

Introduction

The tutorial will provide you with a high level overview of your Canvas profile and some of the things that you can do in it.

Step 1: From your Canvas Dashboard, select "Account"



Step 2: Once the Account opens, click "Profile"



Step 3: On the "Profile" page you will be able to: Edit your profile, edit notifications, view files, change your account settings, build ePortfolios, view shared content and access your Personal QR code for mobile login.

ц	۩ CANVAS		Account	Dashboard	Courses	Calendar	Inbox	Commons	Resources
=	Notifications Profile Files	EDIT PROFILE							
	Settings ePortfolios Shared Content QR for Mobile Login	Contact No registered services, you can add some on the Biography	e settings page.						
		Links							

Step 4: You can edit your profile to update your contact information, add links to important information and add a short biography about yourself. To edit your Profile, click the "Edit Profile Button"

Ly 🛛 😳 CANVAS		Account	Dashboard	Courses	Calendar	Inbox	Commons	Resources
Notifications Profile Files Settings ePortfolios Shared Content QR for Mobile Login	EDIT PROFILE	can add some on the settings page.						

Step 5: On the "Notifications" page you will be able to adjust your notification preferences for: Course Activities, Discussions, Conversations, Scheduling, Groups, Conferences and Alerts.

Notifications Profile	✓ Notify me right away ③ Send daily summary Image: Send weekly summary × Do not	t send me anything
Files	Course Activities	Email Address mbrown377@liberty.ed
ePortfolios	Due Date	✓ © 🚞 >
Shared Content	Grading Policies	✓ © 🗐 >
QR for Mobile Login	Course Content	V ()
	Files	✓ () iii >
	Announcement	<mark>~</mark> () i >
	Announcement Created By You	✓ () iii >
	Grading 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	✓ () m >

Step 6: Files is where you will see anything that you previously uploaded. Files also allows you to upload new files which you can do by clicking "Upload"

earch for files Q 0 i	items selected			+ FOLDER	↑ UPLOAD
 My Files ✓□ conversation attachments 	Name ~	Date Created Date Modified	d Modified By	Size	
✓□ profile pictures	conversation attachments	Apr 17, 2020		-	>
 Resident Canvas Training Resident 8 Week Template _IT COMS 	profile pictures	Apr 15, 2020			>
🕆 Resident 16 Week Template					

Note: To create folder specific content, click "Folder"

Step 7: On the "Settings" page you can update your contact info and also view a list of your active integrations and Canvas features that you have enabled.

Notifications	WAYS TO CO EMAIL ADDR	DNTACT
Profile Files	Full Name:	*
ePortfolios	Display Name: People will see this name in discussions, messages and comments. OTHER CON	TACTS TYPE
Shared Content QR for Mobile Login	Sortable Name: This name appears in sorted lists. Longuage: System Default (English (US))	Nethod
	Time Zone: Eastern Time (US & Canada)	Sedit Settings
	Web Services Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean. Image: Click and the services of the services in "Other Services" to see which services I've linked to my profile Registered Services Other Services No Registered Services Click any service below to register:	
	Approved Integrations: These are the third-party applications you have authorized to access the Canvas site on your behalf: APP PURPOSE DATES Kaltura Expires: Never Last Used: Apr 27 at 11:14am Commons Expires: Never Last Used: Apr 23 at 9:06am + New Access Token Feature Options High Contrast UI Link Contrast UI	
	making those items more distinct and easier to identify. Note: Institution branding will be disabled. Disable Celebration Animations	
	VInderline Links	
	Course Set-up Tutorial	
	Use semicolons to separate fields in compatible spreadsheet exports	
	Autodetect field separators in compatible spreadsheet exports	

Step 8: ePortfolios are a place where you can display and discuss the significant submissions and experiences that are happening during your learning process.

Note: To create ePortfolio content, click " CREATE AN EPORTFOLIO"

Notifications	What's an ePortfolio?	+ Create An EPortfolio
Profile	ePortfolios are a place where you can display and discuss the significant submissions and experiences that are happening during your learning process. You can use an ePortfolio to:	
Files	 Display the papers you're proud of for more than just your instructor to see 	
Settings	Talk about all the thought and work that went into your class submissionsGather an overview of your educational experience as a whole	
ePortfolios	 Share your work with friends, future employers, etc. 	
Shared Content	ePortfolios can be public for everyone to see, or private so only those you allow can see, and you can change that setting at any time.	
QR for Mobile Login	Ready to get started? Click the button.	

Step 9: The "Shared Content" page will display any content that has been shared with you by another Canvas user.

≡	> Shared Content		
Notifications			Received Content The list below is content that has been shared with you. You can preview the content, import it into your course, or remove it from the list.
Profile			
Files		No con	tent has been shared with you.
Settings			
ePortfolios			
Shared Conte	nt		
QR for Mobile	Login		

Step 10: "QR for Mobile Login" allows you to log into your Canvas account from any Canvas Mobile App.

Note: The QR code is only live for 10 minutes. After the ten minutes has expired you will need to refresh the page to receive a new custom QR code.

