

## Student Orientation to the Canvas Course Management System

Welcome to Marian University! Marian University uses **Canvas** by Instructure for course management. Canvas is an Internet based learning management system that provides tools for communicating, collaborating, and managing learning resources and activities. You can access Canvas from anywhere on almost any device!

Please read and complete the following items in order to maximize your MAP learning experience in Canvas. If you prefer a **video introduction** to Canvas, click on the following link or copy and paste it into your browser:

<https://player.vimeo.com/video/74677642>

### **Make Sure Your Computer is Ready for Canvas**

1. Although Canvas runs on most browsers (e.g., Internet Explorer), Canvas runs best on **Firefox** or **Google Chrome**. If you do not have either of these browsers on your computer, you might consider downloading one of them now by clicking one of the links below or copying and pasting the URL into your browser:

#### **Firefox:**

<http://www.mozilla.org/en-US/firefox/new/>

#### **Google Chrome:**

[https://www.google.com/intl/en/chrome/browser/?&brand=CHMB&utm\\_campaign=en&utm\\_source=en-ha-na-us-sk&utm\\_medium=ha](https://www.google.com/intl/en/chrome/browser/?&brand=CHMB&utm_campaign=en&utm_source=en-ha-na-us-sk&utm_medium=ha)

### **Canvas Course Access**

2. **If this is the first time you have enrolled in a course at Marian University, you will not be able to access Canvas until you log into your Marian University account by going to <https://exchange.marian.edu>.** Canvas authentication requires you to log into your Marian University email account to authenticate your username and set your password. You may proceed to step 3 if you are not a new student.

If you do not know your Marian University email username and password, please call the helpdesk at 317.955.6444. Once you have successfully logged into the Marian University email system and set your password, you may proceed.

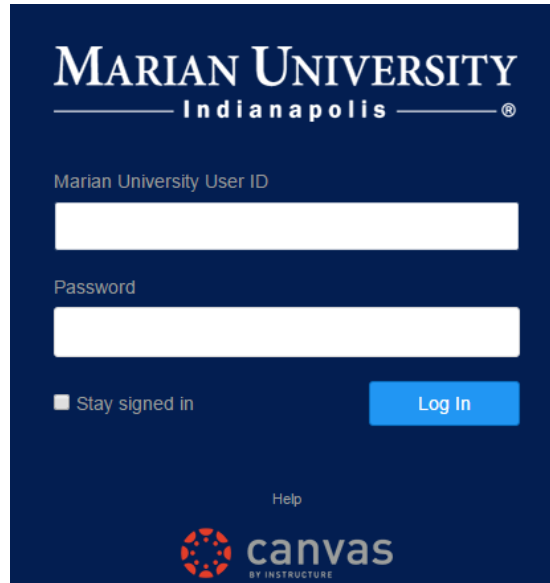
3. In order to access your Canvas courses you will go to the following link:

<https://marian.instructure.com/login>

# MARIAN UNIVERSITY

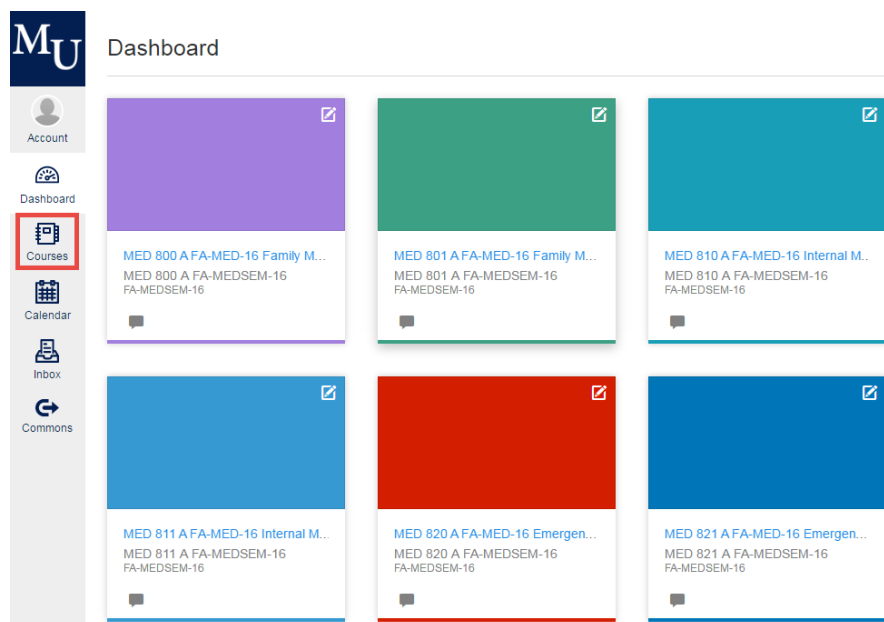
## Indianapolis

- To log into Canvas, enter your **Marian University user ID** (your email address **without** the “@marian.edu,” e.g., astudent123) and the same password you use to access your Marian University email account (you may have just updated your password earlier in step 2).



