LYNN
UNIVERSITY

canvas

QUICK START GUIDE FOR STUDENTS

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Preferred Browsers

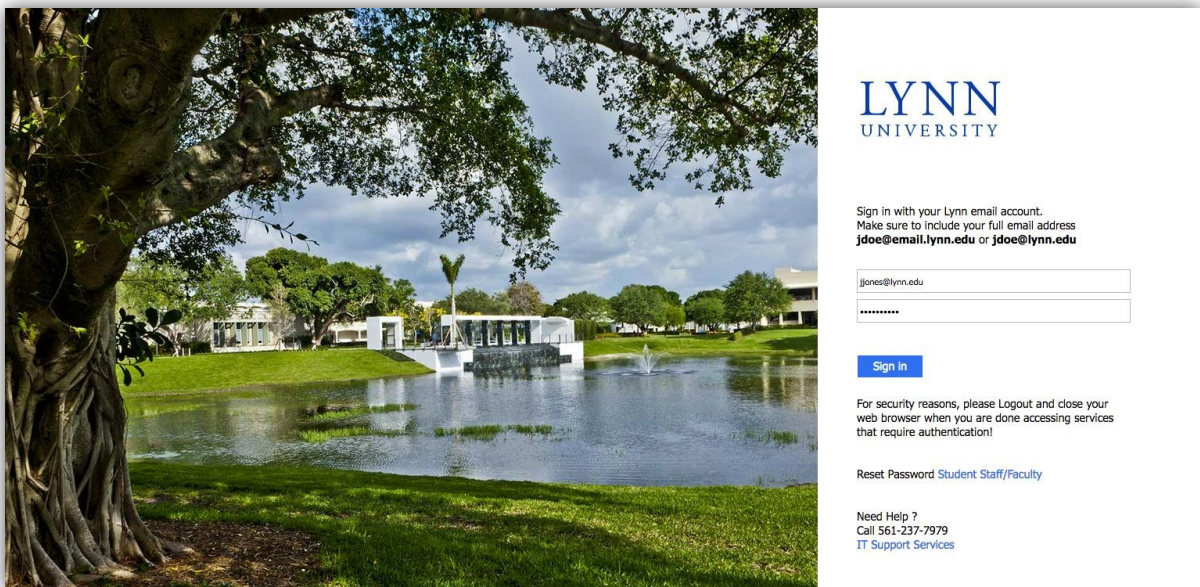Canvas supports the current and previous major releases of the following browsers:

- Safari 9 and 10
- Chrome 57 and 58
- Firefox 52 and 53

Using Mobile Devices

Lynn University is committed to providing students with access to current technology that supports learning. Canvas provides students with access to course materials via mobile devices such as the Apple iPad.

Accessing Canvas

Every Lynn University student has a Canvas account. All courses offered (online, hybrid or on-ground courses) will have a Canvas course shell. Canvas can be accessed by visiting lynn.instructure.com, or navigating to my.lynn.edu and tapping on the Canvas link. Please use your Lynn University Credentials to log in.

Accessing Courses

After logging into Canvas, you can view your current courses in Canvas on the Dashboard.
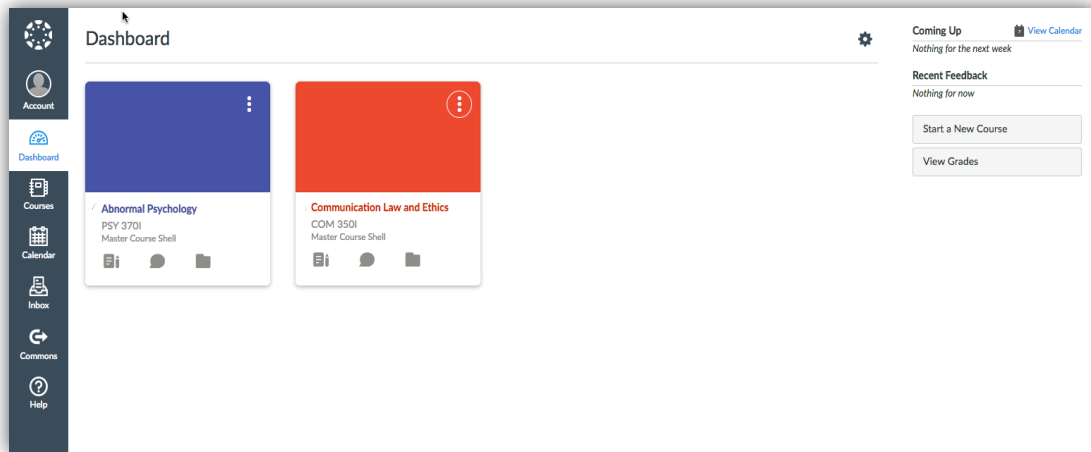

