CANVAS

OVERVIEW

- Canvas is our **Learning Management System** at the University of Twente. You use Canvas to:
  - Access module content (for example lecture slides)
  - See announcements and messages from teachers
  - Sign up for groups
  - Collaborate with your group
  - View and submit assignments
  - Take online (practice) quizzes
  - Check feedback and (partial) grades
- Login to Canvas: canvas.utwente.nl, enter your UT email and password

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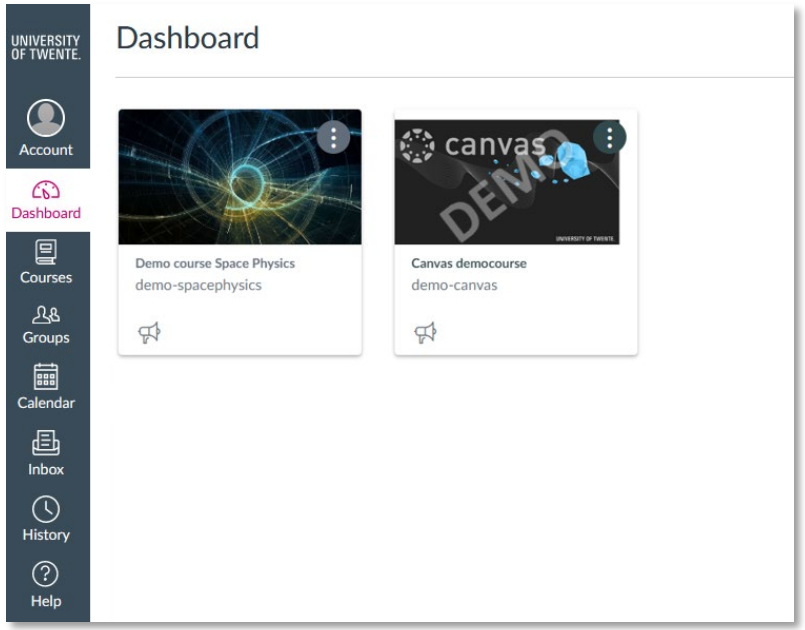
ACCESS TO COURSES

- The first thing you see when you log in, is the **Dashboard** with (some of) your courses.
- Click on a course card to enter the course.



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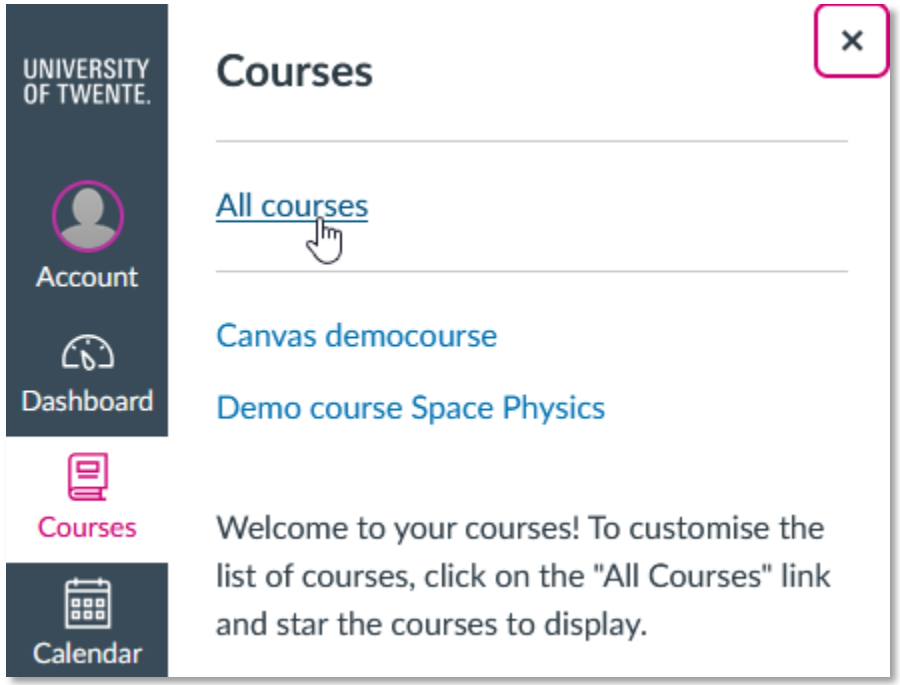
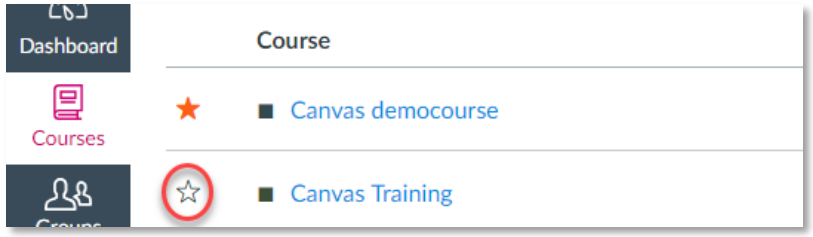
ACCESS TO COURSES

- You can also click on **Courses** to view **All courses**. This list can contain courses that are not displayed on the Dashboard (for example Future enrollments).
- To favorite a course, click the star next to a course. Course favorites will display in the Dashboard.





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ACCESS TO MODULES FROM YOUR STUDY PROGRAMME

- For modules from your study programme, you first have to register for the module in OSIRIS.
- After that, you will automatically be enrolled in the corresponding Canvas course.
- From two weeks before the start of the quartile, the course will be accessible from the Dashboard. Before that, the course will be listed under ‘Future enrolments’ in Courses and is not accessible yet.
- Registration (in OSIRIS) can be done up until Wednesday before the start of a quartile

