



GETTING STARTED ON CANVAS

If you haven't used Canvas yet, following these 5 steps will help you become more familiar with your new virtual learning environment (VLE)

1

LEARN THE NEW TERMINOLOGY

The good news is that a lot of terminology used in Canvas is the same as in VITAL. However, there are some important differences that you need to be aware of when using the new VLE. The main differences are:

- Courses – In Canvas, what we call 'modules' at the University are called 'courses'
- Modules – In Canvas, your tutors may organise course content by week or topic via the 'Modules' tool, which creates folders similar to VITAL's 'Learning Modules' feature

We recognise that this new terminology may be a little confusing at first but using it means you will avoid any confusion when you contact the Canvas Support Team for advice on using the new VLE – a service which is available to all students 24/7, 365-days-a-year.

2

LOG ON TO CANVAS

You can access Canvas via the Student intranet (student.liverpool.ac.uk/). After logging on, click [Access Canvas](#) via [Quick Links](#) on the homepage. You will go straight through to Canvas and you won't need to log on again.

You can also access Canvas via this URL: liverpool.instructure.com

- If you are using a computer that is not on the University network, you will be taken to a log-in screen. You will need to type in your email in the following format: studentusername@liverpool.ac.uk, followed by your University password.
- If you are logged on and using a computer connected to the University network, clicking on this URL will take you directly to the Canvas homepage and you will not need to log on again.

We recommend that you use the latest versions of [Chrome](#), [Firefox](#), [Safari](#) or [Edge](#) as your browser in order to have the best user experience when using Canvas. You are advised not to use Internet Explorer.



Student Intranet / COVID-19 Support & Activities

Quick links

[Access Canvas](#)

[CSD Service Desk](#)

[Handshake](#)

[Liverpool Life](#)

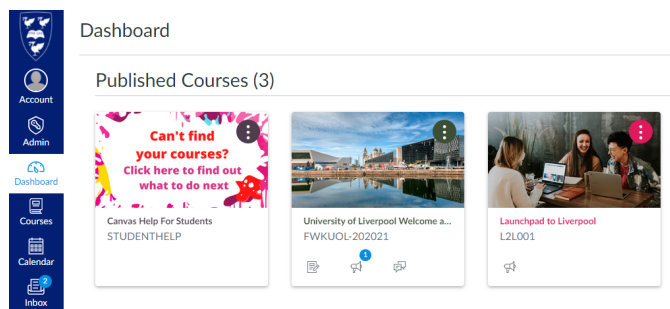
YOUR CANVAS SUPPORT TEAM – HELP AND ADVICE 24/7, 365-DAYS-A-YEAR

Click the Help icon on the blue global navigation bar for details on how to contact the Canvas Support Team via phone, email or online chat

3 START EXPLORING YOUR CANVAS DASHBOARD

If you have been using Canvas during 2020/21, you will already be familiar with how the new VLE looks and works.

If you are new to Canvas, the Dashboard is the first thing you will see when you log on. This looks quite different to VITAL but the key thing to remember is that each 'tile' on your dashboard represents a different 'course'. An example is pictured below.

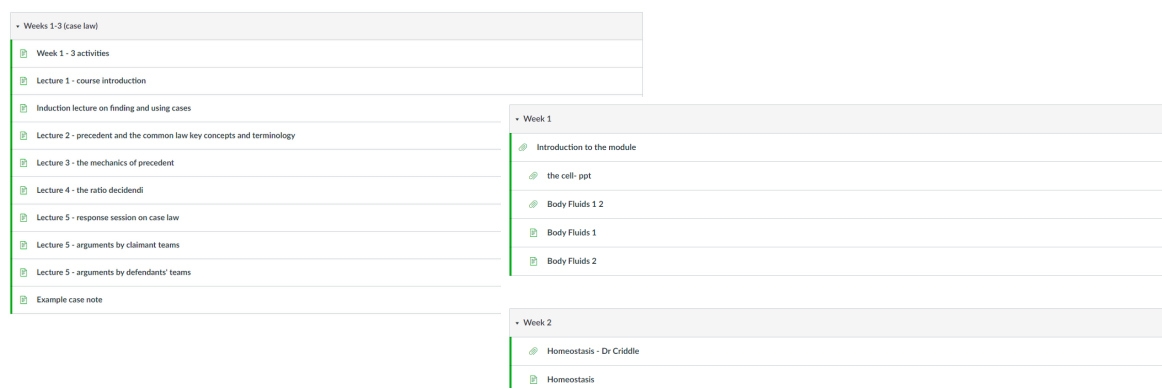


Don't worry if you can't see many tiles on your dashboard yet. We are currently moving all of your VITAL modules over into Canvas, and you will have access to these once the courses have been reviewed and published by your module teams.

Each tile will be clearly labelled with the name of your academic module and the year of study – simply click a tile to access your module materials. The screen grabs below illustrate how your migrated VITAL modules may look in Canvas.

