

# How to Navigate the Canvas Dashboard

# Introduction



When you sign into Canvas you will be greeted by the Dashboard. The Dashboard is the hub which provides you access to your courses, upcoming assignments, and recent module/course feedback.

**Note:** The navigation for the Dashboard is different from the navigation for Courses. More to be covered on course navigation in the document: **How to Navigate Courses in Canvas**.

# **Dashboard View**

Canvas is a customizable platform which allows you to control the view of your Dashboard. There are three ways to view your Dashboard (see below).

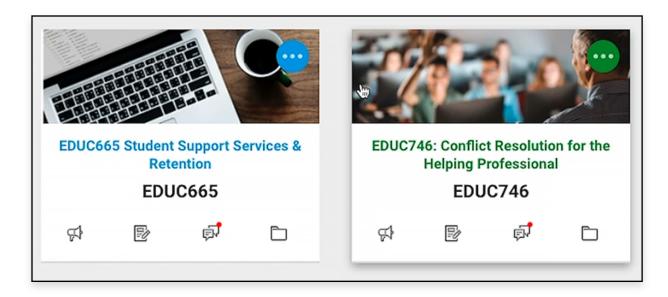
Note: For now, ignore the color overlay option as it does not pertain to a Dashboard view.

- Card View
- List View
- Recent Activity



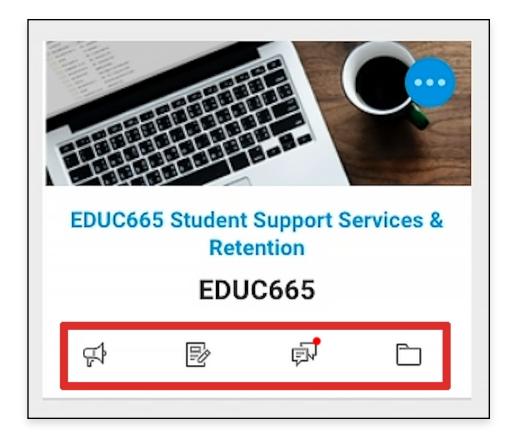
#### **Card View**

The default view is the Card view where your courses are represented by tiles. This is the recommended view for the dashboard as it separates each course into organized tiles, and provide easy access to notifications for announcements and links to course assignments, discussions, and files.

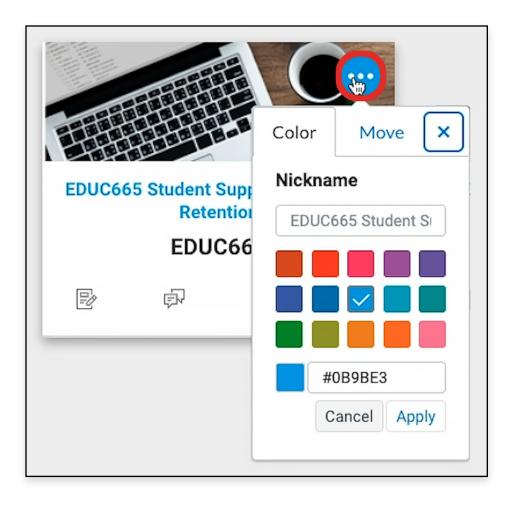


# Card View (continued)

At the bottom of each course tile, there are quick access icons for Announcements, Assignments, Discussions, and Files.

