

Video 1: Introduction and Browsers

Hello new students and welcome to Auburn Agriculture Online at Auburn University!

In this video, I'm going to give you a brief walk through of how to navigate Canvas.

Canvas is a learning management software where you will be accessing course content and lectures for your online classes.

Most instructors also allow you to submit content and assignments through Canvas, so it is very important to become familiar with this website.

First, let's talk about browsers.

You can use most browsers, including

- Internet Explorer 11 and Edge (Windows only)
- Safari 9 and 10 (Macintosh only)
- Chrome 53 and 54
- Firefox 48 and 49 (Extended Releases are not supported)
- Flash 22 and 23 (used for recording or viewing audio/video and uploading files)
- Respondus Lockdown Browser (supporting the latest system requirements)

The list above and much of the information in this video was taken from the Canvas Support website, and if you have more questions regarding browser requirements check out this website. <http://guides.instructure.com/m/8470/1/41056-which-browsers-does-canvas-support>

Video 2: Getting Started

So let's get started! There are many ways to access canvas.

One is AU Access which can be found at auaccess.auburn.edu

[typing]

You can log in using your Auburn Username and password.

Once you enter your academic credentials, you can reach Canvas by clicking this icon and it will pop open in a new tab.

AU Access also has other relevant academic information, such as Degree Works, Email, etc.

Another way is through Auburn's direct Canvas URL, which is [typing] auburn.instructure.com

I like this method because it is more direct.

You can also bookmark this [login] page or make it your home screen.

Just like with AU Access, you log in using your Auburn Username and password.

Video 3: Dashboard

After you log in, you will see your dashboard.

On the left-hand side of the screen you will also see your global navigation, which has

- Account – where you can customize your account settings,
- Dashboard – what you see every time you first log in,
- Courses,
- Calendar,
- Inbox,
- Commons,
- and Help.

We will be focusing on these top four options.

You can make this navigation smaller or larger depending on your preference by clicking the arrow at the bottom of the navigation.

At the top of the screen you can change your dashboard to a grid, which is what this is set as right now (or as Canvas calls them “cards”) of the courses you choose to favorite (and we’ll talk about how to do that in a few minutes) or whether you want to see recent activity for all of your classes.

Recent activity can include graded assignments, messages, and other notifications.

The course cards are easy direct links to your classes.

On these cards, you will see up to four different icons: Announcements, Assignments, Discussions, and Files.

If your instructor hides one of these features, the icons will not display here.

You can also change the color and nickname of the course by clicking the pencil icon in the top right of the card.

There is also a Coming Up section, which warns you of assignments due next.

For example, for CSES 1003 there is a lab final due very soon

There is also a Recent Feedback button section, which will also tell you of recently graded assignments, and a “View Grades” button.

If you click on this [view grades button], it should show you the grades for all your classes for the semester.

I am not enrolled in any classes this semester, so it won’t show any grades for me, but it should for you.

Video 4: Favoriting Courses

Now I’m going to show you how you can edit which courses you want displayed on your dashboard.

First, go to Courses on the left-hand navigation, and then click “All Courses” in this pop up menu.

This will take you to a page which not only shows you which courses you are enrolled in currently, but also your past enrollments.

It will show you your course name, term, what you are enrolled as (for example Student, designer, TA, etc.), and whether the course is published or not on Canvas.

Sometimes a professor takes a little longer to publish a course, so if you don’t see your class on this page and the semester has already started, just be patient.

Your professor might just be making the final touches.

You can change which courses are displayed on your dashboard and in the pop up menu by clicking the star next to your course name.

Right now, I have CSES 1003 (or Basic Crop Science) displayed but not CSES 5103 (or Plant Genetics and Crop Improvement).

So I just click the star next to its name, go back to dashboard, and voila!

It now shows up on the left-hand menu and my dashboard.

If I wanted to remove a course from my dashboard I would follow the same procedure by clicking the star next to its name.

Video 5: General Profile Settings

Now I’m going to show you how to change your general and profile settings.

On the left navigation, click Account and you will see another popup menu.

In this menu, you can access your profile, settings, normal settings, notifications, files, and eportfolios.

Both Profile and Settings will lead you to the same page.

We'll click Settings.

Here you will see your Full Name displayed, your Display Name, Email addresses, Sortable Name, Default email, language, etc.

On the right you will see which email addresses are in the Canvas system.