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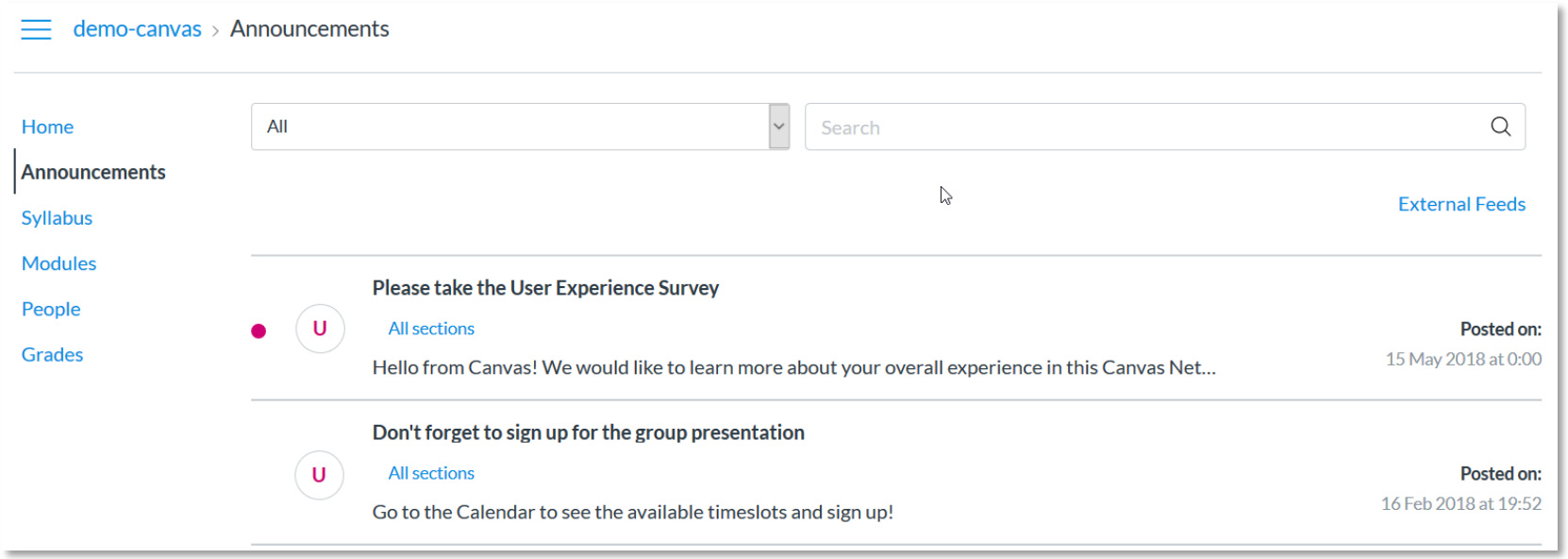
NAVIGATE YOUR COURSE

- Once you are in a course, click **Announcements** in the Course Navigation to keep yourself updated on your course.



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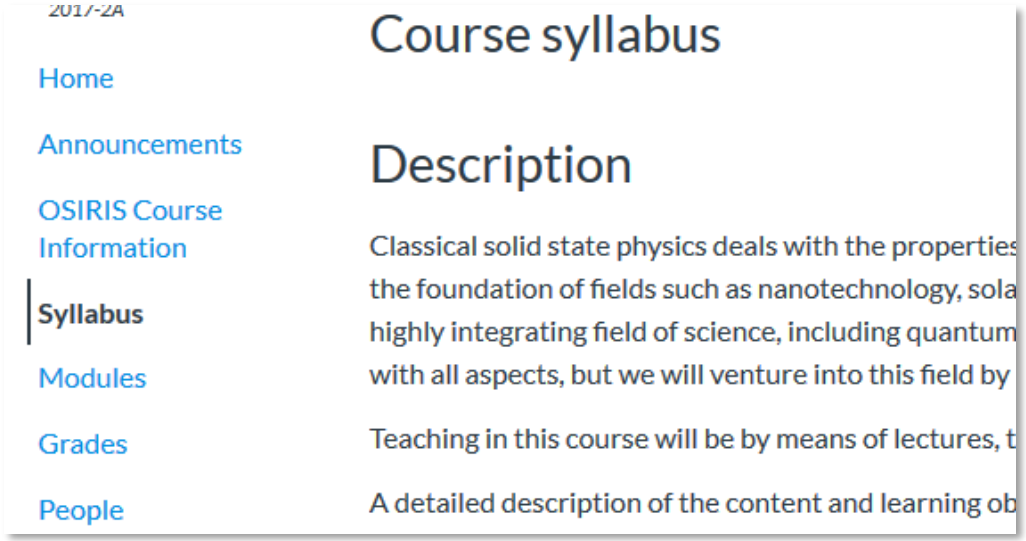
NAVIGATE YOUR COURSE

- View information about the course (set up) in **Syllabus** and **OSIRIS course information**
- Syllabus also contains an overview of all assignments and events from the course calendar



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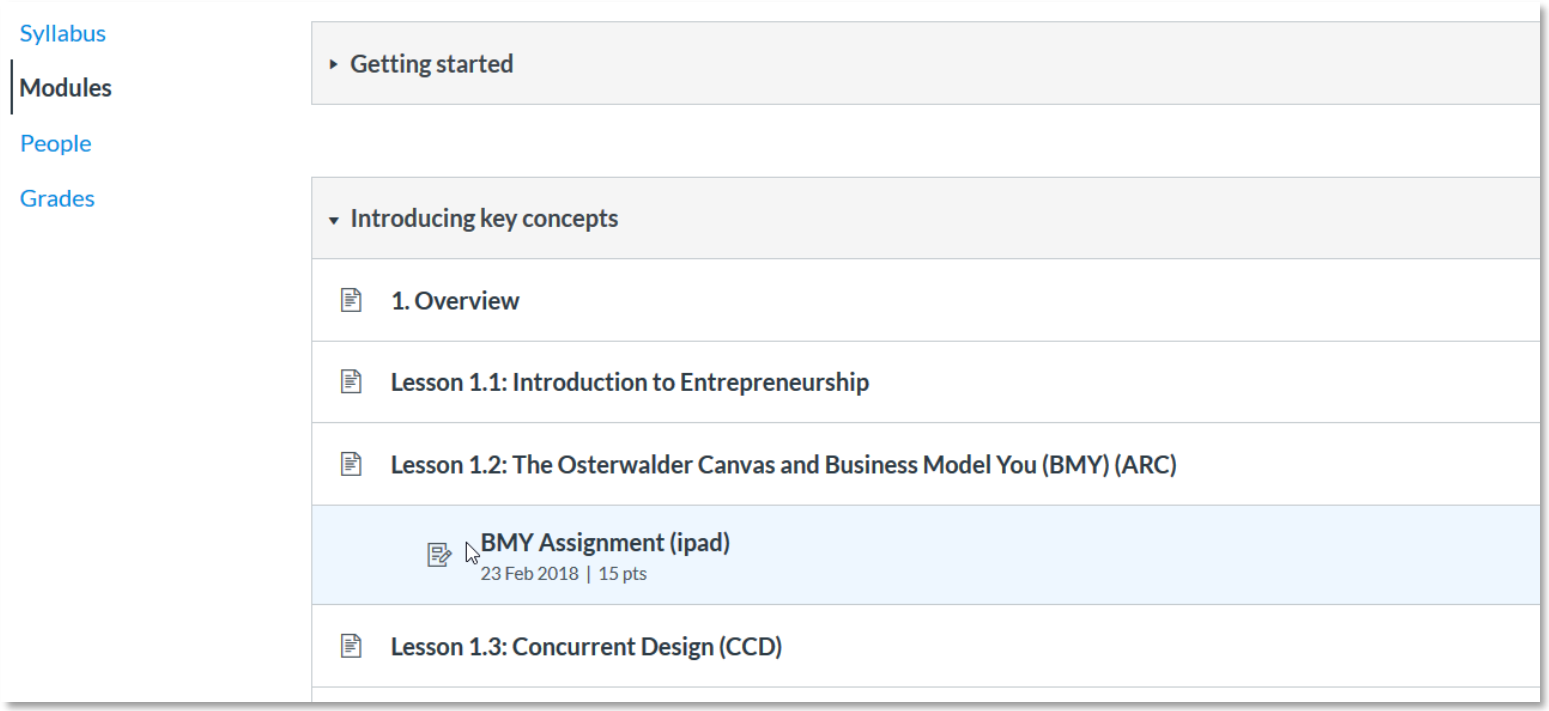
NAVIGATE YOUR COURSE