Profiles and Notifications

Each student account has a profile set up in the Canvas system. While this profile uses your Lynn University issued @email.lynn.edu account as the primary email, you can set up a secondary email and also receive notifications on assignments due in your courses there as well. Profile settings apply to all of your courses; you cannot change settings for individual courses.
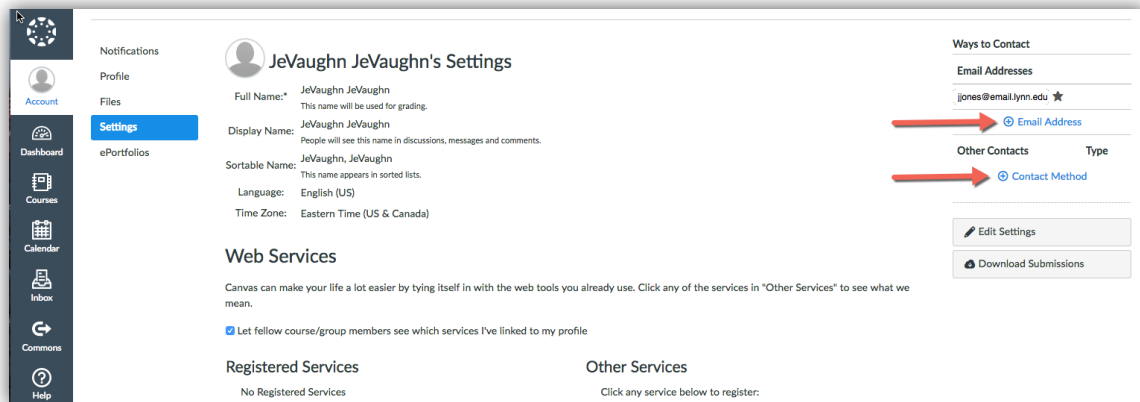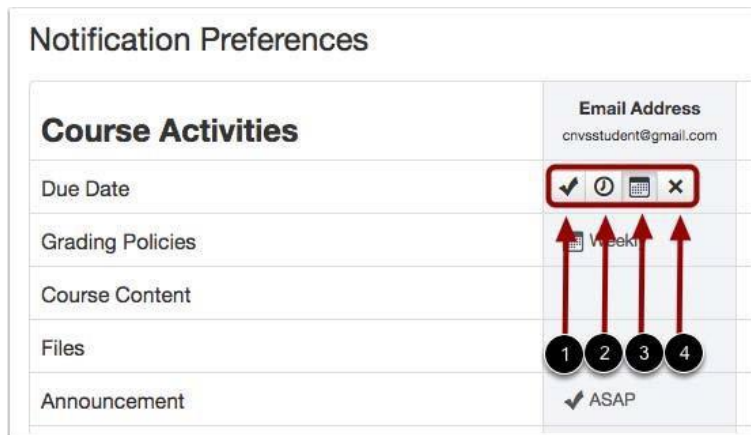
Edit Notification Preferences

You can view and set notification preferences for your course materials. In the User Navigation menu, click the **Notifications** link.
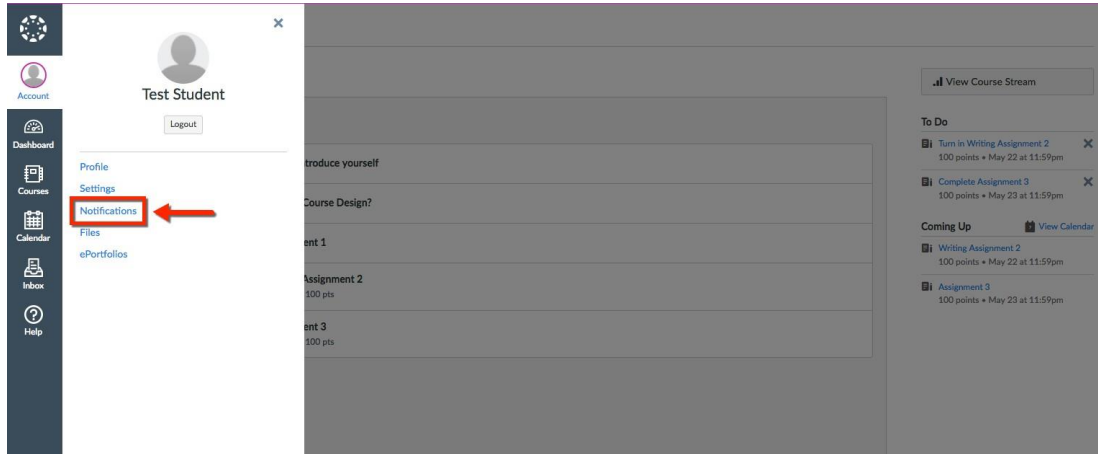
To change a notification for a contact method, hover over the notification type you want to change. Select one of four options.

