PEPPERDINE | GRAZIADIO
BUSINESS SCHOOL

First Steps in Pepperdine Canvas

This resource provides step-by-step instructions on what to do the first time you log into Pepperdine's instance of Canvas.

If you encounter challenges or have questions, email eLearning@pepperdine.edu or schedule a consultation with an eLearning instructional designer.

Step-by-Step Instructions for First-Time Login into Pepperdine Canvas

1. **Access Canvas Login Page**
    a. Navigate to the Canvas login page by entering https://canvas.pepperdine.edu.
2. **Enter Your Credentials**
    a. Your credentials (username and password) are the same as those you use to log in to all Pepperdine applications (email, Panopto, etc.).
3. **Dashboard Overview**
    a. After logging in, you will be taken to the **Dashboard**. This page shows your current courses on what are called "Course Cards". Check that you see the courses you expect to see for the upcoming term (*please note, if you are logging in before July 1, November 1, or March 1, you may not see your courses for the upcoming term yet)*.
    b. **Edit Course Cards:** Each course you are enrolled in as an instructor or student will appear as a card on the dashboard. Click on the three dots to edit the course nicknames and colors (only visible to you, not students).
    c. **Update Favorites**: Navigate to "Courses" then select "All Courses". From there, select the star next to all the courses you wish to appear on your course dashboard. Anything without a star filled in will not appear on your dashboard.
4. **Update Profile and Settings**
    a. **Profile Picture**: Click on `Account` in the Global Navigation Menu (on the left side) and then `Profile`. Click on the profile picture icon to upload a picture.
    b. **Other Settings**: Still under 'Account', click on 'Settings' and then 'Edit Settings' to update your pronouns, time zone, etc.
    c. **Notification Preferences**: Still under `Account`, click on `Notifications`. Adjust your notification preferences according to how you want to receive updates (e.g., email, SMS).
5. **Familiarize yourself with the Global Navigation Menu**
    a. The Global Navigation Menu on the left side includes links to your `Dashboard`, `Courses`, `Calendar`, `Inbox`, `Commons`, and `Account`.

6. **Get Started on Prepping Your Courses**
    a. Use the "Getting Started In Canvas" checklist to prepare your courses for the upcoming term.

Additional Tips

- **Canvas Guides**: The Canvas Guides provide detailed instructions and videos on all aspects of using Canvas. Access them through the Help icon in the Global Navigation Menu of your Canvas account.
- **Canvas Support Hotline:** The Canvas helpline is available 24/7 at +1 (877) 329-9358 for immediate support
- **Learning with eLearning**: Take advantage of any learning opportunities or resources offered by TechLearn and eLearning to get more familiar with Canvas features. This webpage contains instructions and training recordings to help you get familiar with Canvas: Pepperdine Canvas Guides and Trainings
- **Sandboxes for Practice**: Spend some time exploring and practicing within your Canvas sandbox to become comfortable with Canvas.