

# ROTTERDAM SCHOOL OF MANAGEMENT ERASMUS UNIVERSITY

## CANVAS STUDENT MANUAL

### Introduction

Canvas is the new learning management system of the EUR which provides you with access to the course related information and sources that you need. We are providing you with this Canvas Student Manual to help you use this new system for your learning experience.

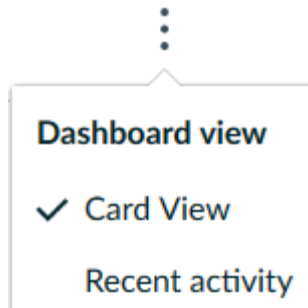
### How to access Canvas?

Go to <https://my.eur.nl> and find the Canvas link under “Favourites”. Alternatively, go to <https://canvas.eur.nl> via your web browser. When you enter Canvas, please select Erasmus University Rotterdam.

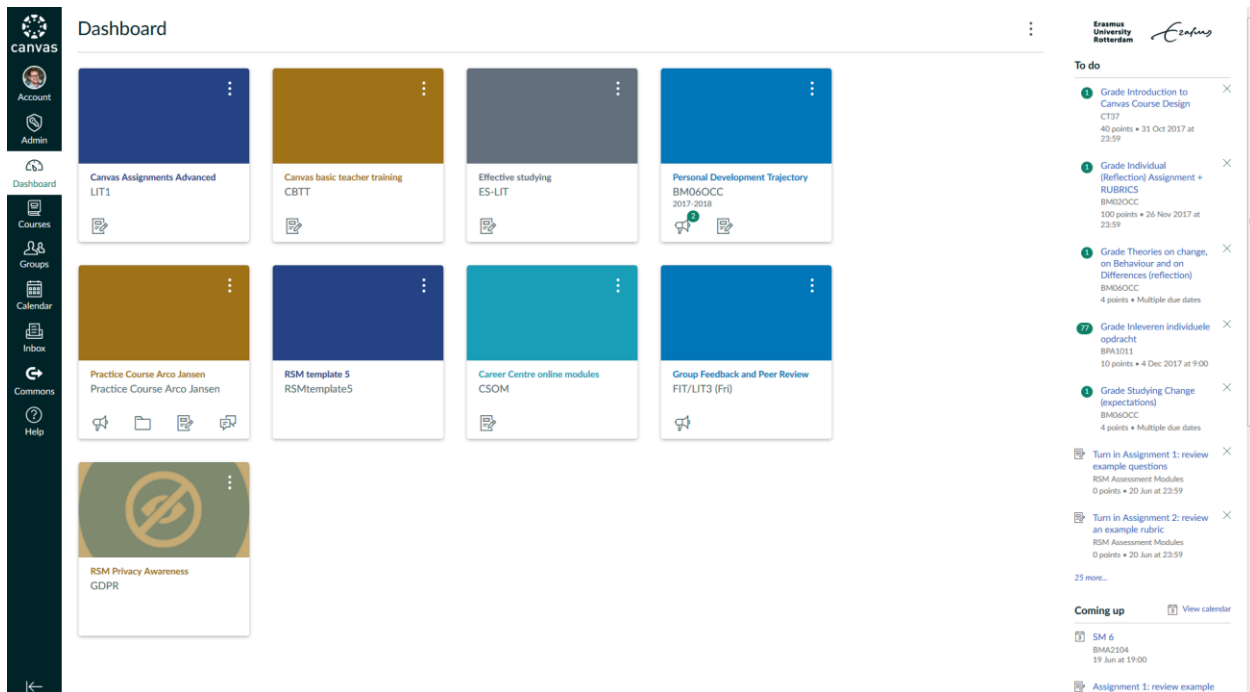
For both ways of accessing Canvas you will have to log in via a consent-screen from SURF context. SURF context takes care of IT logistics for Dutch higher education and is a trusted organization. Please agree to proceed.

### The Dashboard

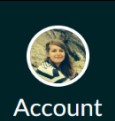
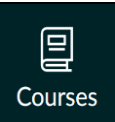
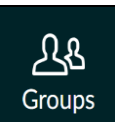
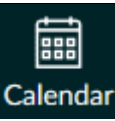
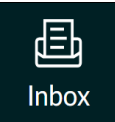
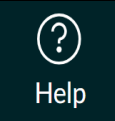
When you log in to Canvas you will first arrive on the “**Dashboard**”. The dashboard has two views: 1) a ‘Card view’ (showing your courses), or 2) a ‘Recent activity’ view. You can change the view via the three dots on the top right.



On the Dashboard, you can find a selection of courses for quick access, when the Card view is selected. The full course list (including your past enrolments) can be found via 'Courses'. Here you can also choose which course you want to put on the Dashboard for quick access. Next to that, the Dashboard shows you a general To-Do-List with submission deadlines and upcoming events. This To-Do-List is not course-specific but indicates deadlines and events for all courses you are enrolled in. However, students should always refer to the course manual for the overall course requirements. By clicking on a course, you will go to the course-specific page.



