Canvas Tips for Ridgebacks

Canvas is Ontario Tech University's platform to deliver online course content. Canvas gives instructors the opportunity to deliver quizzes, assignments, discussions, and other learning opportunities to students.
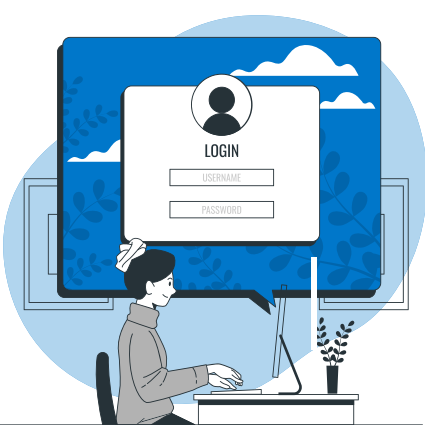
Supported Browsers

Chrome, Firefox, Edge, and Safari (last two versions)

Canvas for Students - Mobile

Available on iOS and Android
Most features are available on mobile devices

Getting Started

Logging into Canvas

Method 1.
1. Go to learn.ontariotechu.ca
2. Login using your Ontario Tech login credentials

Student Number: 100XXXXXX
Password: Ontario Tech password

Method 2.
1. Go to MyOntarioTech
2. Click on **Current Students**
3. Scroll down to the **Resources** section
4. Click on **Canvas** and log in with your Ontario Tech login credentials

Dashboard

First View: Appears upon login
Access the Dashboard: Select **Dashboard** from the left-side menu
Contents: All active courses, upcoming activities, announcements, and feedback
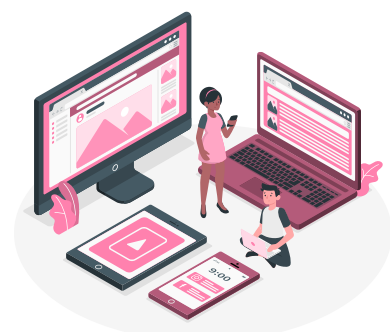
Accessing your Courses

From the left-side navigation menu:
Method 1: Select **Dashboard** -> Choose a course
Method 2: Select **Courses** -> Choose from the menu or **All Courses**
Note: Future enrollments become viewable 2 weeks before starting
Past enrollments are viewable for up to 4 months

Account Settings

Access: Click **Account** in the upper-left menu
Options: Profile, notification settings, course files, settings
Note: Profile photo and pronouns can be changed.
Username cannot be changed.

Notification Settings

Access: Select **Account -> Notifications**
Adjust: Modify settings to your preferences

Rich Content Editor

Usage: Toolbar for text editor features, used for posts, assignments, media embedding, math formulas, etc.

Tools & Tips

View Grades

Steps:
1. Navigate to a course via **Courses** in Global Navigation
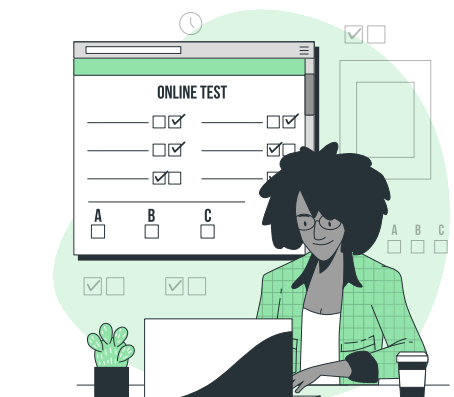2. Go to **Grades** in the specific course navigation bar
Note: Total grade visibility depends on instructor settings

Inbox

Access: Left-side navigation menu
Features: View and send messages
Enable email notifications in settings

Take a Quiz

Method 1: Select **Quizzes** -> Choose quiz -> Take the Quiz
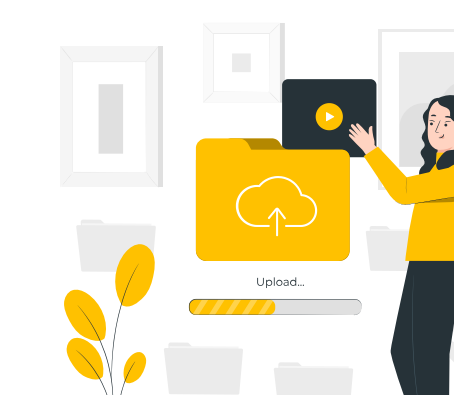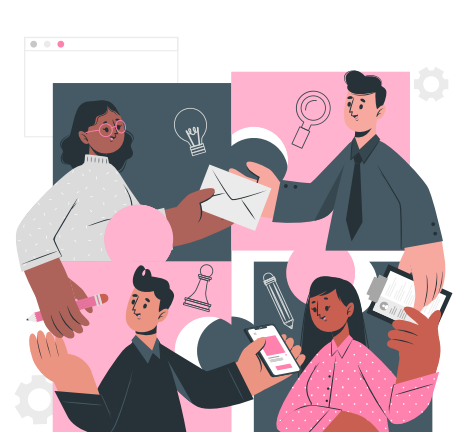**Method 2:** Select **Modules** -> Choose quiz -> Take the Quiz

Discussions

Create a New Discussion:
1. Select **Discussions**
2. Click **Add Discussion**
3. Enter content
4. Click **Save**

Reply to Discussion:
1. Select **Discussions**
2. Choose discussion
3. Click **Reply**
4. Enter content
5. Click **Post Reply**

Submit Assignments

Steps:
1. Go to **Assignments**
2. Locate assignment
3. Click **Start Assignment**
Note: Submission format may vary

View Instructor Comments

Steps:
1. Go to the course
2. Click **Grades**
3. Locate assignment
4. Click **Comment** or **Rubric** icon
Note: Comment icon may be the only option if no rubric is provided

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Additional Resources

Getting Started with Canvas
Getting Started with Canvas in 10 Steps

Mobile Resources

Canvas for Students Android App
Canvas Student Video iOS App

Guides for Students

Canvas Student Guide
Canvas Student Video Guides

Quick Reference Guides

Troubleshooting Guide
How to use the Calendar
Subscribe to the Canvas Calendar on Google Calendar

TEACHING + LEARNING