To log in to Canvas, visit the following URL: http://ashford.instructure.com/

Username: Firstname.lastname@faculty.ashford.edu

Password: (Same as your password for Office365/faculty email)
The global navigation bar on the left side of the Canvas classroom allows navigation of your faculty account.

There are six account tabs:

1. Account
2. Dashboard
3. Courses
4. Calendar
5. Inbox
6. Help

The **Account** tab [1] gives access to:
- Profile
- Settings
- Notifications
- Logout
A tile view of your courses [1] can be accessed on the Dashboard tab [2] and can be toggled [3] to another view that summarizes Recent Activity [4].

The Courses tab [3] displays another route to access your courses.
The **Calendar** tab [4] navigates to the Calendar feature in Canvas.

The **Inbox** tab [5] routes faculty to the Canvas inbox. A numerical indicator will appear at the bottom of this icon when a new message has been received.
The Help tab [6] offers various technical resources including the ability to call or chat with Canvas technical support, report a problem, or search Canvas support resources.
The **Modules** tab is where the course content is located. Click on **Courses** [1] and choose which course you want to enter. Click on **Modules** [2] and then use the arrows next to each module section on the right to expand that section [3]. Note the different icons that describe the content next to each link. For example, Discussions have a chat bubble icon [4]. You will also note that graded items display the due date and possible points under the description [5].

**Note:** Light gray links are viewable only by instructors. Students only see the dark gray links. Many of the light gray links are alternative navigation links. For example, Discussions can be found in Modules, or you can click on the gray link for Discussions to view all Discussions. However, this light gray link won’t be viewable by students.
Navigation: Canvas Primers

For an interactive walkthrough, please visit the links below to use the Canvas Primers on Logging in to Canvas, Global Navigation in Canvas, and Navigating Modules in Canvas:

Click image to visit the Logging in to Canvas Primer
Click image to visit the Global Navigation Primer
Click image to visit the Navigating the Modules Primer
Building Your Profile

Quick Start Guide

Uploading a Profile Picture

To access your profile picture, click on Account [1], then Profile [2]. Next, click on the grey silhouette icon in your profile.

To upload a new profile picture that already exists, click Upload a Picture [1], then click the choose a picture link [2].
Click on the image you want to upload, and then click the Open button.

Click and move the boxes in the corners to crop your image [1]. When you are finished, click the Save button [2]. You also have the option Take a Picture using your computer’s webcam [3].

Note: Your profile picture will stay with you from class to class; it won’t have to be reposted at the beginning of every term.

Click the link below for Best Practices and Tips on Choosing a Professional Photo:
Editing Your Biography

Type your biography into the Biography text field [1]. Note that this is a text-only area and cannot include additional media. Once finished, select Save Profile [2].
Adding Links

While in your profile, click the **Edit Profile** button

To add web links to your profile, enter the title of the link to display in the left field [1], then insert the URL to link to in the right field [2]. These links will then appear at the bottom of your profile below your biography. To save your changes, make sure to select **Save Profile** [3] when finished.
Please visit the links below to view the Building Your Profile in Canvas Primer and Screencast Walkthrough.

Click image to visit the Building Your Profile in Canvas Primer

Click image to view Screencast
From the Home page, click on your **Account** tab [1], then click on **Notifications** [2].

On the **Notification Preferences** page you will see a legend at the top for each of the Notification icons [1]. Your choices are: Notify Me Right Away (check mark), Send Daily Summary (clock), Send Weekly Summary (calendar), and Do Not Send Me Anything (X). Your current selection is notated by a green background [2].
You can receive Notifications for several actions in several different categories in Canvas. These categories include Course Activities, Discussions, Conversations (Inbox), Scheduling, Groups, Alerts, and Conferences. If you hover over any of the actions while in Canvas, a box will pop up with more info.