1   **Check mark** - to be notified immediately for any changes in course activities.
2   **Clock** - to be notified daily of any changes in course activities.
3   **Calendar** - to be notified weekly of any changes in course activities.
4   **X** - to remove the notification preference and not be notified of any changes in course activities.

Note: Each set notification preference will automatically apply to all of your courses. They cannot be set individually.

Course Participation

Submitting Assignments

Canvas accepts several different file types for your online assignments. Your instructors will choose the kind of online submissions they want you to use.

To submit assignments within a course, choose assignments, then select Browse, choose your file and click on Submit Assignment.
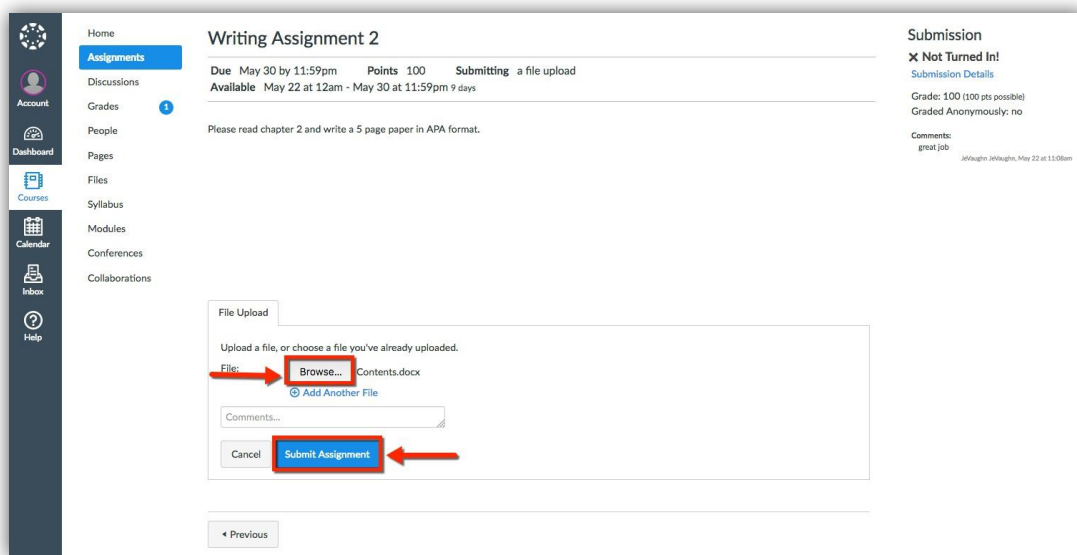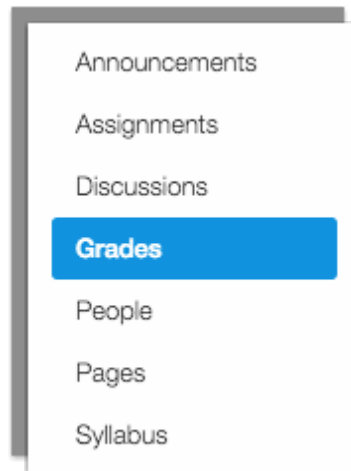

