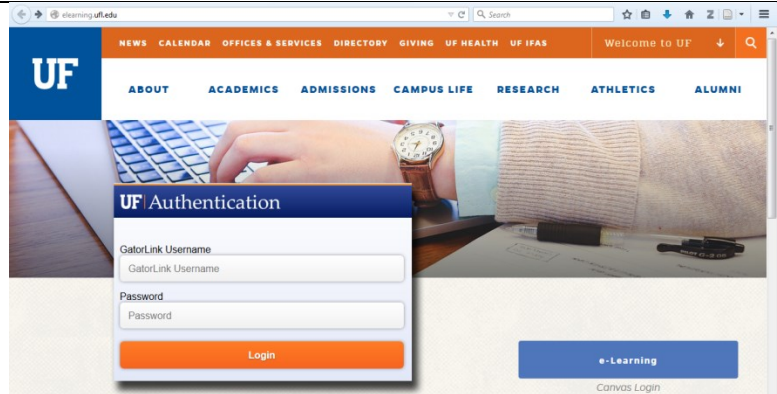


Getting started in your online course

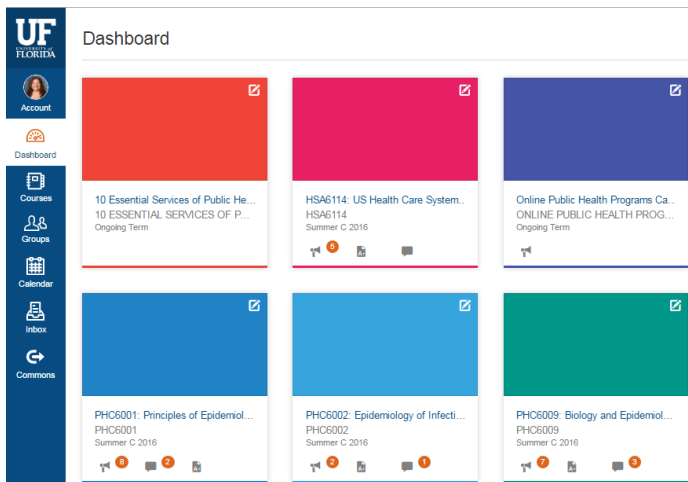
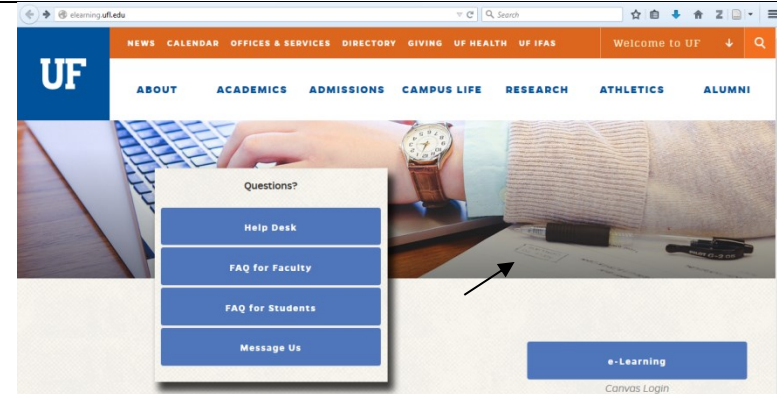
Overview of e-Learning Login and Canvas Dashboard

To access a course, go to <http://elearning.ufl.edu/>, click on the e-Learning Canvas Login button.

Log in with your GatorLink Username and Password.



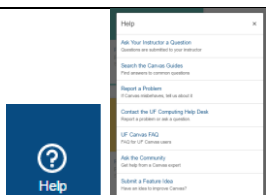
If you have trouble with this step, contact the UF Computing Help Desk at (352) 392-HELP (4357) or helpdesk@ufl.edu.



When you open Canvas, you will be on the “User Dashboard.” Your courses will be listed here.

- Account allows you to access your user profile. Here you can upload your profile picture, confirm your notifications, check your eMail settings, and start an ePortfolio if you are interested.
- Dashboard returns you to the Dashboard to select your course.
- Courses provides a full list of all courses.
- Groups lets you navigate to any groups you are in within your courses.
- Calendar gives you a calendar of events.
- Inbox is your Email. It is also referred to as “Conversations” in some of the Canvas documentation. You will send and receive course Email through this tool.

Let’s take a closer look at the navigation panel on the left.



Help provides links to the Canvas Guides, UF Computing Help Desk, and other resources.

