Setting up your profile in Canvas

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.
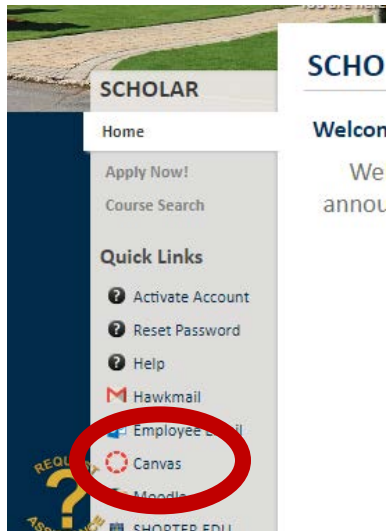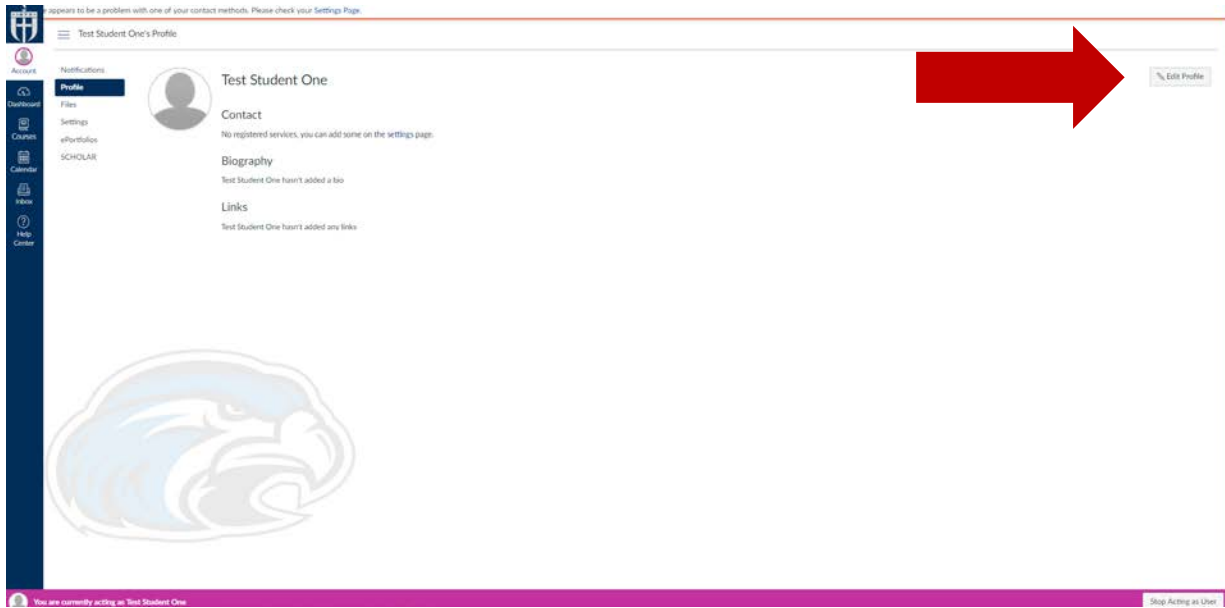

You will be taken to your dashboard. From your dashboard, select "Account" in the blue column on the left side of the screen.
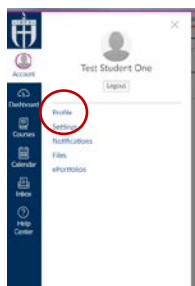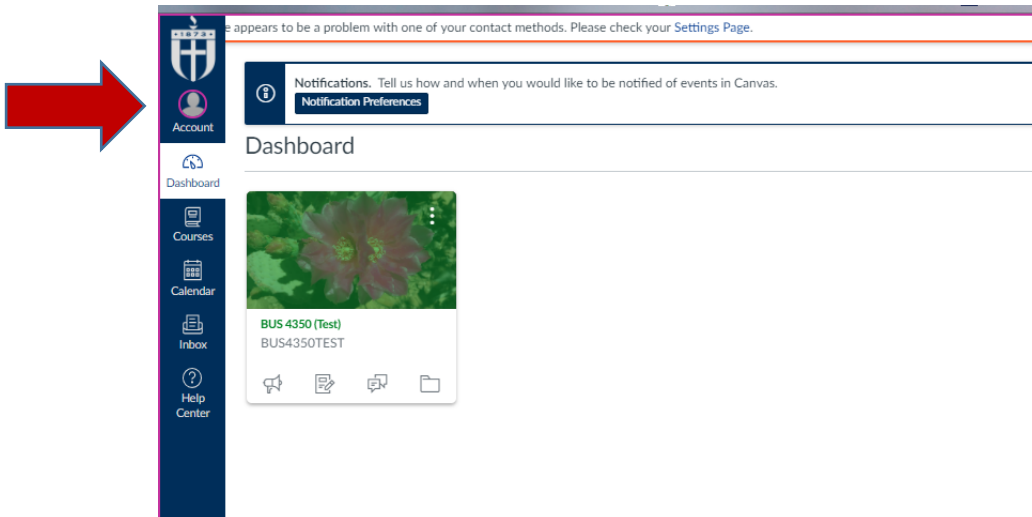

Then select "Profile" from the white column that appears.

