STUDENT GUIDE
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Student Help Articles
How to Favorite your Course

In order to find all of your courses easily within Canvas @ Yale, you can favorite specific courses to appear on your Dashboard.

1. From your Dashboard, select “Courses”.

2. Click on “All Courses”.

3. To favorite a course, click on the star associated with the course.
When you return to your Dashboard, your favorited course will appear.
Shopping Period

During the first few weeks of the Fall and Spring terms, Yale students are given the opportunity to "shop" for courses. During this shopping period, students can attend courses and view online course materials to help them decide for which courses to officially register.

During this time, you will see participants with the role of "shopper" added to your site.

**Note**: Please contact the Registrar's Office if you have questions about the status of students' enrollment in your class. Our system reflects the data from that office.

**Note**: The shopping period process for courses taught in Classes*v2 courses is slightly different. For more information about shopping period in Classes*v2, please refer to the help article Shopping Period at Yale - Classes*v2.

What happens during shopping period?

- Students shop for courses via OCS (Online Course Selection) **
- Students' OCS worksheet lists are shared with Canvas by the Registrar's system 3 times daily - 10am, 4pm, and 10pm.
- Canvas provides access to course sites on a student's OCS list based on data received from the Registrar. Students will see a full list of courses they are enrolled in under the "Courses" area (via the "Courses" button found in the left side global navigation bar).
- Until the students' registration is finalized, they will appear in Canvas sites with the role of "shopper".

**The School of Management does employ an alternate method for enrolling students in courses during the shopping period. For more information, please contact the SOM Registrar.**

**NOTE**: Students can also go to Course Search to search for courses and access the official course syllabus for that course. Syllabi are available only for courses that have been published by the instructor and are available in Course Search within 6 hours of the course being published.

After approximately two weeks

- Students create a final course selection list on OCS before their access to the system is lost.
- Students finalize their schedules and obtain permissions to seal registration. The Registrar oversees the collection of this information.
- Canvas receives final registration data from the Registrar (this can occur 1-2 weeks after the end of shopping period).
• Officially registered students' role on the Canvas Roster is changed to students (or auditors).

Finalizing the class roster after shopping period

• Shoppers are notified that they will be deleted from course sites on a specified date unless their registration is finalized. Shoppers who have the instructor's permission may request to retain access to a course site in the guest role.
• At the specified date, Canvas deletes all shoppers. For those who didn't register for a course, the course disappears from their course list.
• The class roster is finalized.
Within Canvas @ Yale, you have specific notifications that you can modify to determine how frequently you receive email notifications from your Canvas @ Yale course site.

Notifications received from Canvas to your email address will come from "Course Name <notifications@instructure.com>".

In order to ensure that you are receiving all types of communication from your instructor or TA, we recommend you to modify the following notifications:

Legend for Notifications:

<table>
<thead>
<tr>
<th>Notification Type</th>
<th>What functionality is covered</th>
<th>Recommended Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Mark</td>
<td>To receive notification right away. Delayed one-hour to capture all changes, which prevents multiple notifications at the same time.</td>
<td></td>
</tr>
<tr>
<td>Clock</td>
<td>Daily notification via email.</td>
<td></td>
</tr>
<tr>
<td>Calendar</td>
<td>Weekly notification via email.</td>
<td></td>
</tr>
<tr>
<td>Remove</td>
<td>Does not send notification for that item.</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Each set notification preference will automatically apply to all your courses. They cannot be set for each course individually.
### Announcement

<table>
<thead>
<tr>
<th>Notification Type</th>
<th>What functionality is covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcement</td>
<td>New announcements in your course</td>
</tr>
<tr>
<td>Submission Comment</td>
<td>Assignment submission comment</td>
</tr>
</tbody>
</table>

### Conversations (Inbox)

<table>
<thead>
<tr>
<th>Conversation Type</th>
<th>What functionality is covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Added to Conversation</td>
<td>You are added to a conversation</td>
</tr>
<tr>
<td>Conversation Message</td>
<td>New Inbox messages</td>
</tr>
<tr>
<td>Conversations Created by Me</td>
<td>You created a conversation (sent message)</td>
</tr>
</tbody>
</table>

### Scheduling

<table>
<thead>
<tr>
<th>Appointment Cancellations</th>
<th>What functionality is covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Cancellations</td>
<td>Appointment cancellation</td>
</tr>
<tr>
<td>Appointment Availability</td>
<td>New appointment timeslots are available for signup</td>
</tr>
<tr>
<td>Calendar</td>
<td>New and change items on your course calendar</td>
</tr>
</tbody>
</table>

Please see below for the description of each notification type. All notifications are customizable.