- Click **Modules** to see an overview of the entire course/module. Here, you can access all the course materials and assignments.



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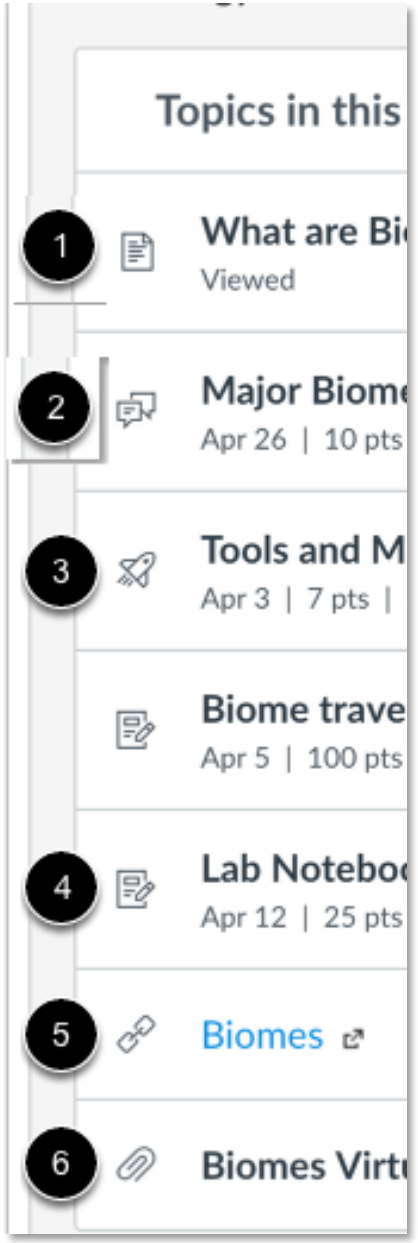
NAVIGATE YOUR COURSE

- Canvas modules can be filled with different types of content. Each module item also includes an icon with its type:
- **Page** [1]: a page of content to read
- **Discussion** [2]: a course discussion
- **Quiz** [3]: a course quiz
- **Assignment** [4]: a course assignment
- **Link or External Tool** [5]: an external link or tool to view outside of the course
- **File** [6]: a file to download or view



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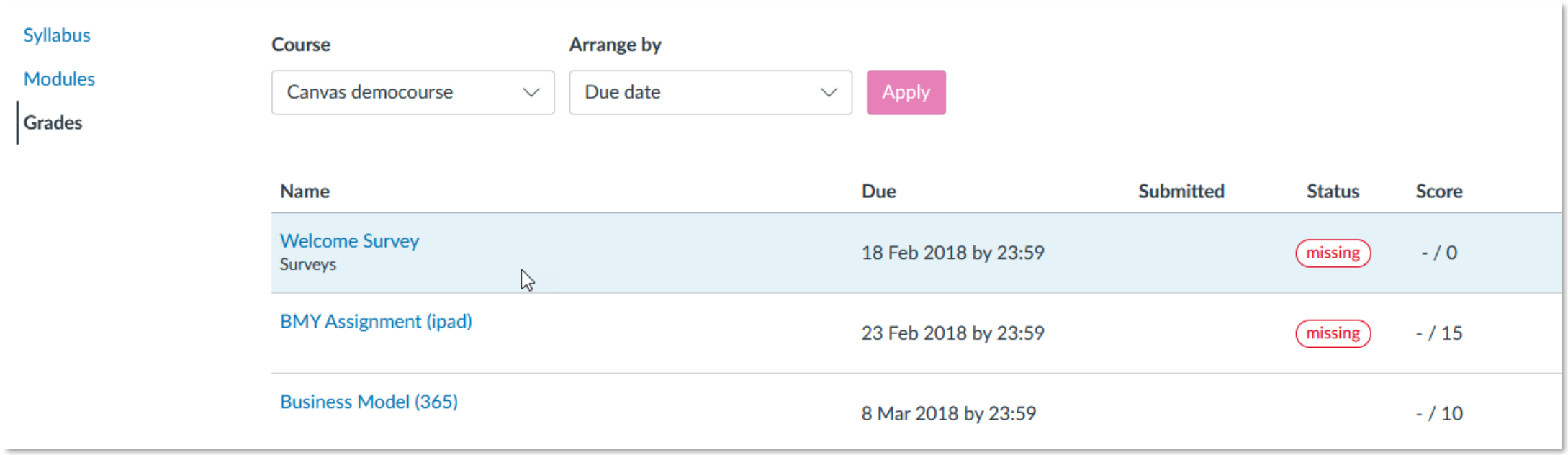
NAVIGATE YOUR COURSE

- Use **Grades** to view the status of your submissions and your scores and feedback.



