

# Canvas Student Quick Start Guide

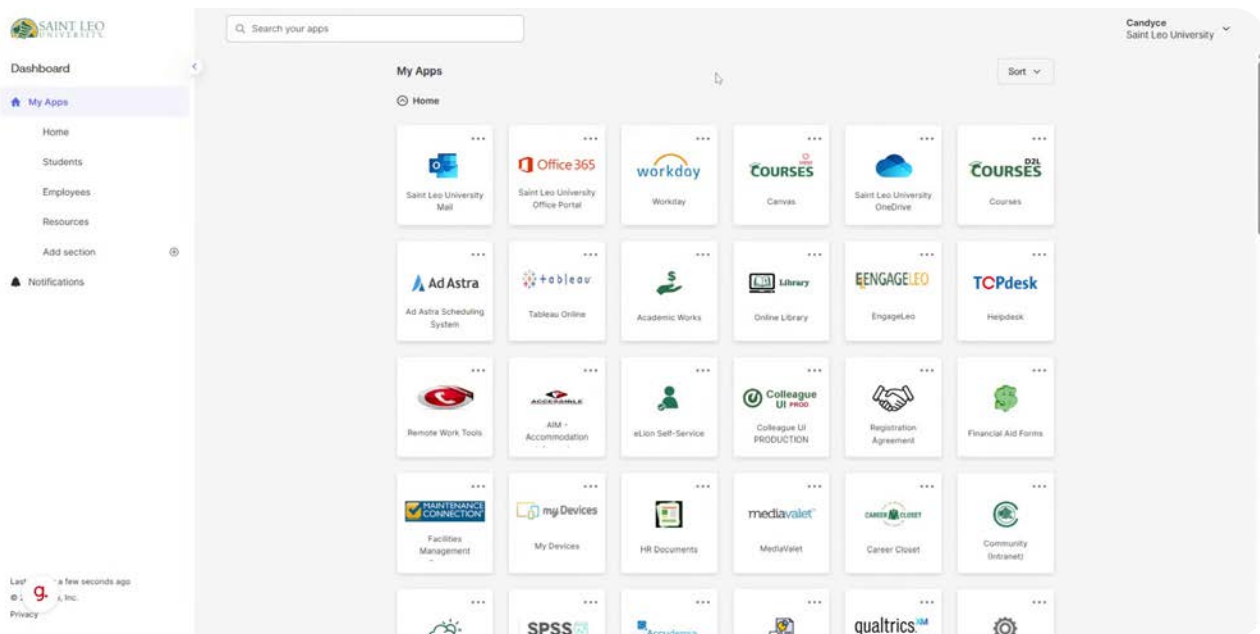
Powered by [guide](#)

This is your one stop shop to mastering your online courses. In this video, you will learn how to update your Canvas profile, manage notifications, and navigate course modules effectively.

Go to [saintleo.okta.com](https://saintleo.okta.com)

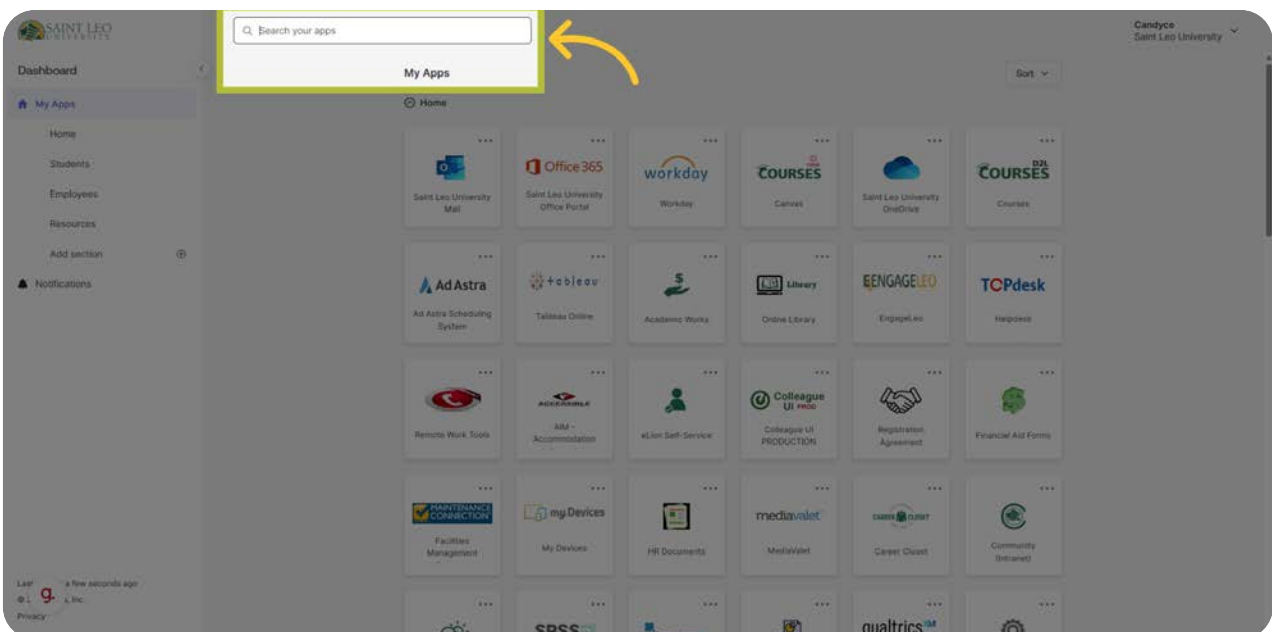
## 01 Log into Okta

First, log into your Saint Leo Okta Dashboard at <https://saintleo.okta.com/>. Here you will see various tiles.



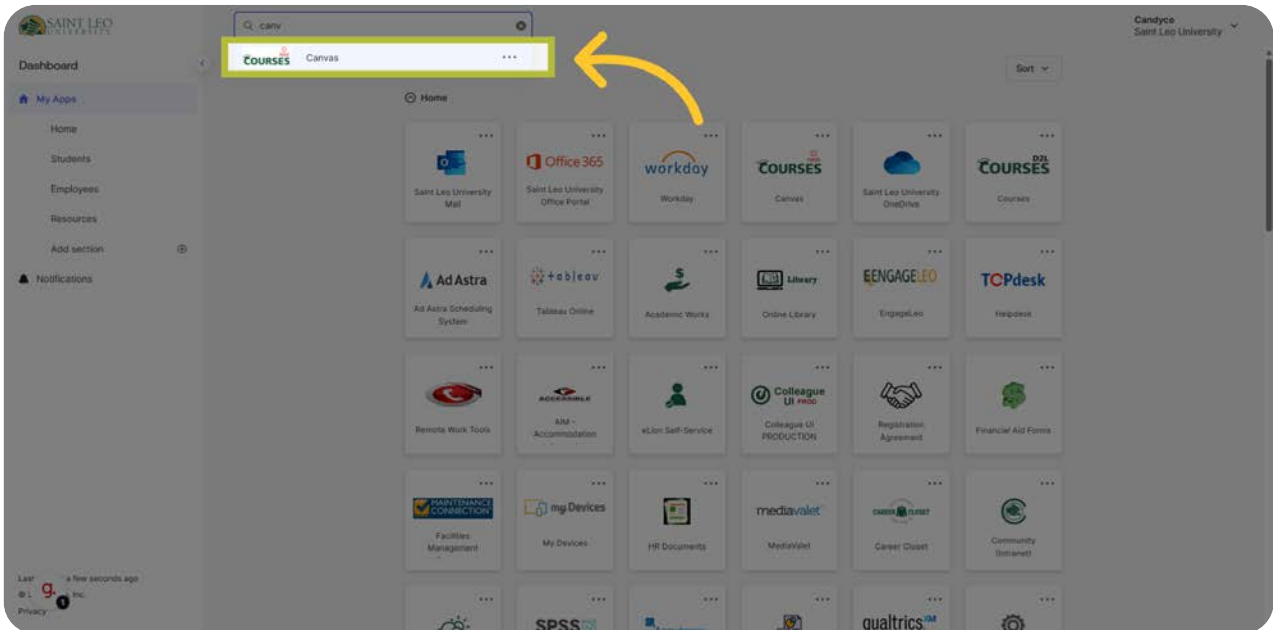
## 02 Enter Canvas Search Term

In the search bar, type in "Canvas"



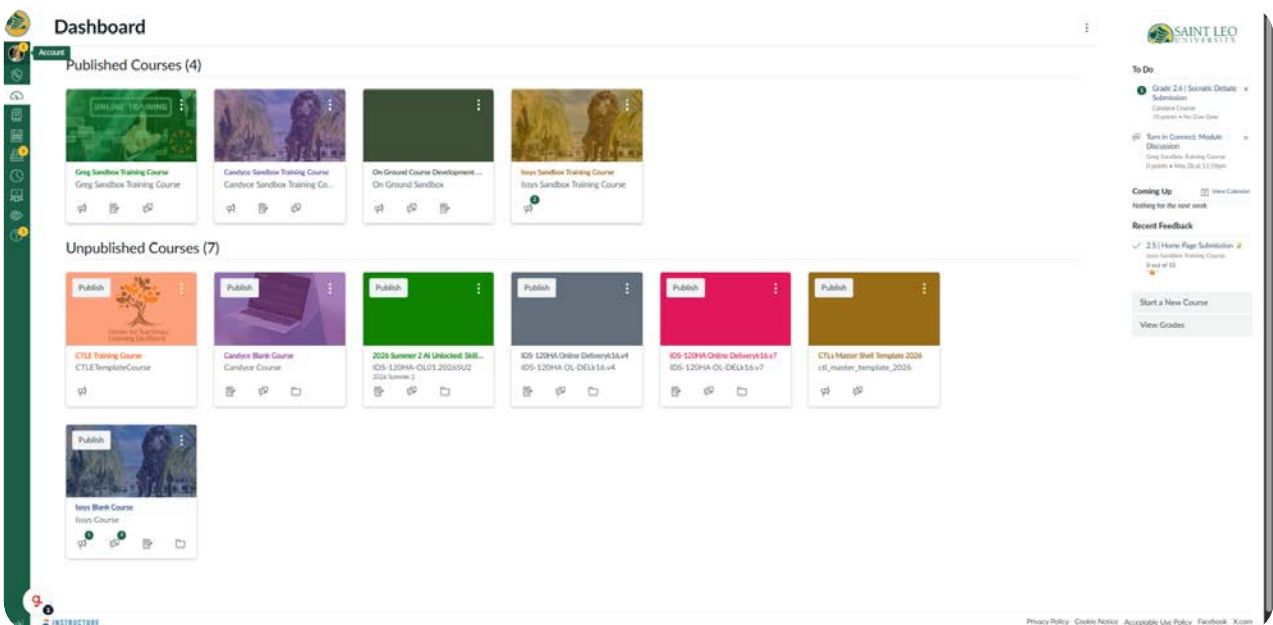
### 03 Open Canvas Application

Select "Canvas" from the drop down to open the Canvas application.



