Session Resources
First Look

First Look introduces participants to the Canvas environment, login procedure, and global navigation. Attendees will explore account setup, personal preferences, and communication tools, such as the Inbox and Calendar. This session also presents the numerous avenues for support available to each Canvas user.

Canvas Terms - This document contains terminology referenced in this session.

Global Navigation

- How do I log in to Canvas as an instructor?
- How do I use the Global Navigation Menu as an instructor?
- How do I use the Dashboard as an instructor?
- How do I view my favorite courses in the Card View Dashboard as an instructor?
- How do I use the To-do list and sidebar in the Dashboard as an instructor?
- How do I view global activity for all my courses in the Recent Activity Dashboard as an instructor?
- How do I view the Global Announcements page as an instructor?
- How do I view grades in the Dashboard as an instructor?
- How do I view all my Canvas courses as an instructor?
- How do I view my instructor groups in Canvas?
- How do I customize my Courses list as an instructor?
- How do I view my institution's Public Course Index as an instructor?
- How do I view my recent page view history in Canvas as an instructor?
- How do I get help with Canvas as an instructor?
- How do I use the Training Services Portal as an instructor?
- How do I use the Canvas Welcome Tour as an instructor?
- How do I log out of Canvas as an instructor?

Profile and User Settings

- How do I edit my profile in my user account as an instructor?
- How do I change the settings in my user account as an instructor?
- How do I add a profile picture in my user account as an instructor?
- How do I select personal pronouns in my user account as an instructor?
- How do I change the language preference in my user account as an instructor?
- How do I set a time zone in my user account as an instructor?
- How do I change my default email address in my user account as an instructor?
- How do I manage my Canvas notification settings as an instructor?
- How do I manage notifications for a single course as an instructor?
- How do I add contact methods to receive Canvas notifications as an instructor?
- How do I add an additional email address as a contact method in Canvas as an instructor?

- [How do I add a text (SMS) contact method in Canvas as an instructor?](#)
- [How do I add Slack as a contact method in Canvas as an instructor?](#)
- [How do I merge my user account with an account using the same email address as an instructor?](#)
- [How do I view a QR code to log in to the Canvas mobile apps as an instructor?](#)
- [How do I change my login password as an instructor?](#)
- [How do I reset my password as an instructor?](#)
- [How do I set up multi-factor authentication for my user account as an instructor?](#)
- [How do I view course content offline as an ePub file as an instructor?](#)
- [How do I manage content shared to me from other users?](#)
- [How do I manage API access tokens as an instructor?](#)
- [What feature settings can I enable in my user account as an instructor?](#)
- [How do I manage new features in my user account as an instructor?](#)
- [How do I manage confetti animations in Canvas as an instructor?](#)
- [How do I enable the high contrast user interface as an instructor?](#)

Getting Help

- [How do I get help with Canvas as an instructor?](#)
- [How do I search the Guides?](#)
- [How do I log into the Community with my Canvas Account?](#)
- [Canvas Community Guide - Table of Contents](#)
- [What is Canvas Commons?](#)
- [How do I create a new feature idea?](#)
- [How does the feature idea process work?](#)

Student Guides

- [How do I get help with Canvas as a student?](#)