



USING CANVAS AT JESUIT

Student Handbook

Abstract


This booklet provides students with easy instructions to successively navigate Canvas, Jesuit's learning management system.

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Contents

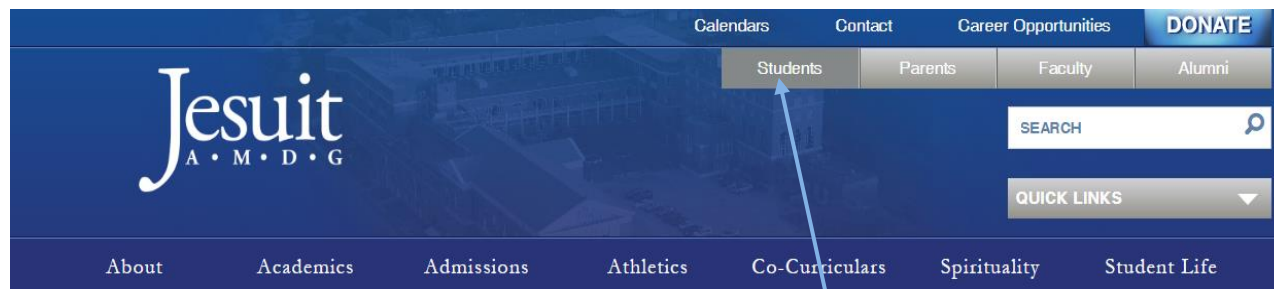
Accessing Canvas.....	2
Navigating the Dashboard: Blue Navigation Bar (Left Side)	4
Account.....	4
Notifications	5
Settings.....	6
Courses.....	7
Calendar	7
Change Colors	8
Turning Courses On / Off the Calendar	8
Inbox (Messaging a Teacher)	9
Navigating the Dashboard (Right Side): “To Do,” “Recent Feedback,” & “View Grades”	10
.....	10
To Do.....	10
Recent Feedback	10
View Grades.....	10
Dashboard Options	11
Card View.....	11
List Option.....	11
Recent Activity.....	11
Color Overlay	12
Navigating within a Canvas Course.....	12
Syllabus	13
Grades	13
Zoom	14

Accessing Canvas

When a student logs on to a computer on campus, he needs only to click the Google Chrome icon , and he will automatically be directed to Canvas.

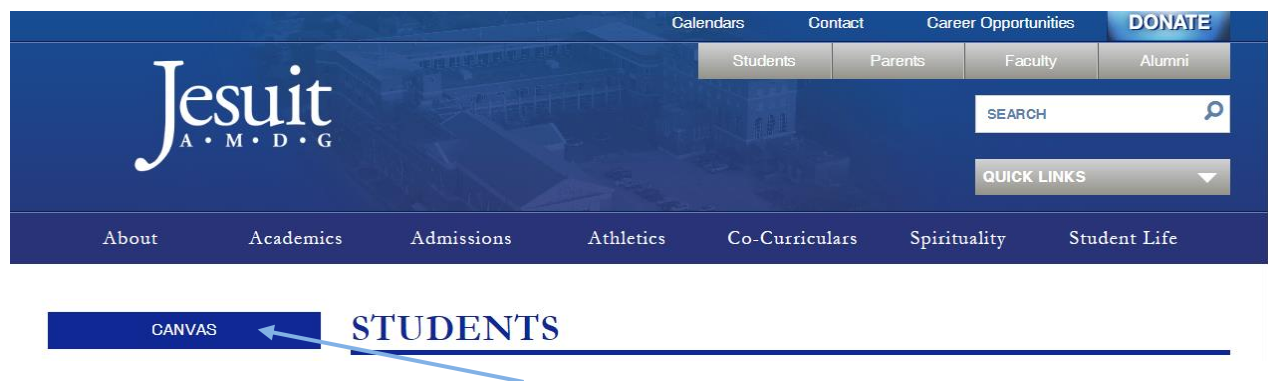
From home, the student has two options to access Canvas:

1. Via the School's Web Site

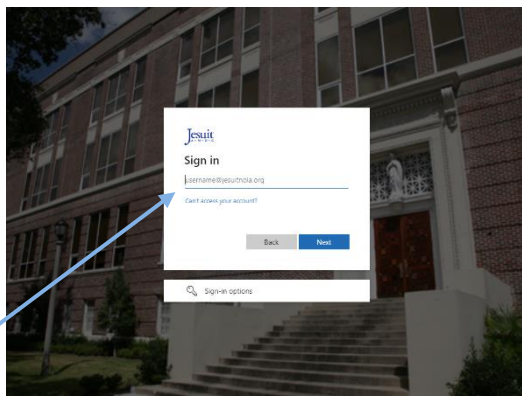


- Go to the school's website (www.jesuitnola.org)
- At the top of the home page in grey, click the link titled "Students."

The student is now directed to the Students' Home Page.



- Now click the button titled "Canvas."