<table>
<thead>
<tr>
<th>Notification Type</th>
<th>What functionality is covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td>Assignment Due Date Change</td>
</tr>
<tr>
<td>Grading Policies</td>
<td>Course grading policy change</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Course Content</td>
<td>Change to course content including: Pages, Quiz Content, Assignment Content</td>
</tr>
<tr>
<td>Files</td>
<td>New files added to your course</td>
</tr>
<tr>
<td>Announcement</td>
<td>New announcements in your course</td>
</tr>
<tr>
<td>Grading</td>
<td>Includes: Assignment/submission grade entered/changed; Un-muted assignment grade; Grade weight changed.</td>
</tr>
<tr>
<td>Invitation</td>
<td>Invitation for: Web conference; Group; Collaboration; Course; Peer Review reminder</td>
</tr>
<tr>
<td>All Submissions</td>
<td>Assignment submission/resubmission</td>
</tr>
<tr>
<td>Submission Comment</td>
<td>Assignment submission comment</td>
</tr>
<tr>
<td>Discussions</td>
<td></td>
</tr>
<tr>
<td>Discussion</td>
<td>New discussion topic in your course</td>
</tr>
<tr>
<td>Discussion Post</td>
<td>New discussion post in a topic you’re subscribed to</td>
</tr>
<tr>
<td>Conversations (Inbox)</td>
<td></td>
</tr>
<tr>
<td>Added to Conversation</td>
<td>You are added to a conversation</td>
</tr>
<tr>
<td>Conversation Message</td>
<td>New Inbox messages</td>
</tr>
<tr>
<td>Conversations Created By Me</td>
<td>You created a conversation</td>
</tr>
<tr>
<td><strong>Scheduling</strong></td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Appointment Signups</td>
<td>New appointment on your calendar</td>
</tr>
<tr>
<td>Appointment Cancellations</td>
<td>Appointment cancellation</td>
</tr>
<tr>
<td>Appointment Availability</td>
<td>New appointment timeslots are available for signup</td>
</tr>
<tr>
<td>Calendar</td>
<td>New and change items on your course calendar</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Conferences</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Recording Ready</td>
<td>A conference recording is ready</td>
</tr>
</tbody>
</table>
How do I "shop" a Canvas course?

**NOTE**: School of Management does have a different process for enrolling in their courses. Please contact the SOM registrar at somregistrar@yale.edu for more information.

Search for Courses and View Course Syllabi

Students will need to search for courses using Online Course Selection (OCS) or Yale's Course Search. Syllabi are available in Course Search if the course has been published by the instructor.

*NOTE - If a course does not have a syllabus, it may mean that the instructor has not posted a syllabus or they have not published their course site.*

Register to Shop the Course

Students will need to add the course to their OCS worksheet.

Once you have added a course to your worksheet, it could take several hours before you are enrolled in the course site. Course enrollments are processed 3 times daily: 10am, 4pm, and 10pm.

When your enrollment is processed, you will be added to the course as a "shopper".

Finalize and Seal Your Worksheet

Once you have made your final course selections for the semester, you will need to seal your OCS worksheet.

Once you have sealed your worksheet, your enrollment in the courses you have chosen will change from "shopper" to "student". For all courses you shopped but decided not to take this semester, you will automatically be un-enrolled.
How do I find my courses?

Courses that you are enrolled in can be found at Canvas @ Yale. When you login, you will be taken to your dashboard. You may not see all of your courses on your dashboard. If that is the case, follow the steps below.

1. Click on Courses, then All Courses.

2. Here you can see all the courses that you are enrolled in. *

*If you cannot click into the course, it is unpublished by the instructor.*

Note- you can favorite your courses by clicking on the star, which will make the courses appear on your dashboard.
For more information on organizing course content, visit the article [How to Favorite Your Course](#).

To search Syllabi of courses you are not enrolled in, visit Yale's [Course Search](#).
How Do I Register My Turning Account and Device for a Course?

NOTE: IF YOU ARE TAKING MULTIPLE COURSES THAT ARE USING CLICKERS:

- You will only need one clicker. Your clicker will work in all of the Yale College courses that use clickers.
- You will only need to complete the following steps in one course site. Your clicker information will propagate to any and all other course sites that require a clicker registration.

