16384 characters in the Text Entry field.



Website URL:

File Upload Text Entry **Website URL** Media

Copy and paste the link to the web site you'd like to submit for this assignment.

Website URL:

Type or copy and paste the URL into the Website URL field. Click **Submit Assignment**.

Submit Media Recording:

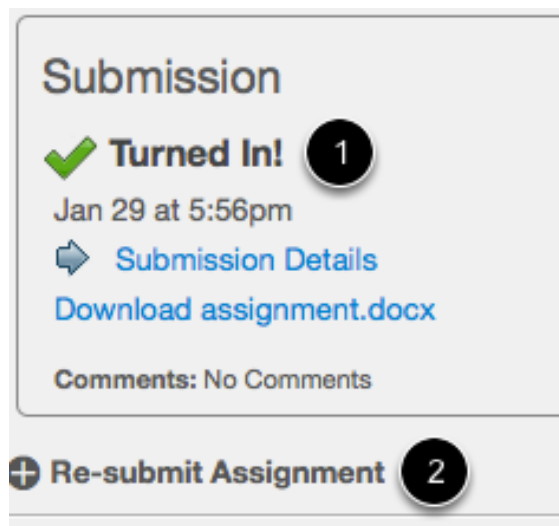
Record or upload media. Follow the instructions given to you. Click **Submit Assignment** when you are done.

File Upload Text Entry Website URL **Media**

Use the link below to record your submission. Click "Save" ready to submit.



View Submission:



The screenshot shows a submission notification card. At the top, it says "Submission". Below that, there is a green checkmark icon followed by the text "Turned In!" and a circular badge containing the number "1". Underneath, it displays the date and time "Jan 29 at 5:56pm". There are two blue links: "Submission Details" with a right-pointing arrow icon, and "Download assignment.docx". At the bottom of the card, it says "Comments: No Comments". Below the card, there is a button labeled "Re-submit Assignment" with a plus sign icon and a circular badge containing the number "2".

After you have submitted your work, you will see information in the Sidebar about your submission.

If you choose, you may resubmit another version of your assignment using the Re-submit Assignment link. You will only be able to view the details of your most recent submission in the sidebar, but your instructor will be able to see all of your submissions.

Once the instructor has graded your submission, you will be notified via the channels that you specify in your Notification Preferences.

You can also see the details about your assignment and links to additional feedback in Gradebook.

*Your assignment will still appear in Assignments and the Syllabus; the listing is not removed with assignment submissions.



Grades:

To view your Gradebook, go to a course. In **Course Navigation**, click the **Grades** link.

Home > HIST-101 > Grades > Emily Boone

Grades For Emily Boone

For the course: US History 101

Assignments | Learning Mastery

Name	Due	Score	Out of	
Unit 1 Assignment	Feb 23 by 10:59pm	25	25	🗨️ 📄
Information Survey	Feb 25 by 10:59pm	5	5	🗨️ 📄
Unit 1 Introductions	Feb 27 by 10:59pm			🗨️ 📄
Unit 1 Discussion	Mar 5 by 10:59pm			🗨️ 📄
Unit 1 Quiz	Mar 19 by 10:59pm	7	10	🗨️ 📄
Unit 2 Assignment	Mar 25 by 10:59pm	10	10	🗨️ 📄
Unit 2 Discussion	Mar 27 by 10:59pm		15	🗨️ 📄
Unit 2 Quiz	Mar 28 by 10:59pm	3	5	🗨️ 📄
Unit 3 Assignment	Apr 2 by 10:59pm		20	🗨️ 📄
Unit 3 Discussion	Apr 4 by 10:59pm	-	15	🗨️ 📄
Unit 3 Quiz		8	16	🗨️ 📄
Peer Assignment		6	10	🗨️ 📄
Final Assignment		-	25	🗨️ 📄
Course Evaluation	May 9 by 10:59pm	-	3	
End of Semester Survey	May 9 by 10:59pm	-	3	
Unit 4 Assignment	May 23 by 10:59pm	-	30	
Course Survey		0.25	3	
Expectations		10	15	🗨️ 📄
Assignments		75.9%		
Total		75.9%		

Total: 75.9%

Show All Details

Course assignments are not weighted.
 Calculate based only on graded assignments

Click any score and enter a new value to see how the change will affect your total.