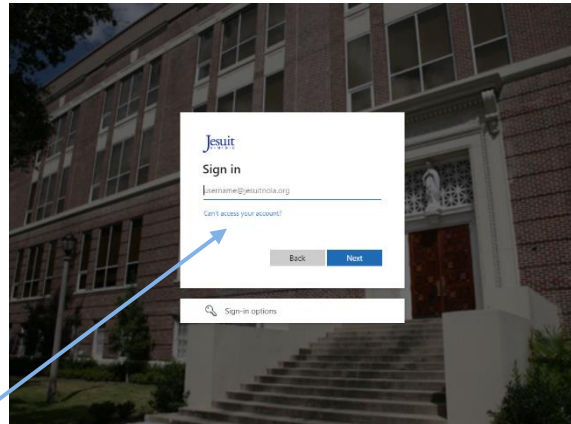


- Provide your Username (legalfirstame.lastname@jesuitnola.org / john.doe@jesuitnola.org)
- On the next page, enter your Password. This password was created at school.

You are now in your Canvas account.

2. Via Direct URL Address

If by chance the school's web site is down, the student may access Canvas by typing in the following URL address: jaysen.instructure.com.



- A. Provide your Username (legalfirstname.lastname@jesuitnola.org / john.doe@jesuitnola.org)
- B. Enter your Password. This password was created at school.

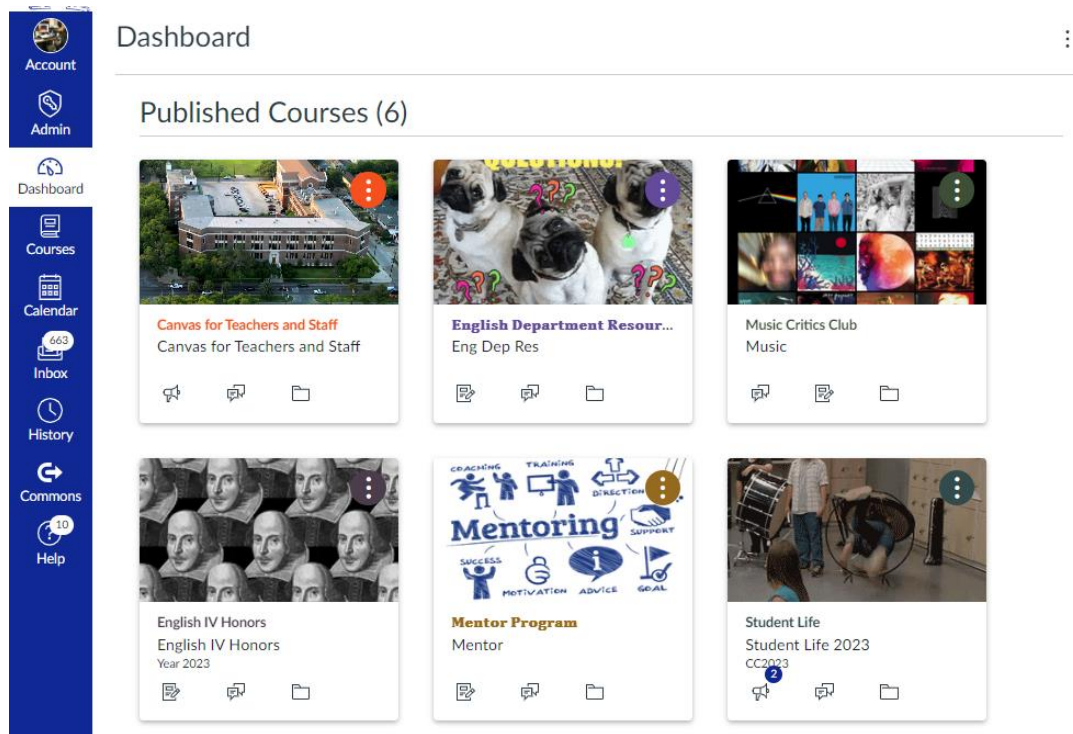
You are now in your Canvas account.

Please Note:

1. Canvas does have an app that can be downloaded from the App Store. **Although students may choose to use the app, Jesuit does not encourage the use of this software because neither is it a stable product nor is it supported by the school.** Any issues with the Canvas student app should be directed to Canvas.
If a student uses the Canvas app, he must use the student app—not the parent app—to access his account.
2. Jesuit encourages students to access Canvas via the login page found on the Student Home Page of the school's web site.

Navigating the Dashboard: Blue Navigation Bar (Left Side)

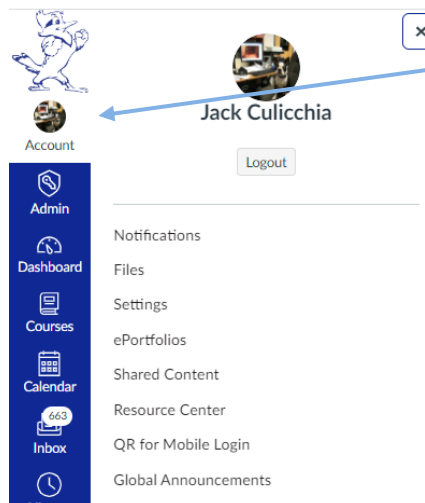
Once you are in your Canvas account, you are brought to the Canvas dashboard. (If you are entering Canvas for the first time, you will see a dialogue box asking you to agree to Canvas’s terms. Click the box to agree and continue to the dashboard. This dialogue box will appear only the first time you enter your account.)