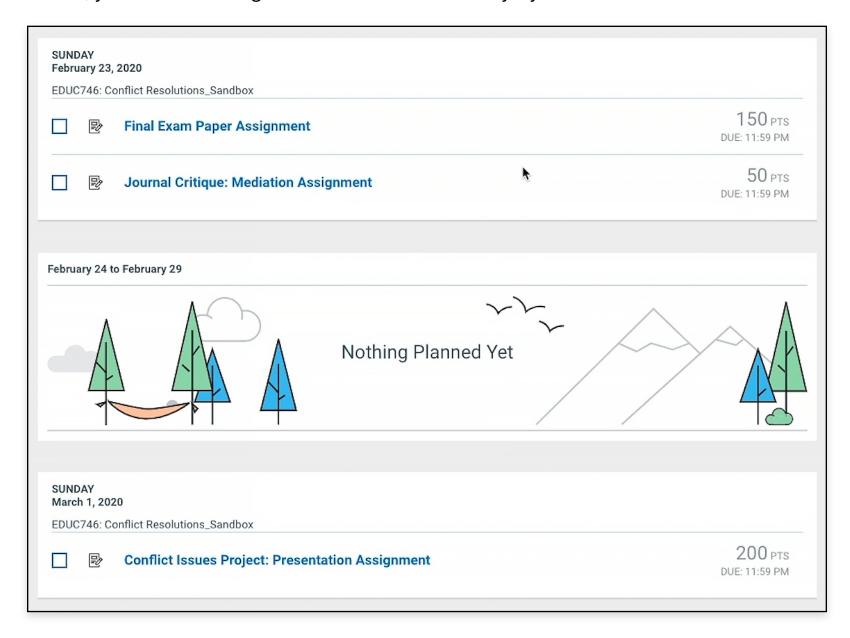


You are able to customize the tile's color or move the tile by clicking on the three dots within the desired tile.



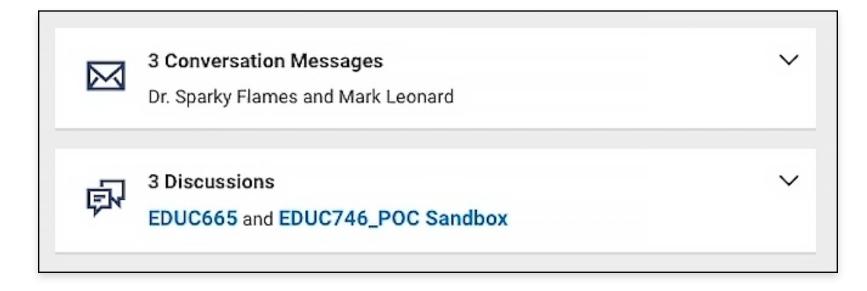
### **List View**

In the List view, you can sort assignments and course activity by date.



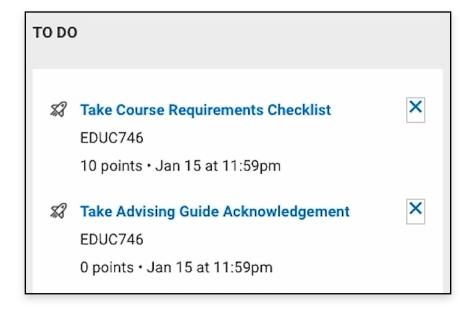
# **Recent Activity**

In the Recent Activity view, information is grouped by activity type. Depending on the activity level of the course, the most active course will appear first.



# To Do

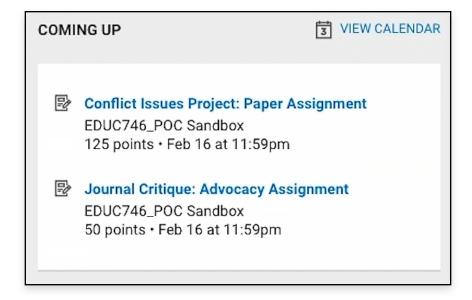
On the right side of the Dashboard, you will notice the To Do section. This section shows weekly assignments due for each module of the courses you are in.



# **Coming Up**

Below the To Do section, there's a section for upcoming assignments called Coming Up. This section showcases upcoming assignments that will appear in a later module.

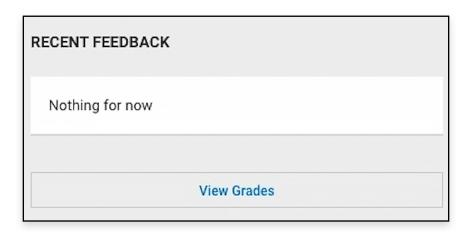
Note: Use the "View Calendar" link to see the full calendar of assignments that are due.



