OLLI USER GUIDE FOR
CANVAS (BASICS)

OSHER LIFELONG LEARNING INSTITUTE

Northwestern | SCHOOL OF PROFESSIONAL STUDIES

This guide will provide you with information on **how to use the basic features of Canvas as a <u>student</u>.** Which features you actually use will depend on how your course site is set up by your coordinator. *Note: There is a separate document to assist coordinators in setting up a Canvas course site which can be found in the modules section on Canvas.*

ACCESSING CANVAS

Logging in the First Time

You will receive an email from Instructure Canvas (notifications@instructure.com) inviting you to participate in your course. *It is safe to open this email.* The email will include your name, your email address and your Username (which is your NetID). **Click "Get Started".**

Note: If you don't receive this email, look in your spam folder. Be sure you have set up your spam filters to allow emails from @instructure.com and from the Osher Lifelong Learning Institute.
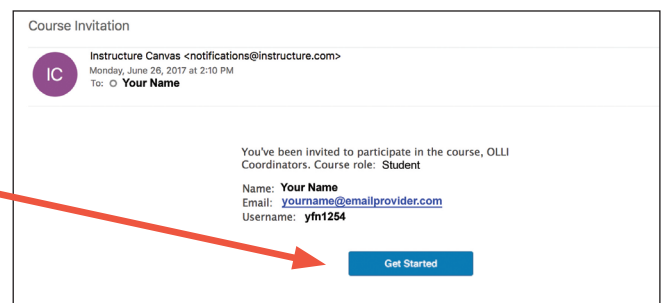
When you click "Get Started", you will be taken to Northwestern's Online Passport where you can log into the canvas system. **To log in, enter your NetID for your user name and NetID Password as your password and click LOG IN.**
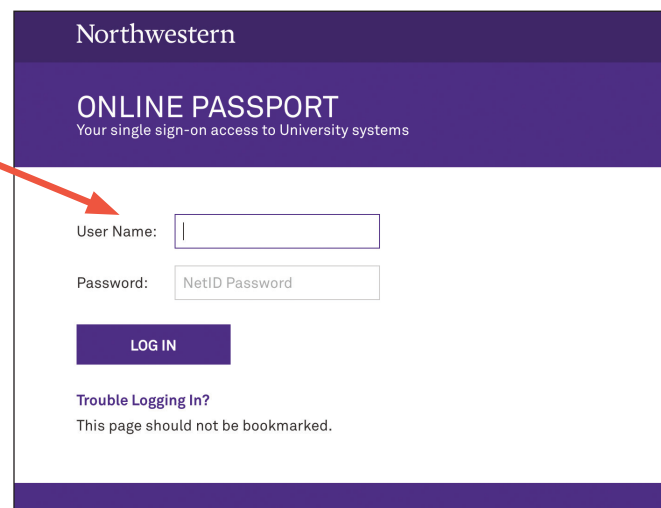
Logging in After the First Time

Once you have gone through the initial log in process, you will be able access the system directly by typing the Canvas URL directly into your browser.

CANVAS:

canvas.northwestern.edu

Accepting Invitation Within Canvas

Log in to Canvas. You will see a notification for each class you are invited to join. **Click the green "Accept" button in the invitation.** You will be directed to that course's homepage. To get back to your Dashboard, click "Dashboard" in the global navigation menu on the left side of the page. **You will need to do this for each course invitation you would like to accept.**
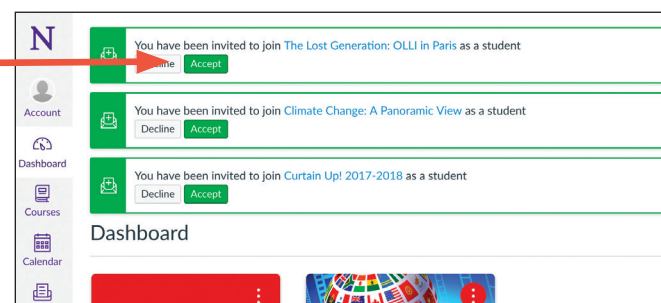
YOUR DASHBOARD

On log in, your Canvas Dashboard will show all your OLLI courses and will display them in what is called Card View. It will also display global announcements from Northwestern. Clicking the X in the right hand corner of the announcement will dismiss them.