This image above is a sample of what your Canvas dashboard looks like. A student will see all of his published courses that he is enrolled in. This discussion will begin by focusing on the blue navigation bar on the left side of the dashboard.

Let’s start with “Account.”

Account



When a student clicks “Account,” the following options (to the left) appear.

The first option “Notifications” allows the students to set the parameters receiving Canvas messages.

Notifications

When a student opens his “Notifications,” the following window opens. (Below is a partial view of the options a user has when setting up his notification preferences.)

Course Activities	Email culicchia@jesuitnola.org	Push Notification For All Devices
Due Date		
Grading Policies		
Course Content		
Files		
Announcement		
Announcement Created By You		
Grading		
<input checked="" type="checkbox"/> 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.		
Invitation		
All Submissions		
Late Grading		

By clicking the icon for each activity, students have four setting options: “**Notify Immediately**,” “**Daily Summary**” (a single notification usually set around 6 PM), “**Weekly Summary**” (a single notification sent over the weekend), and “**Notifications Off**.”

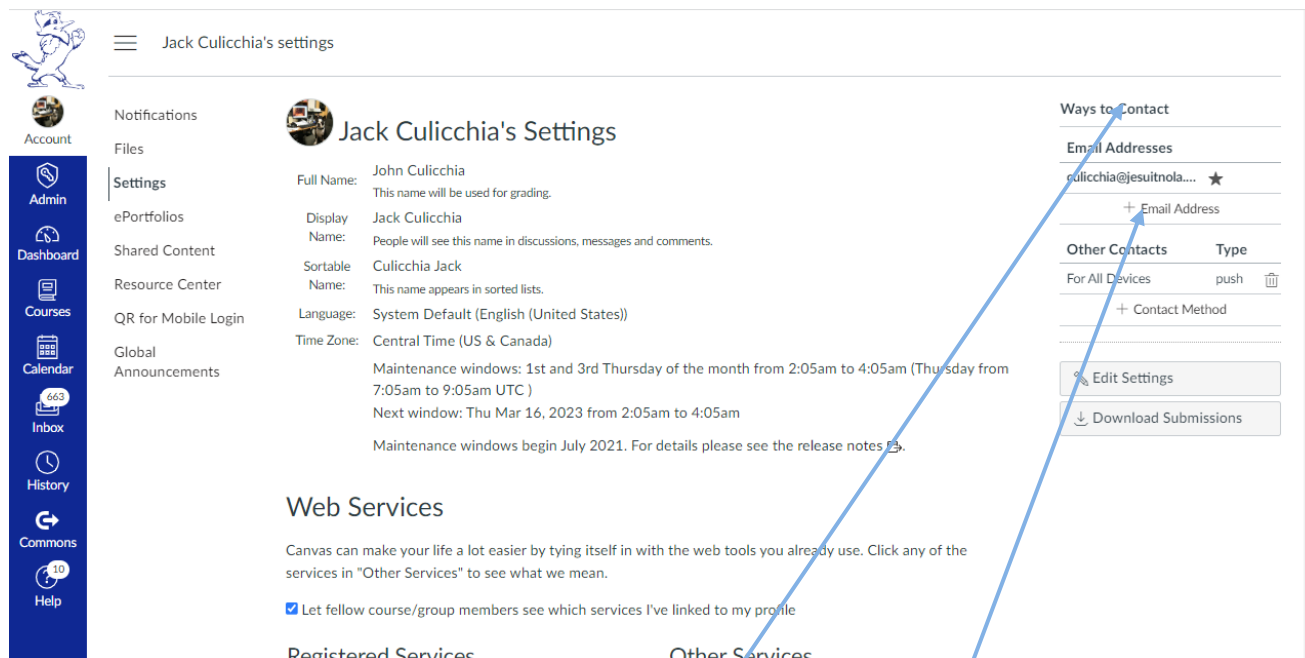
[For More Information about Using Notification in Canvas, Please Click This Link.](#)

Please Note: Canvas messaging and Outlook from Office 365 are separate messaging systems. Students may access Outlook through their Office 365 account.

The next option that will be discussed is “**Settings**.”

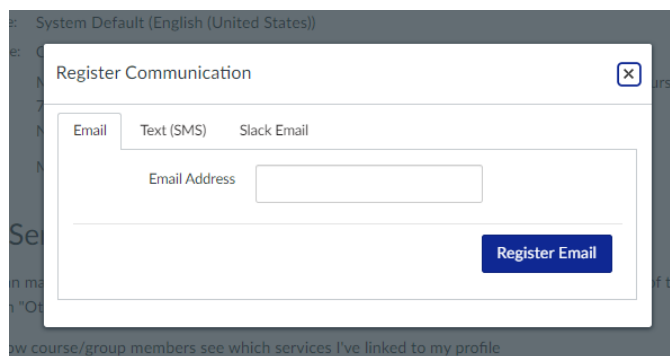
Settings

When a student opens his “Settings,” the following window opens. (Below is a partial view of the settings page.)