Go to Turning Account Registration

In your course site, click the Turning Account Registration tool in the left side navigation panel.
Click Load Turning Account Registration in a new window

Click Load Clicker Registration in a new window

With your email in the field above click "Create an account" or Log In

Follow the on-screen prompts to create your account or log in if you have previously created a TurningTechnologies account. Make sure you use your Yale email address when creating a TurningTechnologies account.
Redeem your license

Enter the license code from the Turning Account scratch-off license card.
Register Polling Device

If using a hardware clicker, once prompted add the six digit clicker ID found on the back of the clicker. Your clicker will now be tied to your licensed account.

This account is active for one semester and can be used with clickers and smart phones. You may use this licence in multiple courses throughout the academic year.

Any questions can be sent to: mediailibrary@yale.edu.

Registering a license or device with an existing account
If you have an existing Turning account and need to register a license or device, you can enter both from the main profile page after logging in.

Please note that it is advised to deleted previously used clicker ID's and only have your current clicker device registered.

**Use with smartphone or other digital device**

If permitted in the course, any smartphone or desktop can act as a clicker. To interact with in-class polls navigate via PC to: https://responseware.turningtechnologies.com/

On a smart phone, download the Response Ware app by Turning Technologies.

In both instances you'll be prompted to login and join the session ID provided by the instructor.
Supported Browsers

With Canvas, there are specific browsers that are better suited for utilizing the tools within Canvas @ Yale. Please see this link as Canvas updates this page frequently: Supported Browser Information (Vendor)

Throughout the semesters that Yale has been using Canvas @ Yale, we have discovered some great tips:

💡 Mac Users may find it easier to use Firefox rather than Chrome

💡 If you are not able to see a tool or feature correctly in one browser, please try to update the browser or try another one.

⚠️ Microsoft Edge does not work well with Canvas and should be avoided
How do I submit Media Recording assignments?

**NOTE:** To submit media recording assignments you will need to have a microphone and if you are also doing video you will need a webcam.

Go to the Media Recording Assignment

In your course, go to the assignment and click the "Submit Assignment" button.

Now, click the "Record / Upload Media" button under the submission area.
Select recording type

In the pop-up window you will see two options. You can either select the "Upload Media" tab to upload a file that you have already recorded or you can create a new recording by selecting the "Record Media" tab (this tab is selected by default).

Record Media

If you choose to record your own media, select the "Record Media" tab. Enter in a title for your recording in the "Title" box [1]. Then, on the left, you can choose to record audio only [2] or you can choose to record audio and video [2]. Once you have selected the appropriate option, click the "Allow" button [4] in the Adobe Flash Player Settings pop-up.
Begin Recording

When you are ready to begin recording, just click anywhere in the box. When you are done recording, just click again in the box.

💡 Note: If you are recording audio & video, you should see a preview of your webcam image while you record.
When you are done recording, the recording will automatically play back for you to review. If you are happy with the recording click the "Save" button [1] or you can click the record button to re-record [2].
Submit your assignment

When you are done, the submission area will display that you are ready to submit and you can enter some comments in the comments field [1] if you like. When you are ready, click the "Submit Assignment" button [2] to complete your assignment.
Linking Canvas to the Yale University Official Bookstore

These directions are for students setting up a first time cross-over to Canvas to the Yale University Official Bookstore.

1. Login to Canvas with your student credentials.

![Login to Canvas](Image)

2. Choose your course from your dashboard.

![Dashboard](Image)

3. Click on *Purchase Course Materials* from the left-hand navigation bar.
   - Clicking this link will open a new window, where you will be prompted to sign in or create an account for the bookstore website. Your account will be paired to Canvas, and you will not be required to sign in after the initial login.

4. You will now be redirected to the Yale University Official Bookstore website.
• Your course information will auto-populate to match the course you selected in Canvas, and your course materials will appear here in all the available formats (new, used, rental, digital).

5. Your Canvas account is now paired with the bookstore website.

• When you use the Purchase Course Materials link in the future, you will be sent directly to your course materials.

If the integration link goes down or if there is a technical error, Barnes & Nobles may be reached at the home office at LTIsupport@bncollege.com. The integration also allows for faculty and students to send messages to us if certain courses are not found. However, if the professors have questions about FacultyEnlight or adoptions, their main point of contact would be the Yale Bookstore staff (GM321@bncollege.com) or through their online form.
Alternative accessible formats of content in Canvas

Ally, Fall 2017 Pilot

💡 For more information about Yale’s accessibility guidelines, please visit the Usability & Web Accessibility page, or contact accessibility@yale.edu.

Yale’s Center for Teaching and Learning is piloting Blackboard Ally in Canvas @ Yale this fall 2017, bringing alternative accessible formats of content shared through Canvas into the hands of any student at Yale. These automatically generated alternative accessible formats include Semantic HTML, audio, ePUB, and electronic braille.