Customize Dashboard Course Display

You can customize your dashboard to show the courses you select. To select the courses you want your dashboard to show follow these steps:

❶ **Click "Courses"** in the global navigation bar on the lefts side of the page to expand your courses menu.

❷ **Click "All Courses"** in the expanded menu to pull up a list of all the courses you have access to.

❸ **Click on the star** to the left of the course(s) you want to show in your dashboard. The star will turn Orange when selected.

The courses you have selected will now appear on your dashboard when you are in Card View and in your expanded courses menu. All other courses will be hidden. However, you can still access them if you click on All Courses in the expanded course menu.

Changing Dashboard View

The default Dashboard view is Card View. You can also view your dashboard by Recent Activity. To toggle between the two views **click on the 3 dots** in the upper right hand corner of your Dashboard.
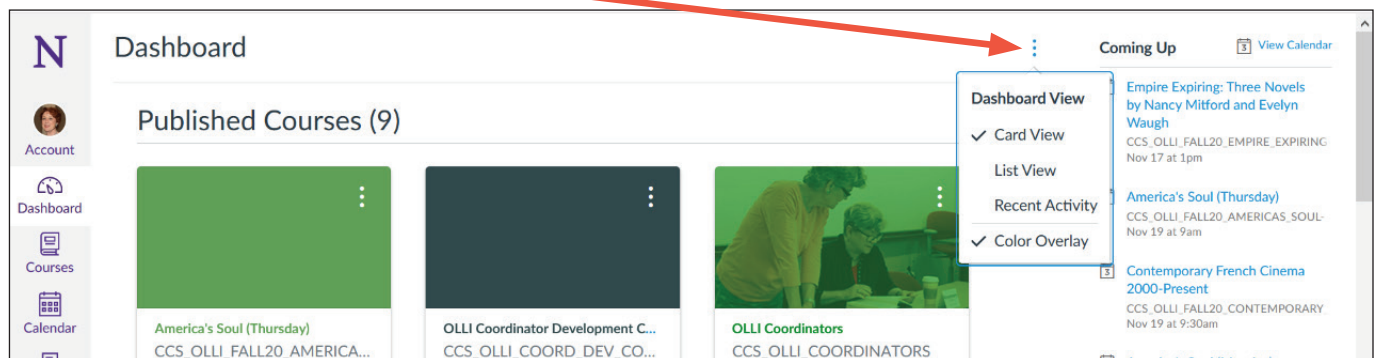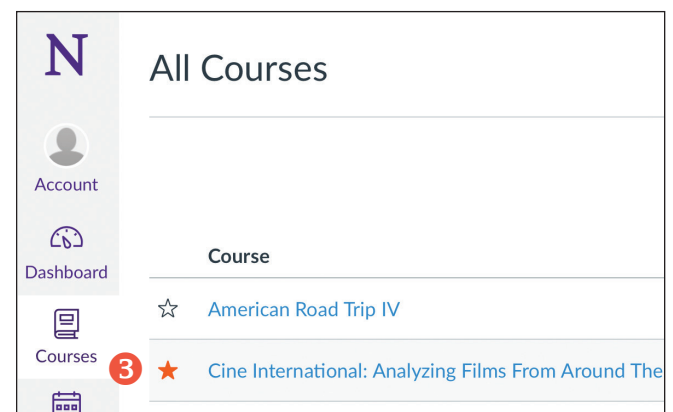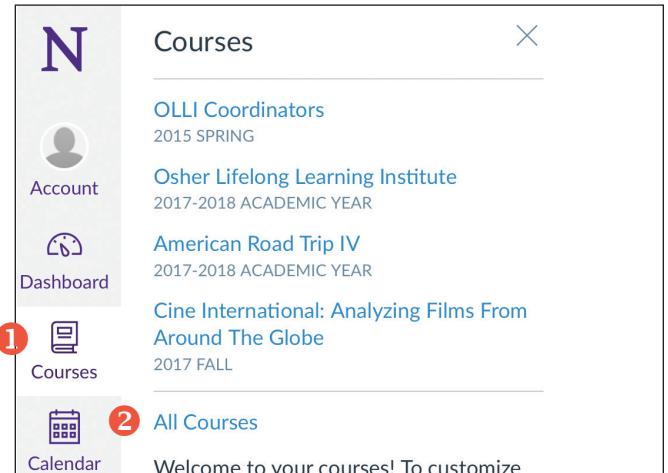
Card View
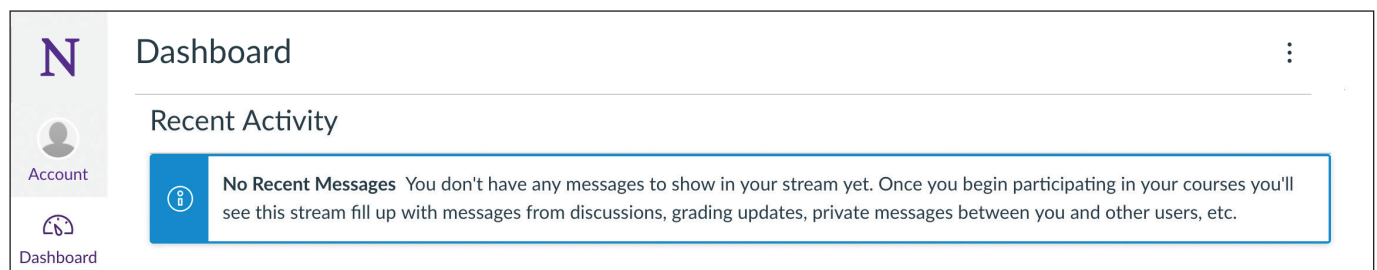
**Recent Activity View**