The most important feature of this page is the “**Ways to Contact**” option found on the right-hand side of the page. A new student should add a valid email account that he checks regularly to ensure he receives messages from his teachers.

Updating your contact email information is simple. Click “**+ Email Address,**” and the following dialogue box appears:



The student should enter a valid email in the space provided, and then click “**Register Email.**” Canvas will then send a confirmation message to this email account. A student’s email account will not be officially activated unless he opens the message from Canvas. **Since all students now have a jesuitnola.org email address, updating this page is not necessary.**

If the student informed Jesuit of his email address, the school will add this information when the student’s Canvas account is created at the start of the school year.

Courses

When a student opens “**Courses**,” he will see his academic and his co-curricular classes. This icon is a short-cut to access a student’s Canvas class.

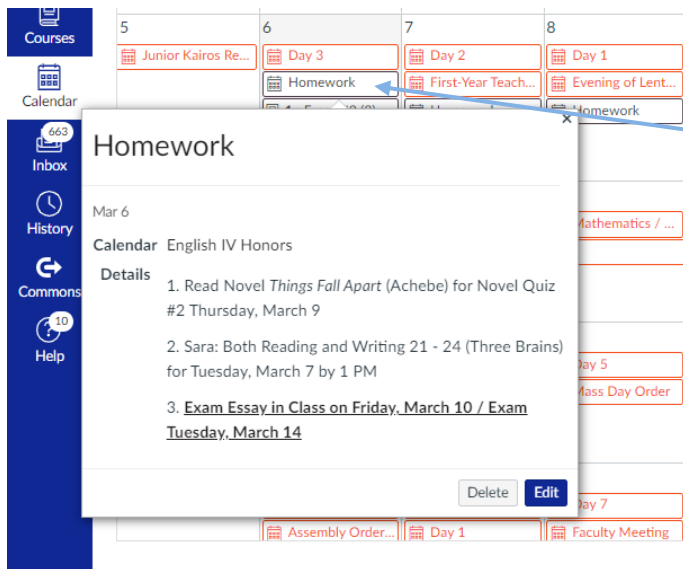
To enter a Canvas class, simply click the name of a given course and Canvas will direct you to that class’s home page.

Click “All Courses” if you fail to see all of the Canvas classes you are enrolled in. Some students are involved in so many clubs that all of the Canvas classes cannot be listed in this drop-down box.

Calendar

When a student opens his “**Calendar**,” the following window opens.

A student will see his homework for all his classes on this calendar. Each color represents a specific class. Since a student is assigned seven classes, he may see seven boxes of different colors on a given day. It is possible to see more than seven boxes if a student is involved in a co-curricular that utilizes Canvas to organize its activities.



When a student clicks a given box for a particular Canvas course, a dialogue box appears. Here, the teacher will provide specific information about upcoming assignments.

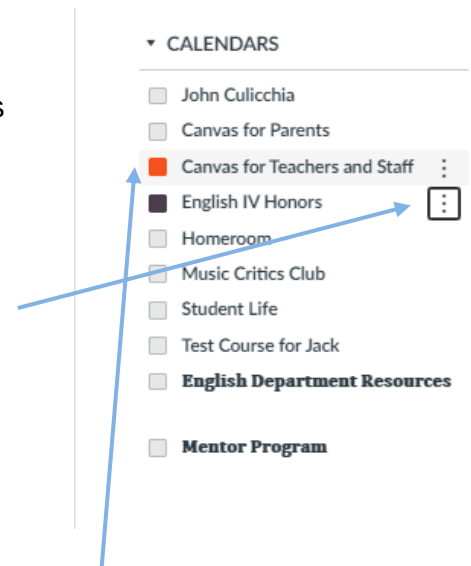
It is possible that a teacher may provide a link to another assignment within or outside of Canvas.

A student does have the ability to customize his calendar in the following ways:

Change Colors

On the right-hand side of the calendar, the student will see a list of his Canvas courses. The student will note that the first option is the student's name. This choice allows a student to keep personal appointments on the calendar. (Hardly anyone uses this option.)

If a student wants to customize his color code for a given course, he needs to move his cursor to the right of the course title until the three dots appear. Click these dots and a color palette will appear. The student may then select the preferred color.



