# DOMINICAN UNIVERSITY
## School of Education

## Canvas Quick Start Guide

### How do I login to Canvas?
- Go to www.dom.edu and choose "current students" in the top menu; then choose "Campus News icon." Go to "Tools," and choose Canvas from the drop-down menu
- Or, try this shortcut link to Canvas: http://canvas.dom.edu
- Login with your regular username (everything BEFORE the @my.dom.edu) and the SAME password you set for logging in to email, etc.
- Bookmark this page for easy return access

### What browser should I use?
- Canvas is compatible with most major, updated browsers. In fact, Canvas will usually give you a message at the top of the screen if your browser is not compatible with the system. Chrome, Firefox, Safari are best - we don't recommend Internet Explorer.

### Can I use my smartphone or tablet?
- Yes! Canvas has free apps for both iOS (Apple) and Android devices. Visit the App Store (Apple) or the Google Play Store (Android) and search for either Canvas or Instructure Canvas to find the app.
- To access the app the first time after downloading, you will need to input our address, which is: **dominicanu.instructure.com**

### Where do I find my course(s)?
- Click the **COURSES** drop-down menu at the top of the screen after logging in. You may also be prompted to set your communication or notifications preferences when you login the first time.

## Notifications and Settings
### How do I upload my profile picture?
- First, make sure you have a .jpg, .png, or .gif file you want to use on your computer files. If you do not have a picture, and your computer has a camera, you can take a picture to upload (follow steps below)
- In the HELP CORNER, click on the SETTINGS link.
- On the Personal Settings page, click on the **placeholder profile grey icon.** A dialogue box will open. Choose "upload picture" and it will browser your computer for the file you want to use.

## How do I change/control the messages and notifications I receive?

- You can adjust the Notification Preferences in your personal settings to fit your needs. Some users will want to be notified of course events on a more regular basis than others. To update your Notification Preferences:
  1 Click in the Settings link in the help corner
  2 Add Ways to Contact by clicking Add Email Addresses or Add Contact Method
  3 Link to other services (Facebook, Twitter, LinkedIn, etc.) by clicking the service's button under Other Services.
  4 Locate and click the Notifications navigation link.
  5 Edit Notification Preferences by clicking the Checkmark, Clock, Calendar, and X icons for each Course Activity.

**Your Canvas Inbox (in the upper right hand horizontal menu)**

- Canvas puts all communications generated within your Canvas course(s) in one convenient place: your Canvas **Inbox.** Additionally, you can send messages to your instructor or fellow students using this tool. Canvas calls these exchanges "conversations" (just like email).

## Submitting Assignments and Participating in Discussions

### How do I submit an assignment?

- To submit an assignment, go to the Assignments menu in the left margin of your course.
- Click on the assignment name, when it opens, you will see a blue SUBMIT ASSIGNMENT button in the right margin. Click on it.
- You will see a BROWSE button (the name of this button may vary based on your browser). Find your assignment file in your computer and you will see the document name appear.
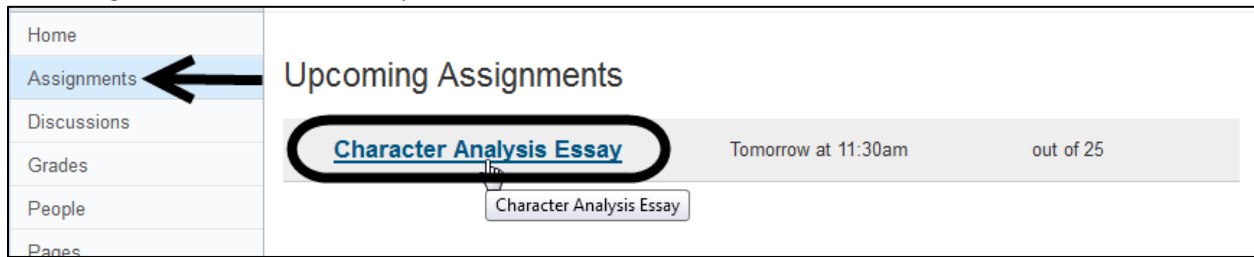- Click "SUBMIT ASSIGNMENT."

