



TA Guide to Canvas

Canvas is the learning management system that houses all the online courses at the University of Colorado Denver. Teaching Assistant roles in Canvas have special permissions.

Teacher Assistants can:

- Add and delete external applications (LTIs or Apps) for a course
- Create conferences and student collaborations
- Create and edit rubrics
- Customize Course Navigation links
- Delete and lock discussions and edit others' discussion posts
- Manage assignments, quizzes, course files and pages, and all other course content
- Manage items in a course calendar
- Send messages to other course users and to all members of a course
- View a list of users in a course
- View all student group pages for a course
- View and comment on student submissions
- View and edit grades
- View and link to question banks
- View course analytics
- View course announcements and discussions
- View usage reports for a course

You can learn more about the Teaching Assistant role in Canvas by reviewing this [guide](#).

To get started in Canvas, follow the steps below:

1. **Log in.** You can sign into Canvas at <https://ucdenver.instructure.com/> using your UCD Access credentials. If you forget, you can reset those at <http://myaccount.ucdenver.edu>.
2. **Find your courses.** Courses you are enrolled in show up as tiles on your dashboard. You can view past, present, and future courses by clicking "courses" and then "all courses" in the left-hand navigation.
3. **Update your profile.** Your profile is visible to other users and includes a photo, pronoun option, a biography, and links. To update your profile, click "account" in the left-hand navigation and then "profile." To edit your profile, click "edit" in the upper right-hand corner of your profile. Updating your profile will help your students learn more about you as a TA.
4. **Set your notifications.** Canvas can notify your email address, phone, or even your Twitter or Facebook account of happenings in your course! Customize the settings so that you know when a new discussion is posted, grades are available, or when countless

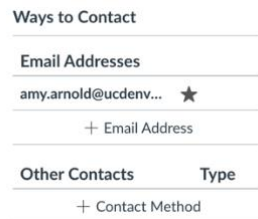


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other course events occur.

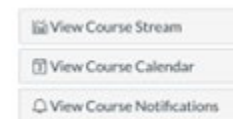
- **Add other accounts.** To add other accounts to Canvas, click “account” in the left-hand navigation and then “settings.” In the right-hand column of your settings, you can optionally link other email addresses or social media accounts.



- **Customize global notifications.** To customize your global notifications, click “account” in the left-hand navigation and then “notifications.” From this page, you can enable notifications for all kinds of different course events and their frequency - Right Away / Daily /Weekly / None.



- **Customize notifications by course.** If you want more control over your notifications, you can enable or disable notifications by course, or modify the frequency of notifications per course. To change your course level notifications, go to the course homepage and click “view course notifications.” If you do not change these notifications, your courses will automatically inherit your global notification settings.



5. **Download the mobile app.** Canvas has created mobile apps for iOS and Android that allow you to access your schedule, discussions, announcements and more. To download, search the Google Play Store or the Apple Store for the “Canvas Student” app.



6. **Learn about frequently used functionality.** Every course may use different tools within the Canvas platform. However, there are a few common things that you may be asked to do. Review these guides to make sure you are ready!

- [Multimedia Comments](#): Embed a video or audio response to a discussion.
- [Embed Images in Discussions](#): Embed an image in a discussion reply.
- [Download Assignment Submissions](#): Save your assignments for your records.
- [Gradebook](#): Input/edit grades in the gradebook.
- [Speedgrader](#): Provide detailed feedback on assignment submissions.
- [Using Zoom](#): Host or attend a live meeting with Zoom web conferencing.



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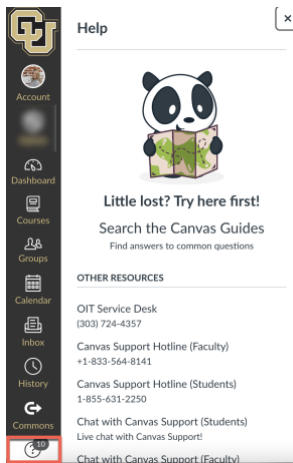
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- 7. Make sure your browser is up to date.** To have the best Canvas experience, you need the latest and greatest browser. We highly recommend updating to the newest version of whatever browser you are using as well as the most up-to-date Flash plug-in.

You can view current browser compatibility here:

<https://guides.instructure.com/m/67952/l/720329-what-are-the-browser-and-computer-requirements-for-instructure-products>

- 8. Need assistance? Have a question? Get help from support.** The best way to get help is to click the “help” button from within Canvas. From there, you can contact your instructor, search the Canvas guides, report a problem directly to Canvas, speak with a Canvas support team member or live chat with Canvas support. Canvas support can be accessed 24/7 including weekends and holidays.



For issues regarding enrollments or password resets, you can contact the OIT Service Desk at 303-724-4357.

The OIT Service Desk is available Monday - Friday, 7:30am - 5pm.