For more information regarding the digital content available in Canvas, please see the vendor guides relating to:

- Students
- Instructors
- Administrators

Accessible Versions throughout Canvas

- Syllabus
- Files
- Announcements
- Assignments
- Modules
- Discussions
- Content pages

Throughout the course site, students and faculty will notice a small down arrow next to content linked to from various tools in Canvas.
Clicking on this down arrow will surface a pull down menu inviting participants to download the original file uploaded by the instructor, or to choose from one of several more accessible versions for download.

Accessible versions of content are generated on demand, and downloaded to your local computer.

Coming in spring 2018, our pilot will extend to include Instructor feedback about the accessibility of their course materials and guidance on how to fix identified accessibility issues.

**Accessing accessible versions in the Syllabus**

If an instructor has chosen to link to a downloadable version of the syllabus, accessible versions of the file will be available through the submenu.
Accessing accessible versions of content in Files

When accessing content through the Files tool in Canvas, hover over the file row to the far right, and a gear icon will appear. When available, the Accessible versions menu will be present to access the desired alternative format.

Another path to accessible versions is when a file is selected in the Files tool, a small icon appears towards the top of the list of files. This only appears when one file is selected.
Alternatively, if you have already clicked on the file to view in preview mode, accessible versions are made available through a button on the top of the screen.

Accessing accessible versions of content in Announcements

When content is shared directly from within an Announcement posted in a Canvas site, accessible versions of that piece of content are available when the student logs into Canvas directly to view the announcement from within the course site, as shown here.

Accessing accessible versions in Assignments

Content shared in an assignment by the instructor will have accessible versions made available through the available menu, but student submissions will NOT be scanned by Ally and will not have accessible versions made available to the faculty member or to peers during a peer review.
Accessing accessible versions of Files in Modules

When a file is linked to directly from within a Module as shown here:

The accessible versions of the content are found within the top portion of the window.
Accessing accessible versions of content in Discussions

Content linked from discussions by the instructor will have accessible versions available. Content shared by students will NOT be scanned by Ally, and will NOT have accessible versions made available to readers.
Accessing accessible versions in content pages

💡 For more information on Canvas accessibility, please visit the Canvas vendor guides to learn more:

https://community.canvaslms.com/docs/DOC-2061
How to Reserve a Time Slot in Sign-up Tool?

This article will show you how to use the Sign-Up Tool, reserve a time within an appointment group, and unreserve a time within an appointment group.

⚠ Please note: Sign-Up Tool is currently within a beta release. This means that there could be additional changes made based on the feedback received from those who are using the tool. If you are using the tool and would like to provide us with feedback, please fill out the following Google Form: Sign-Up Tool Beta Release Feedback.

1. Click on Sign-Up Tool (Beta) from your global navigation.

2. Click on the name of the appointment group you want to reserve time for.
3. Once within the appointment group, click on the reserve icon to reserve the time slot.

4. If applicable, type in any comments you will like the instructor to see with your reservation.

5. Click Reserve.
# How to Unreserve a Time Slot

1. To unreserve, go back to the time slot you reserved (indicated under the status) and click the unreserve icon.

2. Enter in your reason for cancellation and then click "unreserve".

3. If applicable, you can provide the reason for the cancellation. Then click "OK".

---

## Sign Up BETA > Office Hours

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Status</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>March 26, 2018</td>
<td></td>
</tr>
<tr>
<td>9:00 am</td>
<td>AVAILABLE - 1/1</td>
<td>0</td>
</tr>
<tr>
<td>9:15 am</td>
<td>RESERVED</td>
<td>1</td>
</tr>
<tr>
<td>9:30 am</td>
<td>AVAILABLE - 1/1</td>
<td>0</td>
</tr>
<tr>
<td>9:45 am</td>
<td>AVAILABLE - 1/1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>March 28, 2018</td>
<td></td>
</tr>
<tr>
<td>9:00 am</td>
<td>AVAILABLE - 1/1</td>
<td>0</td>
</tr>
</tbody>
</table>
### Sign Up BETA > Office Hours

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Status</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am</td>
<td>AVAILABLE - 1/1</td>
<td>3</td>
</tr>
<tr>
<td>9:15 am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:30 am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:45 am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:15 am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:30 am</td>
<td>AVAILABLE - 1/1</td>
<td>3</td>
</tr>
</tbody>
</table>

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#### Cancel Reservation

Are you sure you want to cancel this reservation?

**Cancellation Reason**

Sorry, I cannot make it!