Revised 11.18.20

NAVIGATING COURSES

Coordinators may put links to various course materials on their course site. These may include Word documents, PDFs, links to wiki pages within canvas or external websites. You can access any of these materials as well as other items by using the course navigation menu on the left side of the course homepage. **Remember each course site and homepage will be unique base on how the coordinator(s) have set it up.** If you ever get lost, click "Home" to return to the course homepage

EXAMPLE 1: On the Homepage for the course "**Ciné International**" you can access the class materials by clicking "Modules" located in the course navigation menu on the left side of the page. Clicking "Modules" (fig. 1) directs you to a new page (fig. 2) that lists the materials the coordinator has linked for use in the class. You also have access to Discussions, People, Course Reserves, and Library Media.

(fig. 1) Homepage

(fig. 2) Modules

Revised 11.18.20
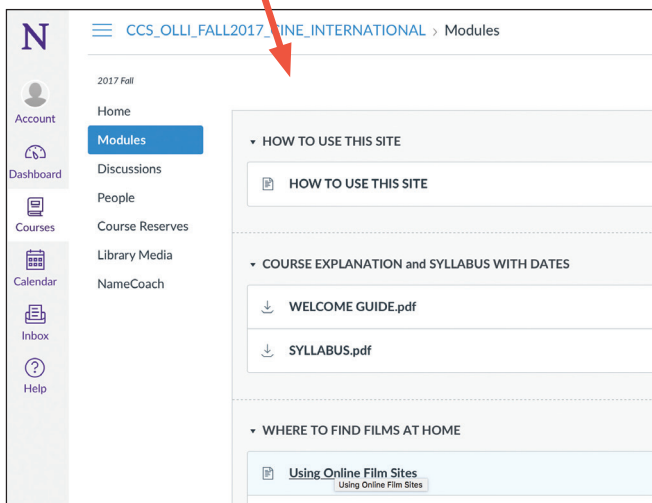
KEY TO CANVAS SYMBOLS

📄 = Indicates a link to a wiki page within Canvas. Click on the name to be directed to the page.

⬇ = Indicates an attachment. Click on the name to view and download

🔗 = Indicates a link to an external website. Click on the name to view the external site in Canvas. If you want to go to the external site click on the 🔗 symbol next to the name.