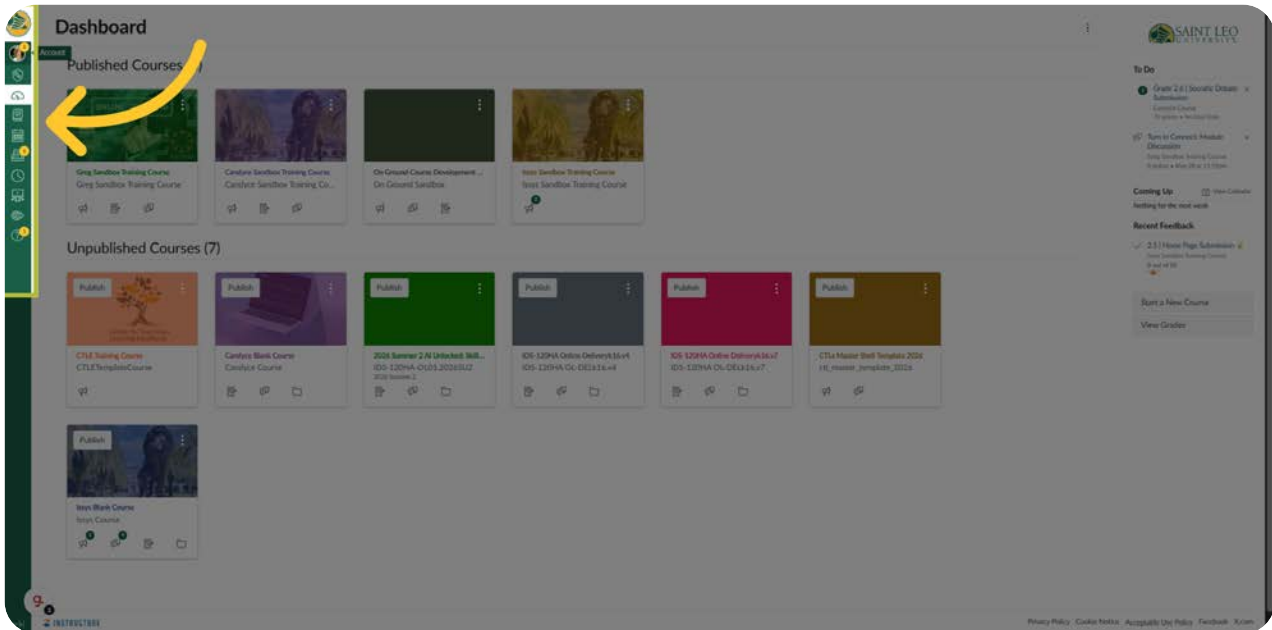
### 04 Welcome to your Dashboard

You will be taken to the Canvas Dashboard. From here we will use the global menu to customize your Canvas experience.



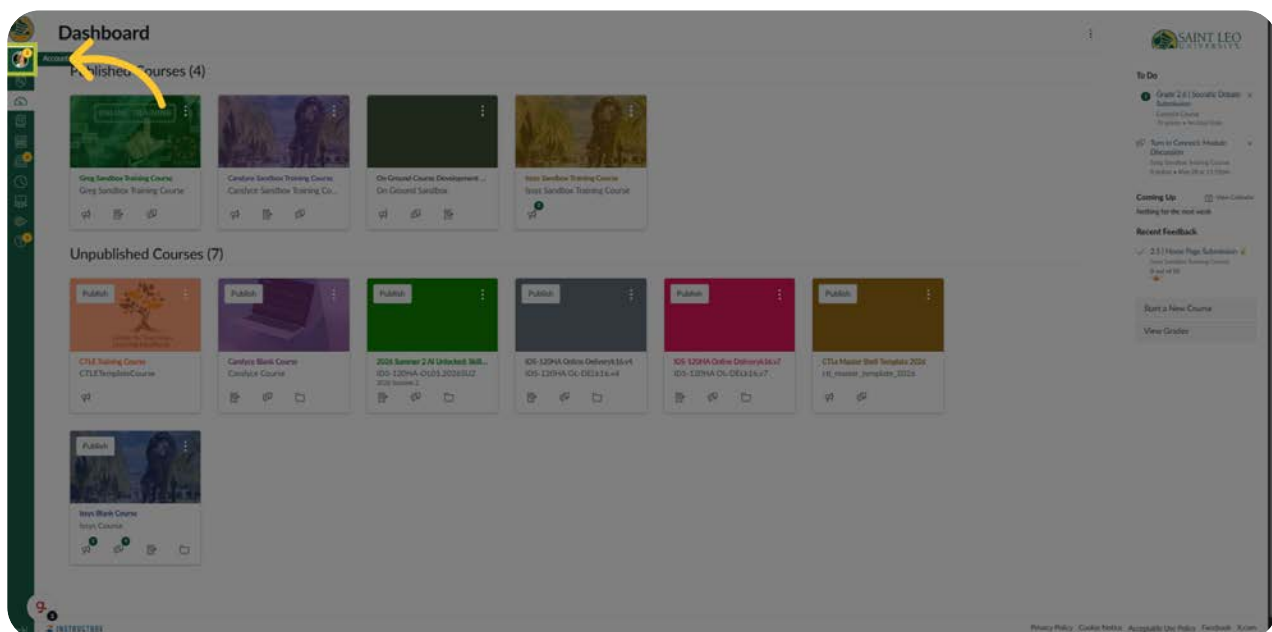
## 05 Set up your Account

Before we dive into your course lets set up your Canvas profile. To begin locate the global menu on the left side of the screen.



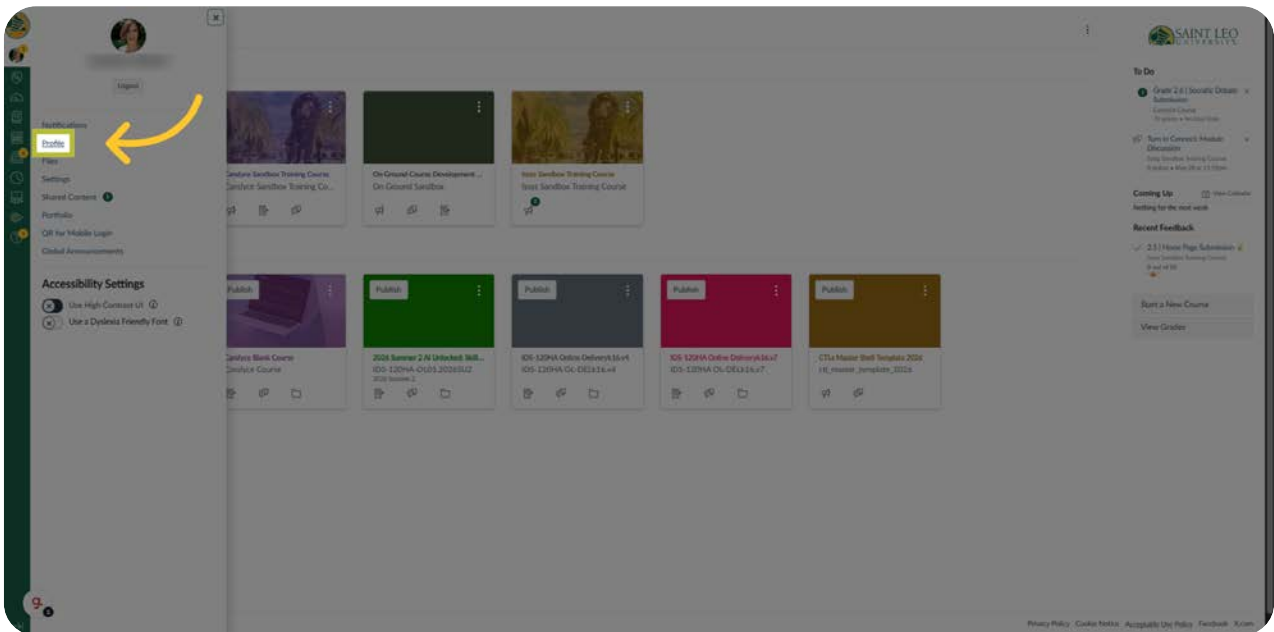
## 06 Navigate Within Dashboard

Next select the "Account" icon located at the top of the global menu.



## 07 Open Profile Section

A menu tray will expand. Select "Profile" to access your user profile settings.



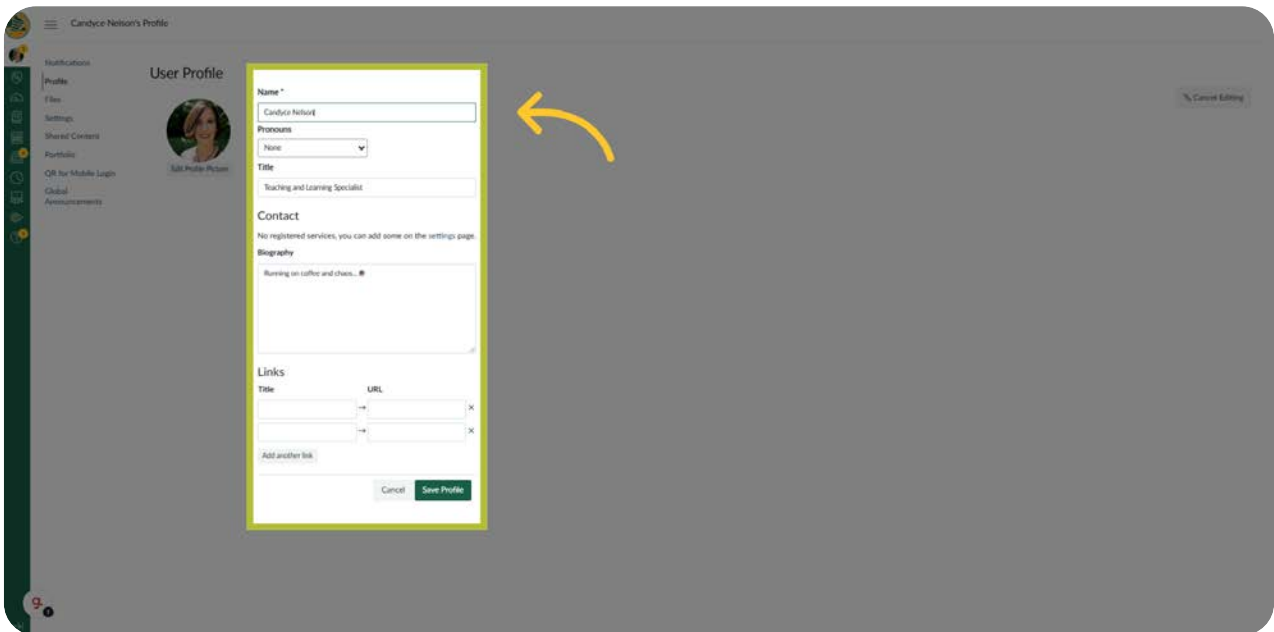
## 08 Edit User Profile

Select "Edit Profile" to modify your personal information and update your profile picture.



