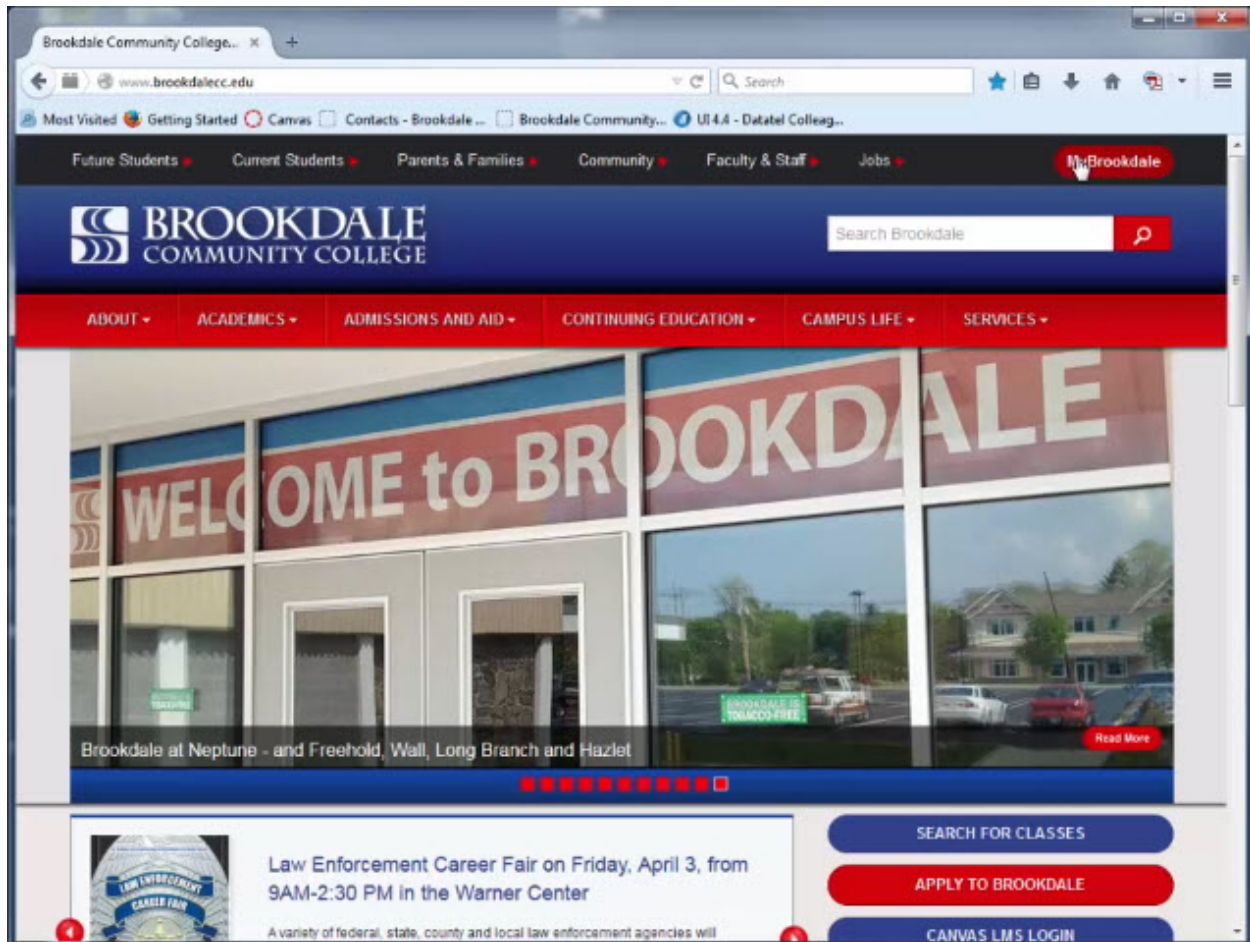




Canvas Tips for Faculty

Introduction

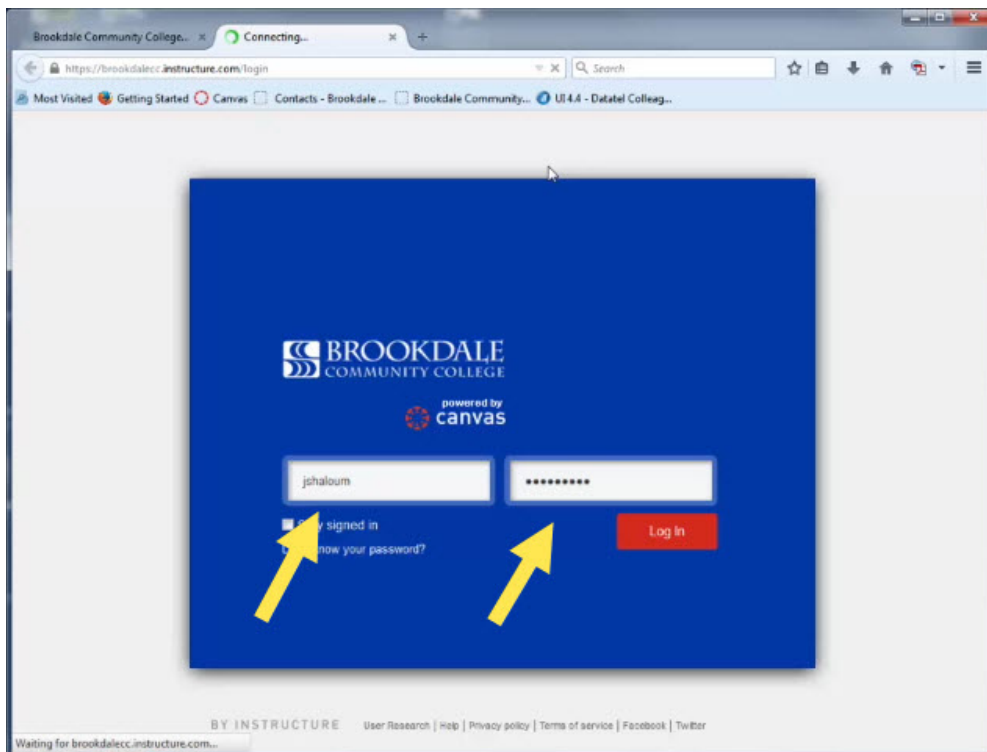
Canvas is the Learning Management System (LMS) that Brookdale has selected for delivery of all **Online** and **Web Enhanced** Courses.