Print grades

Assignment due date

Print grades

Name of your assignment

Can change the course in which you are viewing grades

The score you earned and the total points possible in the assignment

The grade summary allows you to show and revert any saved what-if scores and show/hide Scoring details. If your assignment groups are weighted, the sidebar will show the breakdown of weighted assignment groups.

If there is an icon instead of a score, you have not yet received a grade for this assignment

The last column shows you scoring details for an assignment by clicking on the check mark icon. If there are comments on an assignment there will be a Speech Bubble icon.

Score via the scoring rubric



Calendar:

The screenshot shows a calendar interface with several annotations in red boxes and arrows:

- Top navigation:** A callout box points to the "Agenda" tab, stating: "You can view your calendar in an agenda list, instead of calendars".
- Assignment icons:** A callout box points to a pink icon representing a discussion, stating: "The icons are different based on what type of assignment is due, such as discussion, quiz, etc".
- Assignment icons:** Another callout box points to a blue icon representing a quiz, stating: "The sidebar is color coded to help you determine your different courses and groups".
- Undated items:** A callout box points to a list of undated items in the sidebar, stating: "Undated items are a list of events and assignments that are not dated".

The calendar itself shows a grid for September 2014 with various assignments and events plotted. The sidebar on the right shows a list of courses and groups, each with a color-coded square next to its name.

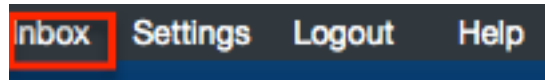
The Calendar displays everything you are enrolled in since the Calendar spans across all courses. In the navigation bar, you can choose to view the calendar in Week, Month, Agenda, or Scheduler view. The view you choose dictates the style of the calendar window. By default, the calendar appears in Month view.

The sidebar shows a quick-view calendar, your list of courses and groups, and undated items for your courses and groups.



Conversations/Inbox:

Access Inbox from top right corner of navigations:



Use conversations/inbox to:

- Send a message to someone in your course
- Send a message to your entire class (if allowed)
- Send a message to members of a group
- Reply to messages from others in your course
- Filter conversations by course or type
- View and reply to assignment submission comments

A screenshot of a web-based inbox interface. At the top, there are two dropdown menus: 'All Courses' and 'Inbox'. To the right of these are several icons: a pencil (compose), a left arrow (reply), a right arrow (reply all), a gift (send gift), a trash can (delete), and a gear (settings). The inbox is divided into two columns. The left column lists messages with sender names, dates, and subject lines. The right column shows the details of the selected message, including the sender's profile picture, name, course name, and the message content.

Sender	Date	Subject	Count
Doug Roberts, Bill Sanderson...	Wednesday	Final Assignment	3
Doug Roberts, Bruce Jones	Oct 7, 2014	Office Hours	2
★ Jane Smith, Jessica Doe...	May 8, 2014	Great job on your group project	3
Jane Smith, Doug Roberts	May 8, 2014	Final Project	1
Doug Roberts, Max Johnson	Apr 22, 2014	(No subject)	1

Final Assignment

Bill Sanderson, Doug Roberts
US History 101
Thank you.

Emily Boone, Doug Roberts
US History 101
Thank you for the reminder!

Doug Roberts, Emily Boone, Canvas Designer... +11 more
US History 101
Just a reminder to submit your final assignments!



Discussion:

Open a discussion from your teacher through Assignments, etc. To reply to the main discussion, type your reply in the **Reply** field.

Post a message in the blank **Rich Content Editor**. You can add links, photos, equations, and/or media. If your instructor allows, you can also attach files. Once you finish, click the **Post Reply** button.

