

# **Getting Started in Canvas**

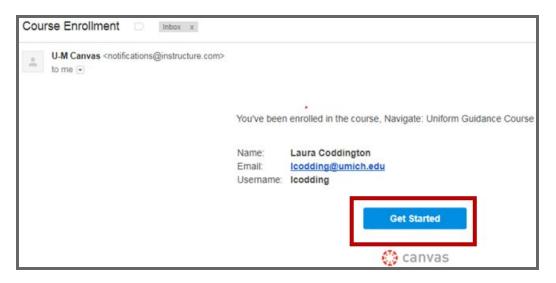
#### **Overview**

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 <u>http://canvas.umich.edu</u>. 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 uniqname and Kerberos password.

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## **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.

M	Navigate		Syllabus	
Account	No Term Home	Course Syllab	us	Jump to Today
	Syllabus	Fall 2017 Session		
Co Dashboard	Modules	Date: Thursday, Nove		
e	Assignments	<ul> <li>Time: 8:30 AM to 4:3</li> <li>Location: Wolverine</li> </ul>	30 PM Tower, G18 (Ground Floor)	
Courses	Discussions	-		
<b>E</b>	People			
Calendar		Course Course		
æ		Course Summ	ldry:	
Inbox		Date	Details	
⑦ Help			Read: SPG 500.01 Fiscal Responsibilities	due by 11:59pm
nep			Read: Statement of Stewardship	due by 11:59pm
			Read: Subpart E-Cost Principles of the CFR	due by 11:59pm
		Wed Nov 29, 2017	Read: The Washington Post Article (UG Audit Finding)	due by 11:59pm
			Read: UG Audit Finding: University of Louisville	due by 11:59pm
			Review: The PACR Form	due by 11:59pm
			Submit: A Personal Example of a UG-Related Experience	due by 11:59pm
		Thu Nov 30, 2017	Class: Uniform Guidance Cost Principles	8:30am to 4:30pm



# 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.

Account G	► Day 1: Overview	Below are common icons:
Dashboard Modules Assignments Discussions Quizzes Calendar People Inbox () Help	Day 1: Understanding Funding     Day 2: Develop Proposal Part 1      Pre-Class Assignments Day 2      Read: What is Grantsmanship?     Sep 27   0 pts      Discussion With Your Supervisor     Sep 27   0 pts      Exercise: Web search on the U-M Library Portal     Sep 27   0 pts      In-Class Materials      _ Day 2 Agenda AM/PM.pdf      _ Day 2 Slides- Develop a Proposal (Part 1).pdf	<ul> <li>Collapse / expand module content</li> <li>File to download / view</li> <li>Assignment</li> <li>Hyperlink to a file or webpage</li> <li>Quiz</li> </ul>

### 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.

Overdue Assignments
Capstone Project #1 PLEASE READ ENTIRELY   Available until Mar 31   Due Oct 25 at 11:59pm
<ul> <li>Past Assignments</li> </ul>
Review: FSR Example (Excel file) Available until Mar 31   Due Dec 5 at 11:59pm



#### 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.

Home	Search title, body, or author	Unread Assignments	+ Dis	cussion		
Syllabus	• Discussions		Ord	ered by Recent		
Modules Assignments	Parking Lot - Ge	neral Questions		ø	00	
Discussions	Parking Lot - Su	gestions and Comments	_	ø	0 0	
Quizzes People		Parking Lot - General Q Reply to this discussion if yo session evaluations, or abou	u have general qu	uestions about the pro	gram, trainers, admin	istratio
		Search entries or author	Unread	Image: A state of the state	VS	ubscrib

### 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.

Home	
Syllabus	Practice Quizzes
Modules	
Assignments	Quiz: Capstone #2 Project Available until Mar 31   Due Dec 4 at 11:59pm   20 pts   20 Questions
Discussions	
Quizzes	



#### 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.

Home							
Syllabus	Every	one	Groups				
Modules Assignments	Search	people		All Roles	•		
Discussions							
People							
reopre							
reopie		Nam	e	Section			Role
Реорге	۹	Nam Sam Hill		Section Navigate: Uniform	Guidance Cours	e Fall 2017	Role

### **Additional Resources**



Click Help for a menu of detailed information about all of the Canvas features including the <u>Canvas: Student Guide</u>.