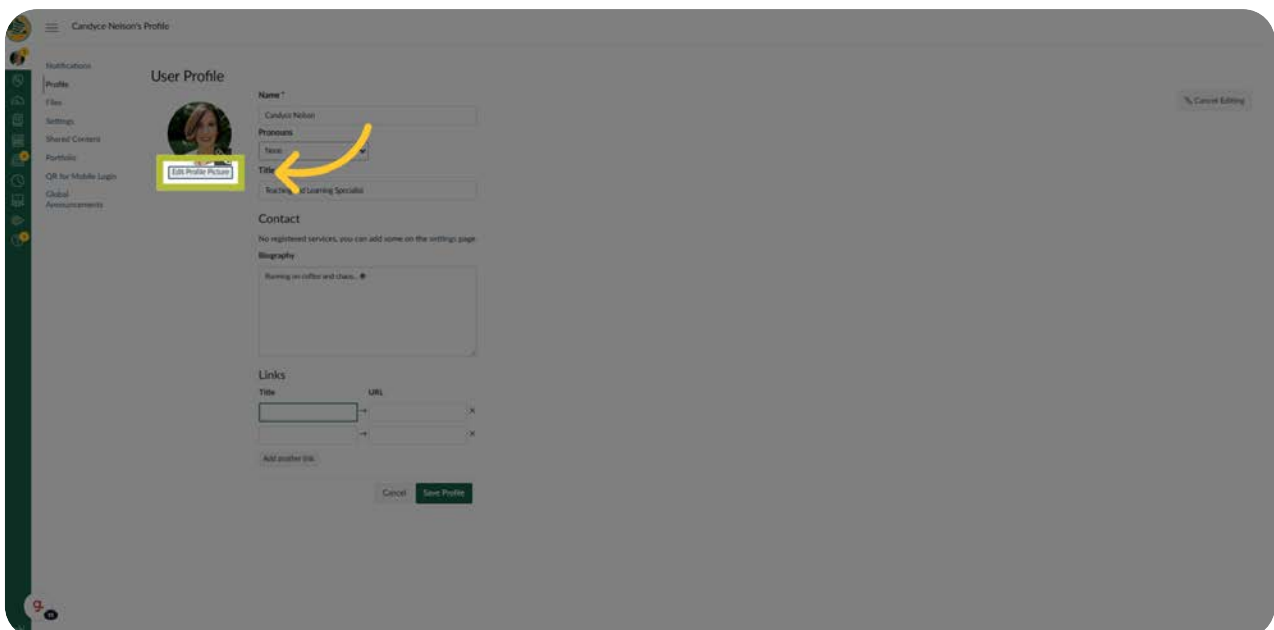
## 09 Edit your profile information.

Update your display name, add a biography or contact links.



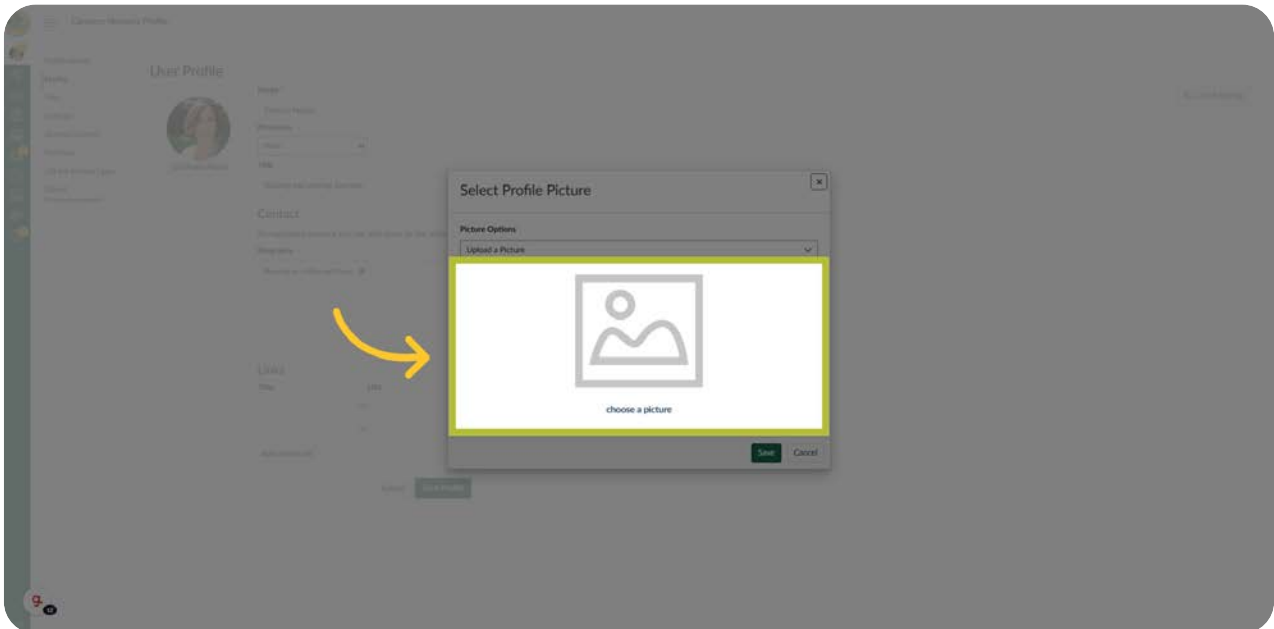
## 10 Change Profile Picture

Select "Edit Profile Picture" to update your profile image.



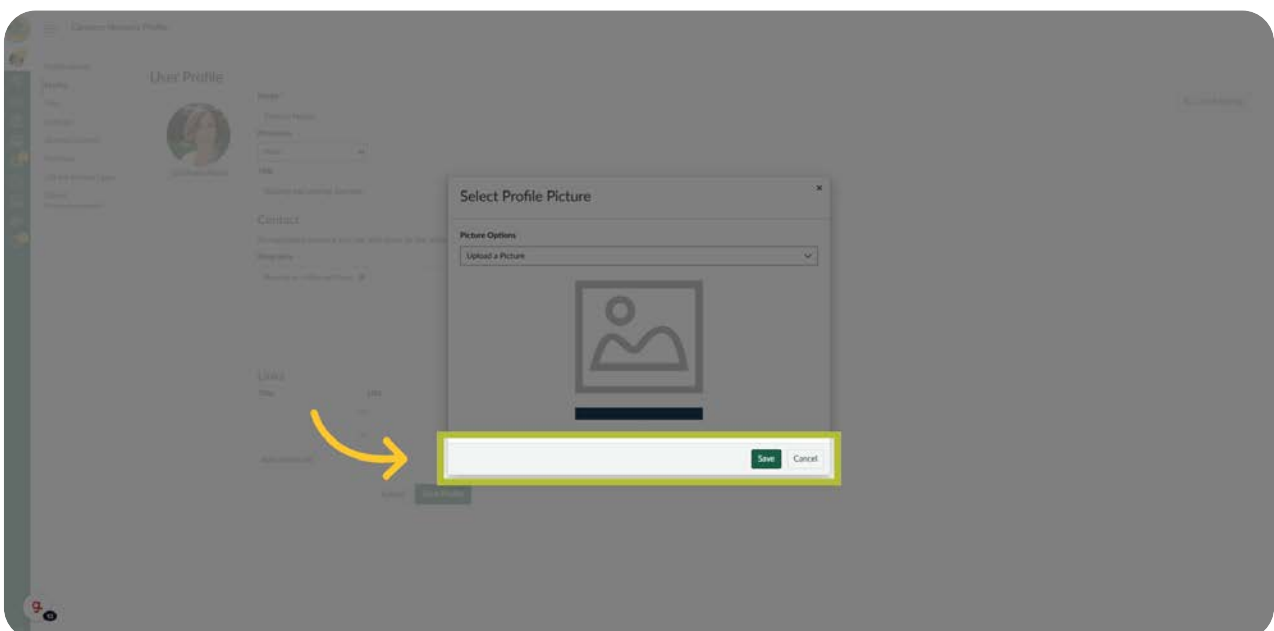
## 11 Choose New Picture

A pop-up box will appear, select "choose a picture" and locate the photo you would like to use for your profile.



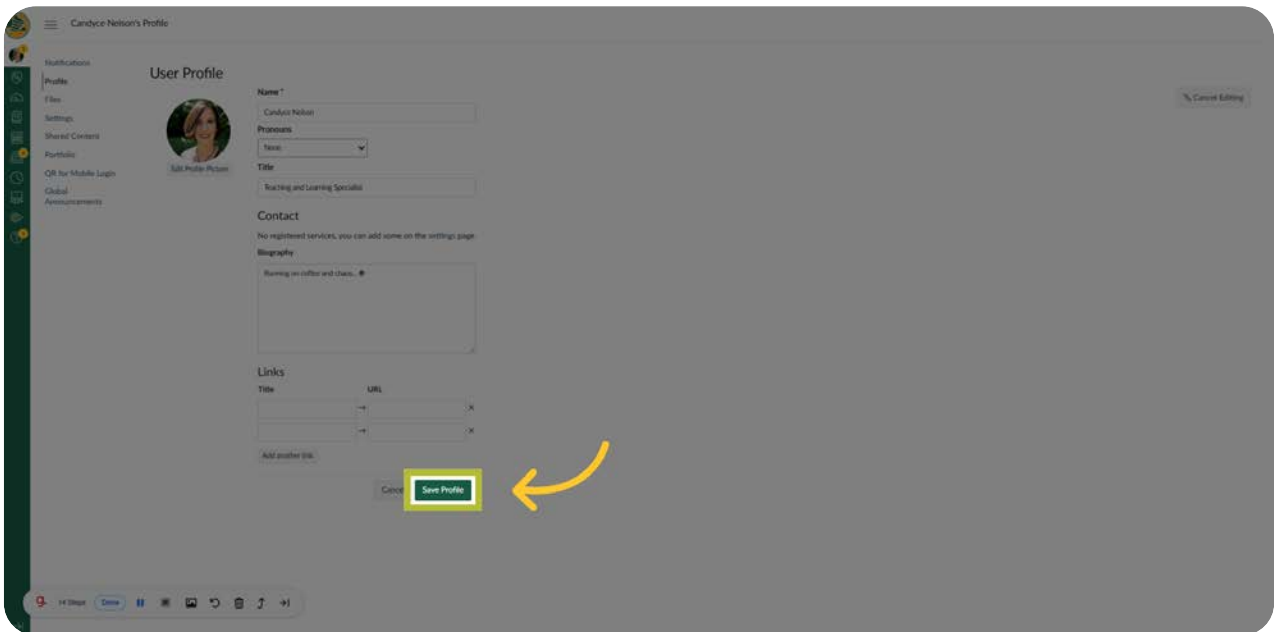
## 12 Save your profile picture.

Select Save to apply your profile picture. After saving, the image may appear blank for a moment—this is normal. Canvas will update it shortly, and you can continue navigating as usual.



## 13 Save Profile Updates

Select "Save Profile" to confirm and save all profile modifications.