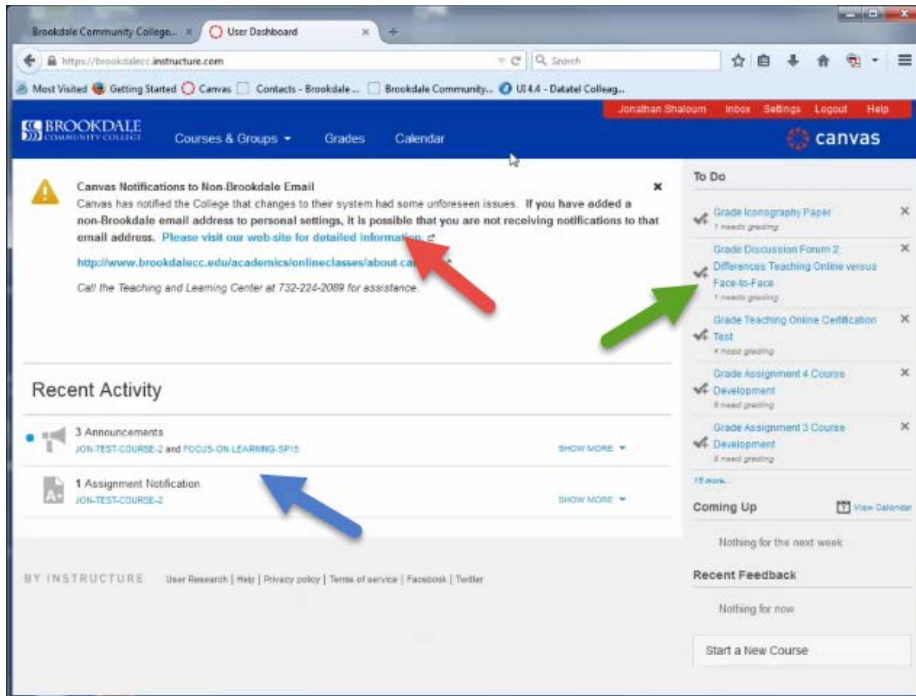
1. To access Canvas, navigate to the Brookdale home page using either **Google Chrome** or **Mozilla Firefox** web browsers and click on the **My Brookdale** button in the upper right hand corner of the page.



