First Look and Dashboard

Canvas Tip Sheet

This webinar explains how to access support when using Canvas, find and change profile settings, customize the Dashboard, and personalize Canvas notifications.

The Canvas Course Dashboard

- When you first login to Canvas at canvas.umt.edu, you will see the Global Navigation menu on the left side of the page, the Dashboard in the center, and the Sidebar on the right.
- The Global Navigation Menu is on the left side of every page in Canvas providing quick access to frequently used Canvas features including the Dashboard, Calendar, Inbox, Help, and more.
- The Dashboard, in the center, defaults to the Card View which displays course cards for quick access to all your favorite courses with published courses above and unpublished courses below.
- The Sidebar on the right contains a To Do list and other sections that help you know what assignments and events are coming up in all your courses.

Customizing Settings and Notifications

- You can customize Course Cards by adding a nickname or changing the color, which is synced with the color shown for the course in the Calendar.
- Add a profile picture to increase the personal feel of your course and interactions, so when you interact with other users in Canvas, your picture will appear. In the Global Navigation menu, Select **Account** and **Settings** to get started.
- Your account is set with default notification preferences. All users can change the type and frequency of notifications by selecting **Account** in the Global Navigation menu.

Things to Remember

- The **Help** menu in the Global Navigation menu is available anywhere and anytime! Faculty and students have access to 24/7 chat and phone support through the Help menu.
- Use **Dashboard** or **Courses** in the Global Navigation menu to quickly return to a course.
- Customizing Course Cards from your Dashboard *does not* change how your students will view them.

Learn More

- The Canvas Instructor Guides are an incredible resource, and we recommend consulting them to learn more about how to use Canvas.
- If you've already completed the on-demand UM Canvas Essentials Course, you can still access the course to review content.

For further assistance, please contact the UMOnline IDs (umonlineIDs@umontana.edu)

- You can register for additional trainings on Griz Hub, including 30-minute webinars on specific topics like Assignments, Quizzes, Discussions, etc., as well as a 90-minute Canvas Essentials Webinar.

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