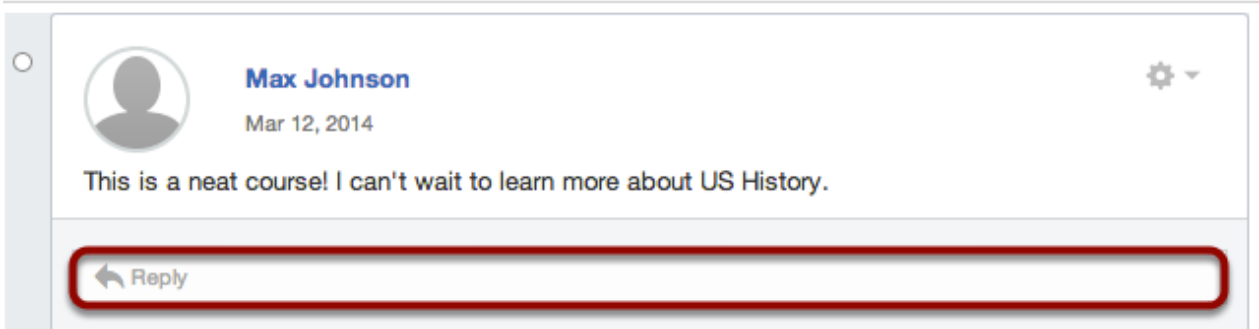
Your reply will be posted at the bottom of the discussion reply thread. The border of your post will flash blue indicating it has been newly posted. The dot indicator next to your post will immediately turn white if Canvas automatically marks your posts as read. However, if you manually mark your posts as read, the indicator will remain blue.

The image shows a sequence of three screenshots illustrating how to reply to a discussion in Canvas. The top screenshot shows a discussion titled "Introductions" with a search bar, an "Unread" button, and a "Reply" button. A red arrow points from the "Reply" button to the "Attach" button in the "HTML Editor" window. The middle screenshot shows the "HTML Editor" window with a red arrow pointing from the "Attach" button to the "Post Reply" button. The bottom screenshot shows the completed reply post by "Emily Boone" on "Jan 2, 2014" with the text "Hi! I'm Emily. I am excited to take this course and learn more about the United States." The "Post Reply" button is highlighted with a red box in the middle screenshot, and the resulting post is highlighted with a red box in the bottom screenshot.



Focused and Threaded Discussion:

In a focused discussion, you can reply to a comment already posted by another student by clicking in the reply field below.

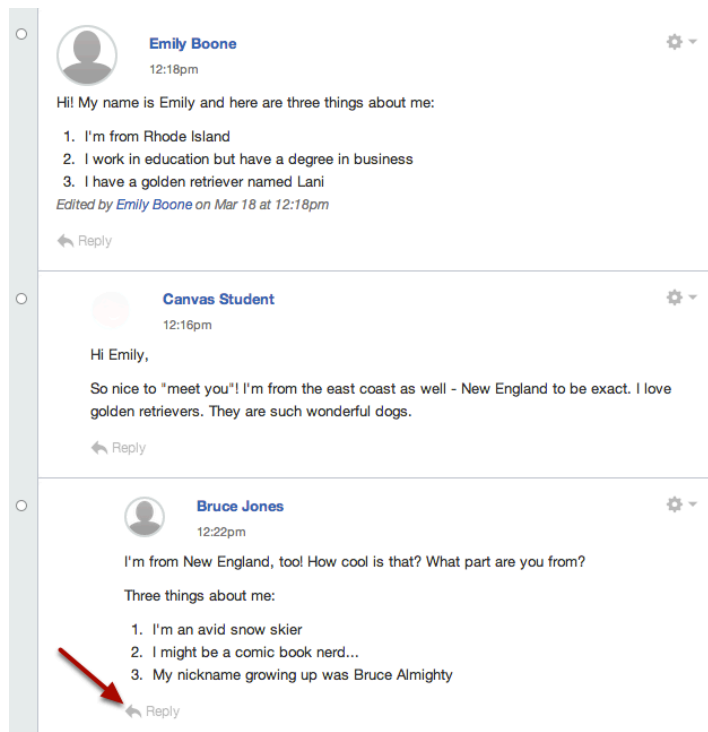


Max Johnson
Mar 12, 2014

This is a neat course! I can't wait to learn more about US History.

← Reply

In a threaded discussion, you can reply to a comment already posted by another student. Locate the post you want to reply to and click the **reply** icon.



Emily Boone
12:18pm

Hi! My name is Emily and here are three things about me:

1. I'm from Rhode Island
2. I work in education but have a degree in business
3. I have a golden retriever named Lani

Edited by Emily Boone on Mar 18 at 12:18pm

← Reply

Canvas Student
12:16pm

Hi Emily,

So nice to "meet you"! I'm from the east coast as well - New England to be exact. I love golden retrievers. They are such wonderful dogs.

← Reply

Bruce Jones
12:22pm

I'm from New England, too! How cool is that? What part are you from?

Three things about me:

1. I'm an avid snow skier
2. I might be a comic book nerd...
3. My nickname growing up was Bruce Almighty

← Reply