### What if I want to re-submit an assignment?

- Just like submitting for the first time, only this time, the button will read, "Re-submit assignment."

### How do I participate in a Discussion?

- From the Home Page short cut link (labeled Discussions) or from within a Module, click on the Discussion. You will see a box that says "reply." Click on that button and the text entry box will appear. Enter your discussion comment and click "post reply."

# Submitting an Assignment and Finding Your Instructor's Comments in *Canvas*

To **Submit** an Assignment, go to the **Assignments** menu item in your course and then click directly on the assignment name to be completed:



After clicking on the Assignment name, just click the **Submit Assignment** link at the far right of the screen:
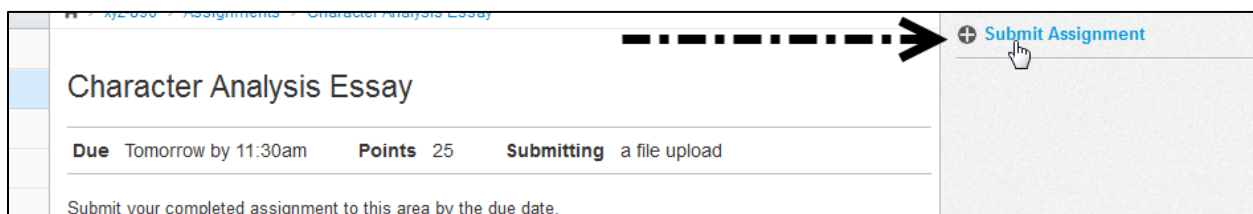


You will then see a **Browse** button. (The name of the button may vary depending on your browser.) Click on the **Browse** button and upload your assignment:
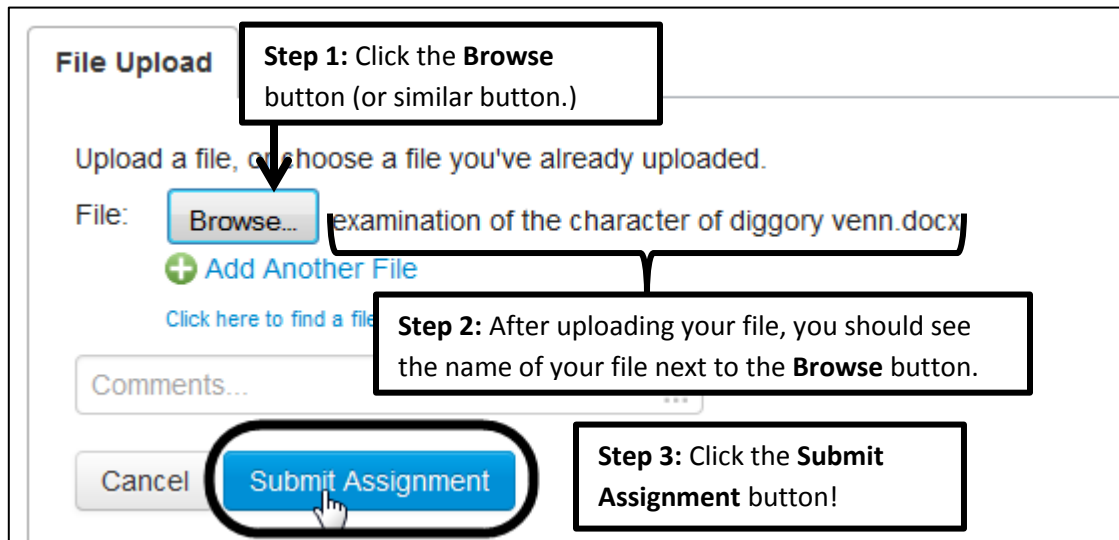