## Recent Feedback

Below the "Coming Up" section, there's a section for Recent Feedback. This section is for feedback and grades posted on assignments within your courses.

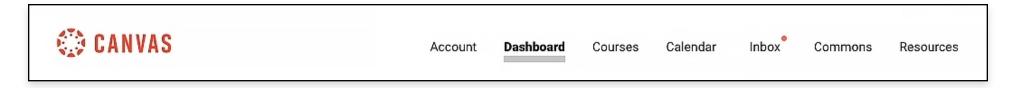
Note: Use the "View Grades" link to view your overall grades in each course.



# Canvas Menu

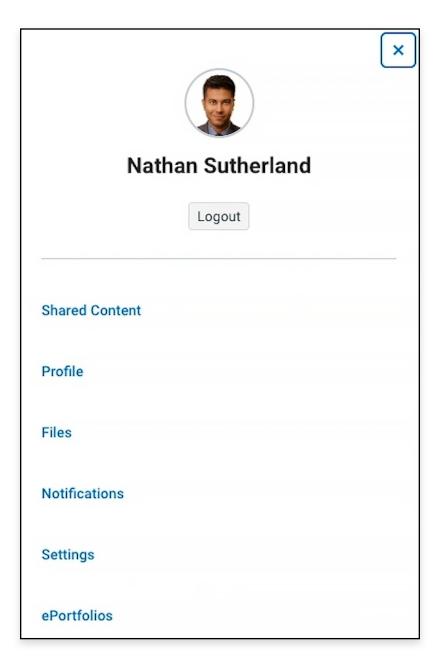
At the top of page, is the Canvas Menu with the Canvas logo on the left and the Canvas tools on the right. The tools include Account, Dashboard, Courses, Calendar, Inbox, and Resources.

**Note:** Click on the Canvas logo from anywhere within Canvas to return to the Dashboard.



### **Account**

The Account tab provides quick and easy access to the different aspects of your account, such as your profile or settings.

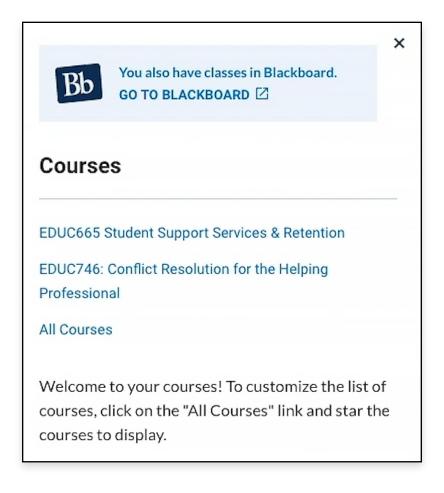


## **Dashboard**

The Dashboard tab is a quick link which will return you to your dashboard.

## **Courses**

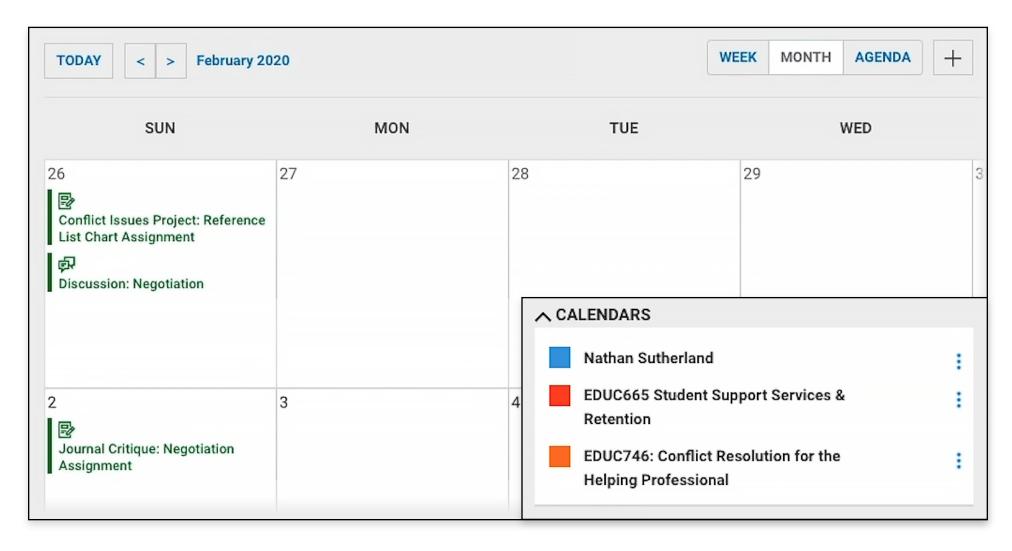
The Courses tab lists all your courses for easy access.