<table>
<thead>
<tr>
<th>Actions/Categories for Notifications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Activities</strong></td>
</tr>
<tr>
<td>Due Date</td>
</tr>
<tr>
<td>Grading Policies</td>
</tr>
<tr>
<td>Course Content</td>
</tr>
<tr>
<td>Files</td>
</tr>
<tr>
<td>Announcement</td>
</tr>
<tr>
<td>Announcement Created By You</td>
</tr>
<tr>
<td>Grading</td>
</tr>
<tr>
<td>Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.</td>
</tr>
<tr>
<td>Invitation</td>
</tr>
<tr>
<td>All Submissions</td>
</tr>
<tr>
<td>Late Grading</td>
</tr>
<tr>
<td>Submission Comment</td>
</tr>
<tr>
<td><strong>Discussions</strong></td>
</tr>
<tr>
<td>Discussion</td>
</tr>
<tr>
<td>Discussion Post</td>
</tr>
<tr>
<td><strong>Conversations</strong></td>
</tr>
<tr>
<td>Added To Conversation</td>
</tr>
<tr>
<td>Conversation Message</td>
</tr>
<tr>
<td>Conversations Created By Me</td>
</tr>
<tr>
<td><strong>Scheduling</strong></td>
</tr>
<tr>
<td>Student Appointment Signups</td>
</tr>
<tr>
<td>Appointment Signups</td>
</tr>
<tr>
<td>Appointment Cancellations</td>
</tr>
<tr>
<td>Appointment Availability</td>
</tr>
<tr>
<td>Calendar</td>
</tr>
<tr>
<td><strong>Groups</strong></td>
</tr>
<tr>
<td>Membership Update</td>
</tr>
<tr>
<td><strong>Alerts</strong></td>
</tr>
<tr>
<td>Administrative Notifications</td>
</tr>
<tr>
<td><strong>Conferences</strong></td>
</tr>
<tr>
<td>Recording Ready</td>
</tr>
<tr>
<td>Your weekly notifications will be sent Saturday between 8am and 10am.</td>
</tr>
</tbody>
</table>
Here are some tips and suggestions to consider when setting up Notifications:

- Notifications are account wide and apply to all your courses. For Discussions, you may find it more useful to Subscribe to an individual thread to avoid being overwhelmed with notifications. For example, subscribing to the Ask Your Instructor discussion will help you keep track of student posts.

- You can have different settings for different emails. Each contact you have added will have its own column of Notification Preferences.

- The Notify Me Right Away option has a one hour delay.

- The Daily and Weekly Summary options are not supported by Twitter and SMS.

- Notifications for Conversations will help you keep track of your Inbox messages within Canvas.

- **Remember**: Turning on the Notify Me Right Away option will send you an email each time this action occurs. Explore these different notification options and find what works best for you.
Notifications: Canvas Primer & Screencast Walkthrough

Please visit the links below to view the Canvas Notifications Primer and Screencast Walkthrough.

Click image to view Screencast

Click image to visit the Canvas Notifications Primer

Click image to view Screencast
Inbox Navigation

The **Inbox** is an internal messaging system within Canvas. Please note this is a standalone system and unless you have turned on specific notifications, this inbox does not automatically connect with your faculty email account. When you have received a message in your inbox, you will see an indication over the Inbox tab on the navigation bar [1]. Click on this tab to open the Inbox.

The inbox functions much like an email or messaging system. You are able to sort your messages by course [1], sort by type of message (inbox, sent, etc.) [2], or compose a new message [3].
When composing a message, you can select which course you would like to send a message to [1], select which specific recipients you would like to send to [2], type in a subject line [3], compose your message [4], and attach files or record audio or video [5].

Typically, the inbox system is not connected to your email. You can choose, however, to be notified via email or text when you receive a message in your inbox. You can even reply directly to this notification and it will populate within Canvas! To access notifications, click on Account [1] and then Notifications [2].

The notifications listed under the Conversations [3] section pertain to messages in your inbox. While in Canvas, hover over the various notifications to see more details about each one.
Please visit the links below to view the Canvas Inbox Primer and Screencast Walkthrough.

Click image to visit the Canvas Inbox Primer

Click image to view Screencast
From the Courses tab, Announcements can be accessed by clicking on Announcements under the Home link [1] or by clicking on New Announcement [2].

Note: Only the three most recent Announcements will show on the Home page. To view all Announcements, you must navigate to the Announcements tab [1]. From this view, click on the +Announcement button to create a new Announcement [2].
Enter a title in the **Topic Title Field** [1]. Compose your announcement using the **Rich Content Editor** [2]. When you are finished click the **Save** button [3].

If you need to edit or delete your post, click on **Edit** [1] or the gear, then click on **Delete** from the drop-down menu [2].
How to Delay Posting an Announcement

After composing your Announcement, you can choose to delay the posting date. In the Options section check Delay posting [1]. Next, click on the Calendar Icon to select the date you want the Announcement to post on [2]. When you are finished click the Save button [3].

Instead of a published date appearing at the top-right corner of the Announcement, a message at the bottom will read “The content of this announcement will not be visible to users until Month Date at Time.”
Embedding an Image: First you need to upload the image into your account under My Files. From the account tab, click on Profile then click on Files.

Then on the Files page, you can upload an image directly to the default My Files folder by clicking on the Upload button [1], create a new folder [2], or click on an existing folder to upload the image there [3].

After making sure the image you want to embed has been uploaded to your My Files folder you can begin composing your Announcement. Click on the Embed Image button within the Rich Content Editor.
On the Insert / Edit Image screen, click on Canvas [1], click on the My Files folder [2], then find your image or navigate to the sub-folder that the image is located in [3]. Click on the image you want to embed and then click on the Update button [4].