Wait until you see the **Submission**

✓**Turned In!'** message before clicking on another link or closing the window.
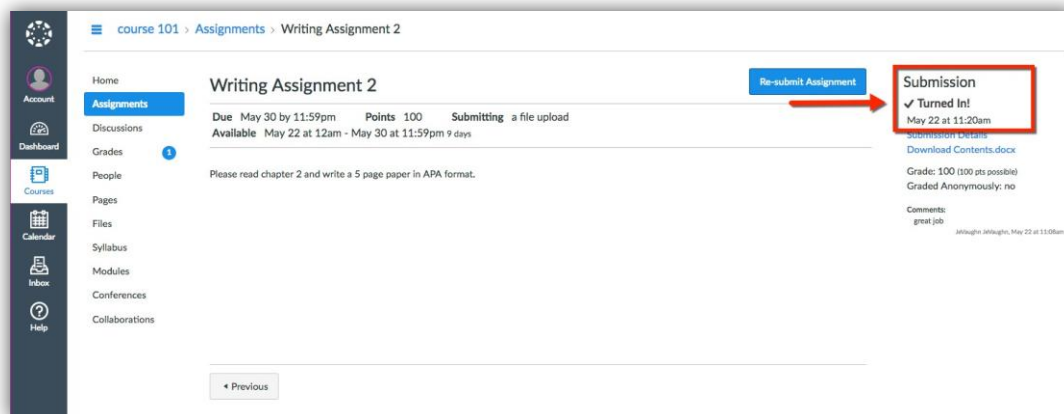
NOTE: You may only have the option to resubmit assignments if your instructor permits.

View Grades

To view grades in your Canvas courses, click on the Grades tab in the course located on the left-hand navigation menu.

This will bring you to the Gradebook. Scrolling to the right, you will find the last column that displays your cumulative or final grade in the course.

View Calendar

The calendar displays all course activities assigned to you are since the calendar spans across all your courses each semester.
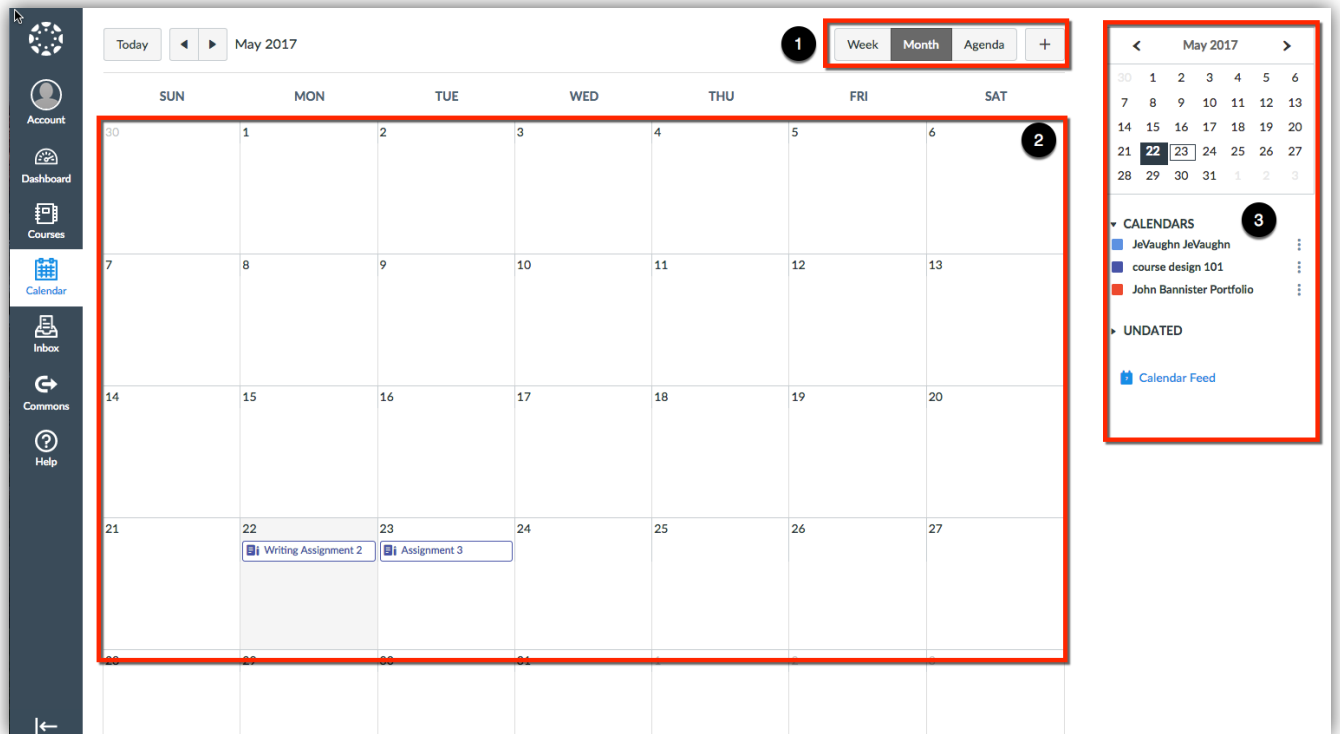

1. In the navigation bar, you can choose a Week, Month, or Agenda view.

2. By default, the calendar appears in **Month** view.

3. The sidebar shows a quick-view calendar, your list of courses and groups, and undated items for your courses and groups.