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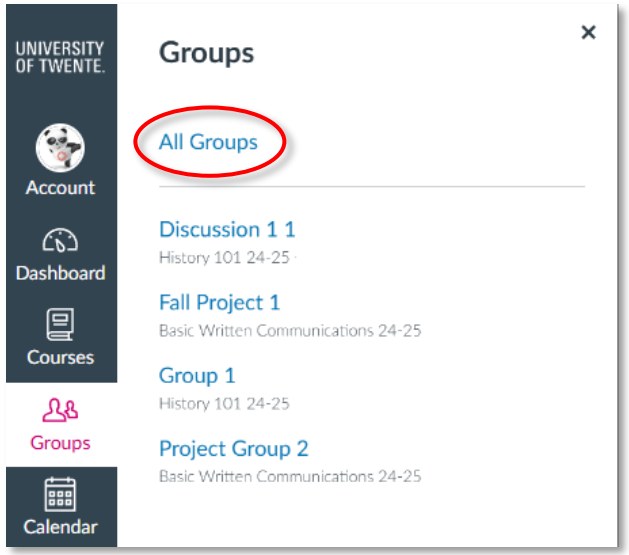
ACCESS TO YOUR GROUPS

- If you are enrolled in a group, you can access your group page via **Groups**
- If you click on **All groups**, you will see the groups arranged by course
- The group page is also accessible from the **Home** page in a course, or from the **People** page in a course.



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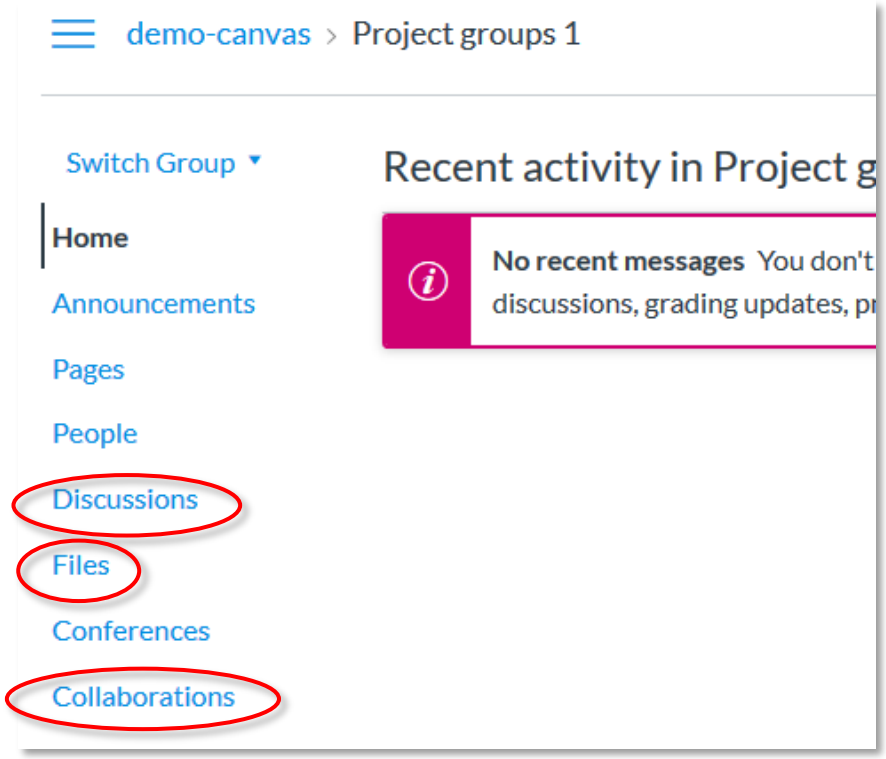
COLLABORATE IN GROUPS

- You can use the **group page** to collaborate on group projects:
- Share ideas in group Discussions
- Work together on documents: Files or Collaborations (integration with Google Drive and Office365)



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TEACHER ACCESS TO GROUPS

- Be aware that teachers and TA's in the course also have access to the group pages.
- We advise **not** to use the Announcements in a group page, because Teachers and TA's also will receive a notification about announcements in a group pages. Instead, you can use the Canvas Inbox to send messages to your group members.

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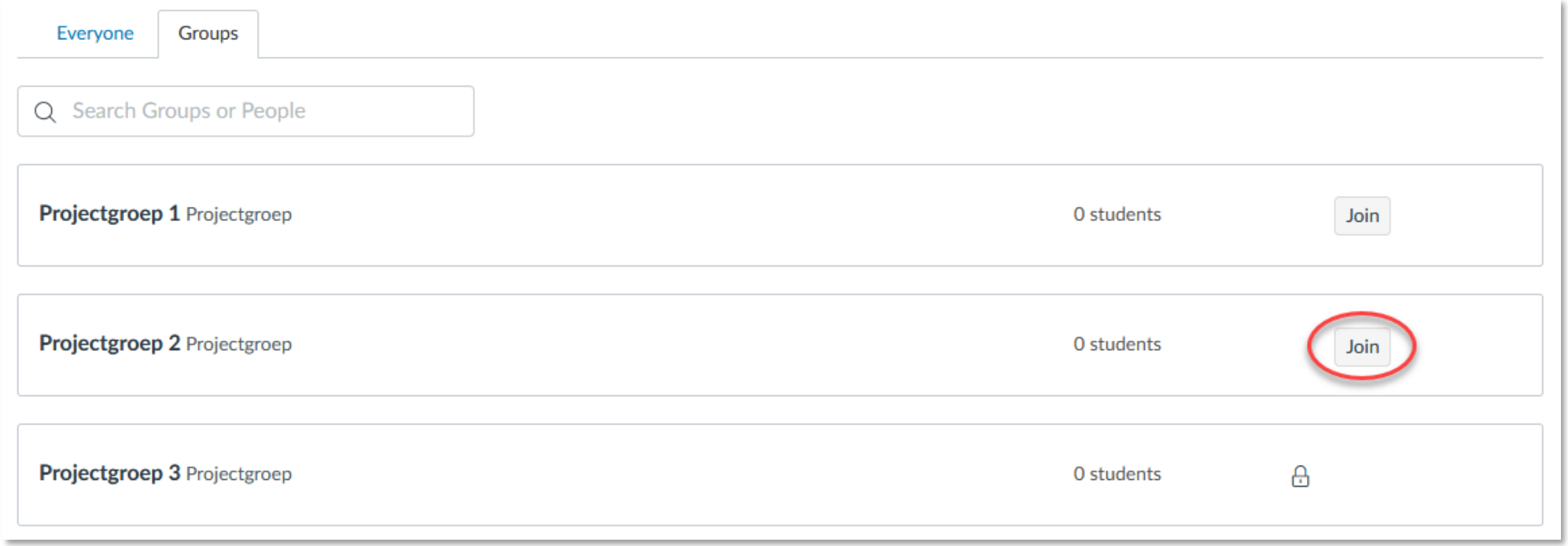
SIGN UP FOR A GROUP

- It's possible that the teacher asks you to **self sign up** for a group
- To do so: go to People in the course, click the Groups tab and click Join for the group you want to sign up for.