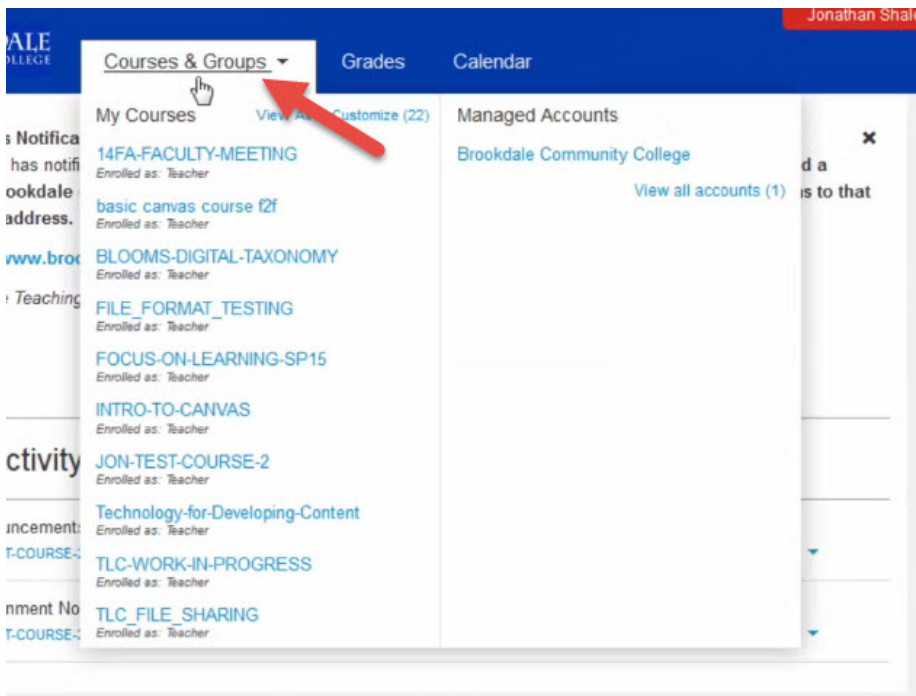
2. Then select **Canvas** from the dropdown dock at the top of the screen.



