

Canvas Support

HOW TO USE THE DASHBOARD

The Dashboard is the first thing you will see when you log into Canvas. The Dashboard helps you see what is happening in all your current courses.

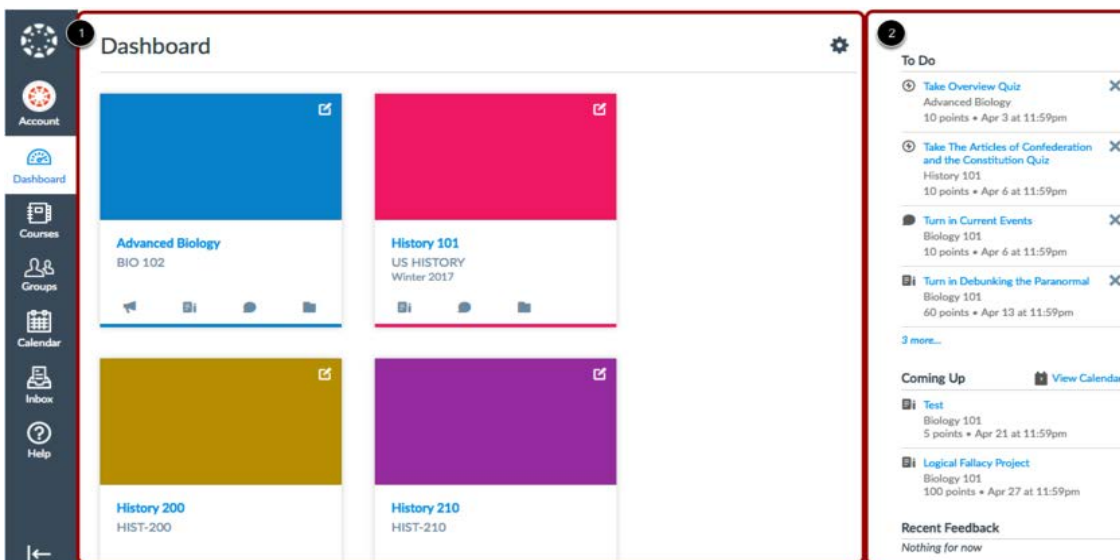
You can return to your User Dashboard at any time by clicking the Dashboard link in Global Navigation.



Viewing the Dashboard

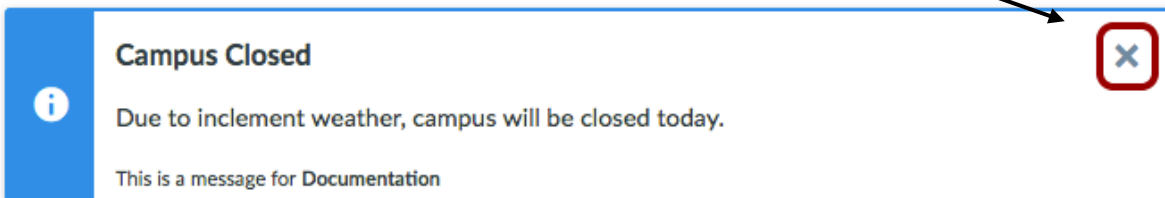
The Dashboard [1] is your landing page in Canvas and displays information about your current courses. The Dashboard also contains global announcements from your school and a global activity stream that shows recent activity in all your current courses.

The Dashboard also includes a sidebar [2], which contains the To Do list, upcoming events, and access to grades.