## The Canvas Menu

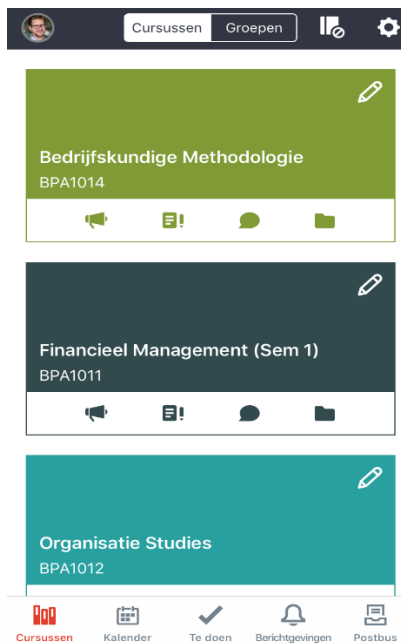
 <p>Account</p>	<p>Via <b>“Account”</b> you can change your profile picture if you would like to. Other personal information is transferred to Canvas from the Student Information System and cannot be changed within Canvas. Furthermore, when clicking on <b>“Notifications”</b>, you have the possibility to decide how often you receive notifications for events within Canvas such as announcements, a new discussion post, and a new grade. These are your personal preferences, and they apply to all of your courses. Make sure that you have the correct notification settings, so you do not miss out on any important messages from the courses you are enrolled in.</p>
 <p>Courses</p>	<p>Next to the Dashboard, you can find your courses also by clicking on <b>“Courses”</b> in the left side menu. When clicking on <b>“All Courses”</b> you will see a list of current and previous courses you have been or are enrolled in. In this list, you can give courses a star, which bookmarks them and makes them appear on your Dashboard. In a course you can find information such as course related announcements, information about the set-up of the course, learning material, learning activities such as quizzes, groups, etc.</p>
 <p>Groups</p>	<p>When clicking on <b>“Groups”</b>, you can see and enter all the groups you are enrolled in. Within the groups you can have discussions with your group members, share documents with each other and you can receive messages from your teacher that are meant for your group only. Other students outside of your group cannot see what is happening in your group environment, your teacher however, can.</p>
 <p>Calendar</p>	<p>You also have a <b>“Calendar”</b> in Canvas. Deadlines for course assignments and quizzes are automatically added to this calendar. Important for you to know is, that this calendar is not automatically synched with the timetable systems. Therefore, please always check <a href="https://my.eur.nl">https://my.eur.nl</a> or <a href="https://timetables.eur.nl">https://timetables.eur.nl</a> for your official schedule.</p>
 <p>Inbox</p>	<p>Teachers can communicate with you via Canvas through announcements or by sending you a canvas-mail. You can find your Canvas-mails in <b>“Inbox”</b>. However, when you receive an email in your Canvas Inbox or when a teacher posts an announcement, you also receive those in your students' mail. So, check your student mailbox regularly.</p>
 <p>Help</p>	<p>You can find a <b>“Help”</b> button in the left side menu as well. When clicking on it, you can get support for Canvas-related questions.</p>

## The Course Menu

As already mentioned, you can enter a course via the Dashboard by clicking on the course symbol or via “Courses” in the left side menu. When you enter a course, you can see the course environment with all the information about it, the learning material, and learning activities. On the left side, you will see course menu items. Those course menu items can differ as every teacher can decide which menu-items are shown and which ones are not. However, in most courses you can expect to see these menu items:

<i>Home</i>	Home gives you an overview and basic information of the course description of the course content, assessment criteria, learning goals, deadlines, etc.
<i>Announcements</i>	Announcements shows you all announcements from your teacher. Announcements address all students who are enrolled in the course.
<i>Grades</i>	Grades show you your grades from assignment and quizzes. However, no rights can be derived from this; <b>see Osiris for the official grade registration.</b>
<i>People</i>	People shows every person that is enrolled in the course, being all students, your teacher(s) and teacher assistants. Here you can also create your own group if you want to collaborate with other students from your course.
<i>Modules</i>	The Modules page is the foundation of Canvas, as it shows the course structure per week or topic. Furthermore, “Modules” contains all the learning material, such as files, assignments, quizzes, etc. that is included in the course.

## The Canvas App



Canvas has an app for mobile devices (smartphone and/or tablet) which you can easily download via Google Play on Android devices or via the App Store on iOS devices. Search for “Canvas Student” and download the app. When you log in please choose “*Erasmus University Rotterdam*” and not “RSM Erasmus University” (this is used by the post-graduate programs such as the MBA). The advantage of using the app is that you receive push messages on your device, and you can access your courses anytime and anywhere.