Quick Canvas Guide

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1. **Requirement to get enrolled**

In order to get enrolled in the Canvas community, graduate students must sign their contract or at least have their BGSU email account.

2. **How to log in Canvas**
   
a. Go to BGSU website, and then click on My BGSU
b. Note your username and password

It will take you to blackboard and then click on Canvas

The system will take you to Canvas community.
3. **What can I see on Modules?**

In this section, the students will see all the sessions they are required to attend and the mandatory online training modules that they need to complete before arriving for GSO week.

![Canvas screenshot showing Modules section with course modules and resources](image)
4. **What are the Assignments?**

Each session includes a quick learning outcomes quiz that students are required to complete after the presentation. If a student fails to complete each session quiz, GSO will not acknowledge his/her attendance.
5. **How to submit Certificates**

Once you are under Assignments, click on the Module that you want to submit the assignment for. Then, click “Submit Assignment” on your right.

![Canvas interface showing how to submit an assignment](image)

Then, the following window pops up

Click [here](#) to begin.

![File Upload window](image)

In this window, browse your document and click on “Submit Assignment”
6. **How to find a student**

As a Development Leader, depending on your incoming student’s assistantship, you might have access to more than one Canvas course, such as: Canvas for Administrative Assistants, Canvas for Research Assistants, and/or Canvas for Teaching Assistants.

When you are in Canvas, you have to select the course your Graduate Assistant is in, just as it is shown in the following screenshot.

![Canvas Screenshot](image)

Then, go to **People** on the left panel and you will see the students that are enrolled under this class.

Canvas allows you to group all students according to their assistantship, but does not allow you to arrange by department. However, the roster is sorted alphabetically so that you will be able to identify your students.
7. Where can I see my students’ Grades?

To see your students’ Grades, go to “Grades” on your left panel.

Once you click on “Grades”, you will see the roster and the Assignments that they must comply with on the screen. Check marks noted in the roster means that they have completed the assignment.
8. **How to download the roster**

One way to facilitate your searching for your students is by using an Excel spreadsheet. You will be able to download the roster by clicking on the encircled icon below and click **“download scores”**

![Download Scores Icon](image)

Then, you can look for your students by using the Excel spreadsheet.
9. **How to configure Canvas notifications**

You can change the frequency of your notifications by clicking on settings on the upper right side of your screen.

Once there, you can change your notification frequency depending on your needs.
10. How can I view my Schedule?

You can view your schedule by clicking the View Calendar link on the side of the canvas home page.

Once there, you can change which events you want to show up on the calendar by checking or unchecking the topics on the right.
11. How to view my groups?

To view your user groups hover the mouse over the “Courses & Groups” tab at the top of the Canvas home page. This will provide a dropdown menu with another submenu attached to its right. This submenu will list all groups that you are currently enrolled in.

The information that you will need to know will be listed as it appears in black box above using the following format: (Room#, Building, Time).
A more detailed way to view your user groups is listed in sequence below:
1. Click on your graduate student orientation course under the “Courses & Groups” at the top of the Canvas page.
2. Click “People” on the left side of your screen.
3. Click “View User Groups” on the right side of the screen.