

# Canvas Tip Sheet For Students

## ABOUT CANVAS

Canvas is a highly interactive, online learning environment used at Rutgers to support courses, research, and collaborations. It is in use by more than 600 colleges and universities and provides industry-leading capabilities and stability.

## GET STARTED



<p><b>Browsers</b></p> <p>Canvas supports the last two versions of every browser release. See a full list of <a href="#">supported browsers</a>.</p>	<p><b>Mobile</b></p> <p>Most Canvas features are supported on mobile devices. <a href="#">Mobile apps</a> are also available free for download on smartphones and tablets.</p>
<p><b>Logging in</b></p> <ol style="list-style-type: none"> <li>1. Go to <a href="https://Canvas.Rutgers.edu">Canvas.Rutgers.edu</a>. On the left menu click Login. You will login with your <b>Rutgers NetID</b> or email address (for non-Rutgers users).</li> <li>2. You will be taken to your <b>Canvas Dashboard</b> displaying your starred courses.</li> </ol>	<p><b>Dashboard</b></p> <p>The Dashboard includes information from all your courses, including upcoming activities and to do lists. This is a quick way to launch directly into assignments, participate in discussions, or see recent feedback and grades.</p>
<p><b>Courses</b></p> <ol style="list-style-type: none"> <li>1. Click <b>Courses</b> and select <b>All Courses</b>. Here you can view all past, current, and future enrollments.</li> <li>2. Select the courses to display on your dashboard by clicking the star icon. ☆</li> </ol>	<p><b>Profile and other settings</b></p> <p>Click <b>Account</b> to change your account options and tools. Here you can update your <a href="#">profile</a>, customize your <a href="#">notifications</a>, access course <a href="#">files</a>, and view your <a href="#">settings</a>.</p>

## LEARN MORE and GET HELP

<p><b>Rutgers Student Orientation Tutorial</b></p> <p>This is a Self-Paced Orientation Course within Canvas, designed to familiarize students with how to use Canvas via videos, tutorials, and hands-on practice.</p> <p>Course Link: <a href="https://rutgers.instructure.com/courses/35">https://rutgers.instructure.com/courses/35</a></p>	<p><b>Course content questions?</b></p> <p>For questions about course content, please contact your instructor. Use the <b>Inbox</b> feature in Canvas to send a message or find your instructor's email on <a href="https://search.rutgers.edu">search.rutgers.edu</a>.</p>
<p><b>Rutgers Online Learning Helpdesk</b></p> <p>Call 877-361-1134 or email <a href="mailto:help@canvas.rutgers.edu">help@canvas.rutgers.edu</a> Available 24 hours a day, 7 days a week.</p> <p>Support Page: <a href="https://rutgeronline.desk.com/">https://rutgeronline.desk.com/</a></p>	<p><b>Learn about using all Canvas tools</b></p> <p>Canvas Student Guide provided by Instructure <a href="https://community.canvaslms.com/docs/DOC-4121">https://community.canvaslms.com/docs/DOC-4121</a></p>

## TOOLS and TIPS

**Note:** Tools that are not visible in the left-hand navigation have not been enabled by your course instructor.

<b>Discussions</b> <p>Both instructors and students can start and contribute to discussions in Canvas.</p>	<b>Rich Text Editor</b> <p>Use the editor in assignments, discussions, etc., and for embedding video and math formulas.</p>
<b>Assignments</b> <p><b>IMPORTANT:</b> Click <b>Submit Assignment</b> in the upper-right corner <u>to begin the process</u> of submitting an assignment.</p> <p>You will need to click another <b>Submit Assignment</b> button when you're ready to submit it. If you don't see a Submit Assignment button, your instructor is not currently accepting online submissions for the assignment.</p> <p>To view instructor comments, click <b>Assignments</b>. Click the assignment name. (If the due date for the assignment passed, it will appear under Past Assignments.) In the sidebar 'Submission' box, click <b>Submission Details</b>. If you submitted the assignment with a file upload, the file will appear as an attachment.</p> <p>At the top of the sidebar, you can view the grade (if any). If your assignment was graded using a rubric, click <b>Show Rubric</b> to see what scores you received for each criterion.</p> <p>Any instructor comments added to your submission, as well as any comments added by you, will appear in the 'Comments' portion of the sidebar.</p>	<b>Terminology</b> <p>The links below will provide name comparison charts for the common tools inside each system.</p> <ul style="list-style-type: none"><li>❖ <a href="#">eCollege to Canvas</a></li><li>❖ <a href="#">Sakai to Canvas</a></li><li>❖ <a href="#">Blackboard to Canvas</a></li></ul>
	<b>Grades</b> <p>To see grades, while you are in the course site, click <b>Grades</b> in the left-hand navigation. View the scoring details for an assignment by clicking the checkmark  icon. If there are comments, click the bubble icon  to view.</p>
	<b>Quizzes</b> <p>Assignments, Exams, and Surveys can use the <b>Quizzes</b> tool inside Canvas. Access to the quizzes will be made available when it is published by the instructor.</p>
<b>Files</b> <p>The <b>Files</b> feature is where you can keep documents and media files that are either independent of course sites or course-related.</p>	<b>Groups</b> <p>Groups are a great way to share files, conduct discussions, and even video conference between team members.</p>
<b>Inbox</b> <p>Conversations is split into two panels and displays messages chronologically. You can view and reply to conversations and sort them by course or inbox type. Messages do not send to your Rutgers Email account by default. This setting is located in <a href="#">Notifications</a>.</p>	<b>Chat</b> <p>The Chat feature is for real-time communication with your instructor and/or classmates. Open a chat room to join a chat session.</p>
<b>Pages</b> <p>The Pages feature helps you collaborate with other students in a group. To add a page, click Pages in the left-hand navigation, click <b>View All Pages</b>, and click <b>+ Page</b>.</p>	<b>Calendar</b> <p>Your calendar shows all your courses and groups. To subscribe to the Canvas Calendar through your Google account, locate and copy the calendar feed below your Canvas calendar list.</p> <p>Instructions: <a href="#">How to Add Google Calendar using URL</a></p>