Canvas Dashboard Overview Transcript

This video provides an overview of the Canvas dashboard, basic navigational features, and a demonstration of specific features that support your students.

The dashboard is the first thing you will see when you log into Canvas. The dashboard gives you a snapshot of what's going on in your courses and what you need to do. When you navigate away from your dashboard, you can return to it any time by clicking the dashboard link in the global navigation menu, the sidebar on the far left if the Canvas screen. By default, the dashboard is setup in what Canvas calls card view, which displays each course as a card.

You can streamline this view and change the courses that are displayed on your dashboard by clicking on courses in the global navigation menu. Selecting all courses at the bottom opens a list of all your current, past, and future courses with an open star next to each one. Click the star next to any courses that you want to see on your dashboard. A solid star indicates the course is on your dashboard. All of your unstarred courses are still accessible via courses, all courses. They simply won't be visible on your dashboard.

To help you organize your dashboard, you can manage the look of your course cards by clicking the options icon on the right-hand corner of the course card. By default, newly created Canvas courses are displayed as a solid color card. In the colors tab, you can enter a nickname for your Course. You can also change the color of the course card by selecting from the default color options or by entering a HEX code. Click the Apply button to save your changes. Changes

to the nickname and card Color will only be visible to you and not your students. Students can add their own nicknames and colors to course cards on their individual dashboards.

On the move tab, you can change the order of course cards on your dashboard. You can also unfavorite a course, which removes that course card from your dashboard.

Your students may be enrolled in several Canvas courses simultaneously, and they'll appreciate being able to find individual courses quickly. One way to help students quickly locate your course on their dashboard is to consider adding a distinctive image to your course card rather than leaving it a solid color. Uploading a course image is part of the course settings so, unlike colors or nicknames, every student will see the course card image.

To upload a course card image, go to settings on the course navigation menu. On the course details tab, select chose image. You can upload an image here from your computer or select an image from Unsplash. Consider including the course name and number along with a distinctive image. Images for upload to Canvas must be a JPG, JPEG, GIF, or PNG files. For best practices, images should be approximately 260 pixels wide by 150 pixels high. Once you've uploaded your image, be sure to select update course details at the bottom of the settings page.

Each course card can include up to four icons for announcements, assignments, discussions, and files. These icons mimic visibility and order in course navigation. If an item isn't included in your course navigation, it won't show up on the course card.

Any new or unread activities are indicated on the appropriate icon with a number badge, and you can directly access these activities by clicking the icon. It's helpful to point this feature out to your students so they can quickly identify available information for your course.

The dashboard has three other viewing options: List View, Recent Activity, and Color Overlay.

List view displays course activities and due dates in a linear, chronological fashion. Recent activity view displays a stream of recent notifications from all your courses, including announcements, conversations, assignments, and discussions. New or unread activities are shown by an indicator dot. You can view the details of each activity by clicking the show more link. To collapse recent activity, click the show less link. You can directly access your recent activities by clicking the link for that activity. To remove a notification, click the remove icon.

The sidebar includes a to do list, a coming up feed, and a view grades button where you can quickly access grades for any of your courses and view student interactions reports.

To ensure you are receiving notifications for your course, head to the account link on the global navigation menu and go to settings. Verify how you'll receive notifications in the ways to contact area. Your uoregon.edu email address is listed here by default. You can add any additional email addresses or a cell phone number for text messages here.

All Canvas users can also set their personal pronouns here by clicking edit settings. Setting your pronouns in Canvas can enhance your teaching presence in the online classroom. By setting your pronouns, you show students that you don't want them to assume how you identify. And by inviting students to set their preferred pronouns, you show that you care about addressing students accurately and respectfully. Keep in mind that not all students are ready to share their pronouns, and students may use different pronouns in different circumstances. However, if the invitation is simply extended in your welcome module or in an announcement, more students will feel welcome to share their preferred pronouns.

Now let's look at notifications. Notifications are sent as one of four delivery types: notify me right away, a daily summary, a weekly summary, or don't send. If you change a setting, the change is made immediately to your account. Notification settings apply to all of your courses unless you set notification settings for individual courses. These settings only apply to you; they are not used to control how course updates are sent to other users. Please note that students can also adjust their notification settings, so you shouldn't presume that all students are being notified at the same time or in the same way. Remind students to verify or update their notification preferences to ensure they are receiving notifications properly.

The Canvas dashboard has a wealth of information for you and your students. We recommend taking the time to select a course card image and set notifications to help students successfully navigate your Canvas course.

For additional information on this or any other Canvas topic, visit teaching.uoregon.edu.