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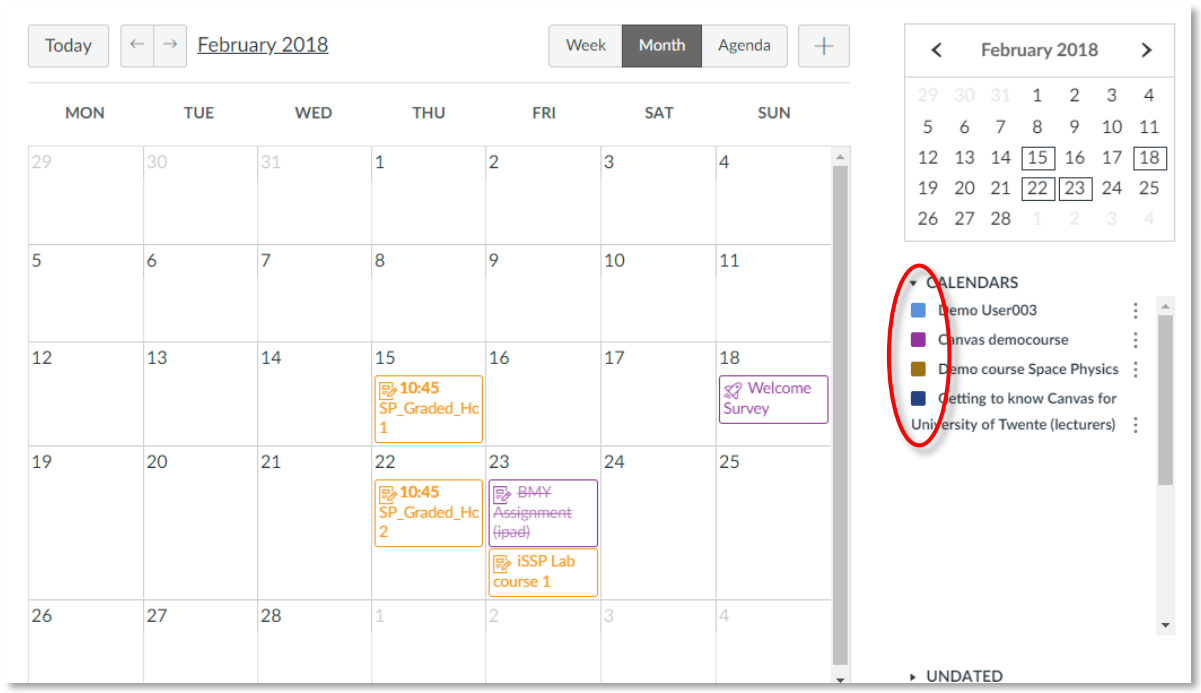
CALENDAR

- Check the **Calendar** to stay ahead of due dates and events for all your courses.
- Each course calendar is identified by a separate color that populates the calendar view.



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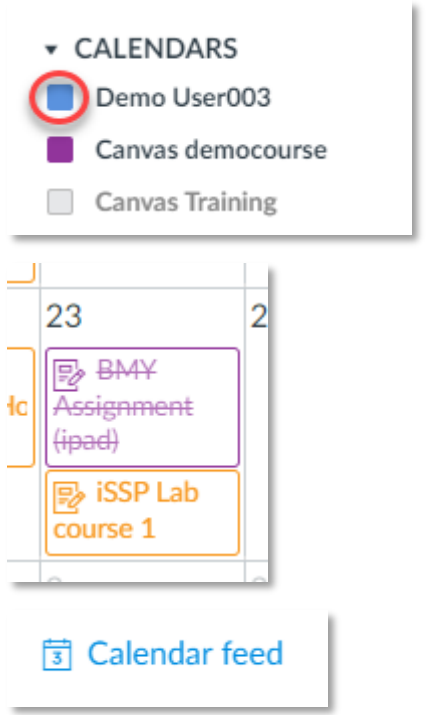
CALENDAR

- To hide a calendar, click the box next to the name of the calendar

- Assignments are crossed out in the calendar once the assignment has been submitted.

- Use the **Calendar feed** to import the Canvas Calendar in your preferred personal Calendar tool, such as Google or Outlook.



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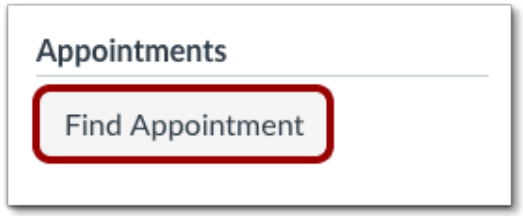
CALENDAR: SIGN UP FOR AN APPOINTMENT

- It may happen that a teacher asks you to sign up for a certain activity in the Calendar
  1. Click the button Find Appointment on the right.
  2. Select the appropriate course.
  3. Click on the time slot you want to sign up for.
  4. If necessary, add a comment in the Comments field and click ‘Reserve’.
  5. In case you want to cancel your reservation at a later moment: click on the reserved time slot and click ‘Unreserve’.



