

Getting Started in Canvas

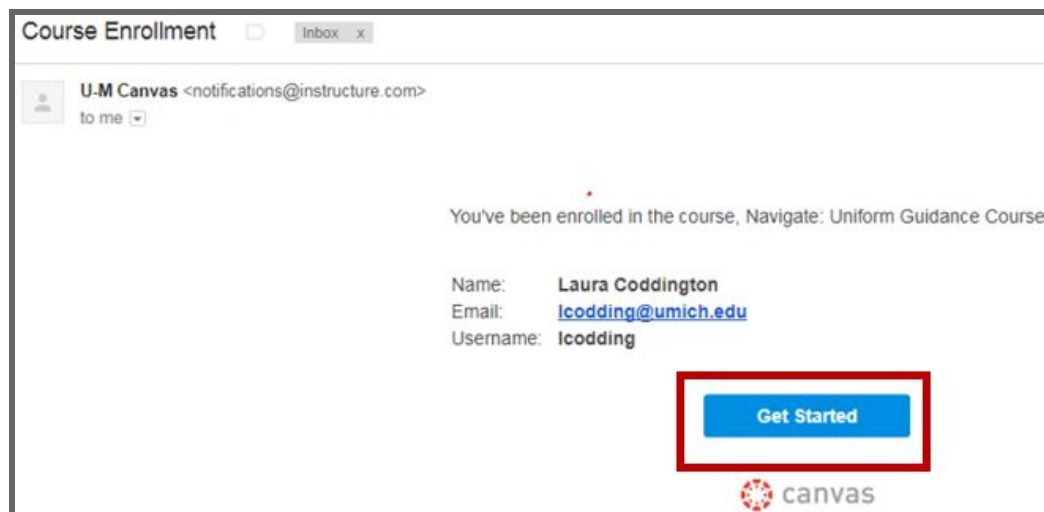
Overview

Canvas is the place you go to access all of your *Navigate class* materials. This job aid provides an overview of the navigation and main features you will use to access slides, handouts, and other *Navigate* course materials.

Course Enrollment

After the one-day class or the first day of a multi-session course, you will receive a course enrollment email notification from Canvas. For Navigate programs like the Lunch & Learn series, we will provide you with a link to all of the Lunch & Learn presentation materials.

When you receive the email, click **Get Started** to accept your enrollment invite and be taken to the course homepage.

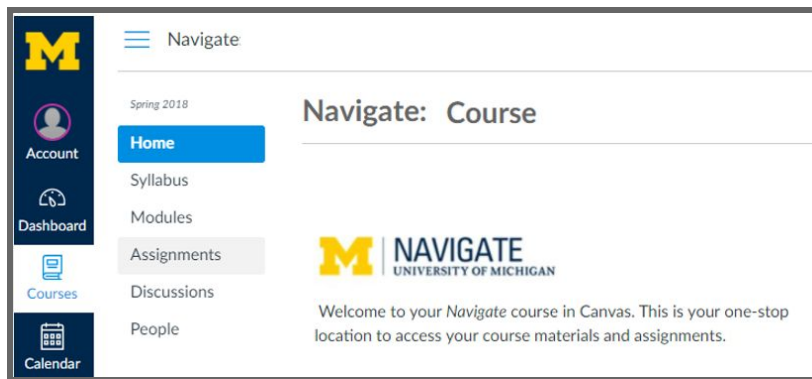


Note: To access Canvas directly, go to <http://canvas.umich.edu>. Canvas is supported by all browsers, including Internet Explorer, Chrome, and Firefox. Anytime you access Canvas you will be directed to login using your U-M unickname and Kerberos password.