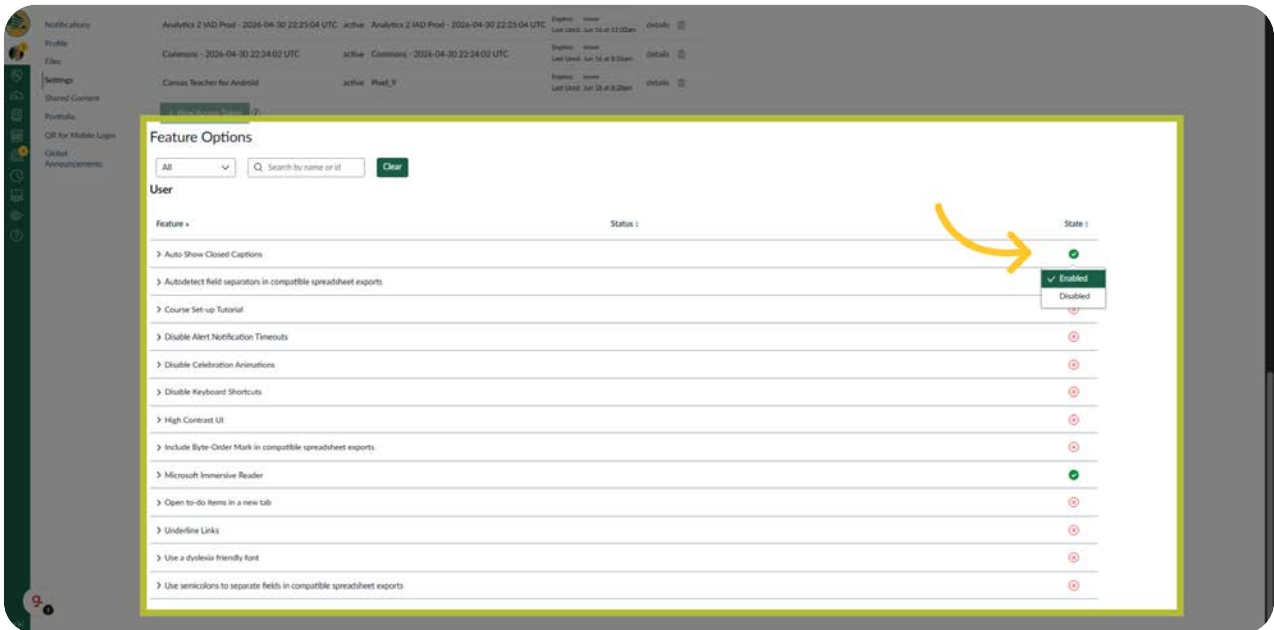
## 14 Select Settings

Next select "Settings" to open your user settings menu where you can manage your canvas preferences.



## 15 Review Settings

On the Settings page, scroll to Feature Options and enable any features you'd like. For example, to auto-show closed captions, select the icon under Status next to "Auto Show Closed Captions" and choose Enable.



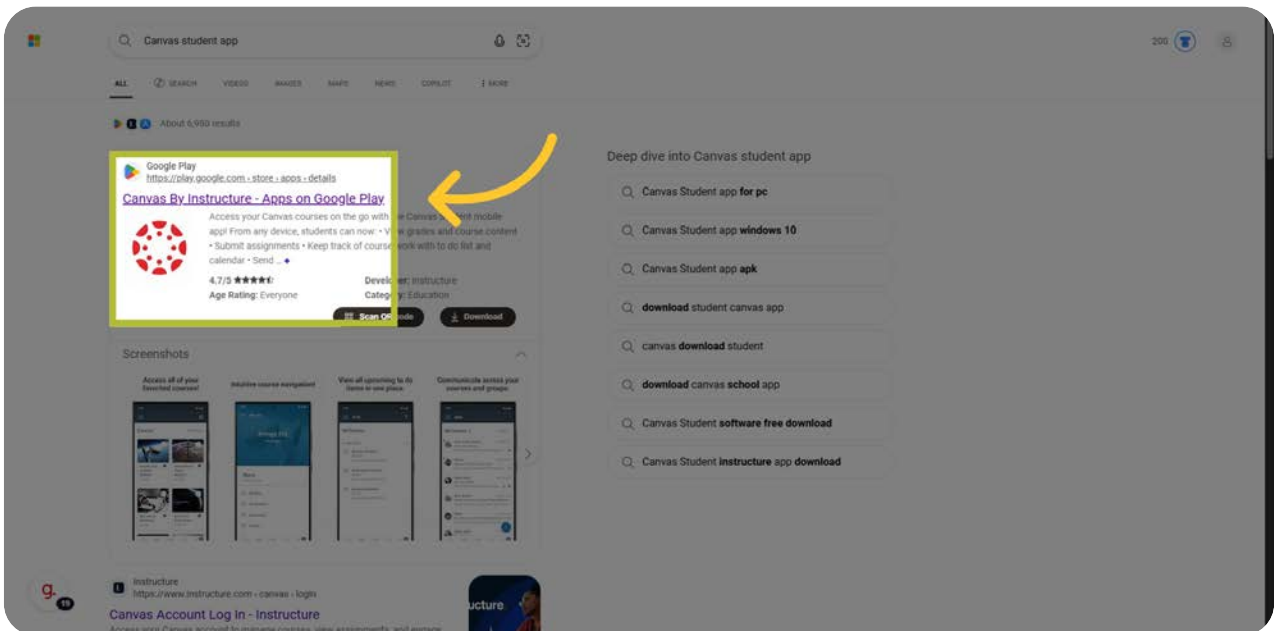
## 16 Canvas App

Stay on top of your coursework, submit assignments, and get instant grade notifications on the go. We recommend downloading the Canvas Student application to your mobile device.

**Canvas App**  
Access Canvas Anywhere

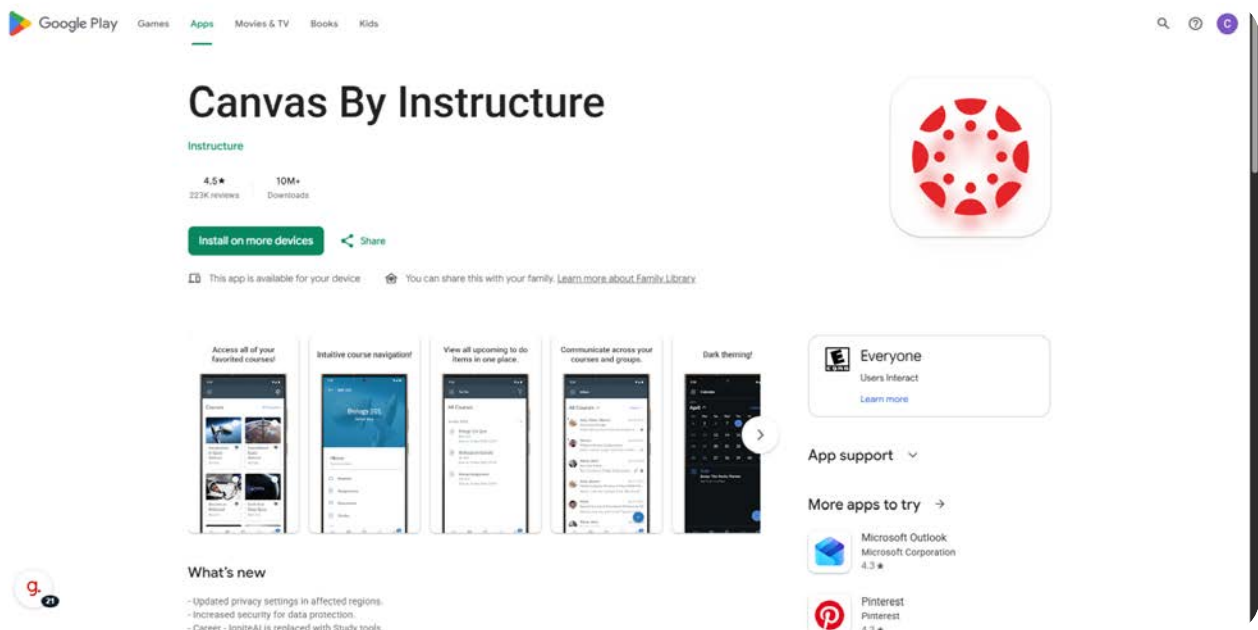
## 17 Download Canvas by Instructure

To download the app, go to the app store on your phone or mobile device and search for Canvas by Instructure.



## 18 Switch To Google Play

Download the Canvas by Instructure App. Open the app, tap "Find my school," search for Saint Leo University, and log in using your Saint Leo credentials.



## 19 Set Up Your Canvas Notifications

Canvas automatically sends notifications to your Saint Leo email, or as push notifications if you have the app installed. You can control when and how you receive notifications.

# Set Up Notifications for e-mail and push

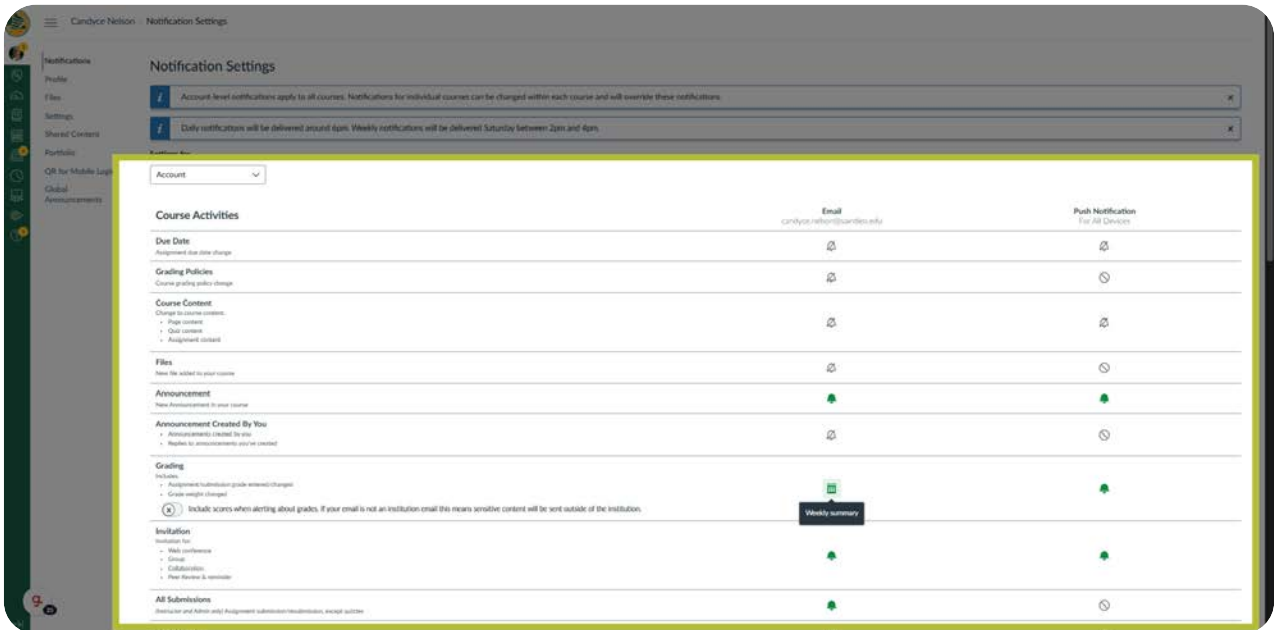
## 20 Open Notifications Tab

Return to Canvas and select the notification link from your account menu.