View Global Announcement

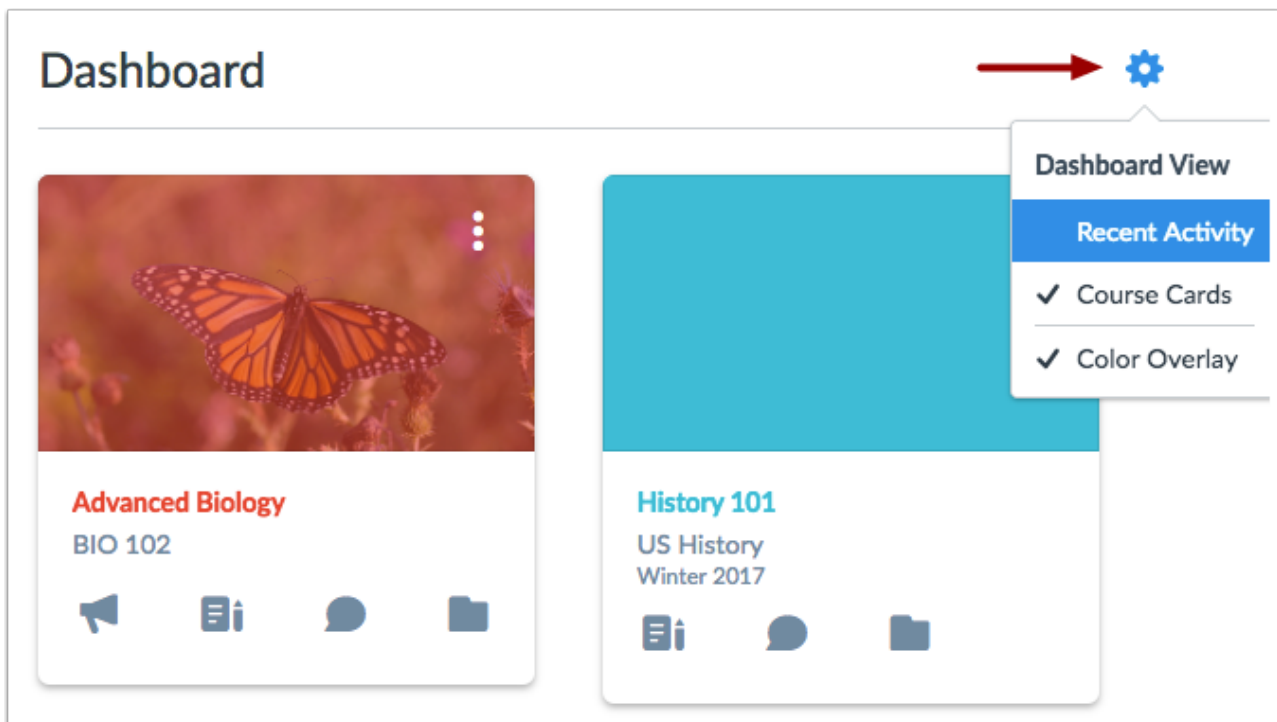
The Dashboard may also include global announcements, which are announcements created by your school. To remove the announcement from your dashboard, click the **Remove** icon.



Change Dashboard View

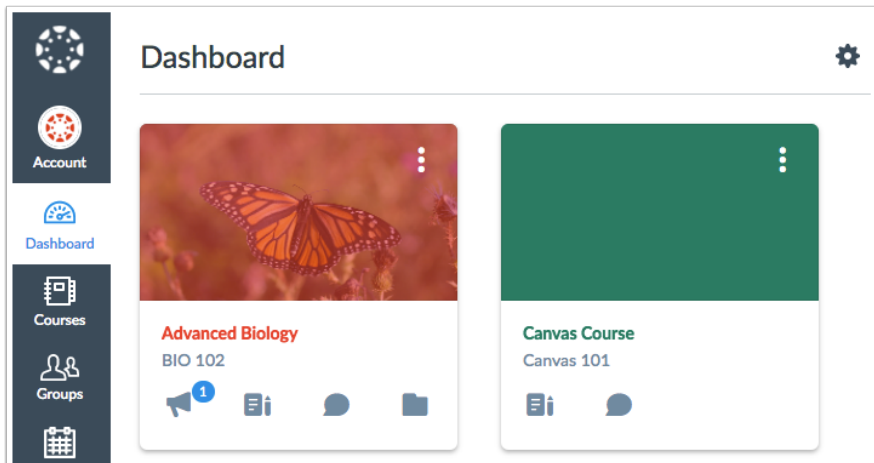
The Dashboard offers several views depending on your preference. The Dashboard defaults to the course card view, which displays course cards for all your favourite courses. To help manage Canvas activity, the Dashboard also supports the Global Activity Stream, which shows recent activity for all your Canvas courses.

To change your Dashboard view, click the **Settings** menu and select your preferred viewing option.