Post to Discussions

To post to the main discussion, type your post in the **Reply** field. Click on the **Subscribe** button to receive notifications when others post to the discussion.
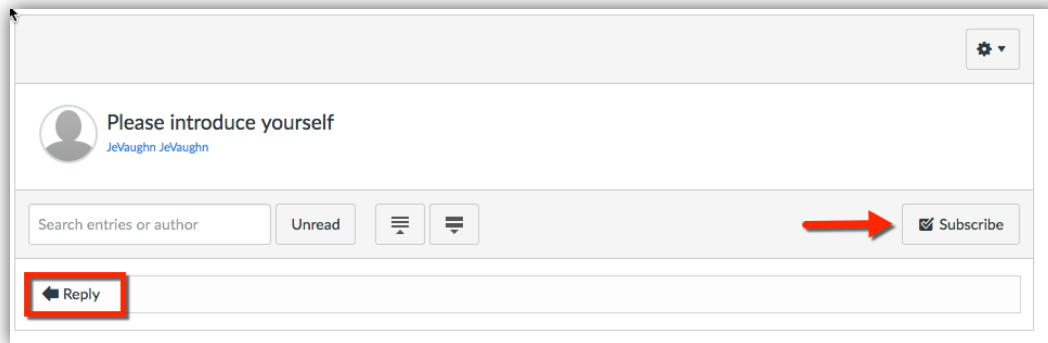
Reply to Discussions
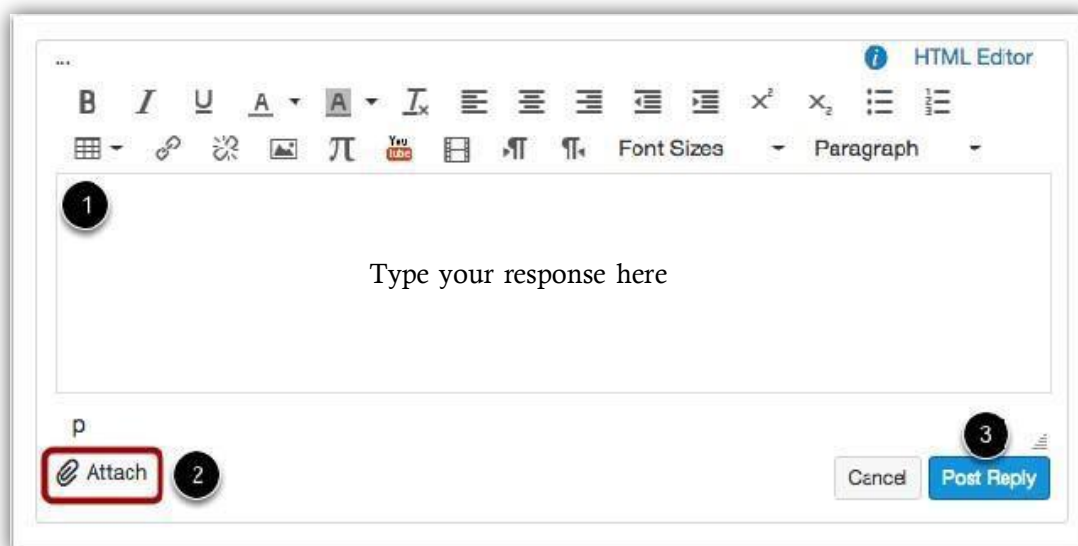
1. Type your response in the window provided
2. You can add links, photos, equations, and/ or media within your response. If your instructor allows, you can also attach files.
3. Once you finish your response, click the **Post Reply** button.

View Discussion Replies

Your reply will be posted at the bottom of the discussion reply thread. There you may also read the replies of others.

Canvas Support

Students needing help should first contact the help desk at 561-237-7979. If the helpdesk should be closed, or you need more immediate help, use the help icon on the Canvas page for assistance.