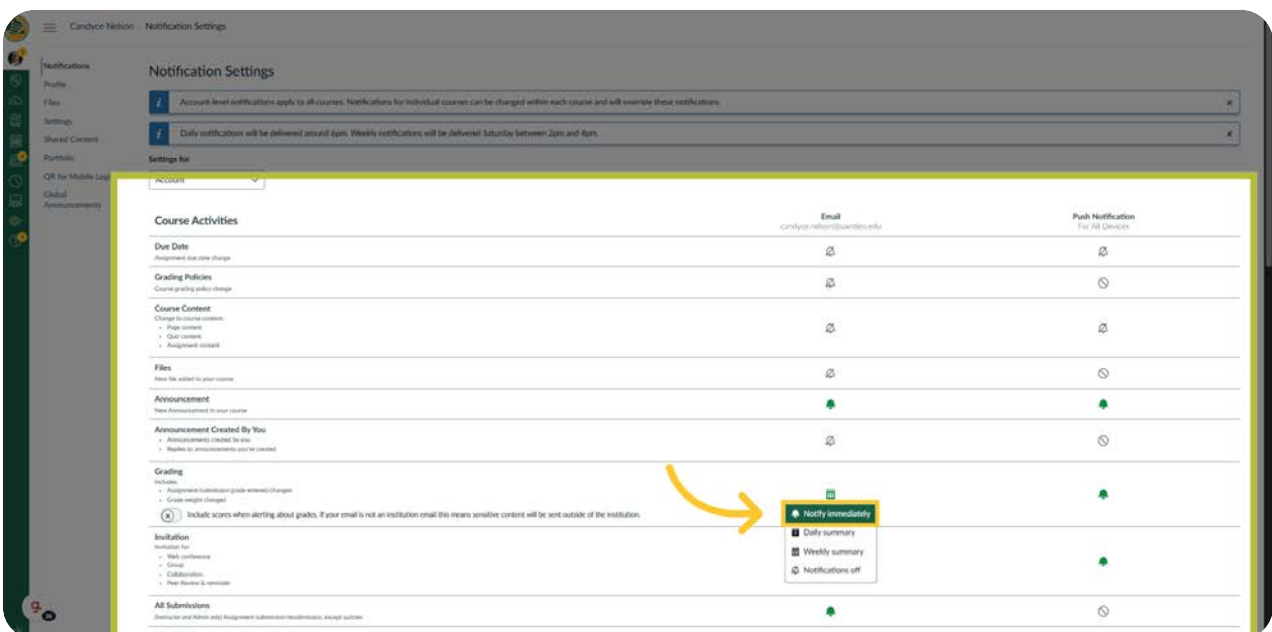
## 21 Set your Notifications

Here you'll see a list of course activities you can be notified about. Review the list and choose when and how you'd like to receive notifications. Select the icon under email or push notifications to update your preferences.



## 22 Set Immediate Notification

We highly recommend setting Announcements and Grading to "Notify immediately" (green bell icon) so you never miss deadline changes or instructor feedback.



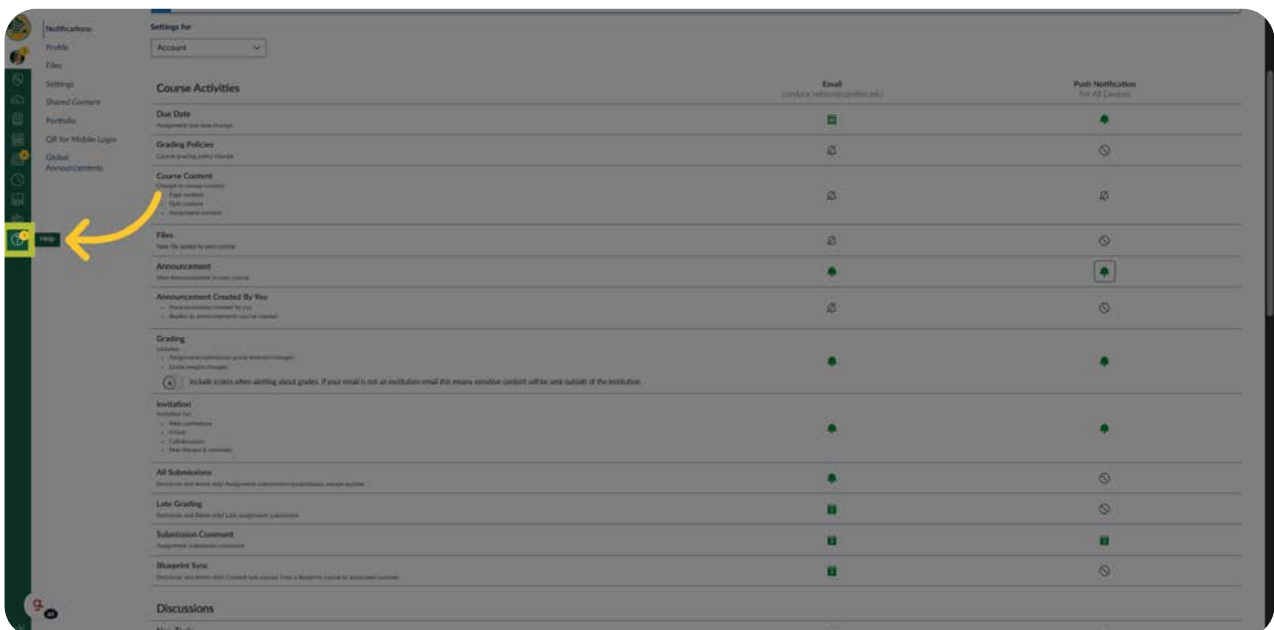
## 23 Support Resources

If you get stuck, Saint Leo University has support tools built directly into your Canvas menu!

# Support Resources for Canvas and You

## 24 Access Resources

Select the Help (?) icon at the bottom of the green navigation bar on the left.

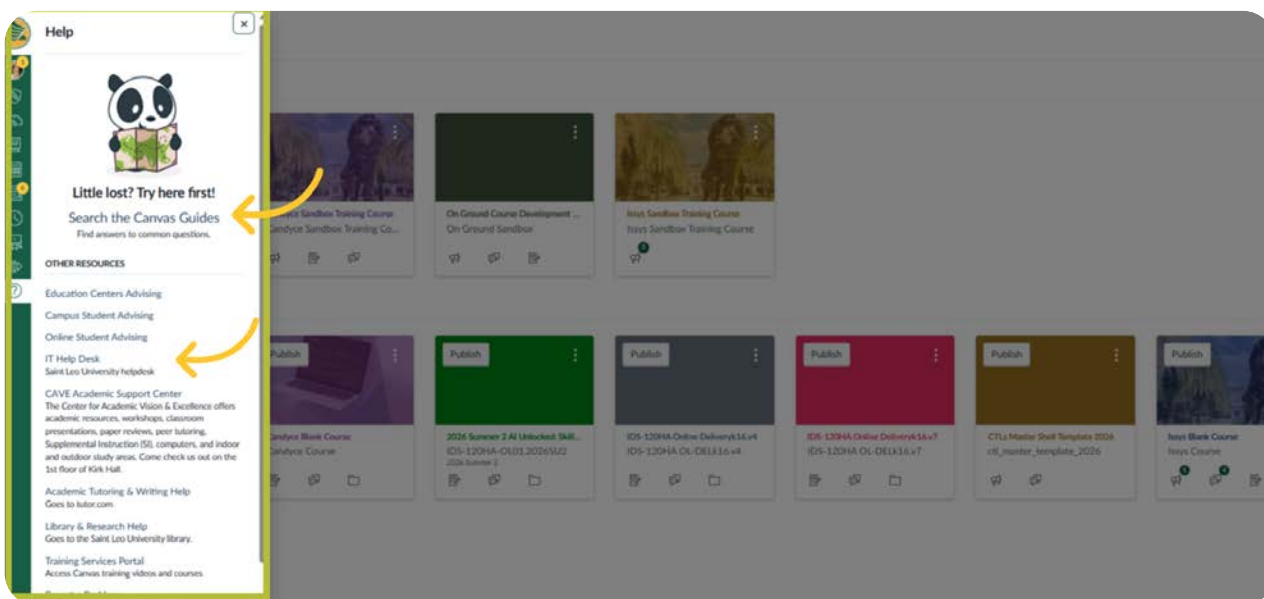


## 25 Review the help tray

A help tray will expand with support resources and links to official Instructure guides. Here are a few options:

**IT Help Desk:** Select this link to contact the Saint Leo University Help Desk for login issues or technical support.

**Search the Canvas Guides:** Use Instructure's official guide library to find help articles and troubleshooting resources.



## 26 Canvas Official Guides

Canvas offers two searchable guides to support you. Scan the QR codes and bookmark the sites so you can easily refer back to them whenever you need help.

Canvas Video Guides



Canvas Getting Started



## 27 How to Navigate Your Canvas Course

Now let's explore how to navigate your course.

# How to Navigate Your Canvas Course

## 28 View Your Dashboard and To Do List

The dashboard is your homebase. You can view your courses as "cards." Then on the right-hand side, you'll see your To-Do List, which shows upcoming assignments and quizzes across all your classes.

The screenshot displays the Canvas LMS Dashboard. At the top left, the word "Dashboard" is visible. Below it, there are two sections: "Published Courses (4)" and "Unpublished Courses (7)".

The "Published Courses (4)" section contains four course cards:

- Greg Sandbox Training Course
- Canvas Sandbox Training Course
- On Ground Course Development ...
- Isis Sandbox Training Course

The "Unpublished Courses (7)" section contains seven course cards, each with a "Publish" button:

- CTLE Template Course
- Canvas Blank Course
- 2026 Summer 2 AI Unlocked Skill...
- IDS-120HA Online Delivered 16.v4
- IDS-120HA Online Delivered 16.v7
- CTLE Master Shell Template 2026
- Isis Blank Course

On the right side of the dashboard, there is a "To Do" list. A yellow arrow points from the "Published Courses" section towards this list. The "To Do" list includes:

- Grade 2&3 | Secret's Detail ...
- Turn In Connect Module ...