Turning Courses On / Off the Calendar

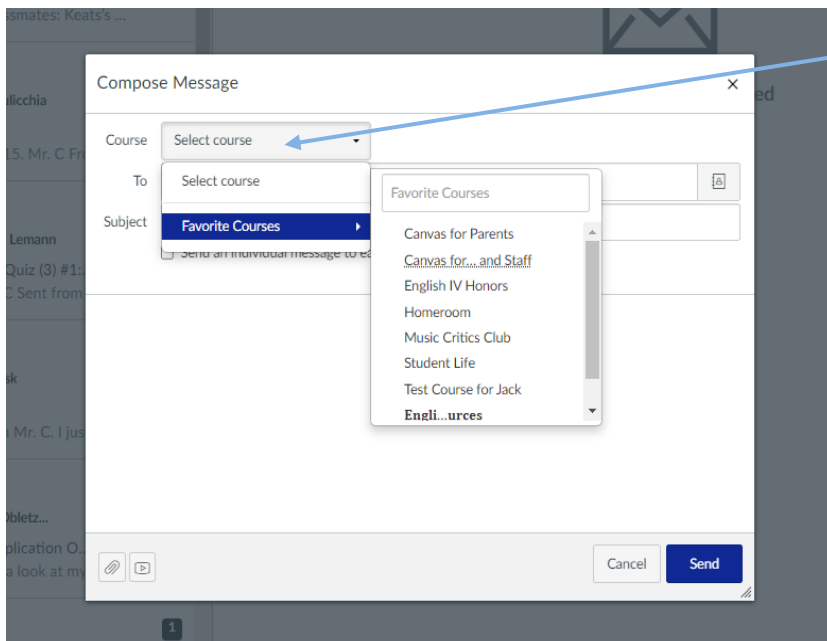
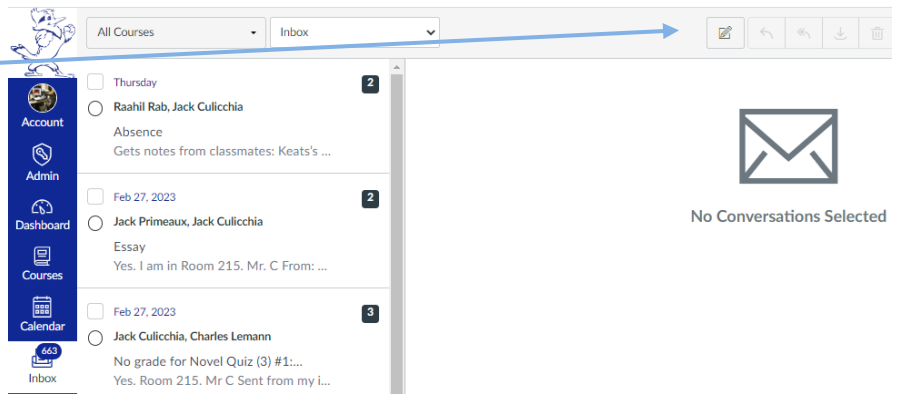
Again, on the right-hand side of the calendar, the student will see a list of Canvas courses. The student can hide a class simply by clicking the color box before the title of the course. The box will lose its color signifying that the course is turned off. Homework assignments no longer appear on the calendar.

To turn the course back on (and see homework assignments), the student should click the empty box and the color should return signifying that the course is turned on. Homework assignments are now visible on the calendar.

Inbox (Messaging a Teacher)

The “Inbox” is the primary way for a student to communicate with his teacher. When a student opens his “Inbox,” the following window opens.

To start a message to the teacher, click the pen and paper icon.



The dialogue box on the left now appears. The student clicks “Select Course” and chooses the class / the teacher he wishes to contact.

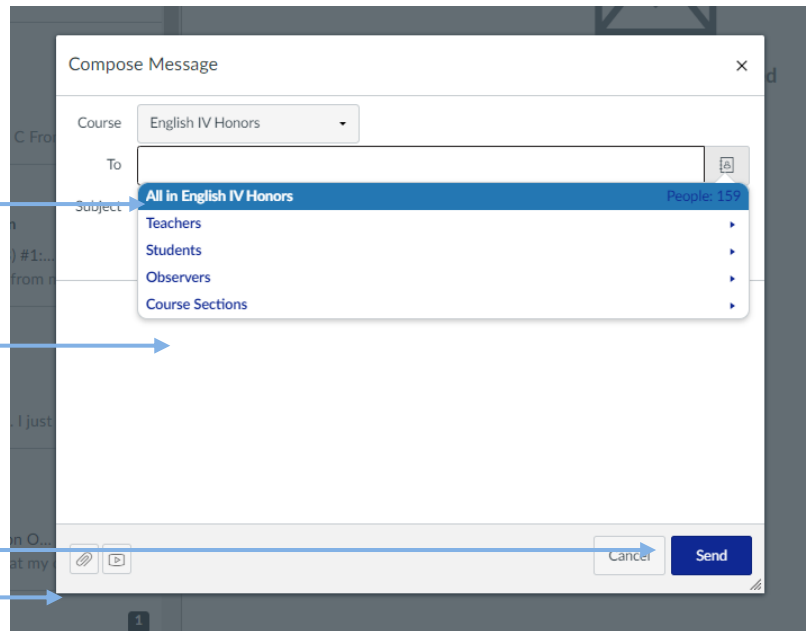
Now the student selects to whom he wishes to send the message.

In the subject line, he places an appropriate statement.

Then, the student composes his message.