EXAMPLE 2: The Homepage for the course "**Climate Change**" is also the syllabus page. As in example 1, clicking on "Modules" in the course navigation menu would direct you to linked class materials. In this example we illustrate that clicking on "Files" (fig. 3) in this course's navigation menu directs to a page where materials also available. They have been organized by subject in accessible folders (fig. 4).
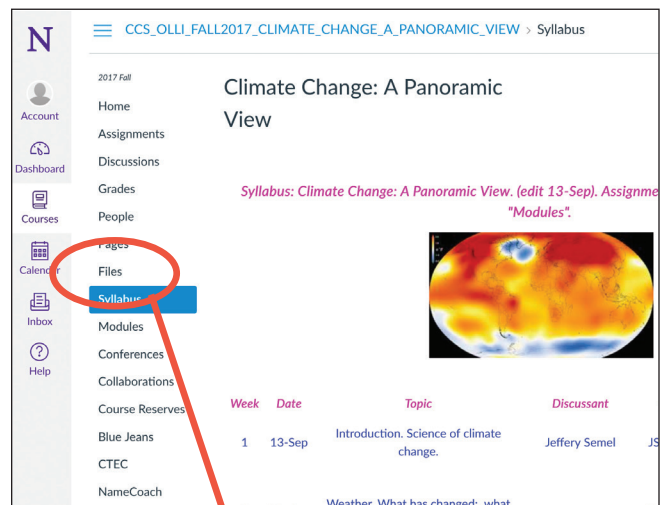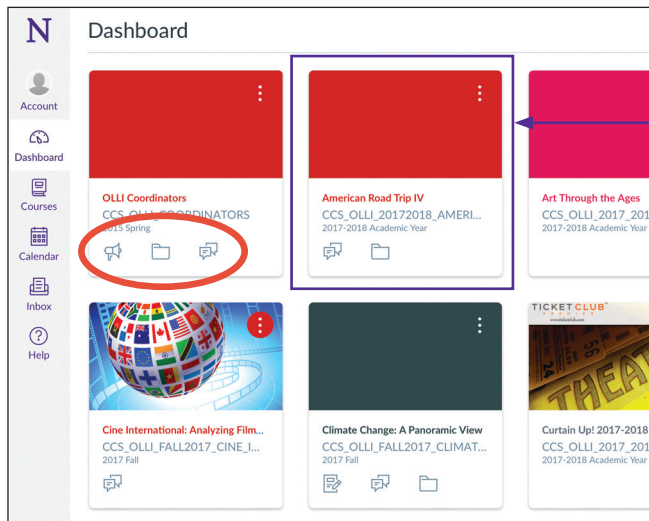
(fig. 3) Homepage
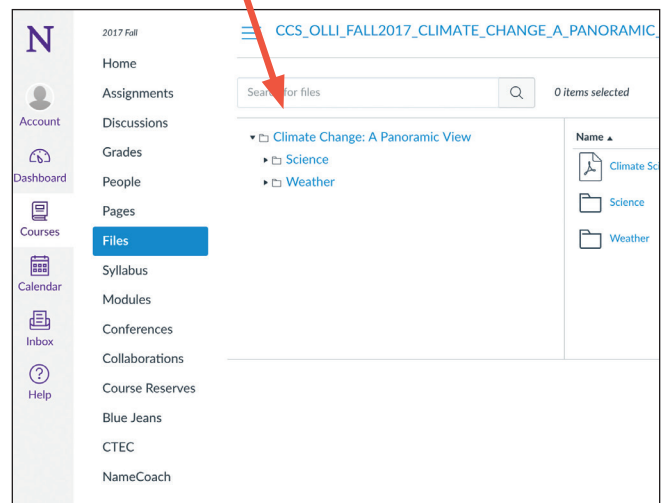
(fig. 3) Files

Quick Access from the Dashboard

You can quickly access some information for your course right from the Dashboard. Click on the symbol for the item you want to access on the bottom of the course's card to be directed corresponding information.

KEY TO CANVAS QUICK ACCESS SYMBOLS	
📣 = Announcements	📁 = Files
📝 = Assignment(s)	💬 = Discussions

Note: Each of these are course cards. Quick Access information availability may be different for each course.