You can return to your Dashboard at any time by clicking the Dashboard link in global navigation bar (that's the blue bar on the left).

If you can't see any of your 2020/21 courses (or earlier VITAL modules) after 1 August 2021, please contact the relevant Module Leader first before getting in touch with the CSD Service Desk.



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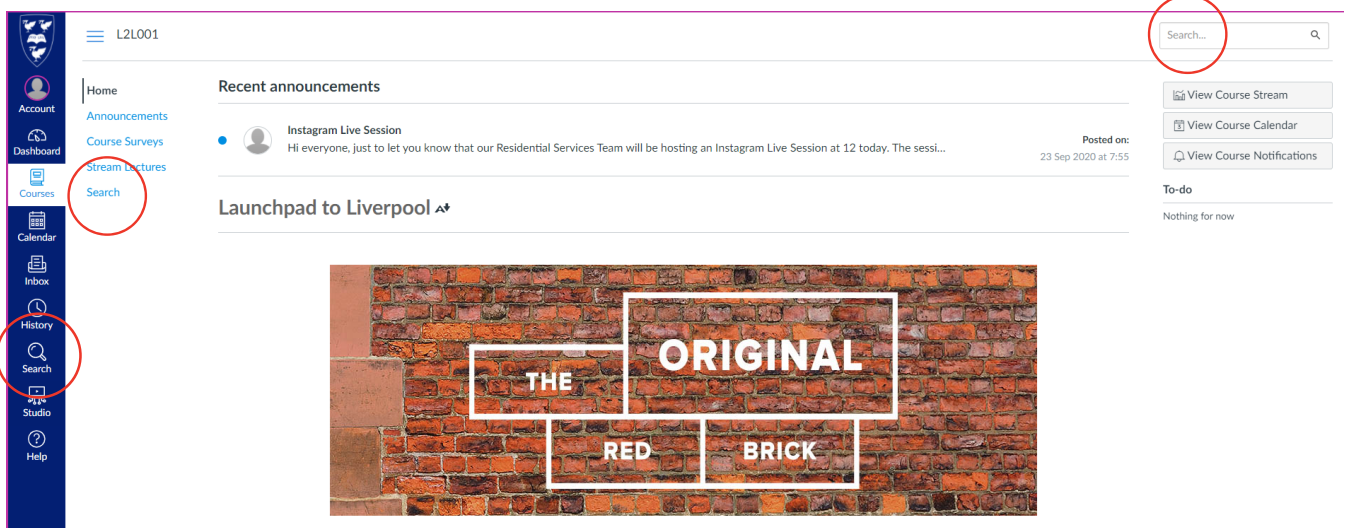


4

PUT THE SEARCH TOOL TO THE TEST

We have enhanced the search capability of Canvas so that you can find the content you need quickly and easily. Once your courses are published in Canvas - including VITAL modules moved over to the new VLE after 31 July - you can search all of your learning content using keywords, phrases, and wildcards. Plus you can filter by Relevance, Semester, and how recently content was added.

You'll find search links on every page - via the global navigation (blue bar), your course navigation bar (white bar) and at the top of the screen (see below).



5

CHECK OUT THE CANVAS HELP FOR STUDENTS COURSE AND WATCH THESE INTRODUCTORY VIDEOS

The Canvas Help for Students course includes a range of information and links to videos explaining more about how Canvas works. You'll find links to lots of resources – here are just a few of the videos we think you'll find useful.

- [Canvas overview](#)
- [Using the Canvas Student app](#)
- [Managing your dashboard](#)
- [Notifications preferences](#)

We recommend you set this to 'Notify immediately' so you don't miss any important updates

- [Using Canvas Studio](#)



Look out for updates on additional support and guidance for students new to Canvas

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6

GET THE KNOWHOW

All students are automatically enrolled in one of the KnowHow's three faculty courses which are delivered via Canvas:

- [Canvas - KnowHow: Study for Success Health and Life Sciences](#)
- [Canvas - KnowHow: Study for Success Humanities and Social Sciences](#)
- [Canvas - KnowHow: Study for Success Science and Engineering](#)

Plus the Team is running all of their workshops/webinars on Canvas. So why not check out what's scheduled and sign up for a session, which will now only boost your study skills but also your knowledge of Canvas too.

DON'T FORGET!

If you want to keep copies of any assessments, discussion boards, feedback and other items currently saved in VITAL, you will need to download these materials before 31 July 2021, as this is the last day that you will have access to VITAL.

All other learning content, such as lecture notes and videos associated with VITAL modules dating back to the 2016/17 academic year will be automatically copied over and published in Canvas by 31 July 2021.

If you have any questions about saving your VITAL materials, contact ServiceDesk:

- via email: servicedesk@liverpool.ac.uk
- or use the [online chat facility](#), available Monday to Friday, 9am-5pm

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