Canvas for students

![Jönköping University logo]

A SHORT INTRODUCTION

Canvas is the online learning management system at Jönköping University.

Logging in

You get access to Canvas by visiting canvas.ju.se and logging in with your JU issued e-mail and password. If your login fails, please contact IT Helpdesk.

Dashboard

After logging in you will see the dashboard – a card view summary of the Canvas courses you have registered for. Each course and its contents are access by clicking the title of the course card.
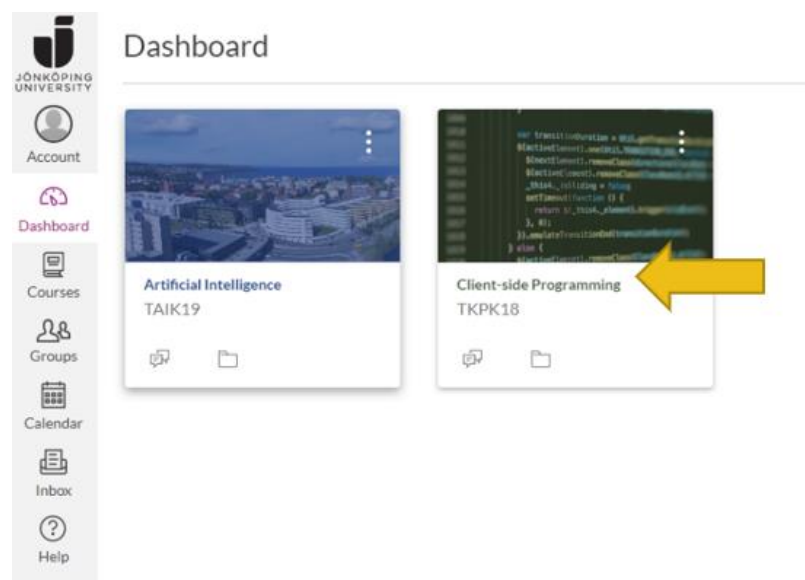

Figure 1: Canvas dashboard with two courses.

The structure within a course can differ since they are built by individual teachers. If a course that you are taking or are about to take is not visible on your dashboard it is most likely because you have not yet registered for it in Ladok, or that is has not yet been published by your teacher.

Personal settings

You can change personal settings like time zone and language by clicking *Account*, *Settings* and then *Edit settings* to the right. You can also add another e-mail address form here.
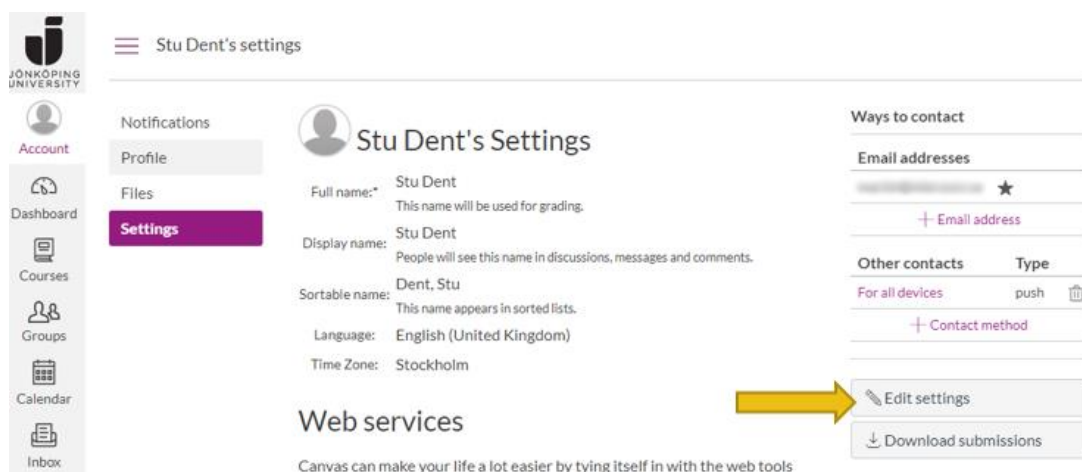

Figure 2: Edit your preferred language etc.

