### Where do I go?

For now, you may access Canvas from [http://canvas.baylor.edu](http://canvas.baylor.edu). Once Blackboard has been phased out, you will access Canvas through [my.baylor.edu](http://my.baylor.edu).

NB: We are encouraging faculty who wish to use Canvas to still activate their Blackboard course. In your Blackboard course, paste a link to Canvas. This will minimize confusion for students who are already logging into Blackboard for their other courses.

### What will I see?

The first thing you will see after logging into Canvas is **The Dashboard**. The Dashboard shows Announcements, Notifications, and upcoming events and tasks. This is true for both faculty and students.

To access your course, go to **Courses** in the top navigation bar and select your desired course from the drop-down menu.

### Can I import my Blackboard course?

It is possible, but **not recommended**.

Canvas and Blackboard have fundamentally different structure philosophies. When you import a Blackboard course to Canvas or a Canvas course to Blackboard, the destination LMS doesn't know where to put the content.

### What are Notifications?

Canvas expands the ways in which students can stay updated on course announcements and news. For example, students may now receive notifications of course activity as a text message or at an email address other than their Baylor account. You can select your preferences under **User Settings > Notifications**.

### What are Files?

The **Files** area is where you upload all of your course content. While you can give students access to this part of your course, Files is intended to be **instructor-facing**, not student-facing.

### Where do I put my course content?

**Modules** are the foundational structural component of Canvas. Modules organize your content and provide navigational buttons for students moving through the course. This is the **student-facing** counterpart to Files.

From the module view you can:
- Create or upload new content
- Add already created content
- Design a course flow for your students

### What type of content can I put in my modules?

Canvas allows you to add the following content types to your module:
- Files (to view or download; this includes MS Word docs, PDFs, PowerPoints, &c.)
- Assignments
- Quizzes
- External URLs
- Links to external tools
- Discussion boards
- Content pages

### What does Publish mean?

**Publish** is the way Canvas allows you to make your course available to students. Students will not see your course until it is Published.
In addition to publishing your course as a whole, you can choose to **Publish and Unpublish**, various elements of your course – including Assignments, Pages, Quizzes, &c. – at any point in the semester. **You cannot Unpublish the entire course once students have submitted work, but you can Unpublish anything within the course.**

Here are a few things to keep in mind when working in Canvas:

- Just like Blackboard, your course will be created and populated with students for you.
- When your course is over, **do not select Conclude Course**. This may make student information unavailable in the future.
- You are able to add **TA’s or Baylor-based observers** from the **People** tab in your course.

Baylor has subscribed to **24/7, “Tier One” support** for every Canvas user on campus and online. If you need help using Canvas – either because you want to learn more about a function or a feature is not working like it should – you can:

- **Submit a help ticket** from **Help >Report a Problem,**
- **Chat online** with a support specialist from **Help > Chat with Canvas Support,**
- Or **call 844-344-0228** (this number is visible from the **Help menu**).

For all Baylor-specific issues (i.e., you are unable to login, your course number or name is incorrect), continue calling the Baylor Help Desk at 710-HELP(4357).

If you would like to speak to someone face-to-face about specific issues (i.e., setting up your gradebook), OTLS offers weekly walk-in office hours in **Jones 206**.

- **Fall 2014:** Every Wednesday from **1:00pm-4:00pm.**

Additionally, OTLS will be offering training on a variety of Canvas topics, ranging from basic tutorials to advanced issues in pedagogy. Please check the **Canvas Portal** regularly for upcoming training, hand-outs and tutorials, new feature briefings, and other important Canvas news and information.