After clicking the **Submit Assignment** button, you should see a **Turned In!** confirmation message over on the right side of the screen:
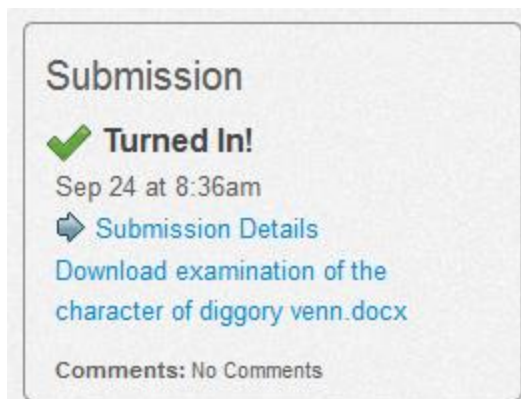
## Finding Your Instructor's Comments

There are *multiple* ways your instructor may have left comments for you after grading your assignment. You should check with your instructor to see which method was used. You have **two** ways of getting to your instructor's comments. The easiest method is via the **Grades** menu item. If you have NO **Grades** menu item, we outline an alternate method at the very end of this document.

### Grades Menu Item

Head to the **Grades** menu item on the left. You will see your assignment name, the Due Date, and your score. Finally, you will see some icons to the *far right*. The screen capture below illustrates these icons.

| Essay Rubric | | | |
|---|---|---|---|
| **Criteria** | **Ratings** | | **Pts** |
| Structure/Organization<br><br>Instructor Comments<br><br>Excellent paper, overall, that met all of the parameters of this assignment. | Exceeds Expectations 15 pts | Meets Expectations 7.5 pts | Inadequate 0 pts | 15 / 15 pts |
| Content/Information<br><br>Instructor Comments<br><br>Be sure to document your statements somehow. In the case of textual references, it is common practice to refer to the chapter, at the very least. | Exceeds Expectations 10 pts | Meets Expectations 5 pts | Inadequate 0 pts | 8 / 10 pts |
| | | | Total Points: 23 |

If your instructor used a **rubric** for the assignment, click the icon shown here. You will see how each rubric Criteria was graded. Written comments may also be in the rubric, as indicated by the dotted circles to the left.

| Name | Due | Score | Out of | Details |
|---|---|---|---|---|
| ● Character Analysis Essay | Sep 25 by 11:30am | 23 | 25 | |

Click the "speech" icon to reveal comments the instructor wrote in a comments box, as well as any attachments that your instructor may have left for you, as well. The screen will appear like the one shown below.

| Name | Due | Score | Out of | Details |
|---|---|---|---|---|
| ● Character Analysis Essay | Sep 25 by 11:30am | 23 | 25 | |

You made some excellent points throughout your essay, and backed them up with relevant quotations from the book. Be sure, however, to cite WHERE in the book the quotations came from. (In most cases, this would be citing the chapter.)

Raymond Johnson, Sep 24 at 10:10am

See attached files.

Download smith--rj_374022_15419193_examination of the character of diggory venn.docx

Raymond Johnson, Sep 24 at 10:22am

Instructor's written comments.

If your instructor left a **file attachment**, you will see the file here, along with a **See attached files** comment. (Depending on how your instructor downloaded the assignments, the file may not be named *exactly* how you named it, but also include your name as registered in *Canvas* along with a serial number.)

**Additional Ways to View Comments: The Submissions Details Screen**

The other method of seeing comments is by clicking *directly* on the Assignment name in the **Grades** area. You will *have* to use this method if your instructor added comments in the document preview, as we outline on the following page. Begin by clicking directly on the assignment name:

| Name | Due |
|------|-----|
| Character Analysis Essay Essays | Sep 25 by 11:30am |

You will then see the following screen, called **Submissions Details**. On this screen, you will see comments your instructor typed into a comments window on the far right, along with any file attachments. Additionally, you will see a link leading to a rubric, if your instructor had one:

Show Assessment By: Raymond Johnson

**Essay Rubric**

| Criteria | Ratings | | | Pts |
|----------|---------|---|---|-----|
| Structure/Organization | Exceeds Expectations 15 pts | Meets Expectations 7.5 pts | Inadequate 0 pts | 15 / 15 pts |
| Content/Information | Exceeds Expectations 10 pts | Meets Expectations 5 pts | Inadequate 0 pts | 8 / 10 pts |
| | | | | Total Points: 23 |

In this specific view of the rubric, comments can be a bit harder to see! You have to click on the little green speech icons in order to see them.