The image shows the login page for Marian University's Canvas LMS. The page has a dark blue background with the university's name and logo at the top. Below the logo, there are two white input fields: one for 'Marian University User ID' and one for 'Password'. A 'Log In' button is positioned to the right of the password field. There is also a 'Stay signed in' checkbox and a 'Help' link. At the bottom, the Canvas logo is visible with the tagline 'BY INSTRUCTURE'.

- The first time you log into Canvas, you will see your courses on the main dashboard. If you do not see your course(s), click on **Courses** in the left Global Navigation bar. **You will not be able to view course material until your instructor has published the course.**

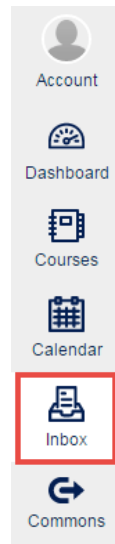


The image shows a screenshot of the Canvas Dashboard. On the left is a vertical navigation bar with icons for Account, Dashboard, Courses (highlighted with a red box), Calendar, Inbox, and Commons. The main area displays a grid of course cards. Each card has a colored header and text identifying the course. The courses listed are:

- MED 800 A FA-MED-16 Family M...
- MED 801 A FA-MED-16 Family M...
- MED 810 A FA-MED-16 Internal M...
- MED 811 A FA-MED-16 Internal M...
- MED 820 A FA-MED-16 Emergen...
- MED 821 A FA-MED-16 Emergen...

## Instructor Communication

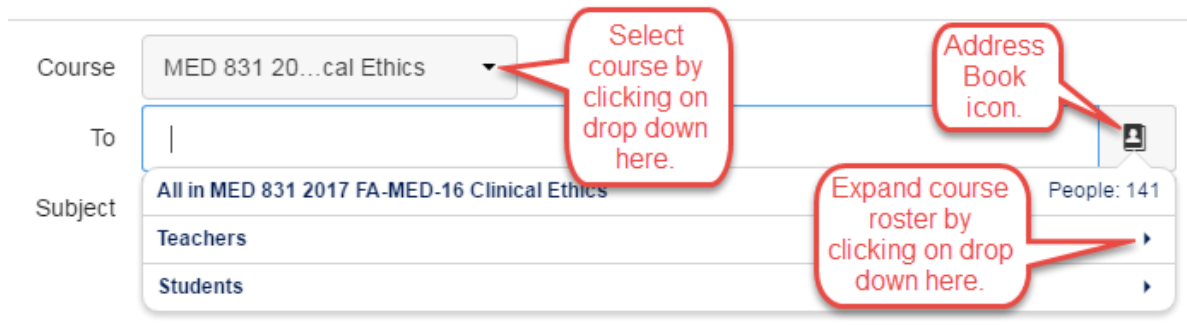
6. MAP strongly recommends that you communicate with your instructor using the messaging tool within Canvas rather than your instructor's personal or Marian email address. Follow these steps to send a message within Canvas.
  - a. Open Inbox in the Global Navigation.



- b. To start a new message, click the **Compose** icon.

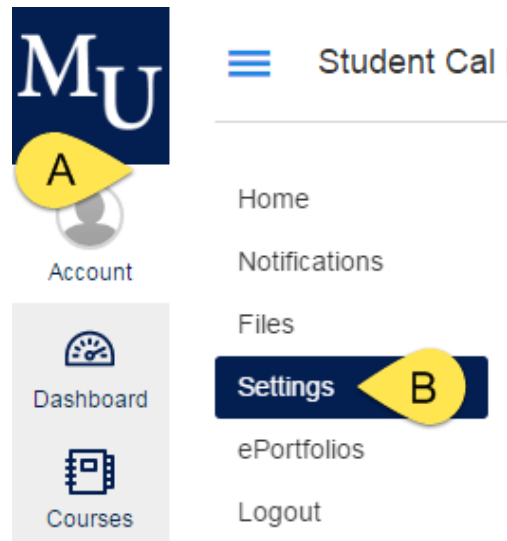


- c. In the **Courses drop-down menu**, select the course where you want to send your message. You can type the recipient's name in the To field, or you can use the Course Roster. To select an individual from the course roster, click the **Address Book icon**. You can expand the course roster by clicking on the **roster drop-down arrow**. Locate the individual and select his or her name. Names are arranged by last name. Add a Subject and the body of your message. When you are finished, click the **Send** button