Other Media: Other types of media can be embedded or linked to through the Rich Context Editor. For example, you can insert hyperlinks [1], embed YouTube videos [2], embed your own video files [3], and use the HTML Editor [4].

For more in-depth instructions on using the Rich Content Editor visit the Canvas created Resources here:
**Guidance:** If you teach a course that contains pre-written guidance, that content will automatically transfer and still exist within the course content for each week. If you teach a course that requires you to create instructor guidance each week, we ask that this be posted in the **Announcement** section of the Canvas classroom. If you open your Announcement up for comments, students will be to make comments and ask questions on that week’s Guidance. You can unlock an Announcement for comments by clicking on the gear in the upper-right corner and selecting **Open for Comments** to unlock the announcement [1].

![Announcement screenshot]

**Welcome Announcement:** Remember that your Profile can only contain text and is limited to your basic information (email, degrees earned, professional experience). You may want to include additional personal information in your Welcome Announcement. You can add multiple images, videos, hyperlinks, and use HTML.

![Welcome Announcement screenshot]
Please visit the links below to view the Canvas Announcement Primer and Screencast Walkthrough.

Click image to visit the Canvas Announcement Primer

Click image to view Screencast
How to Post to Discussions

From the Home page of the Courses tab, Discussions can be accessed by clicking on Modules [1] (and then scrolling down until you find the Discussion you want to navigate to), by clicking on the discussion in the Calendar link in the Coming Up section [2], or by clicking on the Discussions tab [3].

To post a reply to the original Discussion topic, scroll down to the end of the topic text and find the Reply button located directly under the search box.
Use the Rich Content Editor to compose your response then hit Post Reply.

If you need to edit or delete your post, click on the gear in the upper-right corner.
To respond to a student’s discussion post, first expand the post so that the reply button is visible. Do not click on the student’s name or profile picture, instead look for a blue arrow at the top of the post.

Once the post has been expanded, you can simply click the Reply button and compose your response. Note that only the text portion of the responses indents within a threaded message. The box that each individual post is in stays in alignment. [Blue Arrow]
How to Search Discussions

You can search Discussions by keyword or author. Enter your search terms into the search field [1] and then click enter. Responses will be sorted accordingly.

In this same bar, you can also view only Unread messages [2], Collapse all replies [3], and Expend all replies [4].
Embedding an Image: First you need to upload the image into your account under My Files. From the account tab, click on Profile then click on Files.

Then on the Files page, you can upload an image directly to the default My Files folder by clicking on the Upload button [1], create a new folder [2], or click on an existing folder to upload the image [3].

After making sure the image you want to embed has been uploaded to your My Files folder you can begin composing your discussion response. Click on the Embed Image button within the Rich Content Editor.
On the Insert / Edit Image screen, click on Canvas [1], click on the My Files folder [2], then find your image or navigate to the sub-folder that the image is located in [3]. Click on the image you want to embed and then click on the Update button [4].

Other Media: Other types of media can be embedded or linked to through the Rich Context Editor. For example, you can insert hyperlinks [1], embed YouTube videos [2], embed your own video files [3], and use the HTML Editor [4].

For more in-depth instructions on using the Rich Content Editor visit the Canvas created Resources here:
How to Subscribe to a Discussion

Navigate to the Discussion you want to subscribe to, for example, the Ask Your Instructor forum can be found by clicking on Modules [1] and then Ask Your Instructor link [2].

Then click on the Subscribe button. It will turn green and read Subscribed.

You will now receive notification when a response is posted to this Discussion.
Please visit the links below to view the Canvas Discussions Primer and Screencast Walkthrough.

Click image to visit the Canvas Discussions Primer

Click image to view Screencast
How to Navigate to the Gradebook

From the Home page in the Courses tab, click on Grades.

If your Gradebook is on Individual View [1] click on Switch to Default Gradebook [2].
The **Default Gradebook** shows the **Course Grading Breakdown** view [1]. To view additional assignments, use the scroll bar at the bottom of the page [2].

**Note:** Assignments that are submitted late are highlighted in pink [3]. When you hover over these with your mouse, a pop-up box displays more information. For example, the late discussion post displays “Submitted late, Discussion Submission.”

**Note:** If your gradebook appears to be missing columns or assignments seem to be out of order [1], click on the gear in the upper-right corner. If you see “Arrange Columns by Due Date,” [2] click on this option to re-sort your gradebook.
As a reminder, you will use the Gradebook to enter **Final Grades**, manually enter zeroes for missing assignments, and for grading Discussions through **SpeedGrader**. **Note:** Written assignments are graded through **Waypoint**. Navigate to the assignment's module page and look for the **Waypoint** button link located near the bottom of the page [1]. Follow the link below for a guide on using Waypoint.