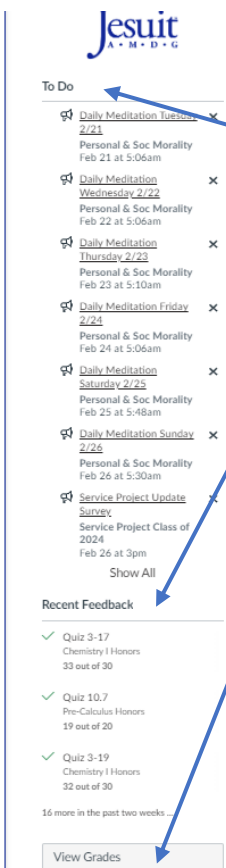
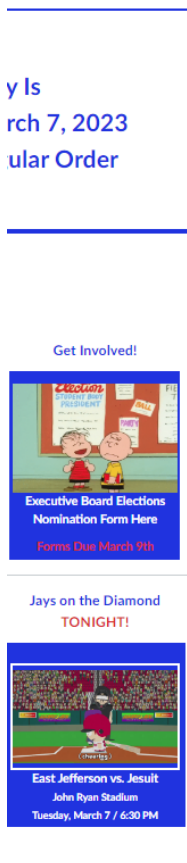
If he wishes to attach a document to this email, click the paper clip and follow the prompts to complete this task.

When the message is done, click “Send.”



Navigating the Dashboard (Right Side): “To Do,” “Recent Feedback,” & “View Grades”

Now, let’s take a look at the right-hand side of the Canvas Dashboard that focuses on the “To Do” list, “Recent Feedback,” and “View Grades” options.



To Do

Canvas provides the student with a partial list of upcoming graded assignments to complete. Each assignment title is a link.

Recent Feedback

This section allows a student to investigate his performance on recently graded assignments.

View Grades

By clicking this button, a student will see his average in all of his classes. If a student wants to see all of his grades in a given class, click the name of a class, and a new page appears with all of his graded assignments for the quarter. This option is only available in “Card View.”

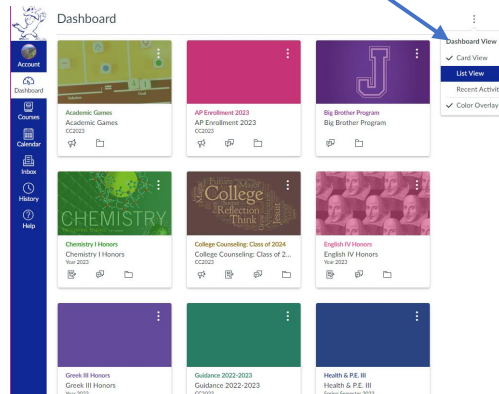
Dashboard Options

The student has three options when viewing his dashboard.

A student may select a view option by clicking the three buttons on the right-hand side of the page.

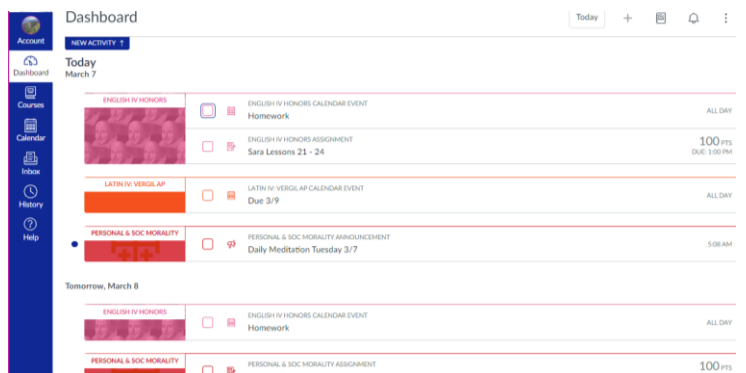
Card View

Below is a sample of the “**Card View.**” To access a Canvas class, the student would simply click a card and a new window opens.



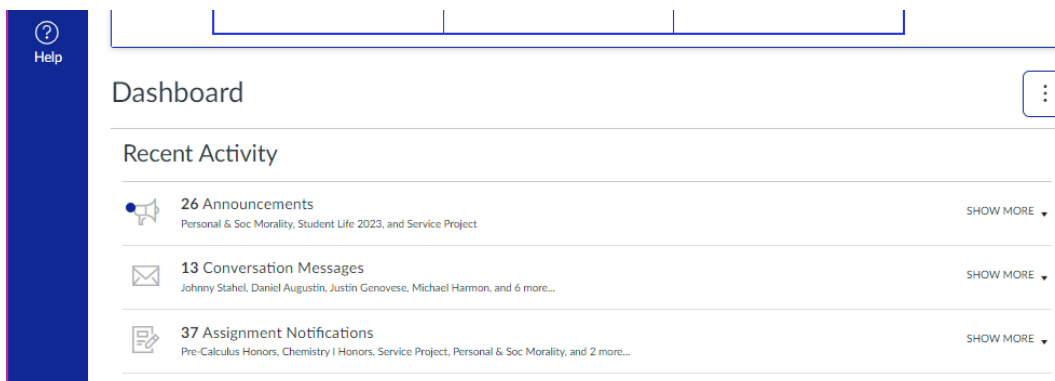
List Option

Below is the “**List Option.**” This view shows a student the graded assignments that are due for classes on a particular day.