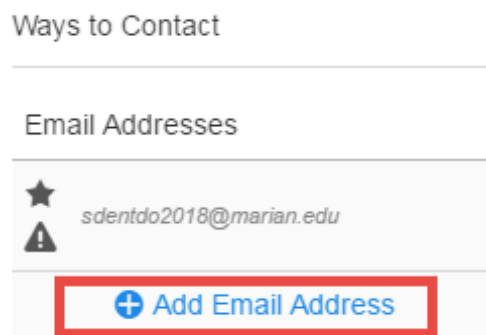


## Notification Preferences

7. Notification preferences such as email and text messaging are configured in your Canvas **Settings**. For email notifications, the **default** email address for your notifications is your Marian email account. You may add a Gmail or other email account and set it as the default, if you prefer. Follow these steps to access your notification settings:
  - a. Click on the **Account** icon in the left Global Navigation.
  - b. Click on **Settings**.

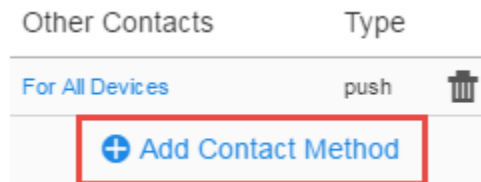


8. Add a new email address. If you wish to add a new email address, follow these steps:
  - a. Click the “+Add Email Address” on the right side of the screen.



- b. Type in your email address then click on **Register Email**.
  - c. If you wish to make the new email address your **default** email address for all of your Canvas notifications, hover your mouse to the left of the newly added email address and **click on the star**.

9. Add Cell Number. If you wish to configure Canvas to send text messages to your cell phone, make sure you are in account **Settings** and follow these steps:
  - a. Click on **Add Contact Method**.



- b. In the **Text (SMS)** tab, enter your cell number (this should be a 10-digit number, including area code), and select your carrier in the drop down box
  - c. Click on **Register SMS**.

Register Communication      x

Email      Text (SMS)

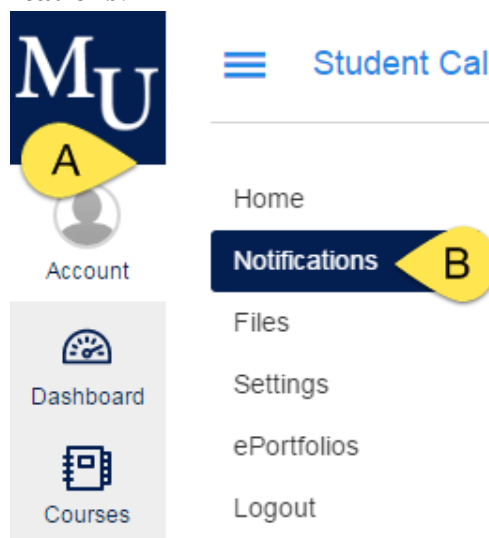
Cell Number      Your cell # here.

Carrier      [Select Carrier]



















SMS Email

**Register SMS**

10. To set up your **Notification Preferences**, such as notification of assignment due dates or announcements, follow these steps:
  - a. Click on the **Account** icon in the left Global Navigation.
  - b. Click on **Notifications**.



## Notification Preferences

Course Activities	Email Address sdentdo2018@marian.edu	Push Notification For All Devices
Due Date	   	 
Grading Policies	   	 
Course Content	   	 

Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for your preferred delivery type.

- To receive a notification **right away**, click the **check mark** icon. *These notifications are delayed by one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.*
- To receive a **daily** notification, click the **clock** icon.
- To receive a **weekly** notification, click the **calendar** icon. The date and time of your weekly notifications are posted at the bottom of the notifications page.
- If you do not want to receive a notification, click the **remove (x)** icon.

**Note:** Each set notification preference will automatically apply to all of your courses. They cannot be set individually.

MAP recommends that you configure your notification preferences to receive notifications **right away** since class cancellations and other important information will be relayed this way.

11. If you have any questions, please call the helpdesk at 317.955.6444 or email us at [helpdesk@marian.edu](mailto:helpdesk@marian.edu).