#### Calendar

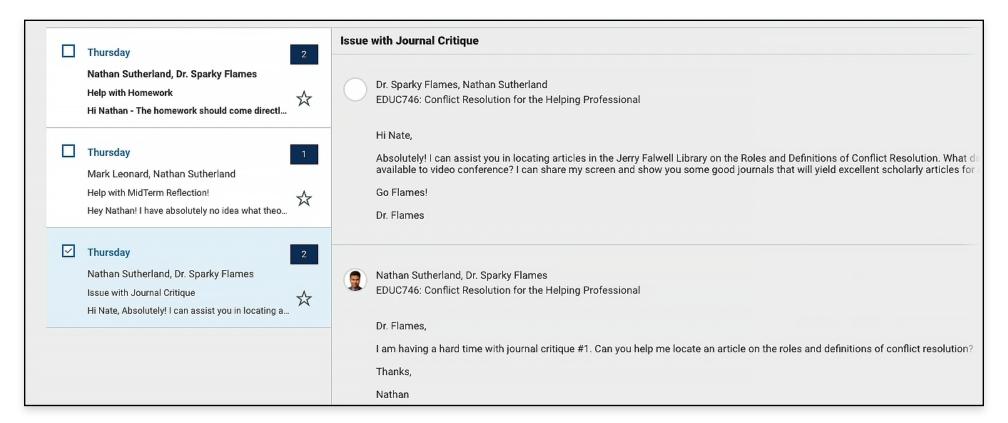
The Calendar tab allows you to view your calendar for upcoming assignments.

**Note:** Uncheck the courses you don't want to view in the Calendar to help narrow down the results. Assignments are color-coordinated to match the courses they represent.

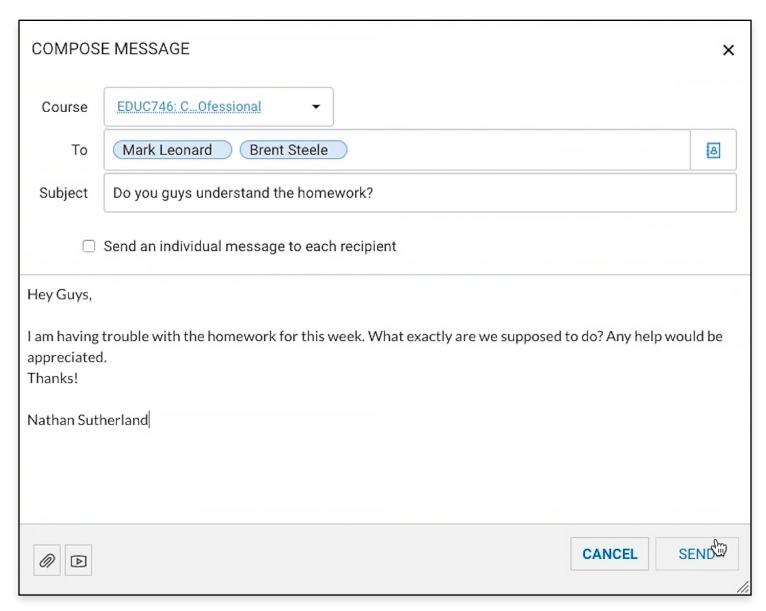


#### Inbox

The Inbox tab allows you to message fellow students or professors.



Messages Received



Messages Composed

## Resources

The Resources tab displays links to critical academic and university websites and tools.