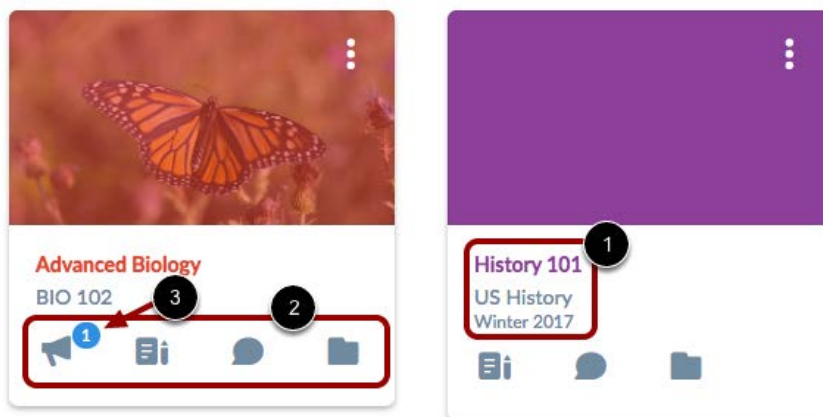
View Course Cards

The Dashboard defaults to the course card view, which displays course cards for all your favourite courses. Course Cards can help you organize your courses by customizing the colour, which is synced with the colour shown for the course in the Calendar.



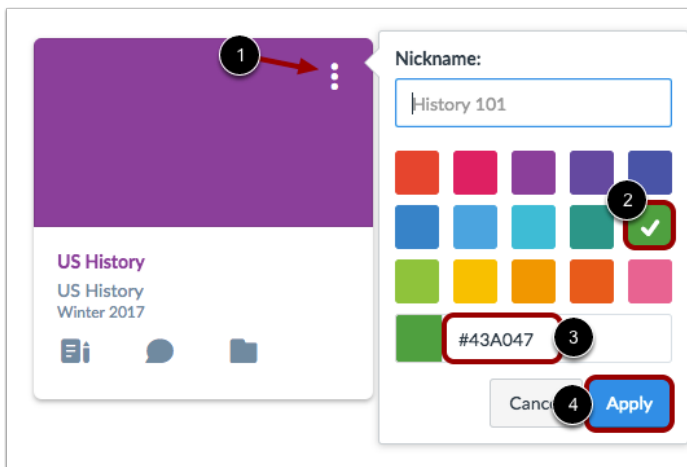
By default, course cards are automatically added by Canvas and display up to 20 courses. However, you can manage courses in the Dashboard by [customising the course list](#) and manually selecting your favourite courses. Dashboard courses are ordered alphabetically by course name.

View Card Details



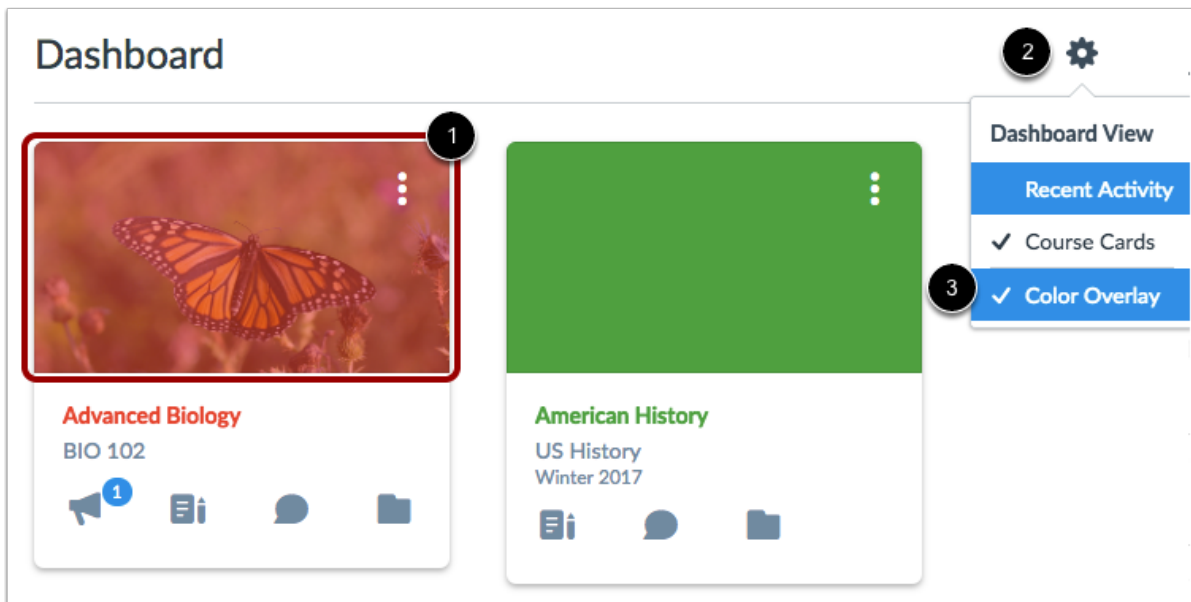
1. Course cards show an overview of course information including the course name, course code, and the term.
2. Each card can include up to four tabs, which represent the four main Canvas features for student course activity: Announcements, Assignments, Discussions, and Files. These tabs mimic visibility and order in Course Navigation, so for instance, if an instructor hides the Announcements link, the Announcements tab will not display on the course card.
3. If the tabs are visible, Discussions and Announcements indicate the number of new activity items published in the course.