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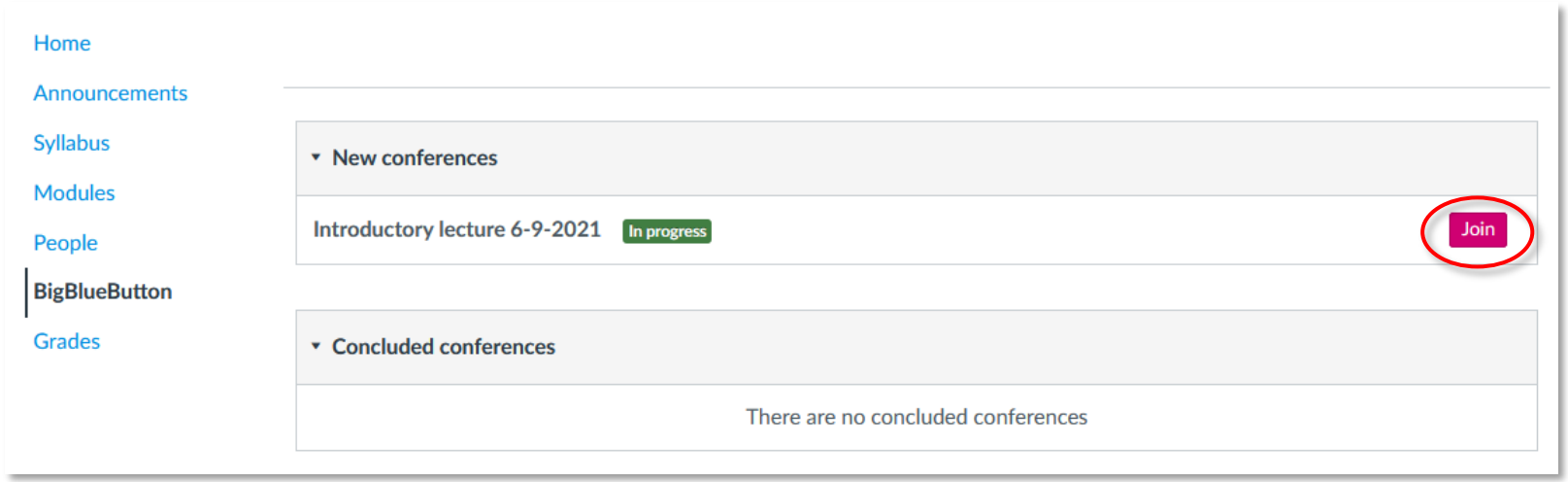
BIGBLUEBUTTON

- Your teacher may use BigBlueButton to offer online lectures or office hours if presence on campus is not possible.
- As soon as a teacher has started a BigBlueButton conference, you can join it. If you don't see the Join button after the communicated start time, you may need to refresh the page



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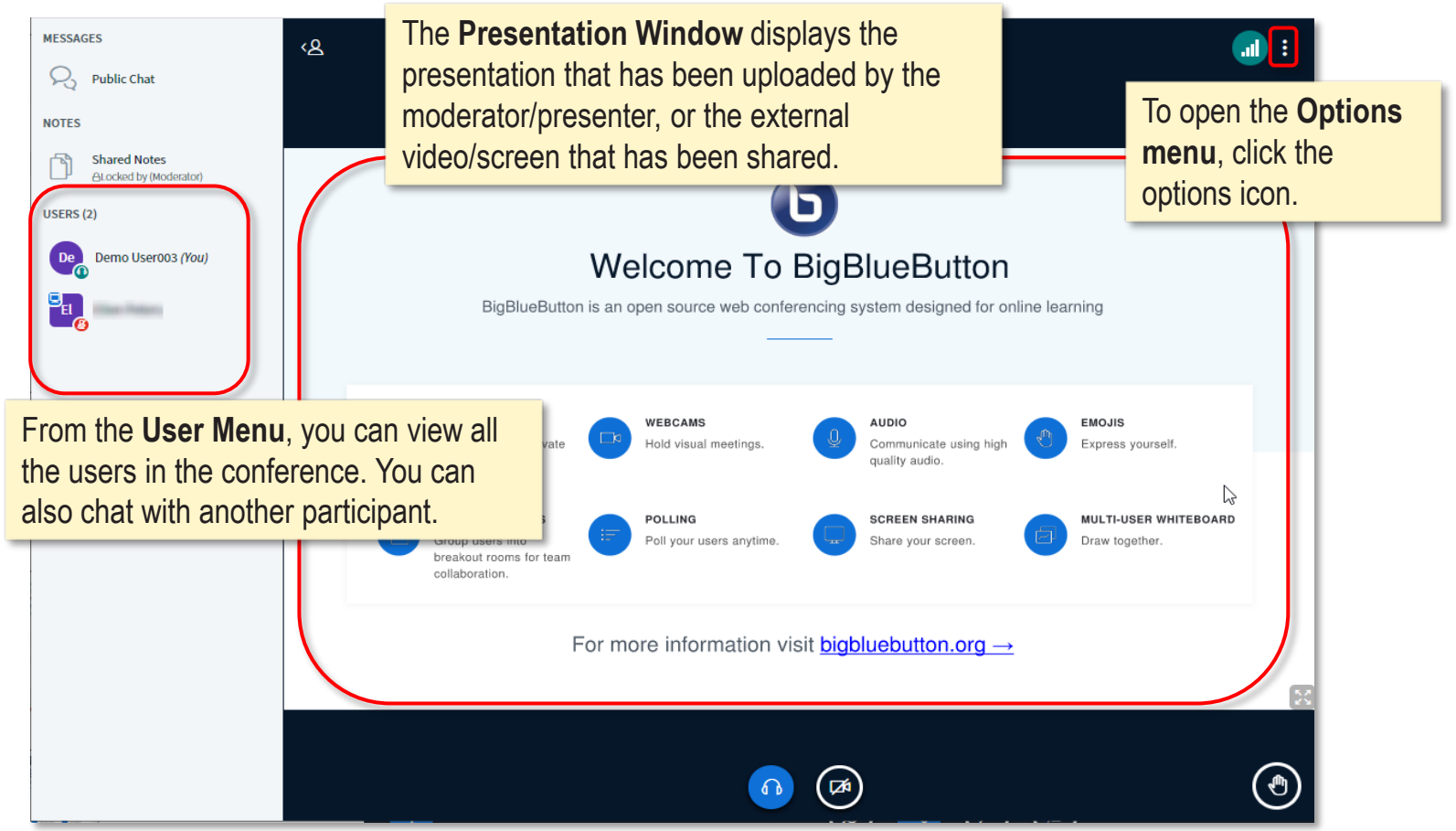
BIGBLUEBUTTON INTERFACE