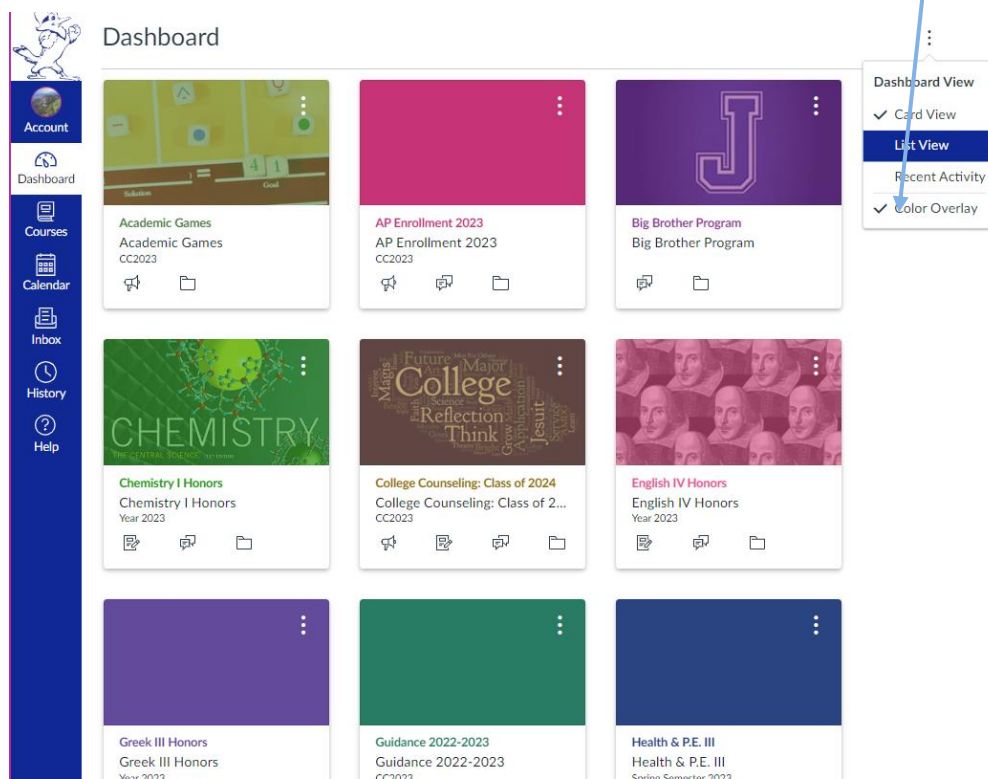
Recent Activity

Finally, a student may just want to look at the Canvas activity that has taken place throughout his account. From announcements that teachers may have posted in a class, to messages sent to his in-box, to simple assignment notifications, a student can receive a big picture overview.



Color Overlay

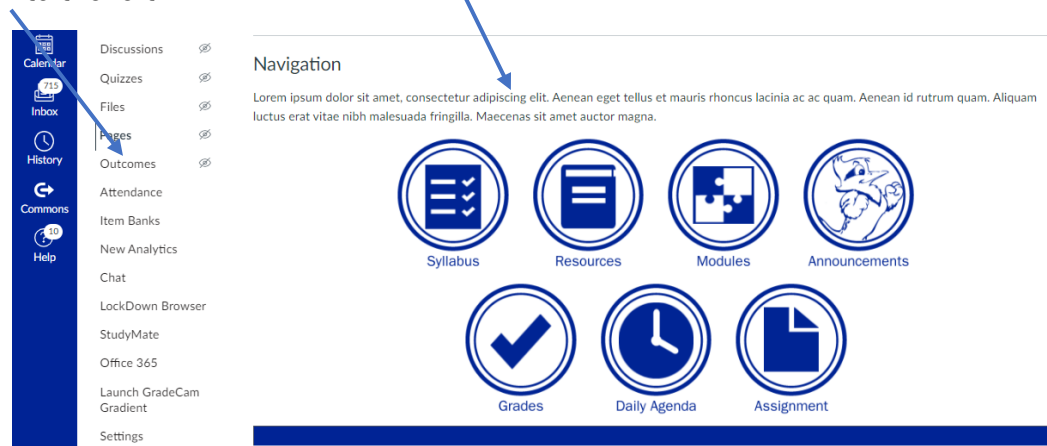
The last option a student has is the “Color Overlay.” Each class in the “Card View” has a color overlaying a card/ course. A student may turn off this color by removing the check next to “Color Overlay.” The card will have a clear appearance. The only way a student is aware of the color associated with a given course is in the color that appears in the name/title of the course.



Navigating within a Canvas Course

From the Canvas Dashboard, a student may enter a course either by clicking a card or by clicking “Courses” in the blue navigation bar on the left-hand side of the page and selecting a course from the drop-down box.

Below is a view of a Canvas Course. Not all Canvas classes will look exactly the same; however, students will be able to navigate the page using the buttons found on the course home page or the Course Navigation Bar to the left.



Syllabus

When a student clicks “Syllabus,” he will find the following information for his class:

1. Instructor Information: Name, email address, office location, office phone number
2. Tutoring / Office Hours
3. Textbook / Supplies: Details
4. Course Overview: Class & Teacher Expectations (Syllabus)

Grades

When the student clicks “Grades” within a class, his graded assignments for the present quarter appear. In the image below, the student sees his grades arranged by Due Date. He also has the option to view grades by Assignment Group (Tests, Quizzes, etc.) and by Assignment Name. In the far-right column, the student can view how these assignment groups are weighted.