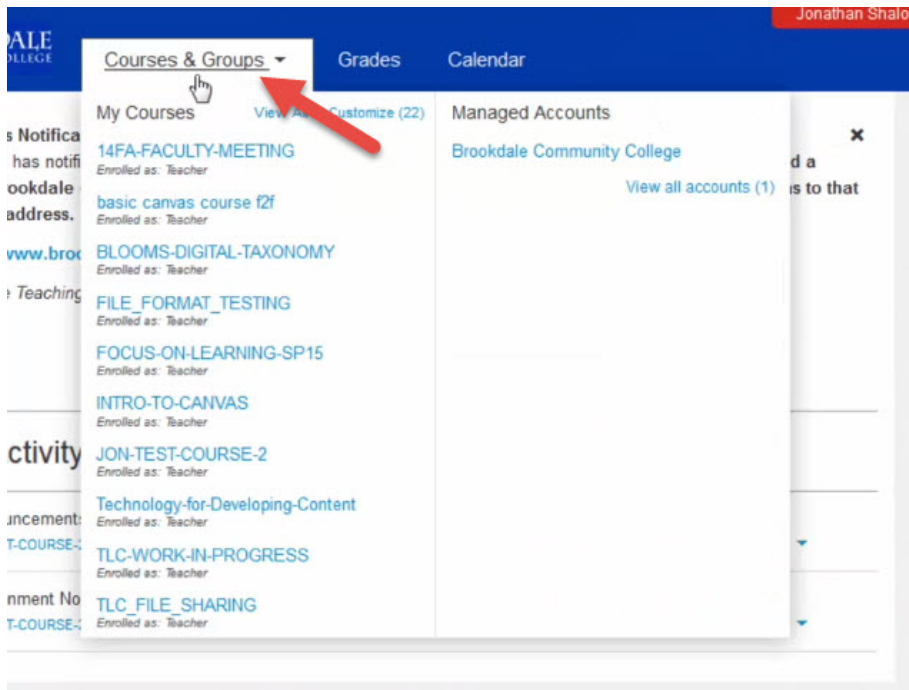
3. Canvas will open a new window. Enter your Username and Password.



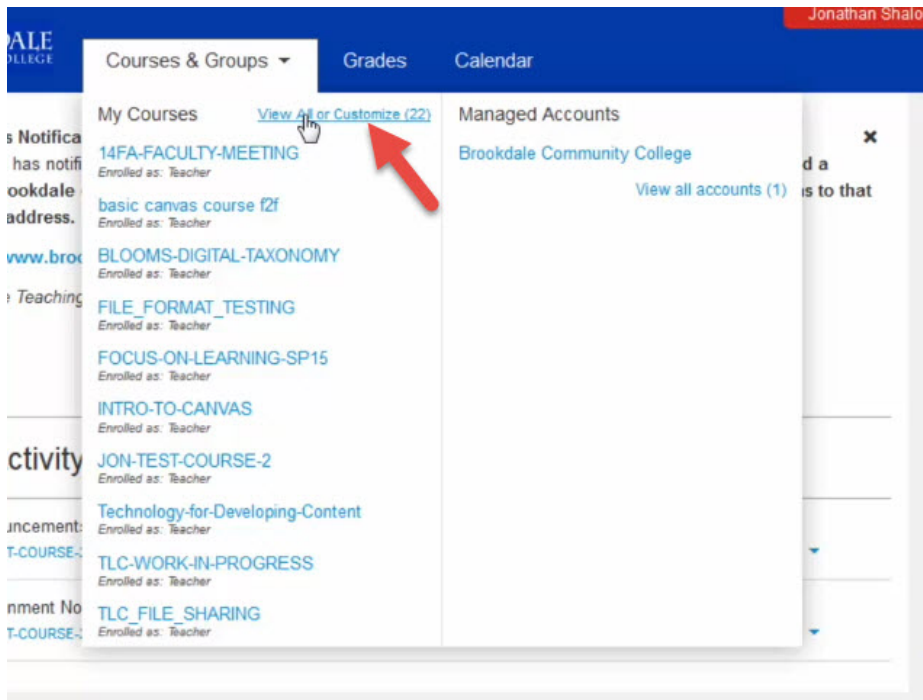
4. Logging in will bring you to the **Dashboard**. This page displays any **Messages** that may need your attention --- **Recent Activity** in your course --- any **To Do** items that you need to accomplish.