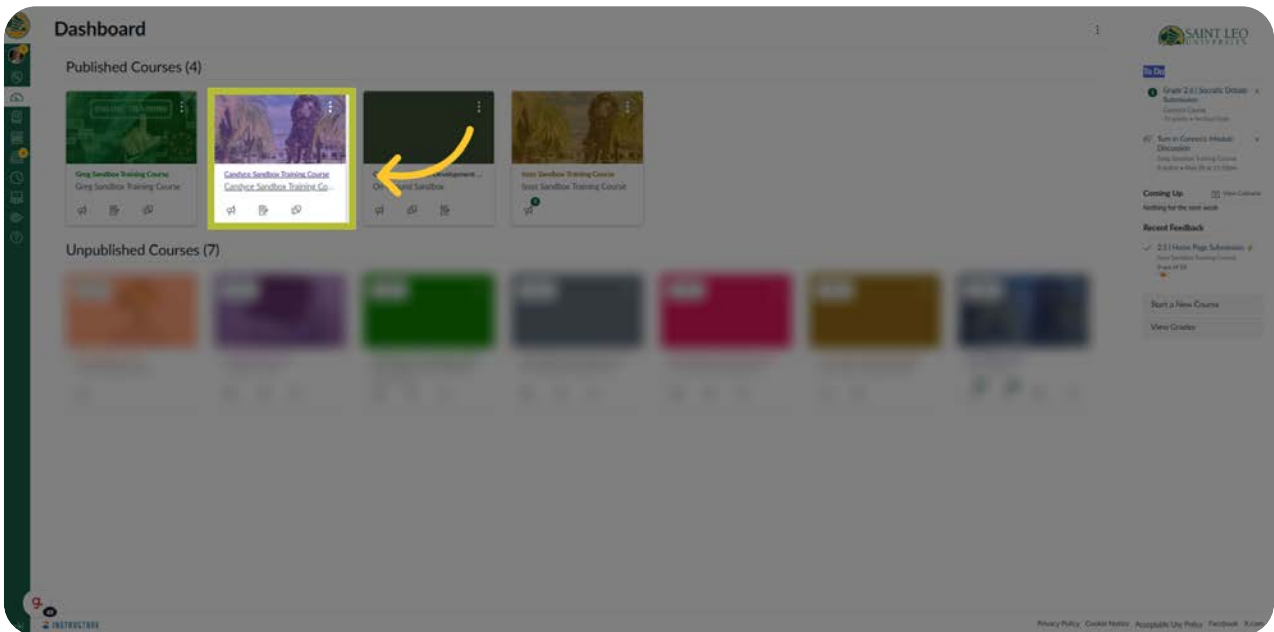
Below the "To Do" list, there are sections for "Coming Up" (Nothing for the next week) and "Recent Feedback" (23 | Home Page Submission ...).

At the bottom right of the dashboard, there are links for "Start a New Course" and "View Guides".

The bottom of the page features a footer with the text "© 2025 Canvas LMS" and "Privacy Policy | Contact Us | Accessibility | Feedback | Sign Out".

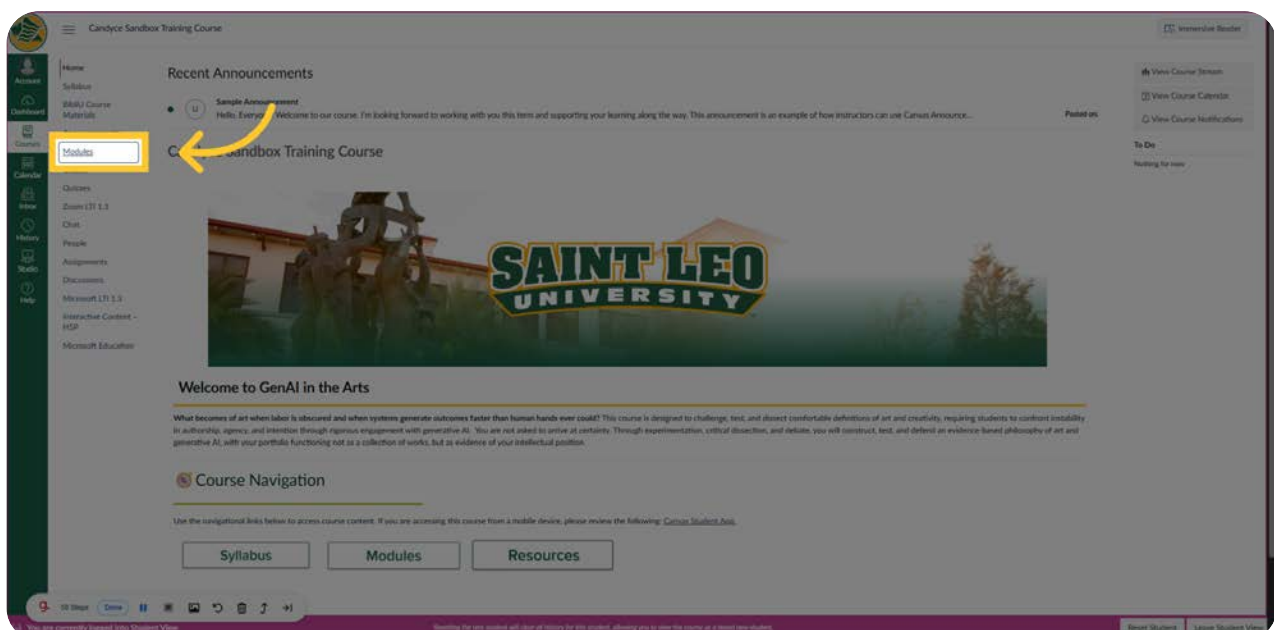
## 29 Select Your Course

Select your course's card from the dashboard.



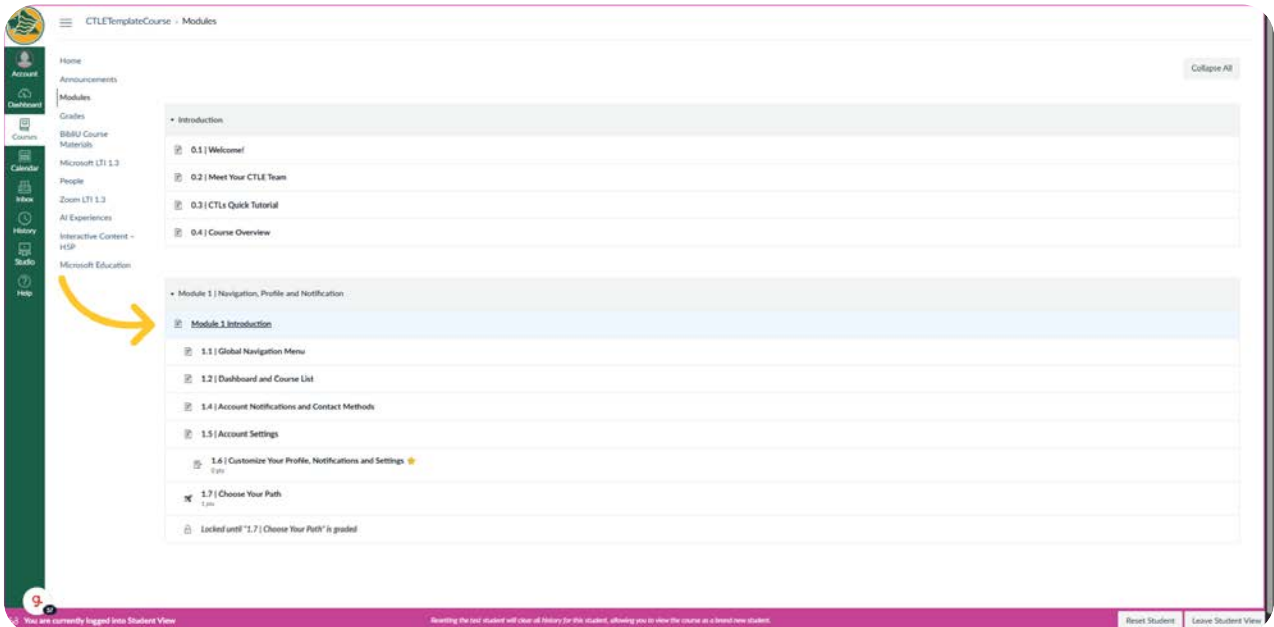
## 30 Locate Modules

You will land on your course home page. Locate Modules in the left-hand course menu. This is where instructors organize content, readings, and assignments module by module.



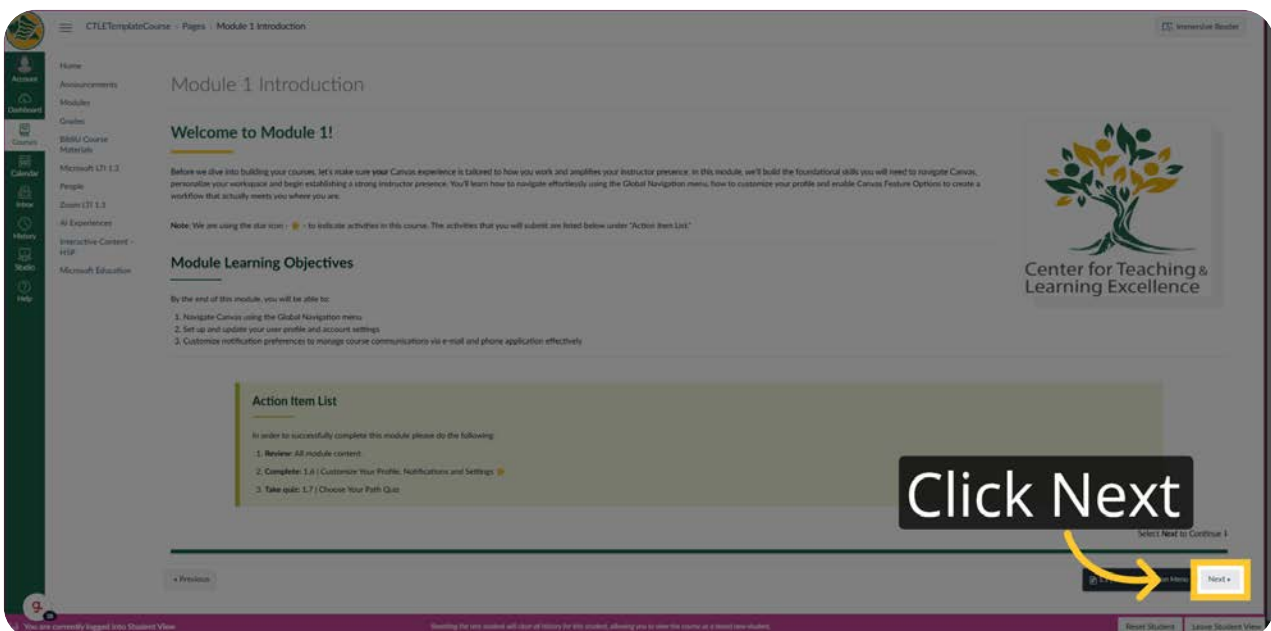
## 31 View the Course Content

Explore the module content in order. Select the links under each module header to open a page or activity, starting with the first content link.



