

Canvas is EOU's Learning Management System. With Canvas you'll view your currently enrolled courses, take quizzes and tests, view your upcoming assignments and more!

Having trouble? Contact EOU Help Desk

<https://support.eou.edu>

541-962-3111

helpdesk@eou.edu

Ackerman 209



Explore all of the
Canvas Student Help Guides

<https://tinyurl.com/ybqgyscy>

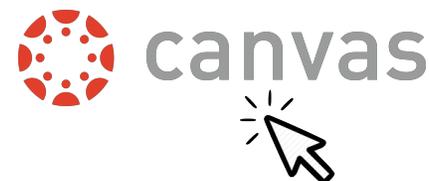
To get you started and familiar with Canvas this pamphlet contains simple step-by-step instructions on how to do the following:

- 1** Modify Your Canvas Settings & Profile 
- 2** Customize Your Notifications 
- 3** Use the Calendar 
- 4** Access a Canvas Course 
- 5** View Course Announcements 
- 6** Participate in a Discussion 
- 7** Submit an Assignment 
- 8** Take a Quiz 
- 9** Check Your Grades 
- 10** Get Help Using Canvas 

Students: Getting Started with canvas in 10 Steps

Reminder: Make sure you have your Moutie Pass log-in and password handy!

Begin by navigating to Webster at my.eou.edu and clicking on "Canvas".



 EASTERN OREGON
UNIVERSITY

Original Source: Saint Joseph's University
Produced at EOU by the Teaching and Learning Center



Get Help Using Canvas

- In Global Navigation, click the **Help** link.
- The **Report a Problem** link allows you to submit problems with Canvas to our Help Desk team.
- The **Ask your Instructor a Question** link allows you to contact an instructor in any of your active courses directly from the Help page.
- The **Search the Canvas Guides** link helps you search Canvas documentation for information about features in Canvas.
- The **Submit a Feature Idea** link allows you to submit ideas about how to make Canvas better.



Check Your Grades

- By default, grades are sorted chronologically by assignment due date.
- In Course Navigation, click the **Grades** link.



Take a Quiz

- In Course Navigation, click the **Quizzes** link and find an available quiz that you would like to take and click the **title** of the quiz.
- To begin the quiz, click the **Take the Quiz** button.
- Complete the quiz per your instructor's instructions. Quizzes will either have all the questions on one page or each question will be shown one at a time.
- Canvas will save your quiz as you go through it. When you are finished, **submit your quiz** and via the quiz results to find out your score.

Note: Your instructor may choose to hide the **Quizzes** link in Course Navigation. If the **Quizzes** link is not available, you can still access Quizzes through other areas of Canvas such as the Modules area.



Submit an Assignment

- In Course Navigation, click the **Assignments** link. You can also access your Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.
- Click the **name** of the assignment.
- Click the **Submit Assignment** button and complete the assignment as instructed.
- Click the **Submit Assignment** button to submit your work.

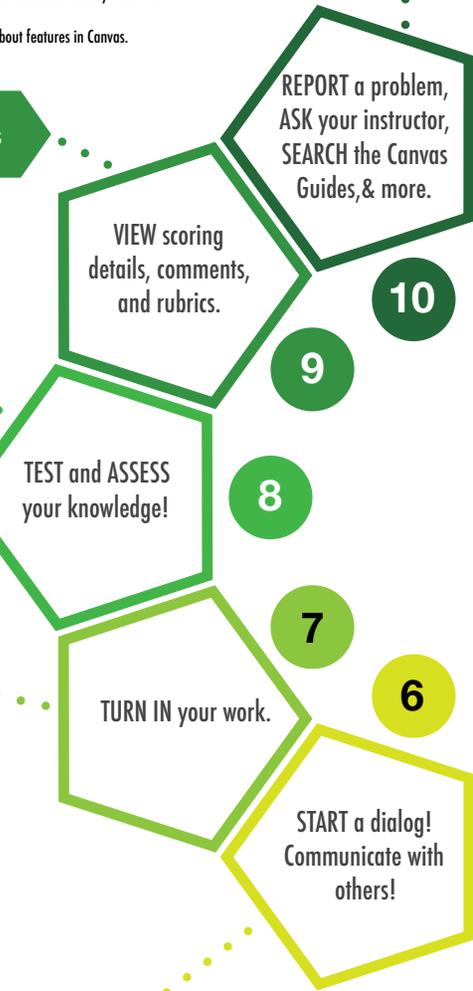
Note: If you cannot see the Submit Assignment button, your instructor may want you to submit your assignment online or the availability date has passed. View the description of the assignment for instructions or contact your instructor for assistance.



Participate in a Discussion

- In Course Navigation, click the **Discussions** link.
- To view the details of a discussion, click the **name of the discussion**.
- When a discussion is available for participation, you can view the **Reply** field beneath the discussion topic. To reply to the discussion, click the **Reply** button.

Note: Your instructor may choose to hide the **Discussions** link in Course Navigation. If the **Discussions** link is not available, you can still access discussion through other areas of Canvas. If you are unable to view responses from other students, you may be required to make a reply before you can view responses. Once you reply to the discussion, any other replies will be visible.



Modify Your Canvas Settings & Profile



- In Global Navigation, click the **Account** link and go to the **Settings** link.
- Click the icon to the left of your name to add a **Profile Image** (this can be a picture of yourself or any picture that you would like to represent you).
- Click the **Edit Settings** button, on the right, to modify your language, or to change your time zone.
- Click **Update Settings** to save your changes.

Customize Your Notifications



Canvas supports notifications through email to your EOU email account. You have the ability to customize a variety of notification alerts and the frequency you will be alerted.

- In Global Navigation, click the **Account** link and go to the **Settings** link.
- Click the **Notifications** link, at the left. Review each item and select how and when you want to be notified.

Note: Notification preferences apply to all of your courses.

Use the Calendar



- In Global Navigation, click the **Calendar** link.
- In the navigation bar, you can choose to view the calendar in Week, Month, or Agenda view. The view you choose dictates the style of the calendar window. By default, the calendar appears in **Month** view.
- The sidebar shows a quick view calendar, your list of courses and groups, and undated items for your course and groups.

Note: Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Canvas will assign an arbitrary color for each calendar unless a custom color is chosen.

Access a Canvas Course



Courses that are available to you are listed in blue text. These courses have been published and include a link to the course. Courses that are within the current term dates, but are not yet available are listed in black text. These courses have not been published.

- In Global Navigation, click the **Courses** link, then click the **All Courses** link.
- To open a course, click the **name** of the course.

View Course Announcements



Announcements are listed in reverse chronological order with the newest appearing first and the older Announcements appearing towards the bottom.

- In Course Navigation, click the **Announcements** link.
- To view an Announcement, click the **name** of the announcement.