TO VIEW, DOWNLOAD, OR PRINT DOCUMENTS

Documents and websites that have been linked to the course site can be opened and viewed within Canvas. Word and PDF documents can also be downloaded and printed. Links to websites cannot be downloaded, but they can be printed.
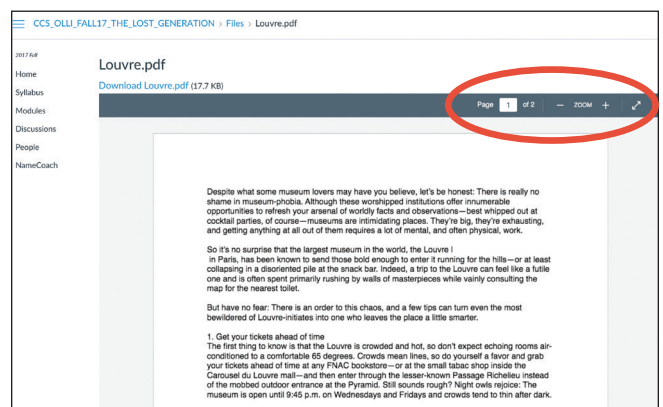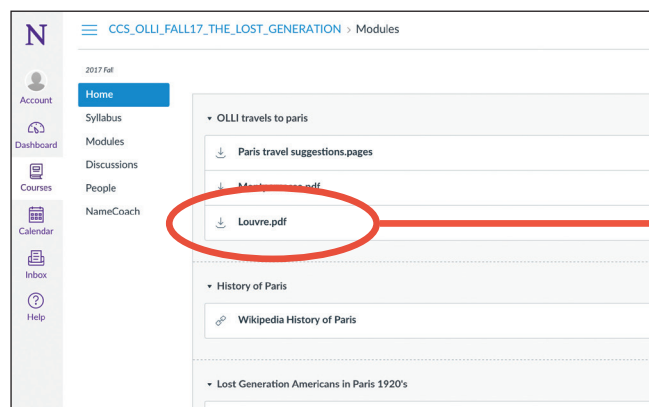
View a Document in Canvas

Click on the document you want to view. The document will open in Canvas. Controls in the black bar at the top of the opened document allows you to see how many pages are in the document, zoom in or out (using – and +), and view the document full screen (using enter/exit full screen mode).

↗ = Click this symbol in the upper right hand corner of the black bar **to enter full screen mode.**

↙ = When you are in full screen mode click this symbol in the upper right hand corner of your screen to **exit full screen mode.**

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Download and Print a Document

Click on the document you want to print to open it within Canvas. Once the document is open, click on the blue link that begins "Download…" located above the black bar of the document window. Once the document has downloaded to your computer, open it and print.
 Note: you will need Microsoft Word to open a .doc or .docx file or you can upload to Google Docs. You will need Adobe Acrobat Reader to open a PDF.
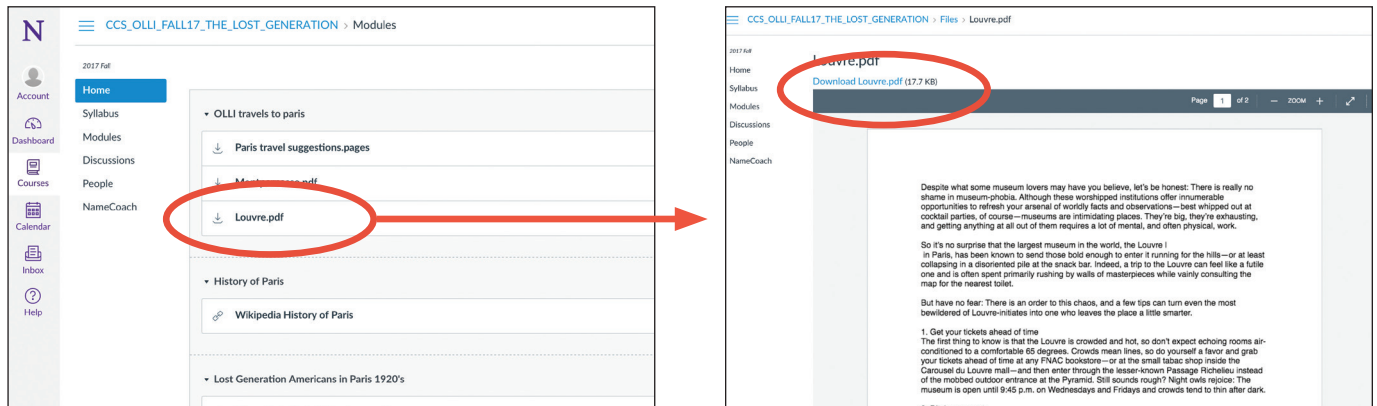
View a Website