The next screen that opens will look like the screen shot below. Select "Edit Profile" from the upper right side of the screen.


Now you can being editing your profile. If you hold your mouse or cursor over the circle with the shadow image, a box with a pencil will appear. You can select it to add a photograph. You can add links to your personal pages under the link section, such as for your LinkedIn profile.

Please be sure to add a professional looking picture. It does not have to be taken by a professional, but you do need to be appropriately dressed. Please do not post a picture of anyone else. Also, your picture should not be a group or couple picture. Please remember your profile needs to follow Shorter University's policies as stated in the handbook.
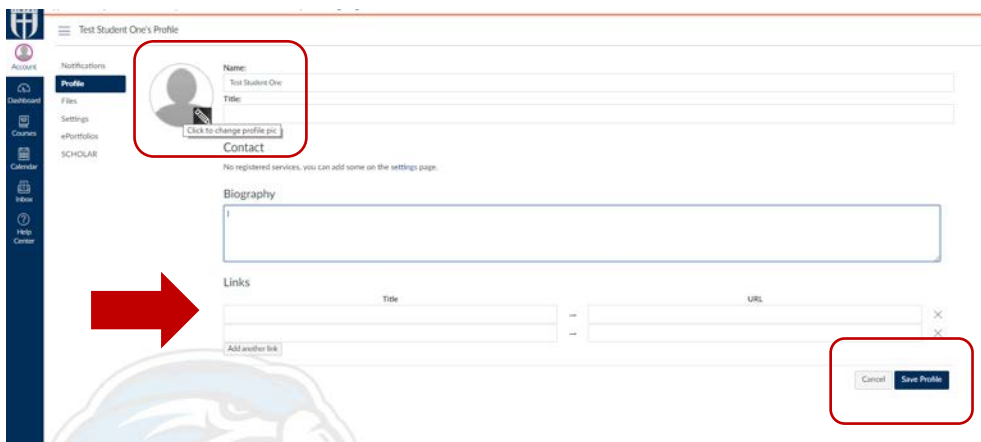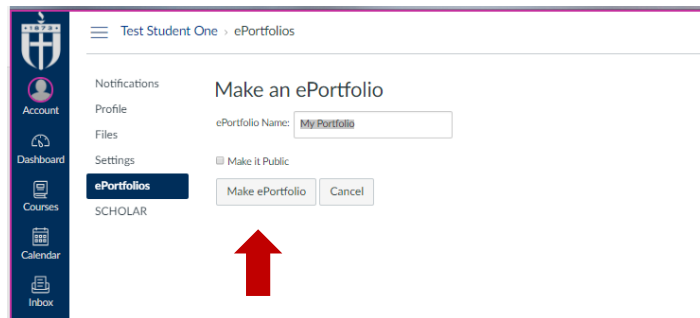

Next you can create an ePortfolio by selecting "ePortfolios" in towards the right of the screen.

Select the button that says "+ Create an ePortfolio."
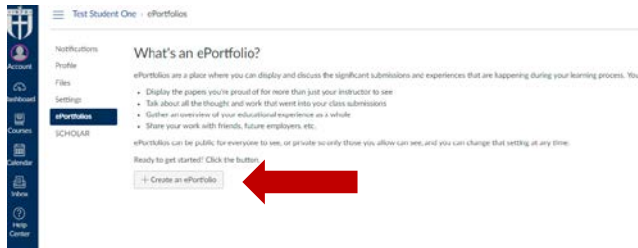
Then you create name for it. You can select the box beside "Make it Public" if you like. However, you can still share your ePortfolio with other Canvas users without it being public. Then select "Make ePortfolio."

The first time you go in, you will see the following screen. We recommend doing the "Getting Started Wizard." You can also select "Go to the Actual ePortfolio."
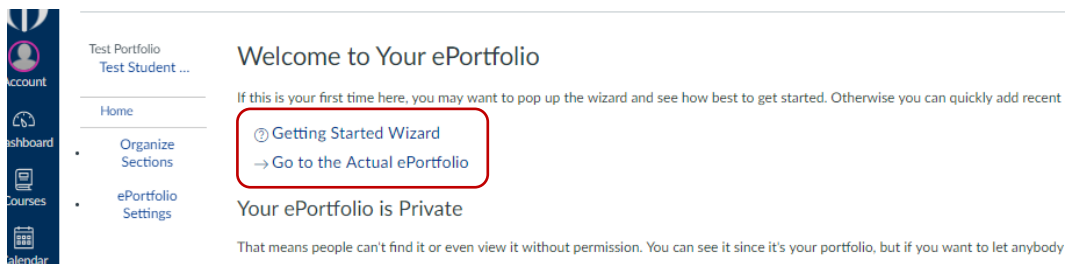
From the next screen, select "Organize Sections" towards the left side of the screen.

Congratulations! You have created your ePortfolio.