**A picture containing text

Description automatically generated**

**Getting Started in Canvas**

Are you new to Canvas or creating a course in Canvas for the first time?  Then this handout is for you!  Learn how to navigate in Canvas and use the basic Canvas features to get started creating course content.  This handout also lists the many Canvas support resources that are available to you at Xavier.

1. **Logging Into Canvas**
   1. Log into Canvas here: <https://canvas.xavier.edu/> , or by clicking the Canvas link in the Xavier employee hub here: <http://www.xavier.edu/employees/>
   2. Use your standard Xavier email address and password to login
2. **Global Navigation Menu** *(Guides:* [*http://tiny.cc/40yvuz*](http://tiny.cc/40yvuz)*)* 
   1. **Account** – Profile for picture, bio, and links. Settings for contact methods and services. Notifications for setting the frequency of Canvas-related notifications.   
      *(Guides:* [*http://tiny.cc/60yvuz*](http://tiny.cc/60yvuz)*)*
   2. **Dashboard** – Canvas home screen, customizable course tiles.   
      *(Guide:* [*http://tiny.cc/90yvuz*](http://tiny.cc/90yvuz)*)*
   3. **Courses** – View current and past courses here, customizable list.  
      *(Guide:* [*http://tiny.cc/a0yvuz*](http://tiny.cc/a0yvuz)*)*
   4. **Calendar** – Calendar for each Canvas course, change due dates, appointment scheduling.  
      *(Guides:* [*http://tiny.cc/c0yvuz*](http://tiny.cc/c0yvuz)*)*
   5. **Inbox** – Canvas’ internal messaging system.  
      *(Guides:* [*http://tiny.cc/j0yvuz*](http://tiny.cc/j0yvuz)*)*
   6. **Commons** – Shared Canvas resources repository for importing content into your course.  
      *(Guides:* [*http://tiny.cc/31yvuz*](http://tiny.cc/31yvuz)*)*
   7. **Help** – Canvas Guides, Report Problem, Submit Feature, 24/7 number and chat, Manuals, Upcoming features, Release Notes.  
      *(Guide:* [*http://tiny.cc/o0yvuz*](http://tiny.cc/o0yvuz)*)*
3. **Course Navigation Menu** *(Guides:* [*http://tiny.cc/d1yvuz*](http://tiny.cc/d1yvuz)*)*
   1. **Announcements** – post course announcements here.  
      *(Guides:* [*http://tiny.cc/83yvuz*](http://tiny.cc/83yvuz)*)*
   2. **Files** – add course files here. (videos, documents, etc.)  
      *(Guides:* [*http://tiny.cc/61yvuz*](http://tiny.cc/61yvuz)*)*
   3. **Assignments** – create assignments here.  
      *(Guides:* [*http://tiny.cc/71yvuz*](http://tiny.cc/71yvuz)*)*
   4. **Discussions** – create discussions here.   
      *(Guides:* [*http://tiny.cc/91yvuz*](http://tiny.cc/91yvuz)*)*
   5. **Quizzes** – create online quizzes here.  
      *(Guides:* [*http://tiny.cc/b1yvuz*](http://tiny.cc/b1yvuz)*)*
   6. **Pages** – Create wiki/course pages here.  
      *(Guides:* [*http://tiny.cc/f1yvuz*](http://tiny.cc/f1yvuz)*)*
   7. **Modules** – organize course content here.   
      *(Guides:* [*http://tiny.cc/h1yvuz*](http://tiny.cc/h1yvuz)*)*
   8. **Conferences** – create web conferences with your students here.  
      *(Guides:* [*http://tiny.cc/j1yvuz*](http://tiny.cc/j1yvuz)*)*
   9. **Collaborations** – create shared documents that students can collaborate on together.  
      *(Guides:* [*http://tiny.cc/k1yvuz*](http://tiny.cc/k1yvuz)*)*
   10. **Grades** – enter student grades here.  
       *(Guides:* [*http://tiny.cc/n1yvuz*](http://tiny.cc/n1yvuz)*)*
   11. **People** – course roster and activity.  
       *(Guides:* [*http://tiny.cc/p1yvuz*](http://tiny.cc/p1yvuz)*)*
   12. **Settings** – course start/end dates, settings underneath course dates, Student View, import content from other Canvas courses, share to Commons, navigation settings.  
       *(Guides:* [*http://tiny.cc/q1yvuz*](http://tiny.cc/q1yvuz)*)*
4. **Faculty Resources**
   1. **ID&T Canvas website** - all of our Canvas resources can be found here  
      *(Website link:* [*https://www.xavier.edu/id/*](https://www.xavier.edu/id/)*)*
   2. **Canvas Basics for Faculty Training Course** – Xavier’s faculty training course on using Canvas – all faculty members are enrolled in this course  
      *(Course link:* [*https://canvas.xavier.edu/courses/23190*](https://canvas.xavier.edu/courses/23190)*)*
   3. **Canvas Self-Paced Instructor Training Course** – if you would like to learn all of the ins and outs of Canvas to become a "Canvas Guru", then this course is for you! To register for the course and for more information on it, go here: [*https://www.xavier.edu/id/canvas-self-paced*](https://www.xavier.edu/id/canvas-self-paced)
   4. **Course Design with Canvas Course** – this course provides course templates, best practices, self-assessment checklist, and how-to information for Canvas & other instructional technologies – all faculty members are enrolled in this course   
      *(Course link:* [*https://canvas.xavier.edu/courses/68066*](https://canvas.xavier.edu/courses/68066)*)*
   5. **Canvas Training and Resources for Students** – Xavier’s student training course on using Canvas – all students are enrolled in this course  
      *(Course link:* [*https://canvas.xavier.edu/courses/254*](https://canvas.xavier.edu/courses/254)*)*
   6. **Teaching with Technology website** –Xavier site that lists many different learning technologies that are available, organized by content type and an A-Z list  
      *(Website Link:* [*https://www.xavier.edu/teachingwithtech/*](https://www.xavier.edu/teachingwithtech/)*)*
   7. **Canvas guides site** – easy-to-follow guides for using all of the features in Canvas  
      *(Guides Site Link:* [*http://tiny.cc/q0yvuz*](http://tiny.cc/q0yvuz)*)*
   8. All Xavier faculty and students have **24/7 phone and live chat support access with Canvas.**  You can contact Canvas support for general how-to questions, technical questions, or if you experience any problems with Canvas.Canvas support can be reached at **855-778-9967** or by using the live chat link found in the **“Help”** menu of Canvas.   
      *(Live Chat Link:* [*http://tiny.cc/w0yvuz*](http://tiny.cc/w0yvuz))