Click on the website name to open it within Canvas. You can then use the scroll bars on the right to scroll up and down on the page.

To go to the external site. Click on the website name in the gray bar. This will open a new window in your browser where you can view the website outside of canvas.

Scroll Bar
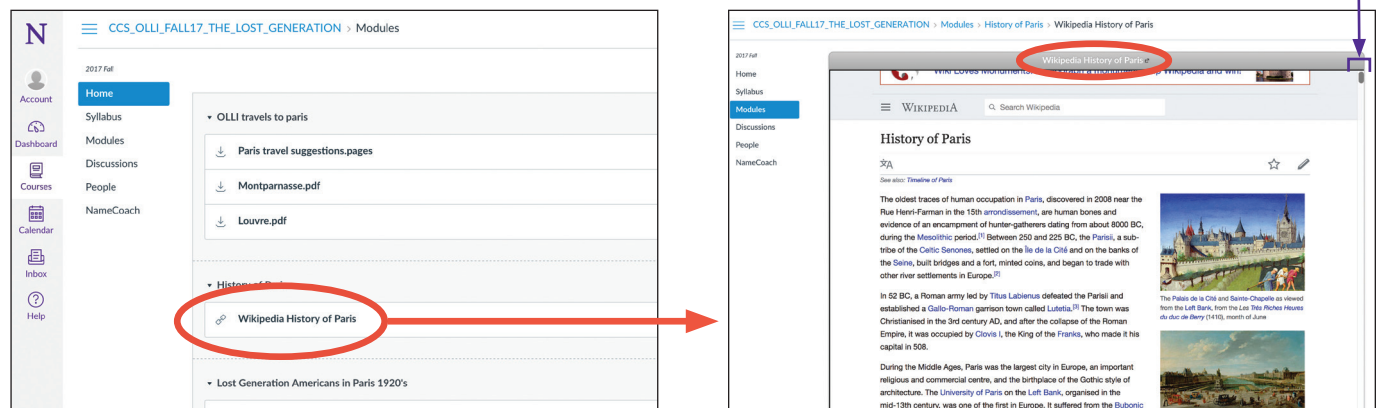
Print a Website

To print a page from a website click "Ctrl + P" on a PC or click "⌘ + P" on a Mac. Remember some website can be multiple pages. Be sure to select only the pages you want to print.

NOTIFICATIONS SET UP

To ensure you receive a notification when your coordinator adds materials or an online discussion is started, you will need to set up your notification alerts following these steps:

❶ **Click "Account"** in the global navigation bar on the lefts side of the page to expand your account menu.

❷ **Click "Notifications"** to pull up a list of your current notification settings.

❸ **Click on the check mark*** in the far right column for each of these items to turn it green: Course Content Files, Announcements, Discussions and Discussion Post. This will direct the system to notify you immediately if there are any changes to these items in any of your courses.