Note, as you can see when you scroll down, there are other settings on this page but I would highly advise you not to change any of these settings unless recommended by your instructor or Distance Education personnel.

You can change the settings in this top area by clicking "Edit Settings" on the right.

You can also add an email (such as a personal or business email address) by clicking the blue plus and "Email Address" button.

As you can see I have my Auburn employee email connected. I will now add my student email address.

Sometimes students rarely check their Auburn email (even though you should check it regularly because it is the main way you will connect with your advisor) but if you check one account more often, you can add your business or personal email here.

Your default email will probably be your Auburn Student email.

After typing your email address, you can then click "Register Email".

Canvas will send you an automatic email confirmation in your email inbox at this account.

Be sure to confirm if you want to make the changes, and then click, "Okay, Thanks".

You can also delete emails by selecting the little trash icon next to the email addresses you want to delete.

You cannot delete your default email without first assigning a different email.

You can change your default email in the Settings area over here, clicking the drop down menu, and then selecting which by either clicking "Edit Settings" and selecting from this drop down menu, and then selecting which email address you want, or by clicking the star next to your email address.

You can add a cell phone number or other email as well under "Other Contacts".

A popup window will appear, and you can plug in your information and then click "Register SMS" or "Register Email".

Video 6: Notification Settings

Another setting you will probably want to change is your Notification Preferences.

From this window, click “Notifications”.

Below the header, you will see a legend translating what the icons on this right side mean.

You will also see your email addresses from the Settings page and you can edit how often or how little you want emails sent to each address.

For example, for this email I want a weekly summary of due dates. Same for Grading policies. However, Announcements I want to be notified of right away as changes are made.

Video 7: Basic Crop Science Example

Now that our Settings and Dashboard are in order, let’s take a look at how to access your courses and what a class might look like.

Let’s go to Courses, and I’m going to select Basic Crop Science as an example.

This is the home screen for the Basic Crop Science course.

This instructor opted to organize this home screen into Modules or sections.

Many of our faculty organize their courses in this manner.

At the top, you see the Course Information section, which has the syllabus and other helpful materials.

Scrolling down, you will see Supporting Documents, Week 1 lectures and videos and labs, Week 2, etc.

Let’s take a look at Week 1.

Clicking on Lecture Topic 1 we see a document posted by the instructor.

That’s what this icon over here means – Document.

The icon of the cloud with the down arrow indicates something you can download.

So by clicking on it ... you can download the lab manual on this screen by clicking “Download Lab 1...”

You can also preview the document in this screen.

The Icon with the little message symbol is a Discussion page for Lab 1 Assignment.

Clicking here you can see the description of the assignment.

If I wanted to turn in my assignment, I would click “Reply” and “Attach” the document he wants.

Once the assignment has been uploaded, I would then click “Post Reply”.

Again, this is an example. Your instructor might require you to submit assignments differently.

On the left side of the screen you can see other pages your instructor might publish, such as Panopto Recordings (which are lecture recordings and we’ll cover how to navigate this area in the next video), Assignments, Announcements, Grades, People (which includes the students who are enrolled in your class), SmarterProctoring (which is the program this instructor is using to allow distance students to take tests with a proctor), and AU Evaluate (which is Auburn University’s course assessment survey).

I won’t go through all of these but I would encourage you explore these sections in each of your courses so you can be familiar with your classes.

Video 8: Calendar Feature

The last thing I’m going to cover in this video is the nifty Calendar feature in Canvas.

This page can be accessed through the left-hand blue navigation.

On this Calendar page you can see all assignments, discussions, tests, and quizzes for each class.

You can also overlap classes to get the scope of the month, week, or day, or hide classes by clicking on their label on the right-hand side of the screen.

Video 9: Conclusion

So hopefully this video will familiarize you with Canvas.

If you ever run into complications or just have a question you can take a look at [Canvas’s Student Getting Started](#) Guide or please do not hesitate to contact our office.

Adam McGhee is our Distance Education Coordinator and his phone number and email are on our website.

You can also email us at agdista@auburn.edu.

You can also contact our IT team.

ACES-IT Help desk is available to assist you and they can be reached by phone at 334-844-9660 or by email at acesag@auburn.edu. When sending an email, please include the nature of your problem and the best way to reach you.

We’re so glad to have you as a student and look forward to helping you as you advance your academic and professional Career.