GETTING STARTED WITH CANVAS ACCESS AND NAVIGATION

Please follow the steps below for obtaining access to Canvas and getting familiar with Canvas navigation.

Step 1. From the Mines homepage, mines.edu, select “Canvas” on orange navigation bar.

![Canvas Navigation Reminder](image)

Step 2. Select the Canvas Access box.

Step 3. Login with your Mines MultiPass information.

![Canvas Login](image)

Step 4. Once logged in, you will see the dashboard with your courses.

Your Dashboard includes a list of your courses (e.g. Srg.2020.CSM101) as well as your “Sandbox”. The sandbox is a place to experiment and explore as you choose. Canvas is the portal for you to easily connect with your students. You will use your course code (e.g. Srg.2020.CSM101) to schedule Zoom meetings as well. Click on the tile representing your course.

Important Note: All Canvas courses will be “published” on March 30 to provide student access to Canvas course(s).

For more information on how to accomplish key tasks online, go to https://online.mines.edu/continuity/
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Step 5. Familiarize yourself with the Navigation bar on the left side of the screen.

1. **Account**: This is where you can control your Canvas settings
2. **Dashboard**: Takes you to your “Sandbox” and for-credit courses already created and enrolled. If you do not see your course, go to “Courses” below.
3. **Courses**: Provides a list of all of your courses.
4. **Calendar**: Is a calendar that you may or may not use.
5. **Inbox**: Allows you to send and receive emails via Canvas if you want that as a way to communicate with students.
6. **Commons**: Open educational resources from Mines and the larger Canvas Community.
7. **Help & Resources**: This is a place that you can go for resources as well as contact information for questions you may have about Canvas.

Step 6. Access one of your courses and familiarize yourself with the course navigation bar on the left side of the screen.

**Two Items to Note:**

1. **Modules** are an easy way to organize content. You can create a different module for each of your sessions/weeks (e.g., based on date of session) where you can include what you want students to have access to (e.g., documents, links, assignments, quizzes, and discussions).

2. **Announcements** can be used send information out to all students in the course. For example, you might use Announcements to send out your Zoom invite and/or video.

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