Instructure Canvas

Instructure Canvas is a new learning management system (LMS), and will replace Blackboard Vista at UVU by Spring 2012. Canvas features greater interactivity, integration with Web 2.0 tools, a fast, easy interface, and all the LMS essentials you’ve come to rely on. **Bb Vista will be unavailable for teaching after Dec 31, 2011**, so be sure to migrate your courses to Canvas ASAP!

**Getting Started with Canvas**

**Log In to Canvas**

You’ll soon be able to login to Canvas directly through UVLink, however, until then you can login with your UVID and password at learn-uvu.uen.org

**User Profiles and Notifications**

Canvas lets users set up multiple contact methods, including alternate e-mail addresses, text messaging, and services like Facebook or Twitter. You can also choose how and when Canvas notifies you of important course events.

To change your profile, login to Canvas, then...

1. Click **Profile** at the top right (**fig. 1**)
2. Add e-mail addresses or a cell phone/SMS number on the right (**fig. 2**)
3. **Register external tools** or social networks that you already have accounts for at the bottom

To adjust how Canvas notifies you of new messages, discussions, assignments, etc.,

1. From the **Profile** page click **Communication Preferences** on the left
2. For each notification, choose a communication method (e.g. email, SMS) and how frequently you want to be notified (e.g. Daily) (**fig. 3**)
3. Click **Save Preferences** at the bottom

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**Ask the Innovation Center**

We’re the place to go for innovative approaches to teaching with technology. We offer workshops and 1-1 consultations on Canvas and much more!

icenter@uvu.edu 801-863-6127

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**Figure 1. Access your Profile from any page.**

**Figure 2. Add any number of contact methods.**

**Figure 3. Setting up notification preferences.**
Setting Up a Course Home Page & Syllabus
A course's home page defaults to a Communication Stream view. If you want to link to the class syllabus from the home page...

1. Click Change Home Page Layout at the top, then select a Page I'll Design Myself (fig 4)
2. Choose to Edit the new Page
3. In Page Tools on the right, choose Files (fig. 5)
4. Click Upload a new file then browse for and select your syllabus file
5. Canvas will upload and insert a link to your file. Click Save Changes

Assignments & Groups
Assignments refers to any scored or completed student work—quizzes, discussions, submitted assignments, etc.
Assignment Groups can be weighted to calculate final scores (fig. 6). Add individual Assignments with due dates, points, details, etc (fig. 7).

Other Canvas Tools

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Publish Your Course
When you’re done setting up your course, you must Publish it from the Course Setup Checklist found on the Home page (fig. 8).
You only have to publish once to open the course to your students.

Migrating a Course from Blackboard Vista
To import content and activities from Bb Vista, begin inside a Canvas course...

1. Click Settings on the left, then Import Content into this Course
2. Click Import content from another system (fig. 9)
3. Choose Blackboard Vista, select UVU, enter your UVID and password, then click Retrieve (fig. 10)
4. Select your Bb Vista course, then click Import Course
5. You'll receive an e-mail when the import is complete. You must click the link to finish the process
When your migration has finished, be sure to check all your course materials, activities, and assessments, and make corrections or adjustments as necessary.

Distance Education Instructors
If you teach a DE course, email deids@uvu.edu for info on moving to Canvas.

Want More? Visit the Innovation Center
Join an upcoming workshop, get more training on Canvas, or just stop by to explore new ideas on improving teaching and learning.
Library 114: Mon-Thu, 8:30am - 7:30pm; Fri 8am - 5pm; Sat 9am - 1pm
Phone: 801-863-6127; Email: icenter@uvu.edu
Workshop Schedule: uvu.edu/innovation/workshops