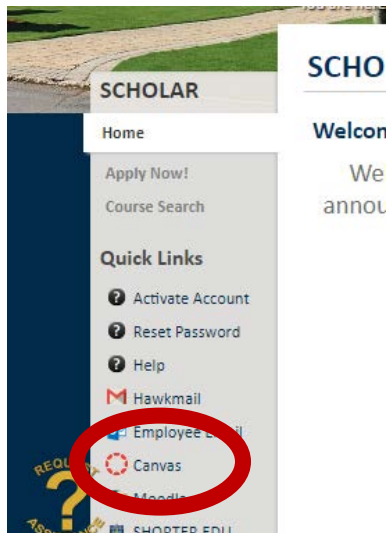


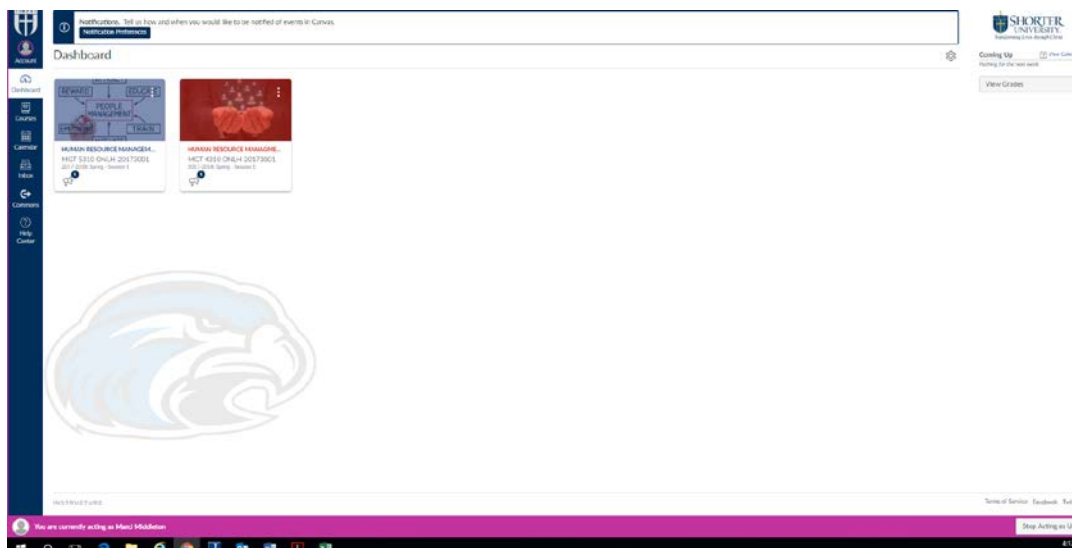
Logging into Canvas

Please note, this is a new document and will use your feedback to improve it.

First log into Canvas at <https://shorter.instructure.com/> or you can find this link on Scholar's homepage. You will log in with your full Shorter University email address and your Scholar password.



You will be taken to your dashboard. You see the courses you will teach for the spring already in the dashboard.



Then double click on the course to open it.

When it opens, you should see the home or landing page as it can be called. The landing page should contain the title of the course, an image that relates to the subject matter, four blue buttons, course description and required text. You will also see four blue buttons and they will take you to the following links or files:

1. Syllabus is the syllabus file
2. Assignments will take you to Modules
3. Announcements will take you to Announcements
4. Grades will take you to the Gradebook

On the left side of the screen there are following items are in blue. Instructors can still select the items in gray, but they students will not see them on their ends.

1. Home
2. Announcements
3. Syllabus
4. Modules
5. Settings (only the instructor can see this one)
6. Only for CAPP courses: Attendance (only the instructor can see this one)

Then select “Modules” from that column. You will see something similar to the image on the next page. It is formatted very similar to how it was in Moodle. There is the welcome module at the top with the syllabus, instructor information. Then each week is listed below it. For online classes, weeks one through seven are set to open the Thursday before the week starts and on week eight it will open the prior Tuesday. If you would like to open weeks early, then please email Nichole Robinson and nrobinson@shorter.edu and she will help you. For CAPP courses, we have all weeks open from the beginning.

The screenshot displays the Moodle interface for the course 'LAR 2514 ONLH'. The left-hand navigation menu is visible, with 'Modules' selected and highlighted in blue. The main content area shows a list of modules. The first module is 'Welcome to LAR 2514 - Christ-Centered Critical Thinking', which includes sub-items: 'LAR 2514 Home', 'Syllabus', 'Course Resources', 'Instructor Contact Information', 'Instructions for Searching Online Databases', 'Research and Writing Videos', and 'Mandatory Introduction Forum'. Below this is 'Lesson One - What is a Worldview?', which includes 'Study Resources' and 'Reading Assignment'. The interface includes buttons for 'View Progress', 'Export Course Content', and '+ Module' at the top right. The bottom of the page shows a 'Module 1 Download' link.

If you have additional resources or information that you want to add to the shell, then you are welcome to do so in the announcement section.