

GETTING STARTED WITH CANVAS STUDENT CHECKLIST

Canvas is a learning management system (LMS) used at The University of Oklahoma. You can find more information about using Canvas features by enrolling in the Canvas Passport for Students course: <https://link.ou.edu/canvaspassport>.

Ensure your Canvas Success by Reviewing these features and tools and getting ready for class!

Log in!

Visit <https://canvas.ou.edu> and log in with your HSC credentials. **If you have problems logging in, please contact the IT Service Desk 405-325-4357 Option 2 for support.** Canvas is behind Single-Sign-On or SSO and you can use your username or your email and then your password to log on.

Set Up Account Notifications

To ensure you receive communication from Canvas, set up your [Notification Preferences](#) under Account. There are many to choose from and you can make changes at any time. However, it is important to have the options for **Conversations** selected always. This allows messages from your instructor to come straight to your OU Outlook and for you to be able to reply directly from there to them.

Communication

The [Canvas Inbox](#) on the far left global nav menu is where you can send messages to your instructor(s). It will be a handy tool for you and your instructors.

Set a Profile Pic

[Set a profile picture](#) that represents yourself and is professional in your Canvas Account. Your instructors and fellow students will be able to see the image displayed in the Inbox, Announcements, Discussions, and People tab.

Add Your Personal Pronouns to Your Canvas Profile

You can update your Canvas profile to include your [personal pronouns](#). Once you do, pronouns will appear next to your name in a variety of locations throughout Canvas.

Know your Dashboard

The Course Dashboard helps you navigate your course and manage your work. The sidebar on the right tells you what to do next in your course. It shows a To Do List of assignments. The Recent Feedback section displays comments from your instructor on assignments.

→ [How do I use the Dashboard as a student?](#)

Customize your Dashboard Cards

Customize which course cards are displayed on the Dashboard by "[Favoriting](#)" or "[Moving](#)" courses based on preference, current term, quarter, semester, etc.

→ *If you are not seeing your courses, be sure to click Courses > All Courses and see if you see them. You can only access courses you are officially enrolled in **so check with your college** if you do not see your semester enrollments.*

Recent Activity or List View

Another option on the Dashboard if you toggle three dots on the top of the page is to go to Recent Activity. Recent Activity shows everything that has taken place in your courses, including Announcements that have been posted. Be sure to read your Announcements so you can stay up to date with changes in your courses.

Download the Canvas Student Mobile App

The **Canvas Student app** allows students to access their courses and groups using a mobile device. Students can participate in discussions, view grades and course materials. The app also provides access to course calendars, To Do items, notifications, and Conversations messages.

→ [Canvas Student on Google Play](#)

→ [Canvas Student on App Store](#)

Download Respondus LockDown Browser (LDB)

Many colleges utilize Respondus LDB for quiz academic integrity. It is important to download this prior to the day of an exam. When a quiz requires LDB in Canvas, you will launch the app first and then log into Canvas from the screen that appears. You can download it from <https://link.ou.edu/respondus>

→ *If you are coming from another university and have used LDB before, you will need to install the prior version of the software and install OU's version to use it at OU.*

Assignments

[Assignments](#) can be online submissions such as uploading a paper. Quizzes/Exams will be one of the most common and it is important that you know when you can begin a quiz and how long you must take it.

→ *Before taking exams in Canvas, be sure you have updated your browser of choice, LockDown Browser, and be sure you have a good and stable internet connection.*

Ask for Help

If you are trying to find something or do something in Canvas and you are struggling, just ask for help. Click **HELP** on the far left global nav and see all the options. You can chat, send a message to your instructor, or call Canvas support.

New to Canvas?

We have a **Passport to Canvas** course that students can self-enroll in to learn how to use Canvas. Go here: <https://link.ou.edu/canvaspassport> and click Enroll.

Students can also view additional Student Guides on the Canvas Community:

https://community.canvaslms.com/t5/Canvas-Student/ct-p/canvas_student including video guides.