**Submission Details**

Grade: 23 out of 25

Character Analysis Essay, Tazmanian Devil    submitted Sep 24 at 8:36am

Show Rubric

If your instructor used a **rubric**, click on the circled to the right to display the rubric grading. *Canvas* will then display the rubric, as seen above.

File Uploads for **Jeanne Samary**

examination of the character of diggory venn.docx    View Feedback    18.7 KB

If your instructor typed comments in comments box, they will appear here. These are the same comments you would see by clicking on the "speech" icon on the **Grades** screen, as outlined on the previous page.

If your instructor attached a file back to you with comments, the attachment will appear here. This is the same attachment you could also retrieve via the **Grades** menu link, outlined on the previous page.

You made some excellent points throughout your essay, and backed them up with relevant quotations from the book. Be sure, however, to cite WHERE in the book the quotations came from. (In most cases, this would be citing the chapter.)

Raymond Johnson, Sep 24 at 10:10am

See attached files.

smith--rj_374022_15419193_examination of the character of diggory venn.docx

Raymond Johnson, Sep 24 at 10:22am

**Viewing Comments Left in the Document Preview**

Finally, your instructor may have instead used the document preview in *Canvas* to embed comments. To get to those comments, click on the **View Feedback** button at is at the far right of the **Submission Details** screen:

File Uploads for **Jeanne Samary**

examination of the character of diggory venn.docx        **View Feedback**    18.7 KB

Clicking that icon opens the document preview, which is a program called *Crocodoc*. You may very well have to click on the icon circled below in order to see the comments in the window that your instructor left. You can also *resize* the window a bit within your browser, as indicated below:

Depending on your screen size and resolution, you may have to click on this "zoom out" icon to see your instructor's comments, which will be on the right side of the document.

Preview of examination of the character

If you want to **SAVE** your own copy of this document, click this icon. From the ensuing dialog box, choose **Download Annotated PDF**. It will save as a PDF *with* your instructor's comments.

Comment      Draw      Highlig

maintains a solitary lifestyle.    This lifestyle is partly because of his unrequited love for Thomasin, to whom Venn remains in love with despite a failed love affair between the two.

Of particular interest to the character of Venn is his profession of reddleman, a trade that was already beginning to come to end by the time Hardy wrote the novel. A reddleman sold a red dye to farmers who marked their livestock with the dye. Because of his constant close proximity to the red dye, any reddleman himself would soon become red in color from the constant handling of it and therefore leads an almost gypsy-like existence, traversing the Heath with his cart of reddle.

This makes Venn a bit of a social outcast, if not one of his own making. He is, in fact, a man with a kind heart and good disposition when he has the chance to show it. For example, in the following scene, we see that Venn wraps a wound suffered by Johnny Nunsuch at Eustacia Vye's bonfire—something he did on his own free well. Yet even then, the reader sees the dilemma of being a reddleman on Egdon Heath:

Raymond Johnson: You should include some documentation here to verify the fact that Venn's profession was beginning to end.

*Resize* the window a bit by clicking and dragging along the lower right corner, as seen here.

**No "Grades" Menu Item?: An Alternate Method to Finding Comments**

If your instructor does not have a **Grades** menu item, you can *also* get to the exact same screens shown above by heading back to the **Assignments** menu area, clicking the Assignment name, and then clicking **Submission Details** over on the far right, under the **Turned In!** message. You will then arrive at the same **Submission Details** screen shown on the previous page:

Submission

✔ **Turned In!**
Sep 24 at 8:36am
Submission Details
Download examination of the