



**BALL STATE  
UNIVERSITY**

Information Technology

# Using Canvas

A BALL STATE UNIVERSITY GUIDE TO CANVAS FOR STUDENTS

# What is Canvas?

Canvas is the official Ball State University learning management system. Faculty use Canvas to streamline education and organize digital tools and resources for their courses. This guide will introduce you to the basics of Canvas, but for additional information please contact the Ball State Help Desk or visit **Canvas student support**.

## Dashboard

Your Canvas Dashboard is where you can access all of your courses. If your course doesn't appear in your Dashboard, reach out to your instructor to ensure that it's been published. Canvas now automatically fills in your profile picture with your Ball State student ID photo.

Your Dashboard also features a To Do List on the right-hand side. If your instructor has entered due dates in Canvas, you will be able to see a list of upcoming assignments. To see details about an assignment, click the due date listing.

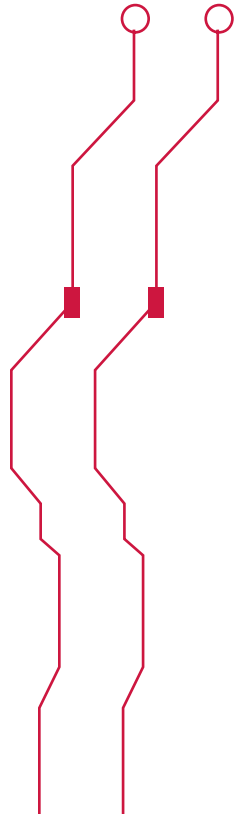
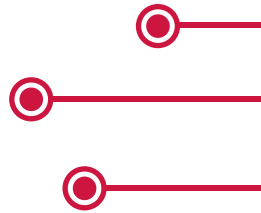
# Notifications

Canvas notifications fall into four categories:

- Notify me right away
- Send daily summary
- Send weekly summary
- Do not send me anything

You can customize your Canvas notification preferences to best benefit your needs. To customize your notifications:

1. Click on your **Account** icon on the left sidebar and then select **Notifications**.
2. Scroll through the list of options and select your preferred notification type. Canvas will automatically update your notification preferences for all courses.



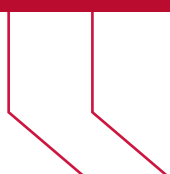
# Inbox

Your Canvas Inbox allows you to manage messages from professors and classmates. To access your Inbox, log in to your Canvas account and click the **Inbox** icon on the left sidebar.

Here, you can view and write messages for your Canvas courses. Ball State recommends emailing professors through Canvas Inbox because Canvas messages automatically include your course and section.



## TO WRITE A MESSAGE TO A CLASSMATE OR PROFESSOR:

1. Click the **Compose a new message** icon at the top of the screen.
  2. Select the particular course and click the **icon in the Tool bar** to choose the recipient.
  3. Add a subject and write your message. You can even attach files and record media content for your message.
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# Calendar

Your Canvas Calendar allows you to view a weekly or monthly calendar of assignments and their due dates. To access your calendar, click the **Calendar** icon on the left sidebar.

To view the details of an assignment, click the calendar listing. You can also add new events to your calendar to stay on top of all of your assignments. To add a new event, click the **Create New Event** icon at the top right of the calendar.

# Courses

After logging into Canvas, you can view your current courses and past courses. To access a course from a previous semester:

- Click on the **Courses** tab.
- Then, click on the **All Courses** link.
- On the next page, scroll down to **Past Enrollments**.
- You can enter previous courses by clicking on their links.

# Assignments

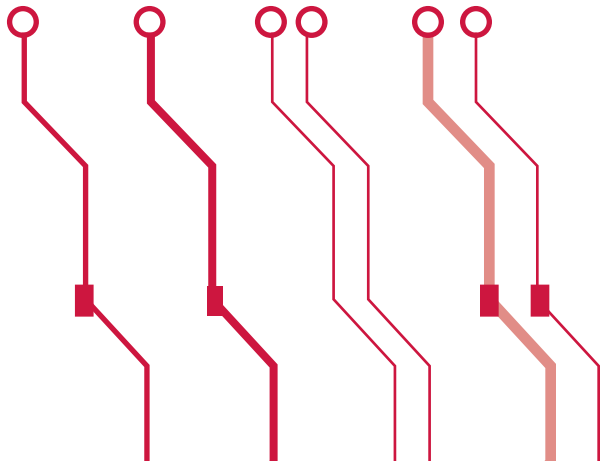
By default, assignment submissions are unlimited. If you submit an assignment incorrectly, you can resubmit with the correct version. Instructors only see the most recent assignment submission. Additionally, if the ability to submit an assignment is unavailable, please contact your instructor for guidance on how to proceed.

# Canvas App

The Canvas Student App is recommended to stay up-to-date with your courses anywhere you go. The app is available for free on both Android and iOS devices. You can log into your account without entering your user credentials by scanning a QR code.

1. From your web browser, click your **Account**.
2. Then, click the **QR Code for Mobile Login** link.
3. Scan the QR code in the Canvas Student App.

The Canvas Student App is built for convenience; it gives students overviews of their classes, as well as the ability to check grades, read announcements and email instructors. However, there are certain tasks, like taking quizzes or completing assignments, that are not recommended on the Canvas Student App.



# Need More Help?

To get familiar with Canvas basics, the Division of Online and Strategic Learning provides students with six orientation videos that are accessible through your **Courses**. Look for the course titled **IL-ORIEN01**.

If you need additional assistance while using Canvas, just click on the **Help Button** in the lower left-hand corner of the screen. You will see a list of resources that can help answer any questions you may have.

## BALL STATE HELP DESK

[bsu.edu/helpdesk](https://bsu.edu/helpdesk)

(765) 285-1517

Bracken Library (BL) 101

Ball State University

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## CANVAS SUPPORT

<https://community.canvaslms.com/welcome>

