*Hi, my name is Shelby and I will be taking you through an overview of Canvas, your new Virtual Learning Environment here at Queen's University. For those of you who have studied at Queen's in previous years, Canvas is replacing the VLE provided through **Queen's Online**.*

*Just to be clear, that means that ONLY the '**My Modules**' part of Queen's Online is being replaced by Canvas. All other areas of Queen's Online portal, where you access additional resources and services, will remain.*

Open up a browser from your desktop, I would recommend CHROME for the optimal Canvas experience. If you are on campus, you will find the Canvas logo icon on the desktop of all Queen's computer lab PCs.

If you are using your own laptop or logging in from home, go to: https://canvas.qub.ac.uk/ and log in using your student number and password.

Alternatively you can access Canvas via the **Quicklinks** section of Queen's Online portal.

The first thing you will see when you log into Canvas is your dashboard, which helps you see what is happening in all of your current courses. The Dashboard displays course cards for all your favourite active courses. Course Cards can help you organize your courses by adding a nickname or customizing the colour.

On the right side of the screen you will see a '**To Do**' list, along with any **upcoming activities** and any **recent feedback** that has been provided to you.

On the left side of every screen in Canvas, you will find the Global navigation menu. This menu provides quick access to frequently used Canvas features.

The first link in the global navigation is where you will find your Account settings.

Here you can upload your profile picture and adjust your notification preferences.

Canvas allows you to customise how you will receive notifications from all of your courses. I would recommend that you review your Canvas '**Notifications**' to ensure you receive notice of key communications and deadlines within your course.

Let's jump down to the bottom of the Global Navigation to take a look in the HELP menu.

If you ever have any questions on how to use Canvas or need some help with anything Canvas related, this HELP menu is where you will find the support you need.

In here you will have direct **access to the Canvas Tier 1 Support team**. Support is available to you 24/7, 365 days a year.

There are lots of ways to get in contact;
- phone,
- email,

- submit a support ticket, or
- Live Chat with Canvas support

Also in the **HELP** Menu you will find;
- A link to the **Canvas Community Website** with comprehensive student guides

- A link to the **Canvas@Queen's blog** which contains key guidance for students, FAQs, and Training and Support information relevant to students at Queen's

- And last but certainly not least, a link to the **Canvas Student Orientation Course**.

- The aim of this Orientation course is to provide you with key information to help you get started and to guide you on topics you may need support with when using Canvas, such as:

  o how to download the Student Mobile Canvas App,
  o how to submit Turnitin Assignment in Canvas,
  o and … how to view Grades & Feedback

I would strongly recommend that you familiarise yourself with the Key Topics in the online course before you begin to use Canvas.

Moving on … to view your courses, click the Courses link in the Global navigation.

A menu will expand and display any current courses where you are enrolled. This menu also displays any courses marked as favourites. If none are selected as favourites, the list will display ALL of your current courses.

To view one of your courses, simply click the name of the course.

The **home** page will be the first thing you see in your course. This page can contain items such as a welcome note from your module convenor, contact details of the teaching team and key information related to your course like learning outcomes and assessment details.

Notice the Course Navigation on the left side, right beside the global navigation. The Course Navigation provides quick access to the various features within your Course.

This is probably a good time for me to clarify that there are some minor differences in the terminology used in Canvas, for example:

A 'Canvas Course' is equivalent to a Queen's academic module

Also, notice the '**Modules**' link on the left menu bar. Canvas uses the term 'Modules' as a way for Instructors to organise content and assignments within a Canvas Course. So, a 'Canvas Module' is equivalent to a Queen's unit of study, for example, a week, unit, topic or theme.

If you click on the Modules link on the left, you will see a breakdown of the content contained within your course, such as content pages, learning resources, and activities, organised according to the intended delivery.

If you wanted to see ALL of your current academic modules in which you are enrolled in Canvas, simply return to the Courses => All Courses view, to see all of your modules listed there.

If you prefer to access Canvas while on the go, you can always download the Canvas Student App for free on your phone and tablet. Access the App Store or the Google Play Store on your device and search for 'Canvas Student' app.

Depending on your device, not all Canvas features may be available on the app at this time. You will find detailed information on the Canvas student app and links to download, available from within the Student Orientation Course.

For submission of your assignments, make sure that you use the full Canvas web application on your desktop or laptop to ensure that all submission functionality is available to you.

I hope this has been a helpful overview of Canvas VLE.

Don't forget, the Canvas Tier 1 Support Team are available 24x7x365 to answers all your Canvas related queries.

Thanks for watching … I really hope you enjoy using Canvas, your new VLE at Queen's.