Change Course Colour



1. Course cards can help you organize your courses by customizing the colour, which is synced with the colour shown for the course in the Calendar. To change the colour, click the card's **More Options** icon, then select a new colour.
2. The check mark indicates the selected colour [2], and the hex colour code displays in the text field [3]. If you want to use a colour not shown in the window, you can enter the colour's hex code directly in the text field.
3. Select the **Apply** button [4].

View Colour Overlay



1. Some courses may include an image for the course behind the course colour [1]. By default, course cards with an image include a colour overlay.
2. To remove the colour overlay from all course cards that contain an image, click the **Settings** icon [2] and then deselect the Colour Overlay link [3]. The course colour will display as a circle behind the card's **More Options** icon [3].

Sidebar sections

1 To Do

- Take What is a Laboratory Notebook
Biology 101
4 points • Jan 19 at 11:59pm
- Take Biomes
Biology 102
25 points • Jan 31 at 11:59pm
- Turn in Road to Revolution: Patriotism or Treason
History 101
10 points • Feb 16 at 11:59pm
- Complete Reading Assignment
Biology 101
20 points • Feb 16 at 11:59pm

2 Coming Up [View Calendar](#)

- Reading Assignment
Biology 101
20 points • Feb 16 at 11:59pm
- Road to Revolution: Patriotism or Treason
History 101
10 points • Feb 16 at 11:59pm

3 Recent Feedback

- ✓ Safety in Science - Symbols (Peer Reviews)
Biology 101
24 out of 25
"Nice work, but one point off for 3 missed symbols."
- ✓ History Overview
History 101
- ✓ Essay 2
Biology 101

4 more in the past two weeks ...

4 View Grades

The sidebar helps you see what you need to do next, what is coming up, and what feedback you've received across all your courses. Note, assignments that are not graded or do not require an online submission only display until the due date.

The sidebar shows various action items in all your courses. Each item is associated with a specific course. All items from all your active courses display in the sidebar—not just favorited courses in the Dashboard. For course identification, each sidebar item displays the course code, or short name, for the course.

1. The **To Do** section [1] shows all assignments with a due date in the next seven days, including ungraded quizzes and assignments that do not require a Canvas submission. Each item in the To Do list displays the assignment name, the course name, the number of points, and the due date for the assignment. Once the due date has passed, items remain in this section for four weeks.

2. The **Coming Up** section [2] shows assignments and events coming up in the next seven days. If a graded assignment in the Coming Up list has already been graded, the assignment includes the assignment score. The Coming Up section displays up to 20 items ordered according to date. You can also click the Calendar link for quick access to your calendar.

3. The **Recent Feedback** section [3] shows assignments with feedback from your instructor during the last four weeks.

The **View Grades** button [4] links to the Dashboard Grades page and displays grades for all active courses.

Manage Sidebar Items

The screenshot shows a 'To Do' list with five items. Each item has an icon on the left and a close icon (X) on the right. The items are:

- 1. Take What is a Laboratory Notebook (Biology 101, 4 points, Jan 19 at 11:59pm)
- 2. Take Biomes (Biology 102, 25 points, Jan 31 at 11:59pm)
- 3. Turn in Road to Revolution: Patriotism or Treason (History 101, 10 points, Feb 16 at 11:59pm)
- 4. Complete Reading Assignment (Biology 101, 20 points, Feb 16 at 11:59pm)
- 5. Peer Review for Safety in Science - Symbols (Peer Reviews) (Biology 101, 25 points, Jan 12 at 11:59pm)

Below the fifth item is a link that says '11 more...'. Three red arrows with black circular callouts (1, 2, and 3) point to the icons of the first, fourth, and fifth items, respectively.

1. Each section item displays an icon to differentiate between assignments and peer review assignments.
2. If a section contains more items than are listed, a link will appear under the list that you can use to view additional items.
3. If there are more than 100 items in the To Do section, you must remove items before you can view any new items. To remove a To Do item, click the **remove** icon.

Note: Assignments submitted through Canvas disappear automatically from the To Do list; no-submission assignments (submitted on paper/in class) can only be removed from the list manually).