Institute for Teaching
& Learning Excellence

ACCESSING AND NAVIGATING CANVAS

ACCESSING CANVAS

1) Login to http://my.okstate.edu with your OKEY
2) Click on the Canvas icon in the applications section

NAVIGATNG THROUGH CANVAS : ACCOUNT
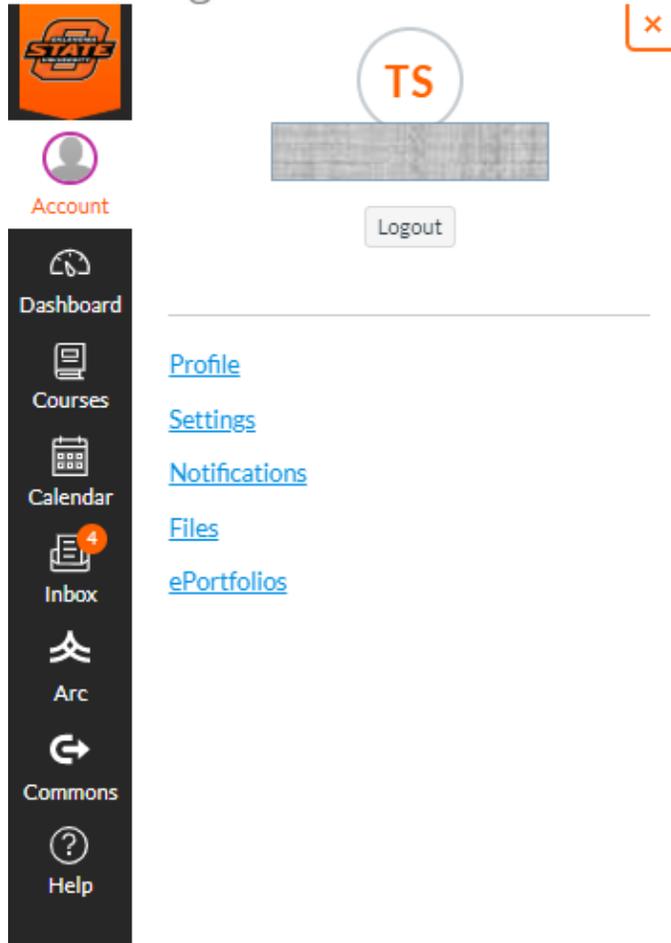
1) Click on the **Account** link in the black ribbon to access your profile settings
2) Click on **Settings** link to add additional contact methods, link your social services like Google drive, Skype, etc., to your Canvas account
3) Click on **Notifications** link to set frequency of notifications to your email for various activities in Canvas
4) Click on **Files** link to access your Canvas files repository. Click here for more information
5) Click on **ePortfolio** link to create your profile page in Canvas which you may share publicly if you want to. Click here for more information

DASHBOARD

1) Click on **Dashboard** to access your current courses
2) View your upcoming activities on the "To Do" menu on the right
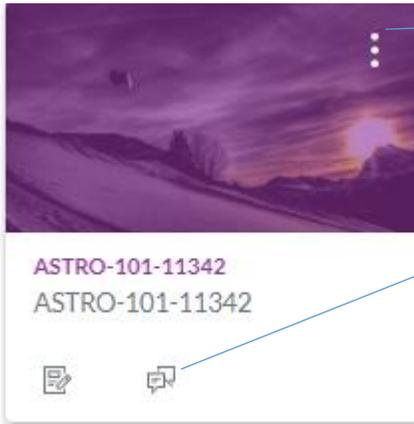
3) Click on the three dots on the top right corner in the course tile and change the name and color to personalize the course tile
4) Click on the small icons in the course tile to reach the updated course activity directly

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COURSES

1) Click on **Courses** icon in the black navigation ribbon to access all your current courses
2) Access your past courses by clicking the **All Courses** link

CALENDAR

1) Click on the **Calendar** icon in the black navigation ribbon to get an overview of your upcoming activities in all your courses
2) All the activities belonging to one course will be listed in the same color

INBOX

1) Click on the **Inbox** icon in the black navigation ribbon to access your **email** tool within Canvas
2) Select the course by clicking on the **All Courses** dropdown menu
3) Click on the **Inbox** dropdown menu to select the message type (Unread, Starred, Sent, Archived, Submission Comments)
4) Click on the [ ] icon to compose a message. A **Compose Message** pop up window will appear.
5) Select your course, type in your subject and message and click **Send.** You may attach a document file or a media file before sending.

ARC

Arc is a communication tool that allows instructors and students to actively collaborate through video and audio media. With Arc, instructors and students can ensure video and audio files they embed into their courses are captioned. On top of this, a suite of features unique to ARC can assist with recording, uploading, and managing media within and between courses. Please check our ARC tutorial for further information.

HELP

Click the **help** icon in the black navigation ribbon. Use this feature to chat and talk to a Canvas representative. This feature is available to all students 24X7.