You can turn these settings on and off at any time following the steps above.
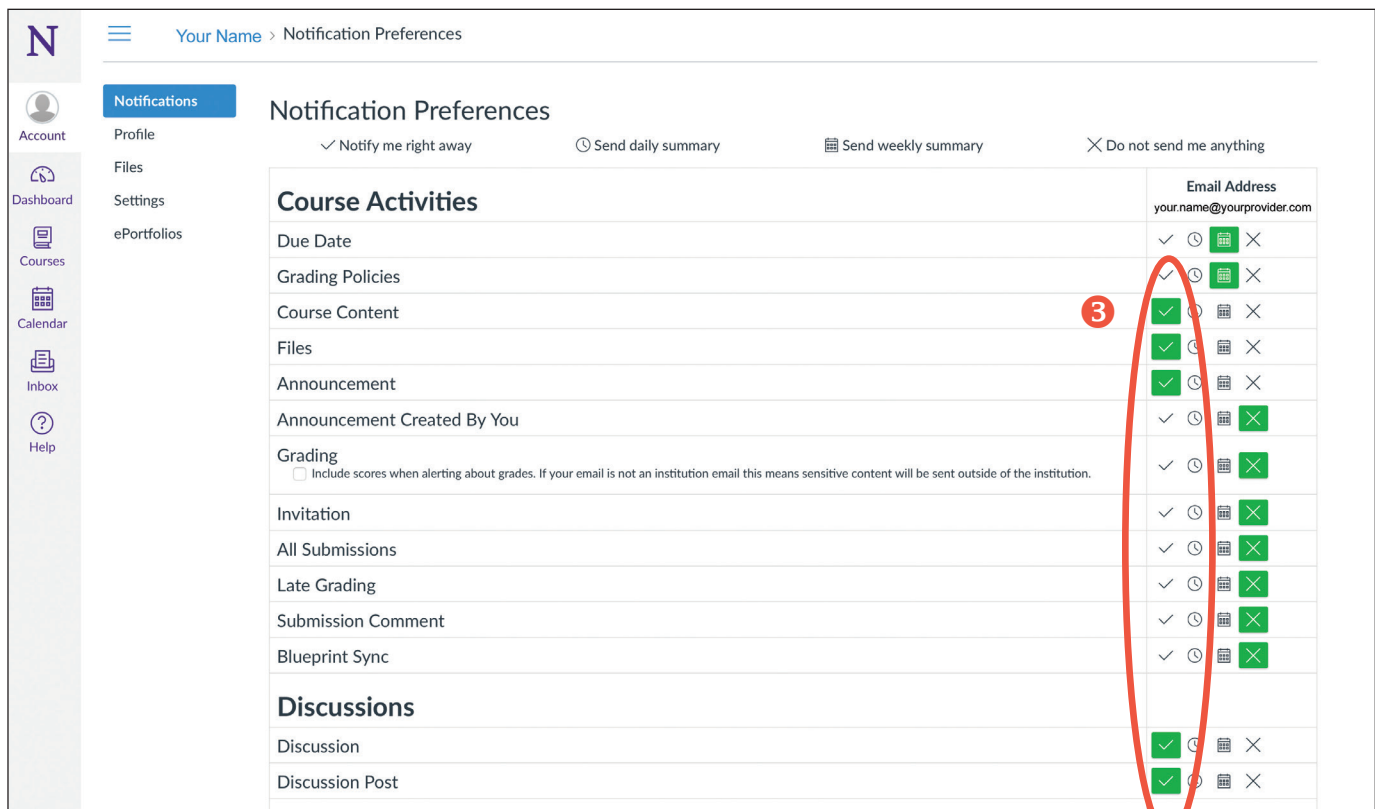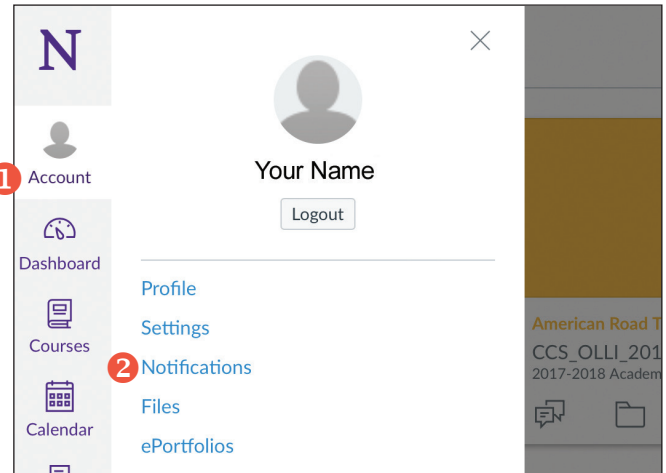
* Our recommendation is that you have notifications sent to you as items change in the system. However, if you prefer notifications to be sent only once daily, click on the clock icon instead of the check mark; if you prefer to have only a weekly summary sent, click on the calendar icon instead of the check mark.