Profile picture

If you click the *pen* that appears when you hover over your anonymous photo you can change your profile picture. A photo where your face is clearly visible is much appreciated by both students and staff.
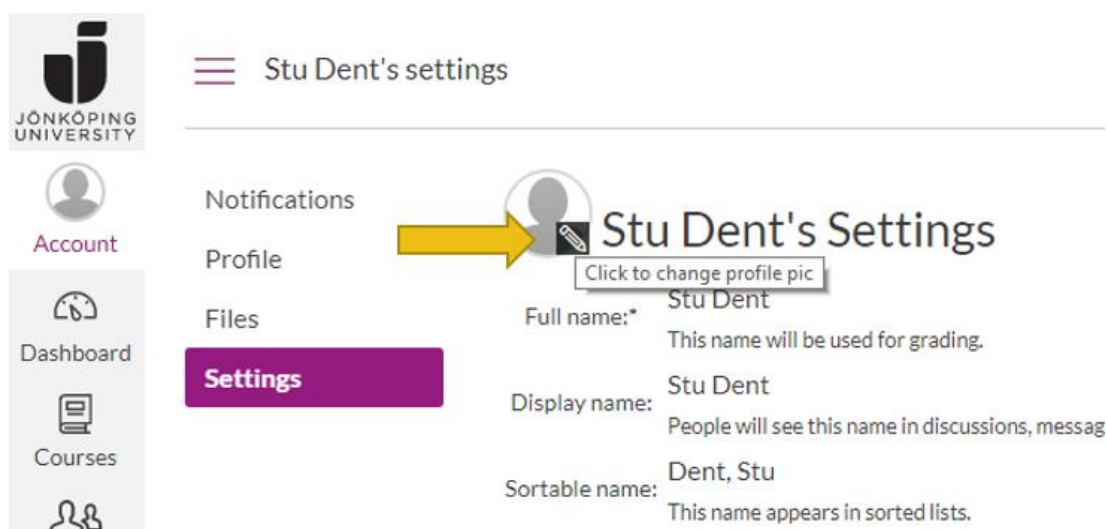

Figure 3: Change your profile picture from the settings page.

Notifications and mobile devices

Notifications sent from Canvas can be customized by visiting *Account* the *Notifications*. You have a lot of options to personalize how you receive information from Canvas. At first you will only see the *Email address*

column, the other column (*Push Notifications*, see Figure 4) is only available to you after having installed and logged in to the Canvas Student application for either Android or iOS. Search your application store for "Canvas Student".
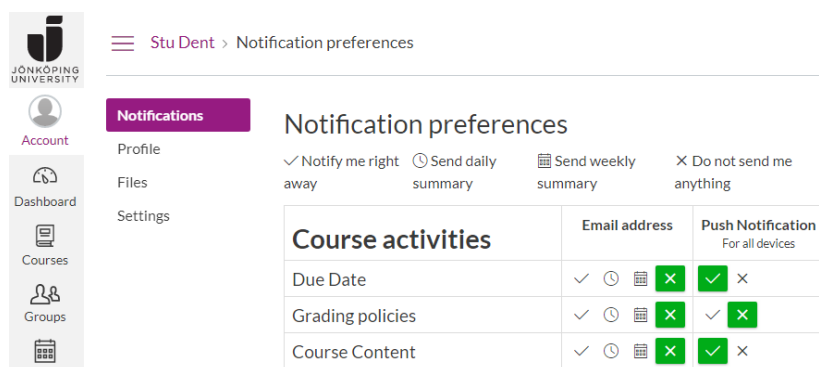

Figure 4: Change how you want to be notified by Canvas.

Set your e-mail frequency and push notifications as you like, but it is your responsibility as a student to make sure you take note of the information in your Canvas courses – either from e-mail, the mobile application or by logging in from a web browser.

A quick tip is to set the e-mail notifications for *Conversations* to "Notify me right away" since messages sent from Canvas then gets forwarded to your e-mail and you can reply to those e-mails from your e-mail client. Your replies will be visible to the sender from within Canvas.

Figure 5: Consider your notification settings for Conversations.

You are also able to edit notifications for a specific course by clicking the course card from the dashboard and then *View Course Notifications* in the right column on the course start page.

Global navigation

The global navigation menu is always visible to the left of your screen and contains the following items apart from Account and Dashboard.

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Courses

By clicking *Courses* you get a list of all your active courses. You can manage what courses should be visible in this list and on the dashboard by clicking *All courses* and *starring* the ones you would like to see. Your completed courses will be listed on the *All courses* page under a new heading, *Past enrolments*.

Figure 6: Star courses to show them on the dashboard.

Groups

This menu item will be available to you as soon as you have been assigned to (or joined) a group in a course. You will then be able to access all your groups from a list similar to your course list.

Calendar

Canvas ha an internal calendar function. Assignments and events in Canvas that has a date, or a deadline can be seen here. **NOTE!** You cannot see your course schedule here, which can be found on ju.se/schedule.

Inbox

Inbox in the messaging feature of Canvas. It is internal messaging so there is no way for you to post a message to a regular e-mail address, only to other people with Canvas accounts at JU. A user can however choose to forward messages as explained in the section about notifications.

Help

Help menu with links to Canvas guides and IT Helpdesk.