Course Navigation

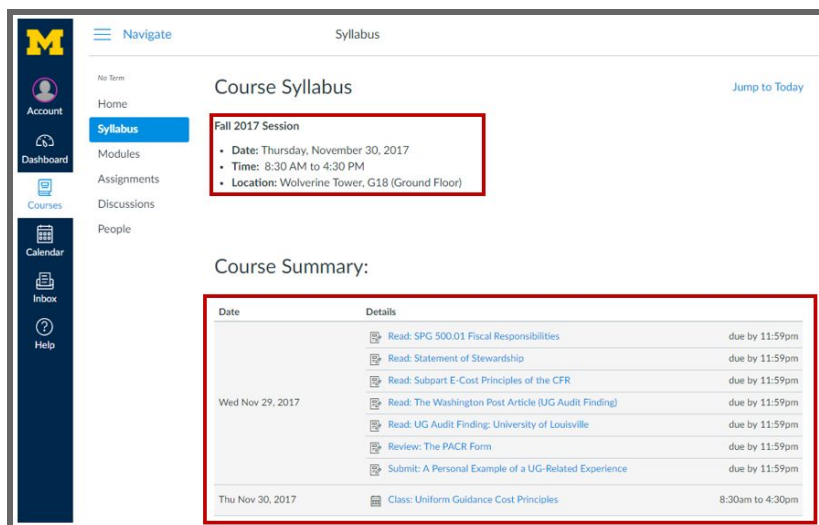
The homepage for all Navigate courses displays with a left pane navigation displaying the features available for your course.

- Syllabus
- Modules
- Assignments
- Discussions
- Quizzes (not all courses will have include quizzes)
- People



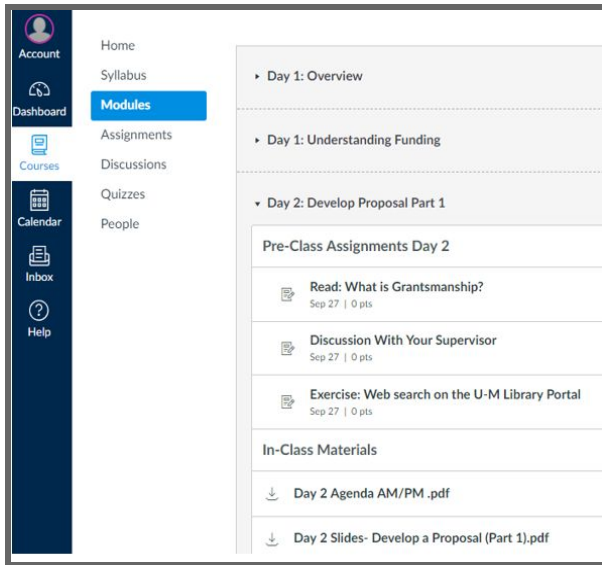
Syllabus

The Syllabus is where you can find specific information on your Navigate class dates, times, and locations. Under Course Summary you will see links to class assignments and calendar events.



Modules

Used to organize the course materials (handouts, job aids, agendas, and presentation slides), quizzes, and assignments. Modules may be identified by a top-level heading that can be collapsed or expanded.



Below are common icons:



Collapse / expand module content



File to download / view



Assignment



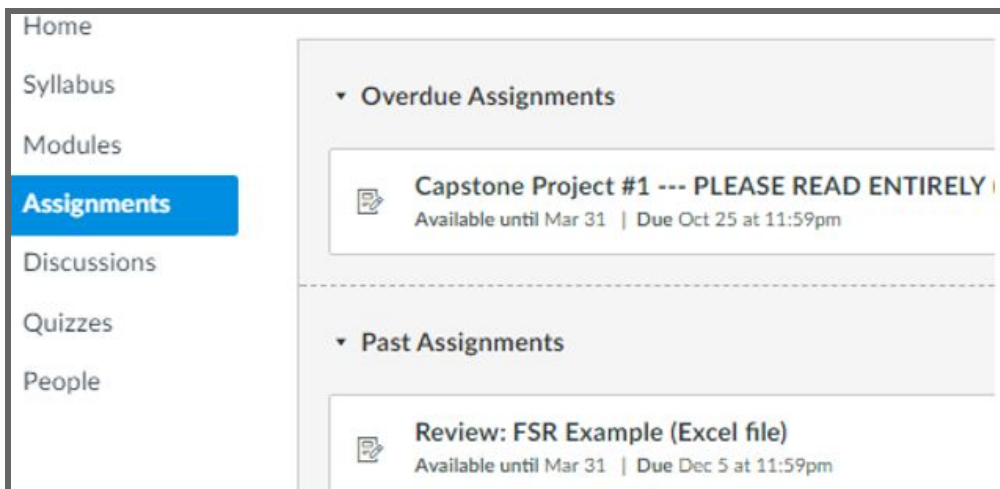
Hyperlink to a file or webpage



Quiz

Assignments

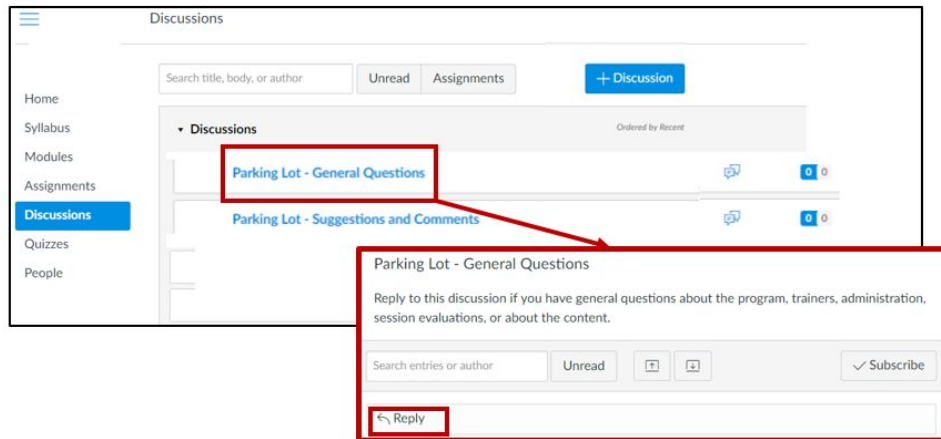
All assignments for your course display with due dates and their status. Assignments are also linked within the Modules and Syllabus. Click on an assignment's name to open it and to view more information, instructions and/or links to additional content.



Discussions

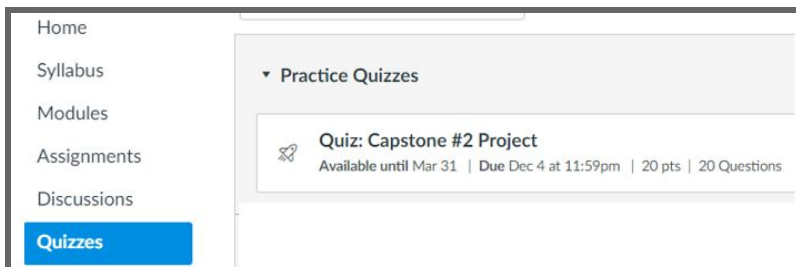
Discussions provide a forum to post comments, suggestions, and questions for instructors, or to view and respond to other participants' posts. To add your comments or questions, click one of the already created discussion links:

1. In the **Reply** text box, type your comments.
2. Click **Post Reply**.



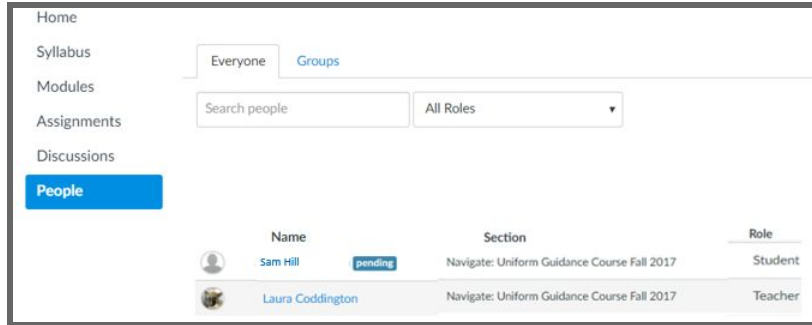
Quizzes

If your Navigate course has a quiz, you will see Quizzes listed in the left navigation as well both your Modules and Assignments pages. Click the name of the quiz to open it.




People

People provides a list of all of the course participants, teachers, and administrative program staff. Participants can click on their name and add additional information such as a personal bio, contact information, and links.



Additional Resources

Click  for a menu of detailed information about all of the Canvas features including the [Canvas: Student Guide](#).