Overview of Course Toolbar

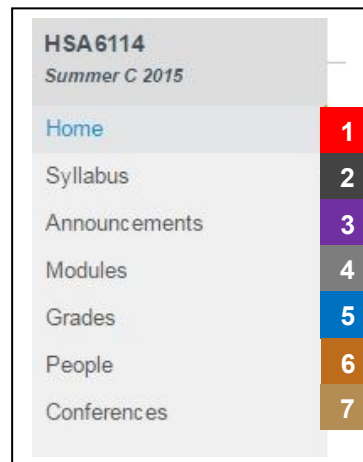
1. When your course site opens you will land on the Home page for the course. In the **Course Toolbar**, you will see that this is the “**Home**” tool.



2. The second tool in the **Course Toolbar** is the “**Syllabus**.” While instructors make every attempt to post a final syllabus by the first day of a course, all syllabi are subject to change as needed. Please print the pdf file of the syllabus for easy reference for those times you are not logged onto the course. In Canvas, the Syllabus tool also includes an automatically generated list of assignments.

Course Toolbar

Located in left column of course site.



3. Throughout the course, instructors, TAs, and the tech support team will post announcements in the “**Announcements**” tool. These announcements will stay archived in this tool throughout the semester. In addition, Canvas will automatically send the announcement to your UF email account.

4. Most online courses are comprised of modules. Usually, these modules match the week of the course, so that Module 1 is for Week 1, etc. These modules include the work that is expected for that module (lectures, readings, discussion boards, assignments, exams, etc.). These modules can be found in the “**Modules**” tool. Modules will be described in more detail below.

5. Students can check their progress via the online grade book in the “**Grades**” tool, where your grades for graded elements will be posted. Please note that instructors have various timelines for releasing grades for different assignments and assessments, and they may not be immediately available. Also note that if a course requires that you participate in only part of a set of assignments, those assignments that a student is not required to participate in will appear as zeros in the grade book, but they will not affect the final grade. For example, a course has 15 discussion boards, but you are only required to participate in 10 discussion boards for a grade. Your grade book will display a “0” for any discussion boards you were not required to participate in, and those will be “dropped.”

6. The “**People**” tool provides you access to a list of your classmates, as well as access to any Groups required for the course. In some courses you will be assigned to groups for certain assignments. In other courses you might be asked to self-select into groups.

7. Other tools might be active in your course site based on how the faculty has designed the course. “**Conferences**” is a tool for live meetings. There are other tools for “**Collaborations**” that could be made active based on the type of team assignments required in the course. Depending on the design, the course could potentially have a wide variety of tools available.

Overview of Module

A. Module Title: Each Module will have some form of title with a toggle switch by it so that you can contract or expand what is showing for the module.

B. Week Information: If the course modules are based on semester weeks, the associated week will be provided as text.

C. Module Page: Note the “Page” icon; this symbol is used to identify Canvas pages. The module page lays out the content for the module in a webpage format. Note that a requirement for the page can be added, and these will show under the page name.

D. Quiz or Exam: Note the “Q” icon; this symbol is used for “Quizzes” in Canvas. Quizzes can mean a quiz, exam, or even a graded survey. Requirements can be added to a quiz to set a minimum score, and these will show under the quiz name. Also note that the due date appears to the right.

E. Discussion: Note the “Speech Bubble” icon; this symbol is used for “Discussions” in Canvas. Requirements can be added, and these will show under the discussion name. Also note that the due date appears to the right.

F. Assignment: Note the “Document” icon; this symbol is used for “Assignments” in Canvas. Assignments covers a broad range of assessments, many of which require some form of file upload. Assignments can also have Turnitin services enabled to provide an originality report for the uploaded file. Requirements can be added, and these will show under the assignment name. Also note that the due date appears to the right.

G. Prerequisites: Faculty can also add prerequisites to modules to require certain events to happen before the module materials will become available to the student. Typically you will see that the Getting Started Module or at least the Syllabus Quiz will be a prerequisite for opening the remainder of the course modules.

The screenshot shows the 'Getting Started' module page in Canvas. A vertical column of callout boxes labeled A through E is positioned on the right side of the page. Callout A points to the 'Getting Started' title, B points to the 'Getting Started' icon, C points to the 'Syllabus Quiz' icon, D points to the 'Canvas Quiz' icon, and E points to the 'Introduce Yourself' icon. The page content includes a toggle switch for 'Getting Started', a list of items for the week of May 11 - May 17, and a 'Prerequisites' section at the bottom.

The screenshot shows the 'Module 01: Principles of Zoonoses' page in Canvas. A vertical column of callout boxes labeled F and G is positioned on the right side of the page. Callout F points to the 'Assignment 01' icon, and callout G points to the 'Getting Started' icon in the prerequisites section. The page content includes a toggle switch for 'Module 01', a list of items for the section, and a 'Prerequisites' section at the bottom.