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BIGBLUEBUTTON

- Important: check the Technical requirements and advice for using BigBlueButton

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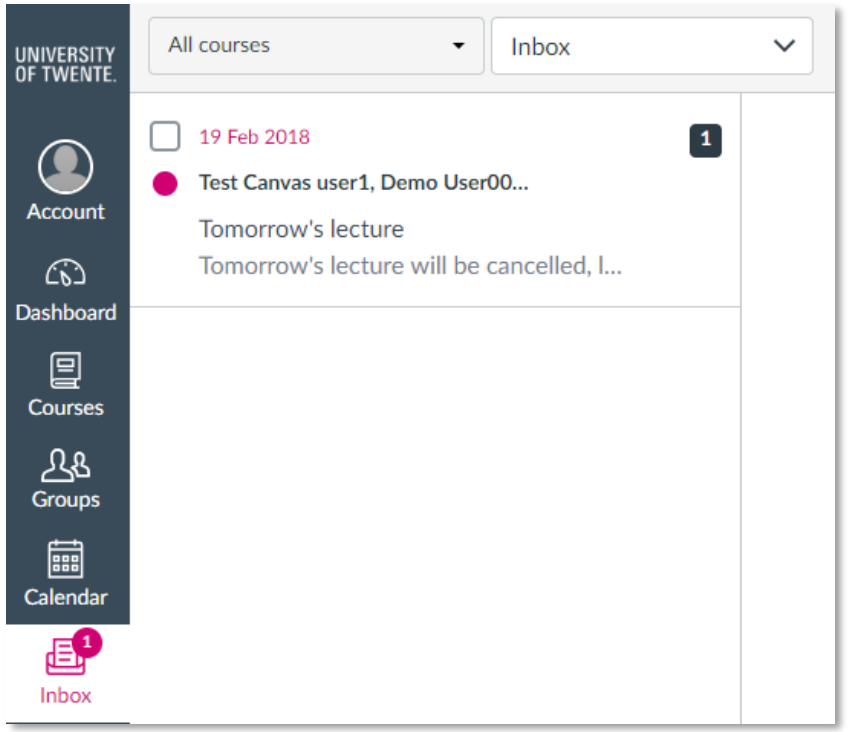
RECEIVE AND SEND MESSAGES

- **Inbox/Conversations** allows you to see messages from teachers and classmates
- You can send messages yourself as well (to teachers, members from your group or other students in the course)
- You can filter the Inbox by course or by group



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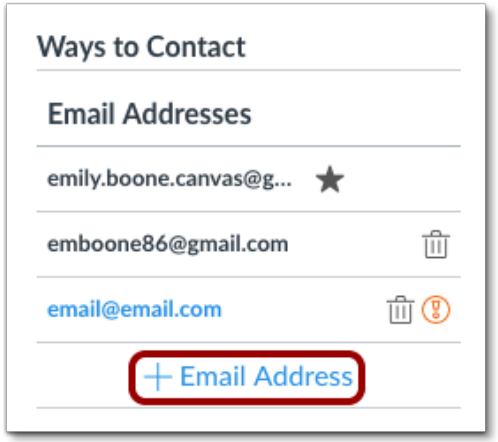
CUSTOMISE YOUR ACCOUNT

- If you want, you can add a picture under Account > Profile
- In Account > Settings you can add other email addresses (handy if you want to receive notifications in your private mailbox)
- In Account > Notifications you can set your preferences on how you want to be notified about course activities.
- Advise: do not switch of notifications for Announcements and Conversation messages, otherwise you will miss important messages from teachers



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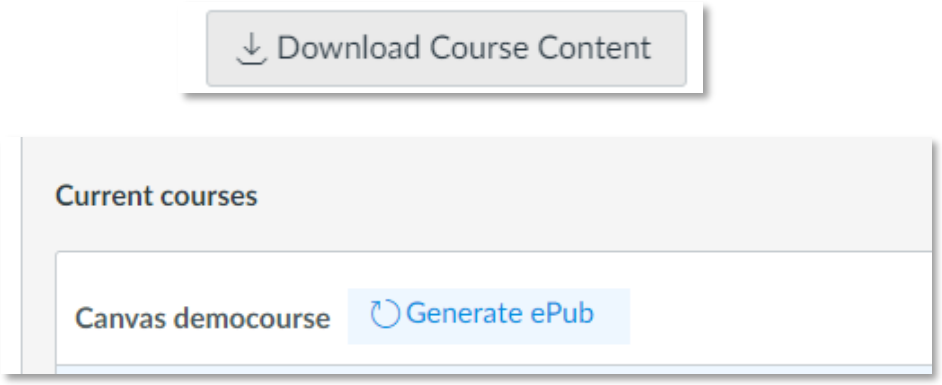
DOWNLOAD ALL COURSE MATERIALS

- It's possible to download all materials from a course to a zip file. First you have to ask the lecturer of your course to enable the ePub exporting option for the course. Once that is done, you can:
  1. Go to Account
  2. Click Settings
  3. Click Download course content
  4. Click Generate ePub next to a course.



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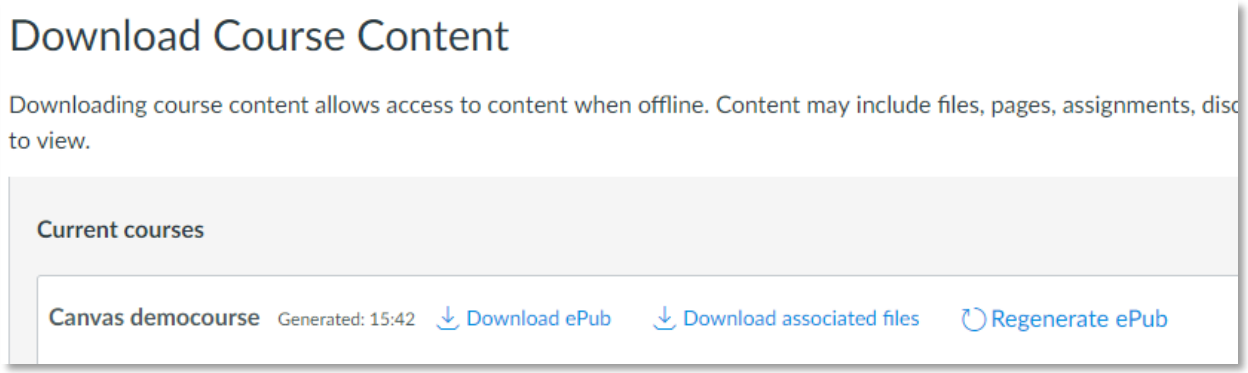
DOWNLOAD ALL COURSE MATERIALS

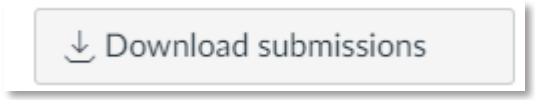
- When the process is finished, you will see a ‘Download ePub’ and a ‘Download associated files’. The ePub file can only be viewed with an ePub reader and doesn’t contain any files. With ‘Download associated files’ you can download all files to a zip file.