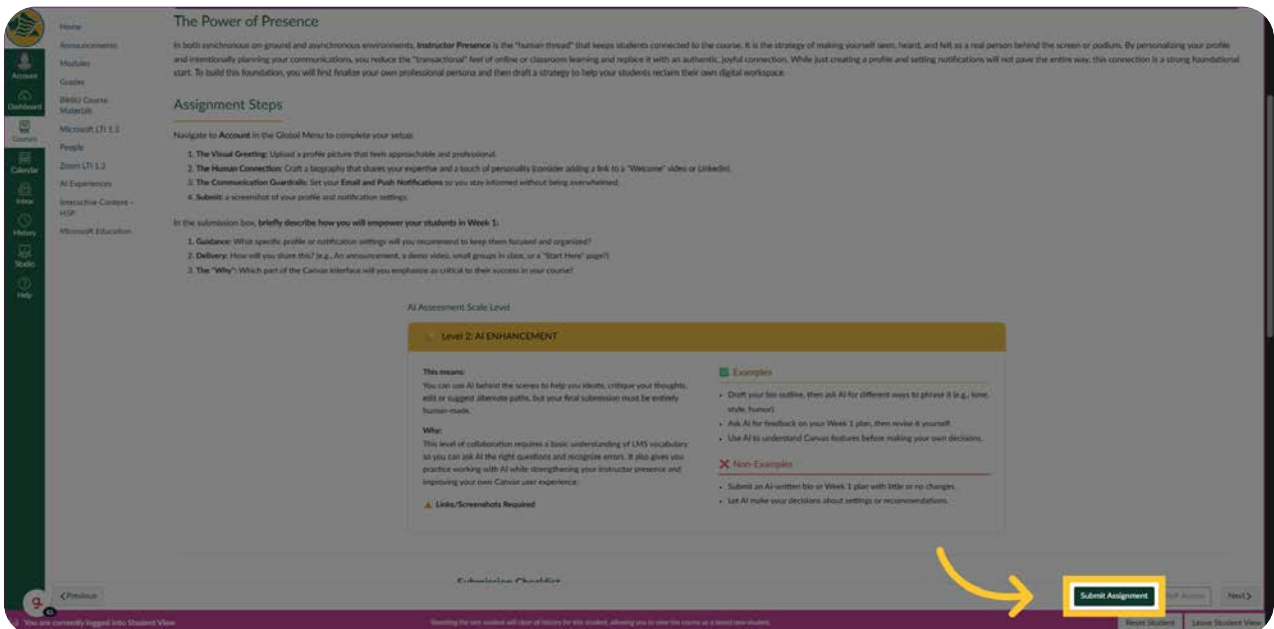
## 32 Use "Next" to Navigate

Once you've viewed the page and are ready to continue, select the Next button at the bottom of the page to move to the next item in the module.



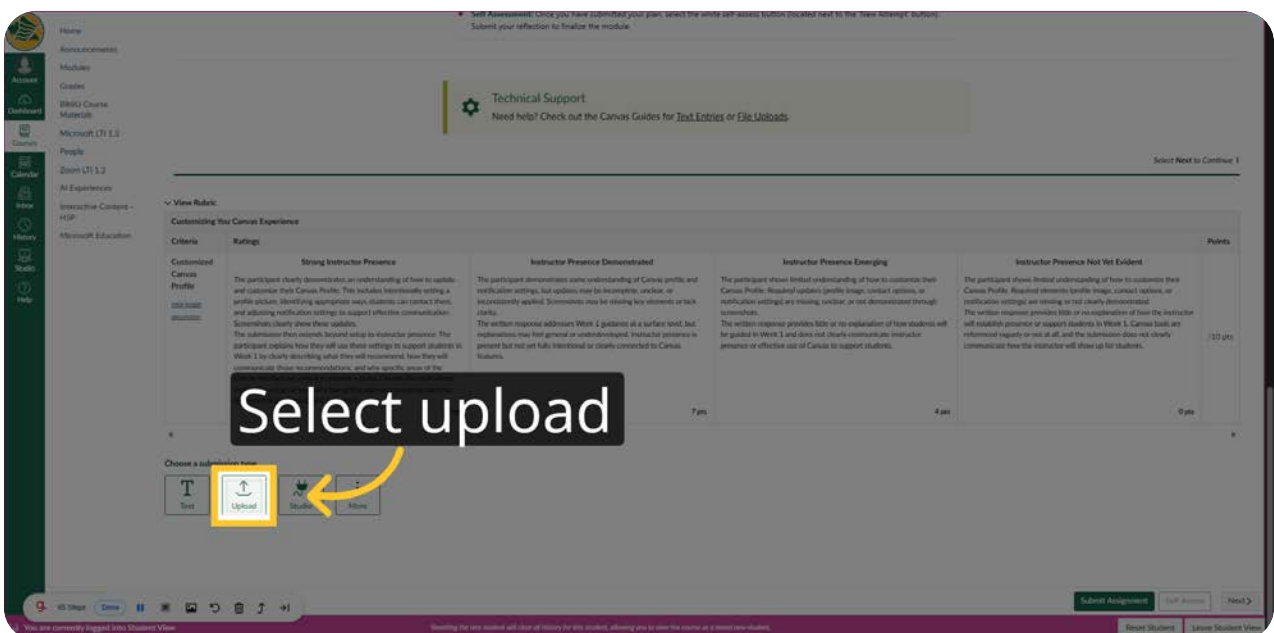
## 33 Submitting Assignments

When you go to an assignment, look for the green Submit Assignment or Start Attempt button at the top right or bottom right of the screen.



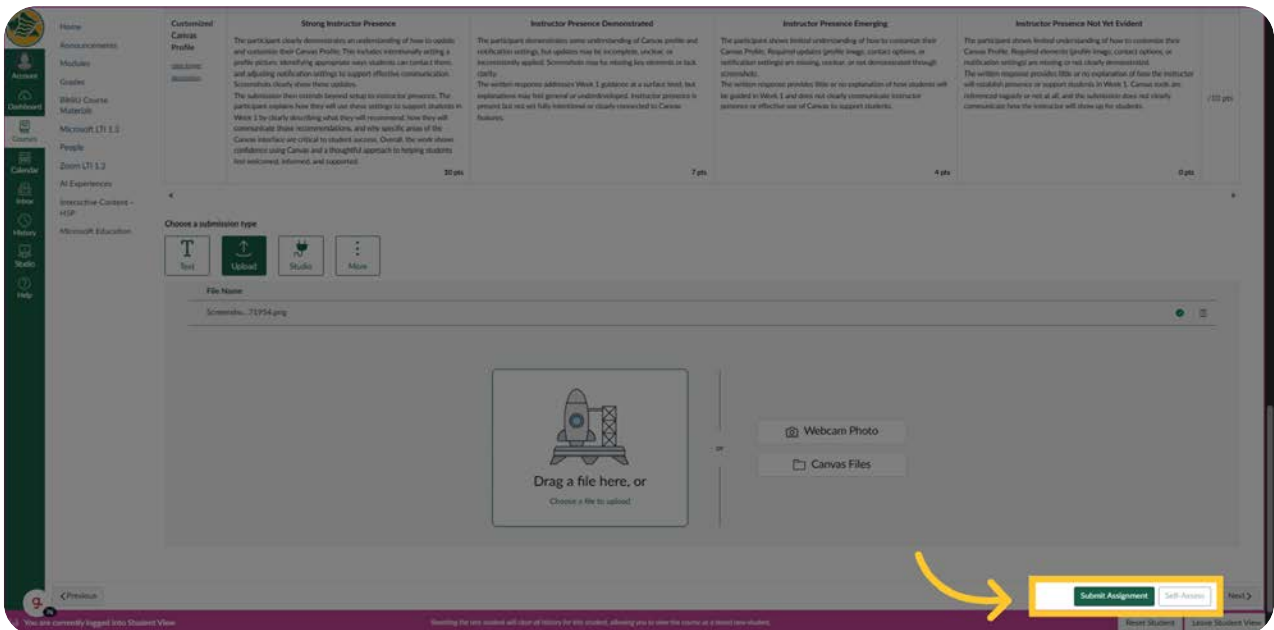
## 34 Select Upload Submission

Scroll down to view the rubric and submission type options. You can upload files (PDFs/Word docs), submit text, record a video in studio or link Google Drive/OneDrive files.



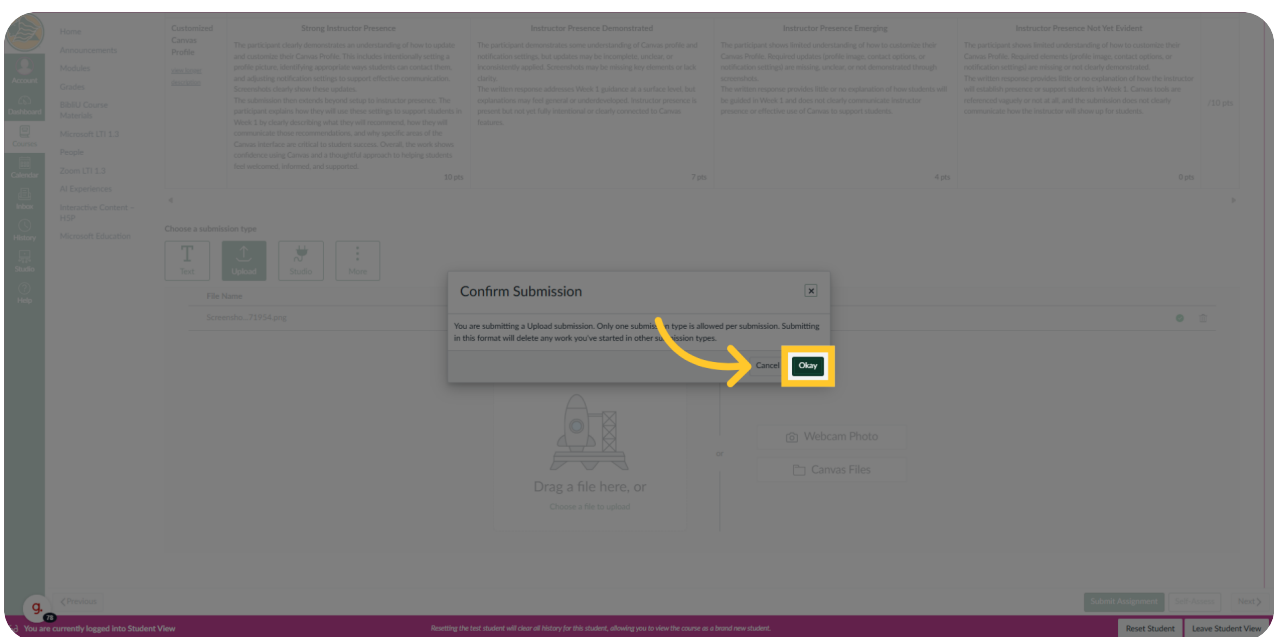
## 35 Submit Assignment

Once you have attached your file, text or recording select the Submit assignment button.



