CANVAS GUIDEBOOK

Overview

What is CANVAS?

Canvas is a web-based learning management system (LMS) that supports UM teaching and learning activities. UM uses it to allow educators and students to access and manage courses, respective materials and to communicate learning development and achievements. To put it more simply, educators create and present online learning materials and assess student learning. Complementary students engage in courses and receive feedback about skill development and learning achievements.

CANVAS VS STUDENT PORTAL

While Canvas is a location to organize your learning, the Student Portal is a location for accessing and managing your *personal* university information like grades, GPA, ECTS, UM-mail et cetera, and to book course modules. However, note that the aim is to gradually merge these two aims in one platform, namely CANVAS. So, stay tuned for any change there might come on both platforms.

CANVAS Access

Students can access their UM Canvas courses via the Student Portal, the Canvas app (downloadable via the Apple App Store or Google Play), or by direct login.

CANVAS Features

Canvas includes various built-in course construction and management tools that can be customized to create unique and accessible teaching and learning experiences.

Dashboard

The Dashboard is the first thing you will see when you log into Canvas. The Dashboard provides you with a card overview of all your courses and helps you see what is happening in them. The Dashboard is your landing page in Canvas.

→ **To change your Dashboard view**, click the Options menu (three blue points) in the top right corner and select your preferred viewing option.

→ You can **organize and move the individual courses** by clicking on the Options menu (three white points) in the top right corner.

→ In the Card View Dashboard, the left sidebar contains a **To-Do list** and other sections that help you know what assignments and events are coming up in all of your courses

Courses

The left sidebar, the so-called navigation menu, under Dashboard, lists additional Canvas features that can be customized amongst others "Courses." Under Courses, you can customize the active courses you want to show in your Course list.

→ Courses you want to show in the Courses course list, so the drop-down menu that appears when you click on courses are called favorite courses. You can **favorite any published course** that appears in the *My Courses* section on the course list page. Therefore simply select *Courses > All Courses > Click the star next to a course,* and Courses with filled stars show the course is a favorite.

Groups

You can see the current groups where you are enrolled using the Navigation Menu. If you do not see any groups listed, you still need to be added to a group by your instructor. Previous groups are listed under the Previous Groups header.

Calendar

You can gain access to the Canvas calendar also via the navigation menu. The canvas calendar offers you a space to organize yourself in that you can create and add calendar items. Depending on the course's organization, it sometimes also provides you with a first overview of assignments you have to do for your courses.

→ In the navigation bar, in the top right corner, you can **choose to view the calendar** in Week, Month, or Agenda view

→ You can **add events or to-do items** to your personal calendar at any time in the navigation bar by clicking the Add button (+).

→ **Note:** Your **University Time Table**, accessible via the **Student Portal**, shows you when you'll have which tutorial or lecture and is generally leading in terms of information. You can **connect your university timetable** with your own digital calendar via the **Student Portal**: *My Timetable > switch from list to calendar > scroll down > click on Agenda connect manual > follow the instructions and fill in the information and: VOILA!*

Inbox

Through the navigation menu, you'll also have access to your Inbox.
Via Inbox, you can start, view, and reply to conversations and sort them by course or inbox type.

→ To **access conversations**, you can filter your messages by course group (all courses, favorite courses, more courses, groups) and type (Inbox, unread, starred, sent, achieved, submission comments) through the toolbar at the top.

→ Once you have selected a conversation, you can use the other options in the toolbar. To **reply, reply-all, archive, delete forward and start a conversation** again through the toolbar at the top.

→ **Note:** When you select a conversation, all messages in the conversation thread appear in the right Inbox panel. The Inbox is organized chronologically from newest to oldest, with the newest conversations appearing on top and the older conversations at the bottom. You can manually mark a conversation as read or unread by hovering over the conversation and clicking the circle to the left of the conversation. To start a conversation, hover over the conversation and click the star to the right of the conversation. To select multiple messages to archive, delete, mark as read, mark as unread, or star, click the check box for each message. You can also press the command key (Mac) or the control key (Windows) while clicking each message you want to select.

CANVAS INBOX IS NOT THE SAME AS UM MAIL!!!
You'll receive *leading* information and conversation via UM Mail, which you can access via the Student Portal with your UM credentials.

You can connect UM Mail to your own e-mail program so you can, for example, read your UM e-mail on the phone.

Therefor go to your e-mail settings > add e-mail > select account type: Exchange > e-mail server: mail.maastrichtuniversity.nl > e-mail: your UM email address > user your UM user name > password: your UM password > domain: unimaas

FAQ

Where do I find my coursebook?

Usually, the coursebook can be found under Syllabus in the respective course: Courses or Dashboard > Select Course > Syllabus

If there is no Syllabus uploaded on the "Syllabus" section on Canvas, you will be able to find it on the Homepage of that specific course: *Courses or Dashboard > Select Course > Home > Scroll Down OR Select Overview)*

Otherwise, information about the assignments can be found in the modules section: *Courses or Dashboard > Select Course > Modules*

Where do I find my zoom link?

You Can't find the zoom links to tutorials or lectures? First, look in the "zoom section" of each course – if tutors want to make students' life's easier, they upload it here: *Courses > Select Course > Zoom*

Check also: *Groups > Select Group > Collaborations > +Collaboration > Zoom*

Alternatively, you can check the module or announcements section!

Where can I find and access my readings?

If you are looking for **further information about courses** or their **recourses**, you are able to find this also on the Homepage of this specific course:

Courses > select > Home > scroll down > Overview/Contact/Resources

In case you are struggling to **access the readings** required for the specific course, our tip is to install the library extension – it makes your life easier! Sometimes tutors are kind and upload a reference list with good working links.

Where do I find my feedback?

You can access annotation feedback comments from your tutor for an assignment submission under:

Dashboard > select course > Grades > Select Assignment > View feedback
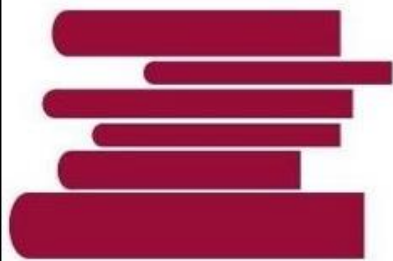
STUDENT
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For general questions or inquiries, feel free to contact out via:
✉ studentrep@maastrichtuniversity.nl
Or reach us via:
⚘ Facebook: Student Representatives FASoS
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