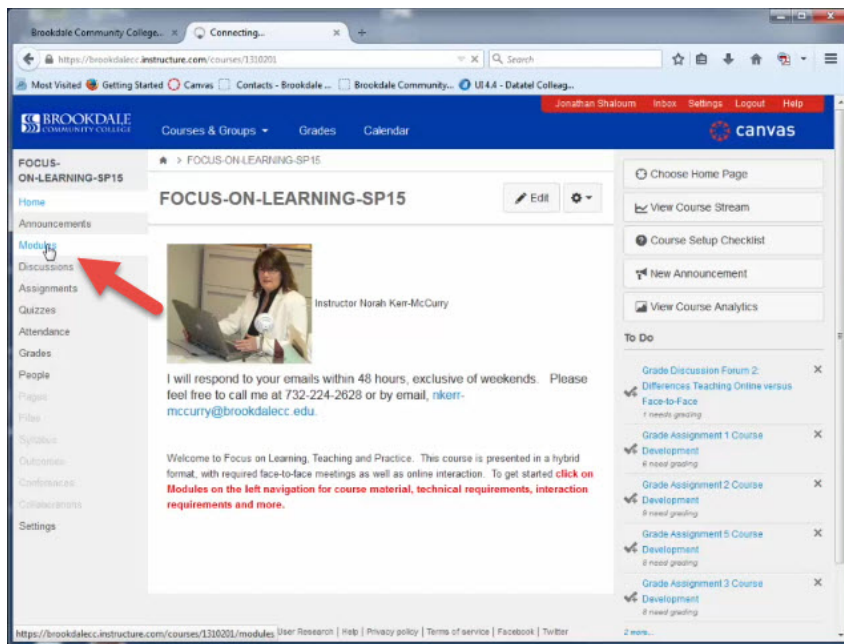
5. To access your courses, click on **Courses and Groups**. The drop down menu will list some of the courses available to you.



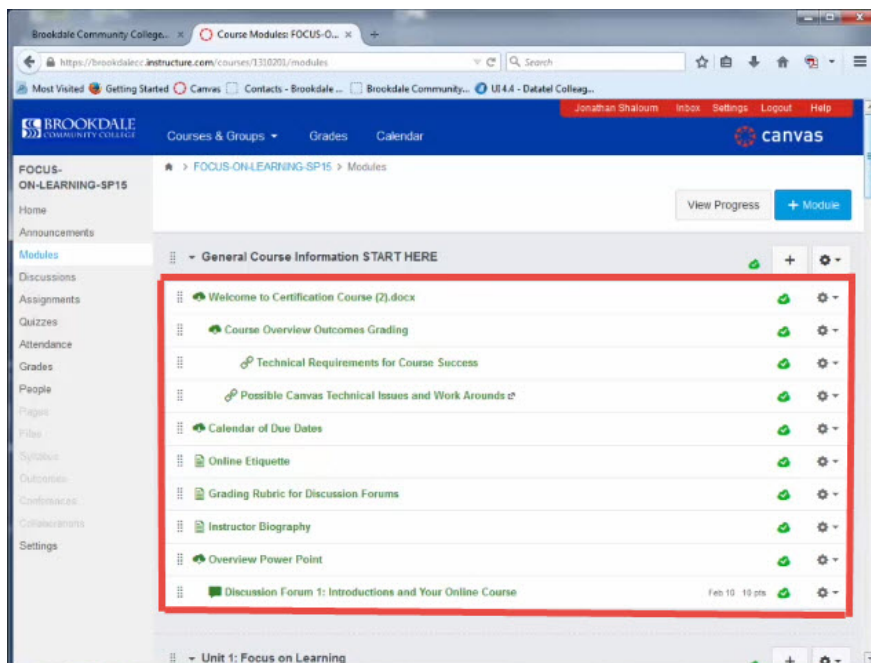
6. From the **Courses and Groups** drop down, select the course you would like to work on.



7. If the specific course you require does not appear in this drop down, click on the **View All or Customize** link to see the entire course list.



8. Your course selection will bring you to the **Course Homepage**. The bar on the left hand side is the **Course Navigation** bar. This contains links to many different pages and will help you navigate to the many different functions throughout your course. Click on **Modules** first.



9. Canvas courses are organized into various **Modules**. These modules contain learning objects including **Documents** to be shared with students, **Pages** that you create **Discussions**, **Quizzes** and **Assignments**.

10. It is important to note that **Canvas** does not currently have a time out feature. So please remember to **Logout** of Canvas upon completion of your work, using the **Logout** button in the upper right hand portion of your screen.