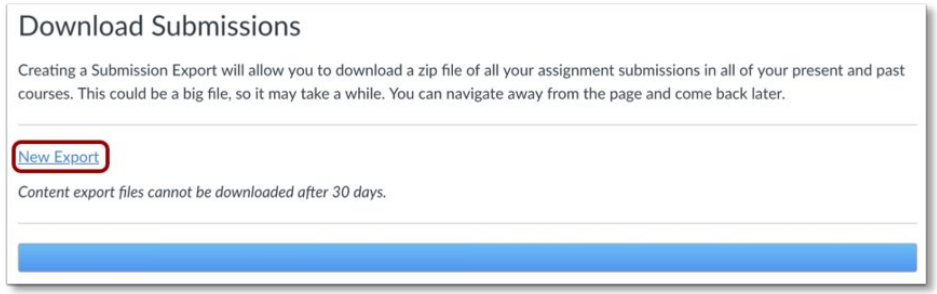


CANVAS

DOWNLOAD ALL SUBMITTED ASSIGNMENTS

- It's also possible to download all your assignment submissions from all your courses:
  1. Go to Account
  2. Click Settings
  3. Click Download submissions
  4. Click Create export
  5. When the export is finished, you will see a link 'New export'. Click on the link to download the zip file





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SELF ENROLMENT COURSES

- Canvas also has course pages for things that do not have an OSIRIS course code. For example:
  - Information from your study programme
  - Non-regular courses
  - Pages for internships/graduation/study trips

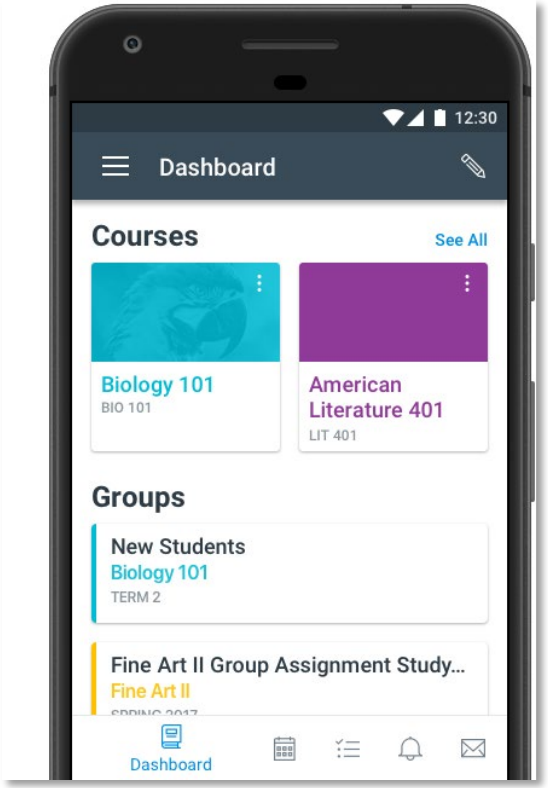
- These courses may be open for self enrolment. You may receive a URL to self enrol, or you may find the course in Courses:
  1. Click All courses
  2. Click Browse more courses
  3. Select the checkbox ‘Open enrolment courses only’ and use the search field to search for the course.
  4. When you’ve found the course, click + Join this course.

CANVAS

MOBILE APP

- Download and run the Canvas **Student app** (for Android and iOS devices).

- Once you installed the app, you can log in in two ways:
  - Click QR code. You can generate a QR code from your Canvas web browser.
  - Click on the button Find my school (fill in ‘University of Twente’), and log in with your ICT account.



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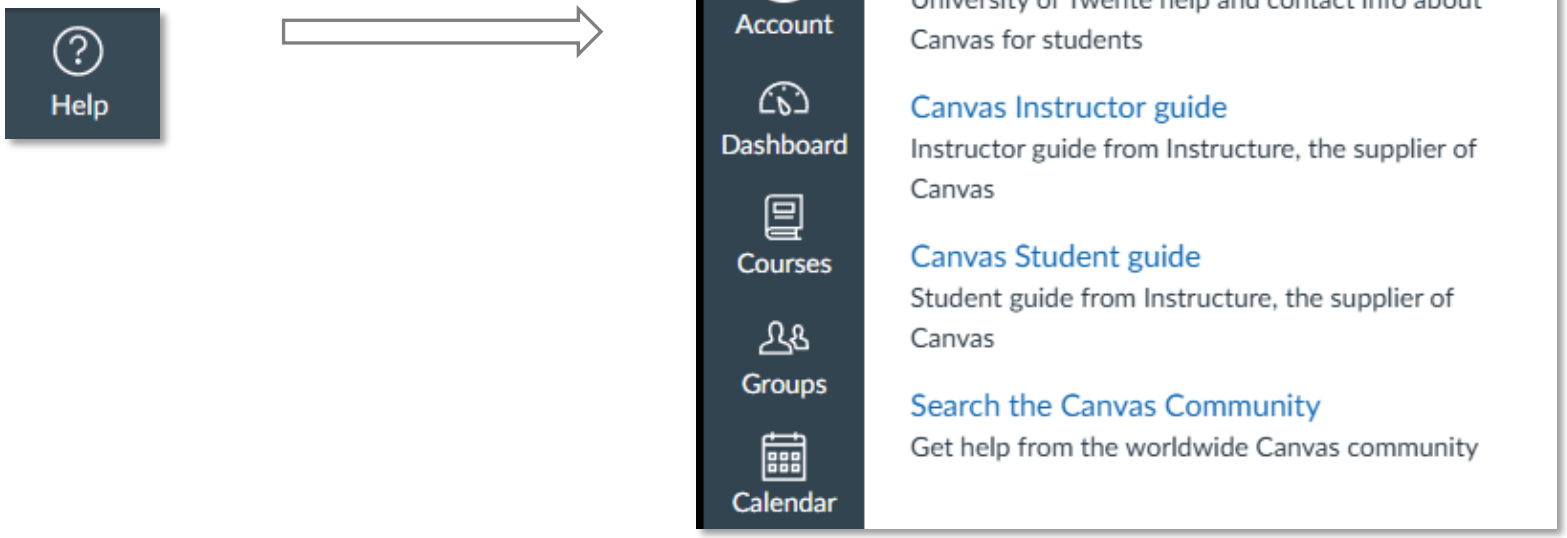
WHERE CAN I GO IF I NEED HELP OR WANT TO LEARN MORE?

- Click on the **Help** icon.