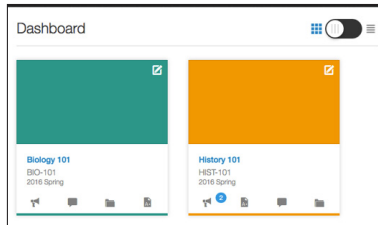# Say Hello to Canvas.

Tufts University is moving from Trunk and TUSK to a new Learning Management System: **Canvas by Instructure.** Here's how to get started.

1. Check out the Dashboard.

Visit **canvas.tufts.edu** and log in with your Tufts username and password. The first thing you'll see is your **Dashboard.** Links to all of your courses appear here. Click on any course title to go to that course site, or click on icons below the course title to go directly to tools.

2. Set your Notification preferences.
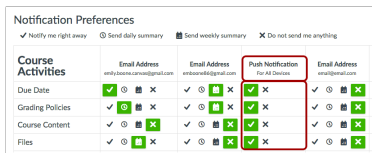
Click on the Account button to access your **Notification** preferences. Tell Canvas how frequently you want to receive notifications and to what email addresses and phone numbers they should be sent. (Note that these settings apply to all of your courses; you cannot set Notifications for individual courses.)

3. Create your Profile.
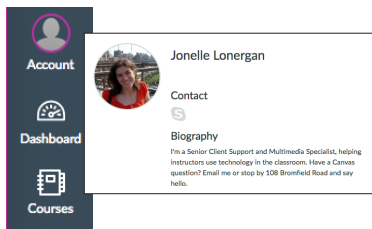
Your Profile is your Canvas calling card: it includes your name, ways to contact you, and other optional information. Click on the Account button and select **Profile.** Add a short biography, information about your courses and office hours, links to favorite websites, and a photo.

4. Organize your content.
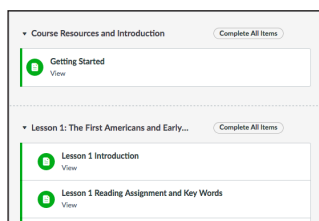
If you have teaching materials on Trunk, you can easily migrate that material to Canvas (see instructions at **sites.tufts.edu/canvas/migration**). The next step is to organize that content into modules. **Modules** can hold files, links, discussions, assignments, and other resources and create a map of what students should do in a course. Create a module, add your content, and use drag-and-drop to put things in order.

5. Set up a course home page.
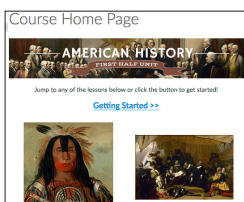
The **Home Page** is the first thing students see when they visit your course site – use it wisely! Select "Choose Home Page" to see your options. Your Home Page can display your syllabus, modules, or a list of assignments. Feeling creative? Make a custom Front Page and use the Rich Text Editor to add important links, images, video and more.

Questions? Contact Canvas Support at **canvas@tufts.edu**.