[Waypoint Assignment Submission]

The assignments in this course will be submitted to Waypoint. Please refer to the instructions below to submit your assignment.

1. Click on the Assignment Submission button below. The Waypoint "Student Dashboard" will open in a new browser window.
2. Browse for your assignment.
3. Click Upload.
4. Confirm that your assignment was successfully submitted by viewing the appropriate week's assignment tab in Waypoint.

For more detailed instructions, refer to the **Waypoint Tutorial**.

[Waypoint Guide]

[Turnitin For Discussions Guide]
When you are ready to enter Final Grades, first scroll all the way to the right in the Gradebook and find the Total column. Note the student’s total numerical grade.

Next, scroll back to the left and find the Final Grade column. When you hover over a box in this column the outline changes to blue. Click on the blue triangle in the upper-right corner of the box for the student you want to assign a Final Grade.

In the Final Grade pop-up box, click in the Grade field and enter the student’s numerical grade that you noted from the Total column [1]. Click on Update Grade to save and return the Gradebook [2].

This process will automatically populate a letter grade in the Final Grade column.
In the **Gradebook**, navigate to the assignment that needs a manual grade entered.

![Image of Gradebook](image1)

To manually assign a grade, click on the box in the assignment column for the student you are grading. In the grading pop-up box, click in the **Grade** field to enter the student’s numerical grade for this assignment [1]. Click on **Update Grade** to save and return to the **Gradebook** [2].

![Image of Grade Pop-up](image2)

You have successfully entered a grade manually for this assignment.

![Image of Gradebook with Grade](image3)
In the Gradebook, navigate to the discussion you want to grade using SpeedGrader. When you hover over the column title the background turns blue and a blue arrow appears [1]. Click on the blue arrow to open a drop-down menu.

Hover over SpeedGrader till the background turns purple then click to open.
The default **SpeedGrader** view shows the student responses on the left [1]. The **Assessment** options are located on the right. Click on **View Rubric** to get started grading [2].

The grey separation bar can be moved. To see a larger amount of the rubric, left click and hold on the six dots in the center and then move the bar left or right to resize the **Grading** area.
Once you have a better view of the Rubric, click on the performance **Ratings** for each **Criteria** listed on the left [1]. Clicking in one of the **Ratings** boxes will turn the box green and populate numerical points in the right-hand column [2]. You may also enter **Additional Comments** for each **Criteria** by clicking on the light green text bubble [3]. Use the scroll bar on the right-hand side to scroll up and down if necessary. Click **Save** when you are finished to exit the **Rubric** [4].
After returning to the **Assessment** view, you will notice that the total points have been calculated and are located in the bottom-right corner [1]. Enter this numerical value in the **Grade** field [2]. After you click out of the field, the grade will update at the top in the grey bar, and a check mark will appear by the student’s name [3]. You also have the option of adding your summative feedback in the **Assignment Comments** box. Just remember to click **Submit** to save your comment [4].
To grade another student you can click on one of the arrows by the current student’s name, or you can click on the drop-down menu for the entire list of students [2].

To return to the Gradebook, click on the book icon in the upper-left [1].
Please visit the links below to view the Canvas Gradebook Primer and Screencast Walkthroughs that cover an Overview of the Gradebook, the SpeedGrader, and Final Grades.
Click on the Calendar [1] tab in the left-hand navigation bar.

Assignments are automatically populated into the calendar by course. By default, the Month view is displayed. You can also view by Week and Agenda [1].
Here is a look at the **Agenda** view. Notice that on the left, there are activity type icons and due dates are listed [1].

Activities with due dates that have passed will have a line through the text.

Canvas users are given a calendar for each course and also a personal calendar. Users can customize the color of each calendar in the right-hand menu using the **Course Color** pop-up box [1]. The color coding will appear in the calendar.
Users can choose to add events to their personal calendar within Canvas. From the Calendar tab, click on either the Create New Event [1] button in the upper-right corner, or click on a day in the calendar [2].

In the Edit Event pop-up box, enter the details of your event and then click Submit [1].
Users can also add their Canvas **Calendar Feed** to any calendar app that uses iCal feeds like Google Calendar, iCal, and Outlook. Click on the Calendar Feed link in the right-hand menu [1].

Next, copy the iCal link in the Calendar Feed pop-up box to use in your calendar app [2].
Please follow the links below to view the Canvas Calendar Primer and Screencast Walkthrough.

Click image to visit the Canvas Gradebook Primer

Click image to view Screencast
If you have any questions, please contact the FSDA assigned to your current course or contact us via one of these links:

- **EMAIL:** CETL@Ashford.edu
- **Ask CETL**
  24/7 Faculty Support
- **CETL Chat**
  Live Chat Support
- **LMS Transition**
  CETL Canvas Site

We Are Here to Help