

Presentation Description:

In this one-hour presentation, participants will learn how to navigate the global interface and how to identify global interface features.

Presentation References:

Overview: How to Navigate the Global Interface

1. User Guide: [How to use the Global Navigation Menu](#)

Global Menu: Account- Setting up a Profile and Settings

- [What are Profile and User Settings?](#)
- [How do I edit my profile in my user account?](#)
- [How do I add a profile picture in my user account?](#)
- [How do I change the settings in my user account?](#)
- [How do I change the language preference in my user account?](#)
- [How do I set a time zone in my user account?](#)

Global Menu: Dashboard

- [How do I use the Dashboard?](#)
- [How do I use the Global Activity Stream?](#)
- [How do I use the To Do list and sidebar in the Dashboard?](#)
- [How do I view grades in the Dashboard?](#)
- [How do I use the Global Navigation Menu?](#)
- [How do I view my Canvas courses?](#)
- [How do I customize my Courses list?](#)
- [How do I create a nickname for a course?](#)

Global Menu: Courses

- [How do I view my Canvas Courses?](#)

Global Menu: Groups

- [What are Student Groups?](#)
- [How do I view all groups in a course as an instructor?](#)
- [How do I view my Canvas groups as an instructor?](#)
- [How do I add a group set in a course?](#)
- [How do I edit a group set?](#)
- [How do I automatically create groups in a group set?](#)
- [How do I manually create groups in a group set?](#)
- [How do I create self sign-up groups?](#)
- [How do I automatically assign students to groups?](#)
- [How do I manually assign students to groups?](#)
- [How do I assign a student leader to a group?](#)
- [How do I message students who have not signed up for a self sign-up group?](#)

- [How do I prevent students from switching groups in self sign-up groups?](#)
- [How do I move a student into a different group?](#)
- [How do I view student activity within a group as an instructor?](#)
- [How do I start a collaboration with a student group as an instructor?](#)

Global Menu item: Course Calendar:

- [What is the Calendar for instructors?](#)
- [How do I use the Calendar?](#)
- [How do I filter the Calendar view by course?](#)
- [How do I add an event to a course calendar?](#)
- [How do I add a repeating event to a course calendar?](#)
- [How do I add a personal reminder to the Calendar?](#)
- [How do I create an assignment shell from the Calendar?](#)
- [How do I edit an event or assignment in the Calendar?](#)
- [How do I add a conference invitation link to an event in the course calendar?](#)
- [How do I set a different event date for each section in a course calendar?](#)
- [How do I view the Calendar iCal feed to subscribe to an external calendar?](#)
- [How do I subscribe to the Calendar feed using Outlook?](#)
- [How do I subscribe to the Calendar feed using Google Calendar?](#)
- [What is the Scheduler?](#)
- [How do I create an appointment group in the Scheduler?](#)
- [How do I remove students from an appointment in the Scheduler?](#)

Global Menu: Inbox

- [What is Conversations?](#)
- [How do I use Conversations?](#)
- [How do I find my unread messages in Conversations?](#)
- [How do I filter conversations?](#)
- [How do I star a conversation?](#)
- [How do I send a message to a user in a course in Conversations?](#)
- [How do I send a message to a user in a group in Conversations?](#)
- [How do I send a message to all course users in Conversations?](#)
- [How do I attach a file to a message?](#)
- [How do I attach a media comment to a message?](#)
- [How do I reply to a message in Conversations?](#)
- [How do I privately respond to one individual in a group message?](#)
- [How do I reply to submission comments in Conversations?](#)
- [How do I forward a message from a conversation?](#)
- [How do I add new people to an existing conversation?](#)
- [How do I delete a conversation?](#)
- [How do I delete a message from a conversation?](#)
- [How do I archive a conversation?](#)

Global Menu: Commons

- [What is Canvas Commons?](#)
- [How do I use Commons?](#)
- [How do I preview resources in Commons?](#)
- [How do I import and view a Commons resource in Canvas?](#)

Additional Webinar Training Events:

1. Visit the [IvyLearn Statewide Training](#) website for more training events.

Additional Resources:

2. User Guide: [Faculty Instructor Getting Started Guide](#)
3. User Guide: [Faculty Instructor Guide](#)