The screenshot shows the 'Grades' page for 'English IV Honors'. The 'Arrange By' dropdown is set to 'Due Date'. The table below shows the following assignments:

Name	Due	Status	Score
Lord of the Files: Pre-Reading Discussion Quizzes	Jan 10 by 11:15am	100 / 100	
Essay #1 (3): Macbeth Intro Paragraph / Outline	Jan 11 by 1:21pm	0 / 0	
Quiz (3): Vocabulary #1	Jan 12 by 1pm	105 / 100	
Quiz (3): Vocabulary #2	Jan 20 by 1pm	100 / 100	
Essay #1 (3): Content (Macbeth)	Jan 23 by 1pm	93 / 100	
Essay #1 (3): Mechanics (Macbeth)	Jan 23 by 1pm	100 / 100	
Novel Quiz (3) #1: Lord of the			

Assignment Groups and Weights:

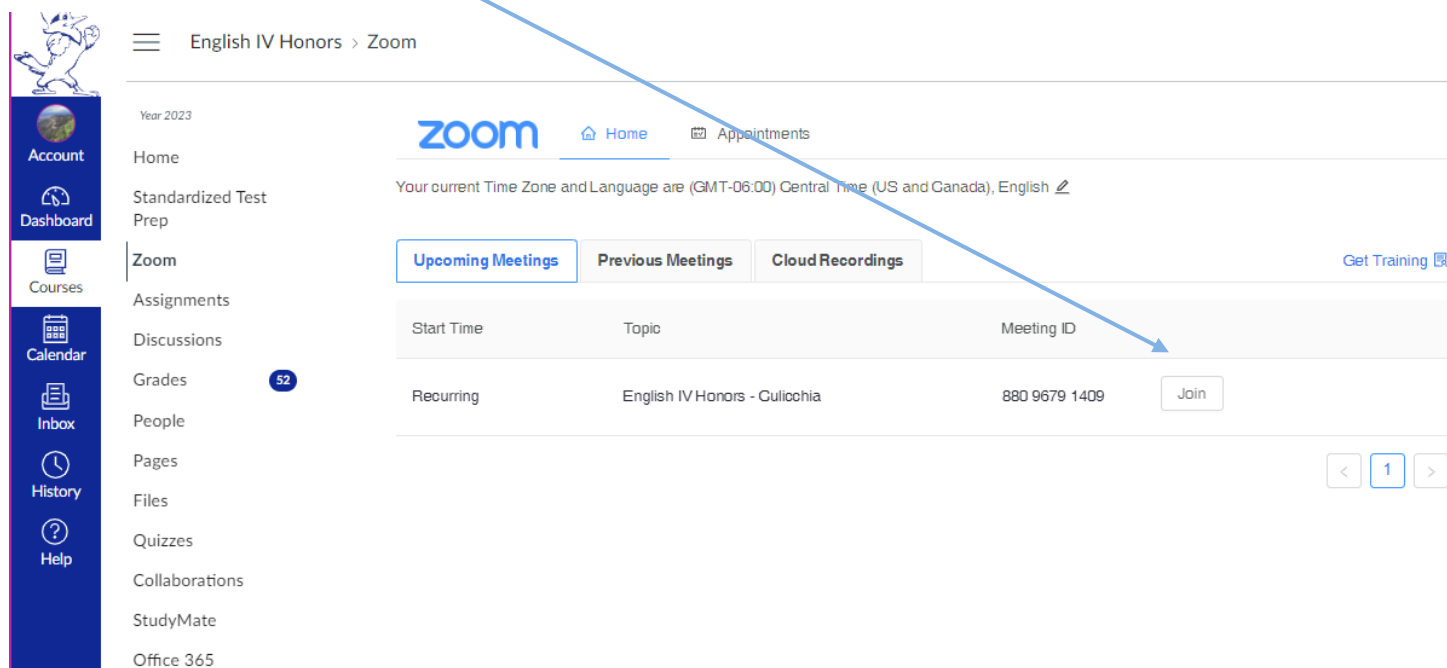
Group	Weight
Quizzes	10%
Essays/ Tests	40%
Novel Quizzes	15%
Standardized Test Preparation / Participation	5%
Exam	30%
Total	100%

At the bottom of the grade page for a particular course (pictured below), the student can see his average in each assignment group and also see his total average in the course.

Homework	Mar 10 by 1pm	100 / 100	
Standardized Test Preparation / Participation			
Third Quarter Exam	Mar 14 by 1pm	- / 100	
Exam			
Quizzes		102.14%	715.00 / 700.00
Essays/ Tests		95.33%	286.00 / 300.00
Novel Quizzes		98%	294.00 / 300.00
Standardized Test Preparation / Participation		100%	200.00 / 200.00
Exam		N/A	0.00 / 0.00
Total		97.21%	

Zoom

If a class was being held virtually, the student would select “Zoom” from the Course Navigation bar and then find himself on the class’s Zoom home page. The teacher has set up the Zoom class for his students. The student need only to click “Join” and follow the prompts to complete his participation in the Zoom class.



If a student wants to view a recorded class, he needs to click “Cloud Recordings.” The student would click the recording title and then follow the prompts to view a video copy of the class.

