Instructor Canvas Interface Overview

I. **Canvas Interface** – Three main components
   A. **Dashboard** – is the first thing you see when you log into canvas
   B. **Global Navigation** – gives direct access to your course
   C. **Sidebar**

1. **Course Dashboard** – is the first thing you see when you log into Canvas. It provides a high-level overview across all your courses. It has 2 different viewing options -
   a. The **course view** – includes a course card for each of your favorite courses.
   b. **Recent activity stream** – stream of recent notifications from all your courses – Announcements, discussions, assignments, and conversations

   c. **Course Card** – for each favorite courses
   d. **Each Card** includes 4 main canvas tabs that represent 4 main Canvas features – announcements, assignments, discussions, files
Note: These tabs mimic visibility and order in Course Navigation, so for instance, if you hide the Announcements link in a course, the Announcements tab will not be displayed here. The total number of activities are indicated on the appropriate tab will not be displayed here. The total number of activities are indicated on the appropriate tab with a number icon. You can directly access recent activities by clicking the tab.

2. Course Card Settings — you can change and adjust your course card settings
   a. Course Nickname
      • Click on the circle icon
      • Type Nickname — (appear in your navigation menu, course breadcrumbs, and notification emails and only changes the name of the course for the individual user who created the nick name)
      • Note: If you want to see the original name you need to hover over the Nickname and the original name will appear
      • To remove – just open the gear again and delete the nick name
   b. Change Color - Select Color for course card OR Type the HEX code for any color
   c. Click Apply
Note: If students want to see the original name they have to hover over the Nickname and the original name will appear

3. View Recent Stream: Toggle left and right

Note: The recent activity stream view contains a stream of recent notifications from all of your courses including announcements, discussion, assignments, and conversations.

- New Or Unread activities are shown by green dot indicator
- Click Show More to view the detail
- Click Show Less to collapse the detail
- Click X to remove a notification
II. **Global Navigation** - A static menu on the left side of the page, it gives you direct access to your courses.

   a. **Account** – modify your user settings or profile
      - **Profile** – modify your profile
      - **Settings** – modify your settings
      - **Notification** – specify your notifications preferences (weekly, ASAP, Daily)
      - **Files** – upload personal files
      - **ePortfolios** – Manage ePortfolios
      - **Logout** – click to logout of the course
      - **X** – to close the slide-out menu

   b. **Dashboard** – helps return to dashboard anytime
c. **Courses** – Click courses to access individual courses or view a list of all courses in which you are involved. You can customize courses that display on your dashboard and your courses list by clicking the stars ⭐ next to the courses name.

![Courses screenshot](image)

d. **Groups** - to access any groups in which you are enrolled or to view a list of all your groups.

![Groups screenshot](image)
e. **Calendar** – the global calendar shows an aggregated view of all assignments and events from each of your courses

f. **Inbox** – provides all your conversations. You can compose and send new messages to other students and teachers or view any existing conversation.
III. Click Help/Guide - to access help resources

- Canvas Guides
- Canvas Community
- Canvas Support
IV. **Side-bar** – The side-bar includes a To Do List, Coming Up feed and View Grades Button.

a. **To Do List** – helps you keep track of assignments that you need to grade

b. **Coming Up Feed** – lists upcoming assignments and events within your courses.

c. **View Grades** – quickly access the grades for any of your courses and to view the student interactions reports.
V. Course Interface

a. **Course Navigation Menu** – provides links to different areas of your course.
b. **Content Area** – The content of the course will be displayed here.
c. **Breadcrumb Navigation** – shows you your current location within a course and allows you to easily return to a previous screen.
d. **Sidebar** – is dynamic and will change depending on where you are in canvas. It provides you further tools and resources to help you build and manage your course.