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Welcome to this Canvas student orientation video at the University of Manchester.

To access Canvas, open a web browser and in the address bar, type canvas.manchester.ac.uk.

You will then need to login and authenticate using your usual university ID and password.

Upon logging in, you will be taken to your Canvas dashboard.

On your dashboard, you will see your course cards in the centre of the screen.

These course cards show the courses that you are most active in, and clicking on these course cards will take you to the corresponding Canvas course.

To the left-hand side of your course cards, you will see the main menu, coloured in dark purple.

This menu remains the same wherever you are in Canvas.

When you first login to Canvas, you will land on the dashboard menu item.

Below the dashboard menu item, you will see the courses menu.

The courses menu is where all the courses that you are enrolled onto are listed, unlike the dashboard menu where only the courses that you are most active in are listed.

The groups section allows you to access all the groups that you have been assigned to

without needing to enter the actual course space.

Below the groups menu item sits the calendar.

Within this area, you can view important assessments and due dates related to the courses that you are enrolled onto.

Clicking on the inbox menu item will take you to your Canvas email inbox.

This area allows you to view emails received from your lecturers, as well as reply to and send emails.

Copies of these emails will also be received in your University Outlook email account.

The history tab displays areas of Canvas that you have most recently visited.

Studio is a video tool that allows you to view, upload, record and edit videos within your Canvas courses.

Smart Search allows you to easily find calendar events, people and courses within Canvas.

The Help button is the main area within Canvas you would access if you needed technical support

with anything related to Canvas.

Within here, you have the option to report a problem,

which will take you to the University's Help Desk to raise a support ticket.

You also have the option for live chat support with Canvas' global experts, as well as an option to access the Canvas Support Center.

To the right of the main menu, you will see a section that contains To Do, Coming Up and Recent Feedback.

This is a useful area to keep track of what is going on within your courses.

You will also see a View Grades button towards the bottom of this section.

Clicking this will take you to a screen that contains information relating to all your current grades

for both formative and summative assessments.

When you click on a course card from the dashboard or on the name of a course from the courses menu,

you will be taken to the corresponding Canvas course.

Upon accessing a course, you will see a course navigation menu located on the left-hand side of the course.

The course navigation menu has a white background and sits next to the Canvas main menu, which has a dark purple background.

You can hide and show this menu by clicking on the three horizontal lines in the top left corner of the screen.

From the course navigation menu, you can access different areas of the course. Each course unit has a standardized course structure.

This has been designed to create a consistent experience across all your course units.

The home page for each course unit will tell you about the teachers of your course,

along with buttons to key information like course information, assessment and feedback, and modules.

The modules section of Canvas is the key area and is where you will find all your course materials presented to you in a logical structured format.

The first module in each course unit space will provide you with information about what the unit is about,

how it will be assessed, how you will receive feedback on your assessments, and information on how you are expected to engage with the unit.

The small drop-down arrow next to each module name allows you to expand and collapse each module.

Alternatively, you can expand and collapse all modules by clicking on the expand all

and collapse all button located in the top right corner of the screen.

Using these buttons will provide you with a clear overview of your course.

However, some unit leads may prefer to release materials as you progress through the course.

The announcements area is where your course team will communicate with you about your course activities and course-related topics.

The assignments link will take you to the assignment area of the course.

This section will contain links to your assessments, including the submission upload links.

You might also find these links within the relevant modules.

As with the assignments links, the quizzes link will take you to all your existing quizzes.

The grades page displays all current grades for your assignments across all your courses.

From here, you can view information such as grade details, comments, and rubrics.

By default, Canvas will display the grades for the course in which you are currently active.

To display grades from a particular course, simply select the course required from the course drop-down menu.

You have the option to sort how your grades are displayed by filtering using the arrange by drop-down menu.

You also have the option to print a copy of your grades by clicking on the print grades button.

The reading list link will take you to the online reading list for your course.

Clicking on discussions will take you to any discussions within your course that you are a part of.

Discussions allow for interactive communication between two or more people.

Discussions may be created as part of an assignment for grading purposes, but they could simply be used as a forum to discuss topical and current events relating to your course.

The digital and study skills area provides further information and links in relation to support and training available to help you in your skills development in the areas of academic, digital, and research.

The student support area provides links and further information in relation to a wide range of student support available to you while studying at the university.

And there you have it, your introduction to navigating around Canvas, along with a brief overview of Canvas' key areas and features.