## 36 Acknowledge Confirmation

Confirm your submission by selecting "okay"



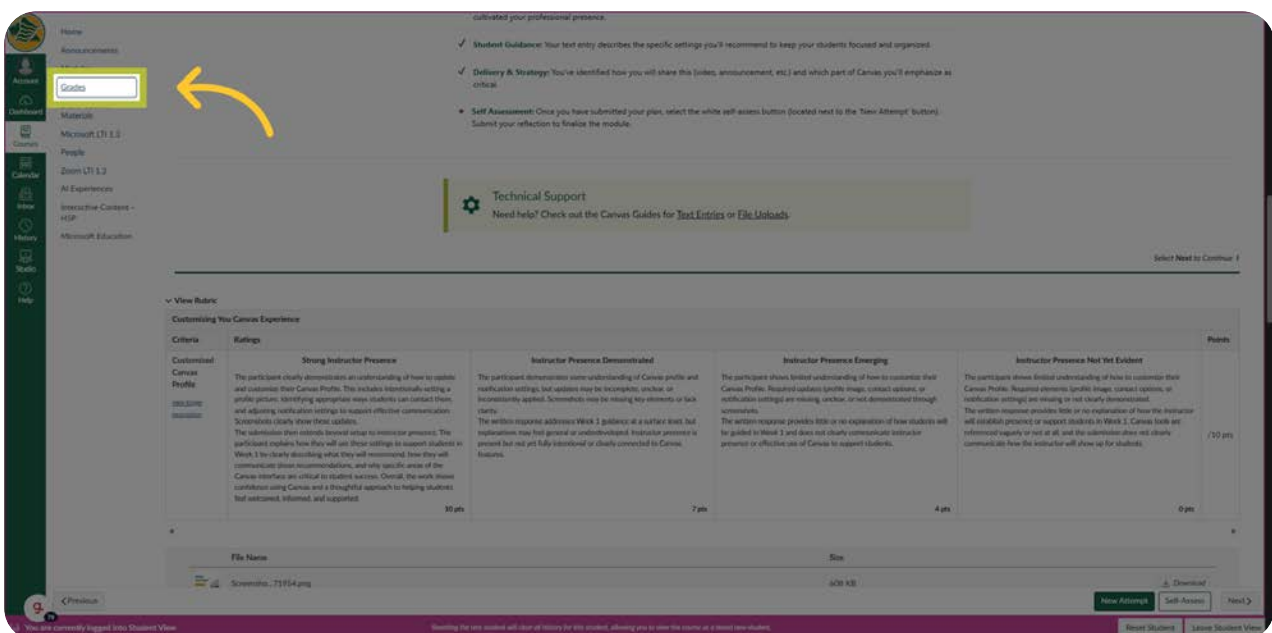
## 37 How to View Grades and Feedback

Next, we will explore how to locate your grades and read assignment feedback.

# Finding Grades and Viewing Feedback

## 38 Navigate to Grades

Grades in your course menu

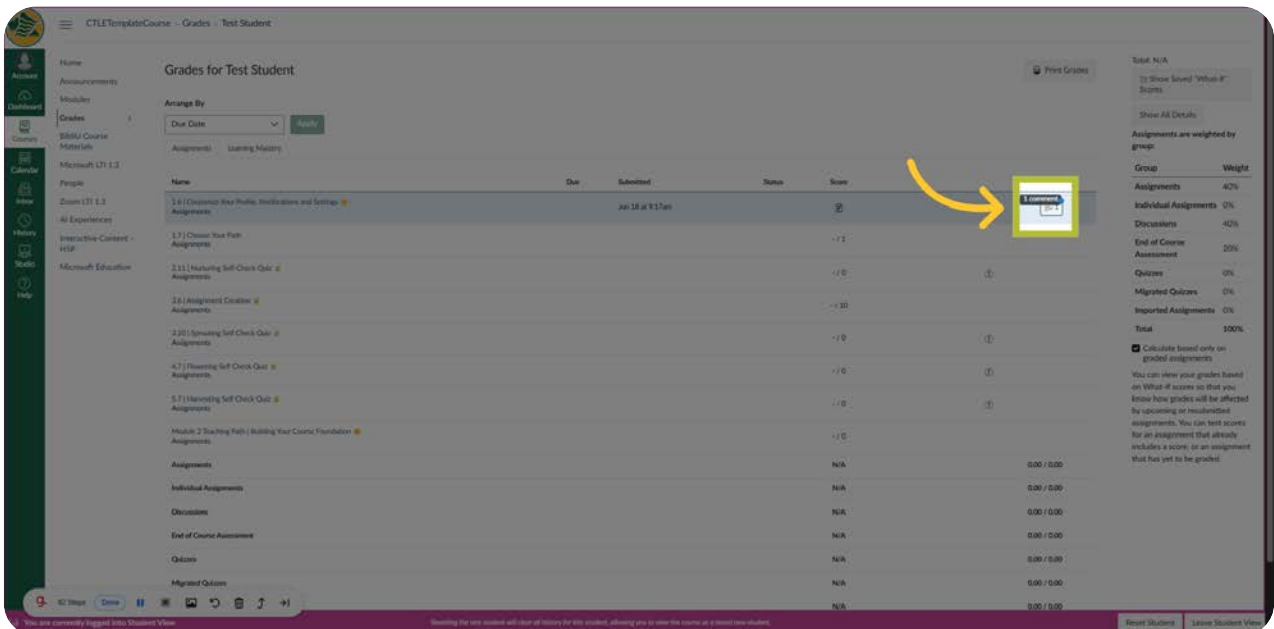


The screenshot shows the Canvas LMS interface. On the left, the course menu is visible with the 'Grades' link highlighted in a yellow box and pointed to by a yellow arrow. The main content area displays a 'View Rubric' for 'Customizing Your Canvas Experience'. The rubric table is as follows:

Criteria	Strong Instructor Presence	Instructor Presence Demonstrated	Instructor Presence Emerging	Instructor Presence Not Yet Evident	Points
Customized Canvas Profile	The participant clearly demonstrates an understanding of how to create and customize their Canvas Profile. This includes intentionally setting a profile picture, identifying appropriate ways students can contact them, and adjusting notification settings to support effective communication. Participants clearly show their address.	The participant demonstrates some understanding of Canvas profile and notification settings, but options may be incomplete, unclear, or inconsistently applied. Screenshots may be missing key elements or lack clarity.	The participant shows limited understanding of how to customize their Canvas Profile. Required elements (profile image, contact options, or notification settings) are missing, unclear, or not demonstrated through screenshots.	The participant shows limited understanding of how to customize their Canvas Profile. Required elements (profile image, contact options, or notification settings) are missing or not clearly demonstrated.	10 pts
Submission Item	The submission item extends beyond setup to include or address the participant makes how they will use their settings to support students in Week 1 (i.e. clearly identifying what they will recommend from their will communicate those recommendations, and why specific areas of the Canvas interface are critical to student success. Overall, the work shows consistent using Canvas and a thoughtful approach to helping student feel welcomed, informed, and supported.	The written response addresses Week 1 guidance at a surface level, but explanations may feel general or underdeveloped. Instructor presence is present but not yet fully intentional or clearly connected to Canvas features.	The written response provides little or no explanation of how the instructor will establish presence or support students in Week 2. Canvas tools are referenced vaguely or not at all, and the submission does not clearly communicate how the instructor will show up for students.		0 pts

## 39 Access Your Feedback

When feedback is available, a message icon will appear to the right of the grade item. Select the icon to view the feedback.

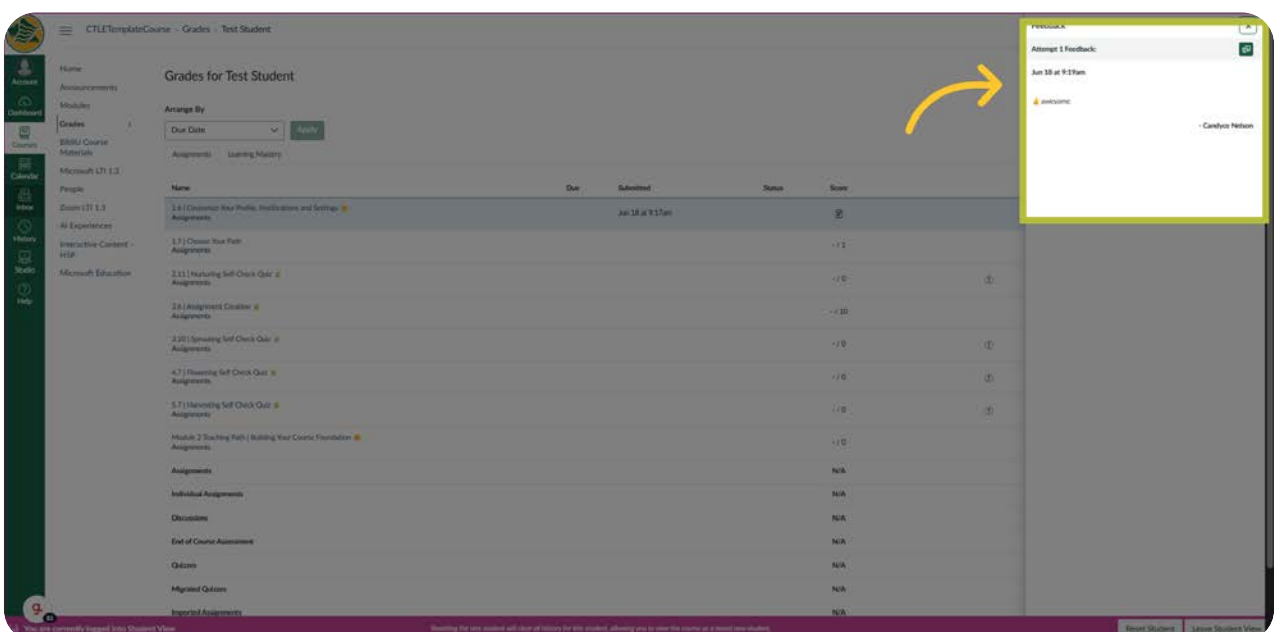


The screenshot shows the 'Grades for Test Student' interface. A table lists various assignments with columns for Name, Due, Submitted, Status, and Score. A yellow arrow points to a message icon (an envelope) located to the right of the 'Submitted' column for the first assignment, '1.6 (Discussion Your Profile, Institutions and Settings) Assignments'. The icon is highlighted with a yellow box.

Name	Due	Submitted	Status	Score
1.6 (Discussion Your Profile, Institutions and Settings) Assignments		Jan 16 at 9:17am		
1.7 (Classroom Your Path) Assignments				-11
2.11 (Nurturing Self-Check Quiz) Assignments				-10
2.20 (Assignment Overview) Assignments				-10
2.20 (Spinning Self-Check Quiz) Assignments				-10
4.7 (Flourishing Self-Check Quiz) Assignments				-10
5.7 (Harmonizing Self-Check Quiz) Assignments				-10
Module 2 Teaching Path (Building Your Course Foundation) Assignments				-10
Assignments				N/A
Individual Assignments				N/A
Discussions				N/A
End of Course Assessment				N/A
Quizzes				N/A
Migrated Quizzes				N/A
Imported Assignments				N/A

## 40 View Feedback

A tray will expand on the right side. In this space you can view instructor feedback



The screenshot shows the same 'Grades for Test Student' interface as in the previous image. A feedback tray is now expanded on the right side of the screen, highlighted with a yellow box. The tray contains the following information:

- Attempt 1 Feedback:**
- Jan 16 at 9:17am**
- anonymous**
- Carlynn Nelson**