[Unreserve]
Piazza Account Creation and Modify Your Settings

If an instructor has opted to use the Piazza Q&A online discussion board in your class, you will see a left menu item “Piazza” in your Canvas site. This link will bring you to the Piazza platform, and prompt you to create an account, if you do not already have one, or will pass you through automatically if you have used it before.

If you are creating an account for the first time, it will ask you to verify additional academic information. This is not required to participate in the Piazza Q&A discussion board, and it is our recommendation that you think carefully about any information you share. If you do not wish to share information with Piazza, you can choose “I’m not pursuing a degree” before you continue. This will not limit your ability to use Piazza Q&A.
The additional Piazza Network is also **not required** to participate in the Piazza Q&A discussion board. Enrolling in the Piazza Network allows Piazza to share your information with commercial companies, and you should carefully consider whether you wish to enroll.

If at any time you wish to verify your account settings, you can go to the gear in the top, right of the screen.
For additional assistance on how to use Piazza Q&A, please see the Piazza Support Center: http://support.piazza.com/
The Center for Teaching and Learning is currently piloting Ally, a service that provides alternative versions of files that have been uploaded into Canvas. In most cases these alternative versions are more accessible to screen readers than the original files.

If you discover that a Canvas file does not work well with your preferred screen reader, the best first step is to download an Ally alternative. There are several ways to access Ally alternative versions of files in Canvas.

Accessing more accessible, alternative formats

Alternative formats are formats that will be more accessible to screen readers (such as HTML) or which offer different sensory modalities to students who may not read using vision (such as audio versions).

Option 1:

Wherever a file is linked or uploaded in Canvas, there will be a small down arrow icon to the right of the link.

Click on this arrow to reveal three options: “Download,” which will give you the original file; “Preview” to view the file in the browser; or “Alternative formats,” which are the Ally-produced alternatives.
Choose “Alternative formats” to select the file format you prefer, then click “Download“:

- **Tagged PDF**
  - Structured PDF for improved use with assistive technology
- **HTML**
  - For viewing in the browser and on mobile devices
- **ePub**
  - For reading as an e-book on an iPad, Kindle, etc.
- **Electronic braille**
  - BRF version for consumption on electronic braille displays
- **Audio**
  - MP3 version for listening

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Files

There are three ways to get alternative versions of materials uploaded in the Canvas Files area.  

1) From the main Files window, locate the file and navigate to the far right of that row, to access the “Actions” options (3 vertical dots). Open the options menu, and select “Alternative formats“:
2) From the main Files window, select the row where your file's name appears (don't click on the file name itself). With the row highlighted, locate and click the Ally “A” icon near the top of the page.

3) When you click on the file name in Files, Canvas opens the file within your browser. At the top of the preview screen, there is an option for “A” with the Ally “A” icon:
This same method applies for files included in Modules: click on the file name, and select the “Alternative Formats” option at the top of the file preview screen.

💡 If you discover that an Ally alternative file does not work well with your screen reader, please email accessibility@yale.edu with information about the file that is causing problems.
Mid-Semester Feedback Submission Directions

NOTE: Only users with the role of “student” or “auditor” in the course can submit feedback

Submitting Feedback

At a predetermined date around the middle of the semester, the Mid-Semester Feedback tool will automatically appear in the course navigation menu in your courses and will be available for you to submit course feedback. All students will have one week to complete a feedback survey for each course you are taking. After the survey is closes, the Mid-Semester Feedback tool will be removed from the course navigation.

NOTE: Please be aware that some instructors may collect feedback using an alternative method. Instructors who do this may turn off the Mid-Semester Feedback tool in their Canvas course.

NOTE: If you are taking multiple classes, you will need to submit a separate feedback survey in each course site.

NOTE: You will only get 1 submission per course. You may want to write out your answers to the questions before you go to the survey tool to submit your comments.

NOTE: Only users with the role of “student” or “auditor” in the course can submit feedback.

1. Log into Canvas.

2. Go to your current semester course site.

3. In the course navigation bar, click the “Mid-Semester Feedback” button [1].

4. On the next page, you will be able to enter your feedback. Your comments are strongly encouraged for each question, but it is not required that you complete all questions to submit.
REMINDER: You only get one chance to submit your comments, so please make sure that your survey is complete before you click “Submit”.

5. When you have completed your survey, click the “Submit” button [2].

6. Repeat steps 2-5 for all courses you are taking in the current semester.

REMINDER: Some instructors may choose not to use the Mid-Semester Feedback tool. If you are not sure, check with your instructor to see if they intend on using the tool.