OTHER COURSE MENU ITEMS YOU MAY SEE

Library Media

If your coordinator has digital videos or materials from the audio library place on Canvas for your use, click Library Media and choose the item you would like to view or hear.

Course Reserves

Your coordinator may request that books or media items be placed on hold for course members at one of the Northwestern Libraries. If they have, those items will be listed here with locations indicated.

LIBRARY LOCATIONS:
Main Library: 1970 Campus Drive, Evanston, IL
Schaffner Library: Wieboldt Hall, 2nd Floor,
339 E. Chicago Ave., Chicago

LOGGING OUT

To log out of Canvas, Click on "Account" in the global navigation menu on the left side of the screen to expand the Account menu. Click on the Logout button located just under your name and profile picture. You will need to close your browser to complete the log out process.
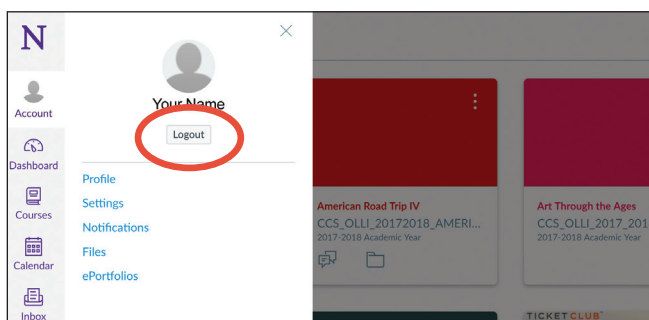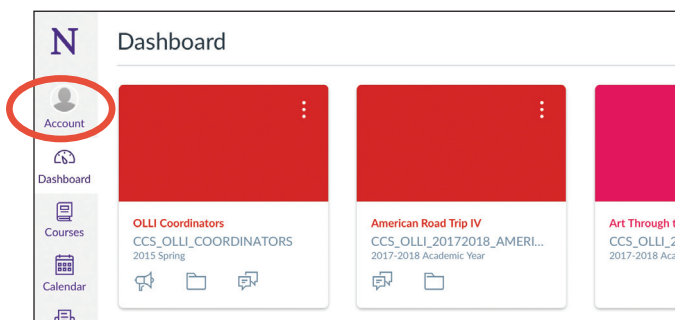
TROUBLESHOOTING

Canvas is not working

It is recommend that you use Google Chrome or Mozilla Firefox as your browser when working in Canvas. We advise against using Apple Safari, Microsoft Internet Explorer, or Microsoft Edge as there are known issues with those browsers. If you are using one of those browsers and experiencing difficulty, try switching to Chrome or Firefox as a first step in troubleshooting.

Canvas no longer works with my browser

You must have a recent version of your browser. To find out if your browser is supported by Canvas, go to https://community.canvaslms.com/docs/DOC-10720

Problems with my NetID password

First, make sure:
- You are typing your NetID password correctly
- Caps lock is not on
- Your browser is not auto-filling and old password

If you have forgotten your password, or it has expired, the following guidelines will help you to reset it.

IF YOU'VE SET UP ANSWER TO SECURITY QUESTIONS FOLLOW THESE STEPS:

❶ Go to: northwestern.edu/login
❷ Enter your NetID, leave Password blank and click "Forgot Your Password?"
❸ Answer two of your security questions
❹ Follow password change prompts
❺ Click "Change Password"

IF YOU CANNOT ANSWERS YOUR SECURITY QUESTIONS:

Send an email to olli@northwestern.edu requesting a new activation code. We will forward you a new code with instructions on how to proceed. Please do not contact the Northwestern IT department. They are not authorized to provide new activation codes for OLLI members.

I am getting a warning when I click on a website link in Canvas.

Occasionally when you click on a linked website a pink bar with a warning may appear at the top of the page. The warning says "You are trying to launch insecure content from within a secure site (canvas). Some web browsers may prevent this content from loading." If this happens, simply click on the name of the document in the gray bar to launch the site outside of Canvas. A new window will open in your browser where you can view the site.