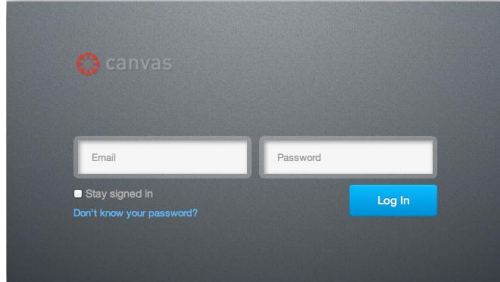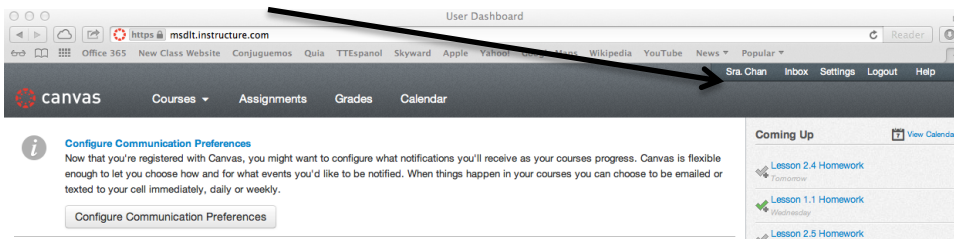Canvas #1
Setting Up Your Account

PROFILE

1) Access Canvas by clicking [icon] at the top right corner of any ltschools.org webpage or directly at
https://msdlt.instructure.com/login.

2) Log in to your account by using your regular MSDLT username (firstnamelastname) and password.
This is the same username and password you use to log on to your classroom computer. Do not type in
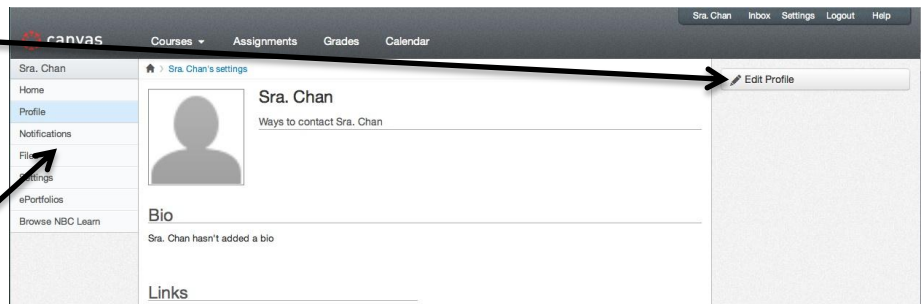your complete MSDLT email address.

3) Click on your name in the top right corner.

4) Click on Edit Profile.
Here you can upload a picture, edit
your name and title, create a bio, and
add links to other websites you use.
You can also link your Canvas account
to other services such as Twitter.

NOTIFICATIONS

1) Click on Notifications.

2) Hover your mouse pointer over the icon to change how often you would like to be notified of Canvas
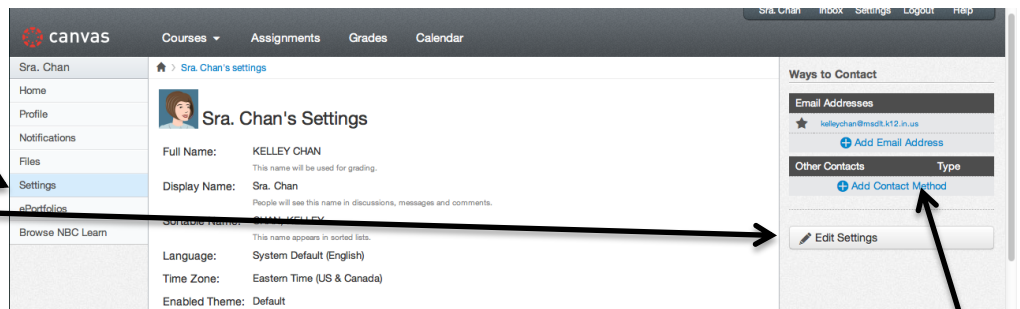activities.
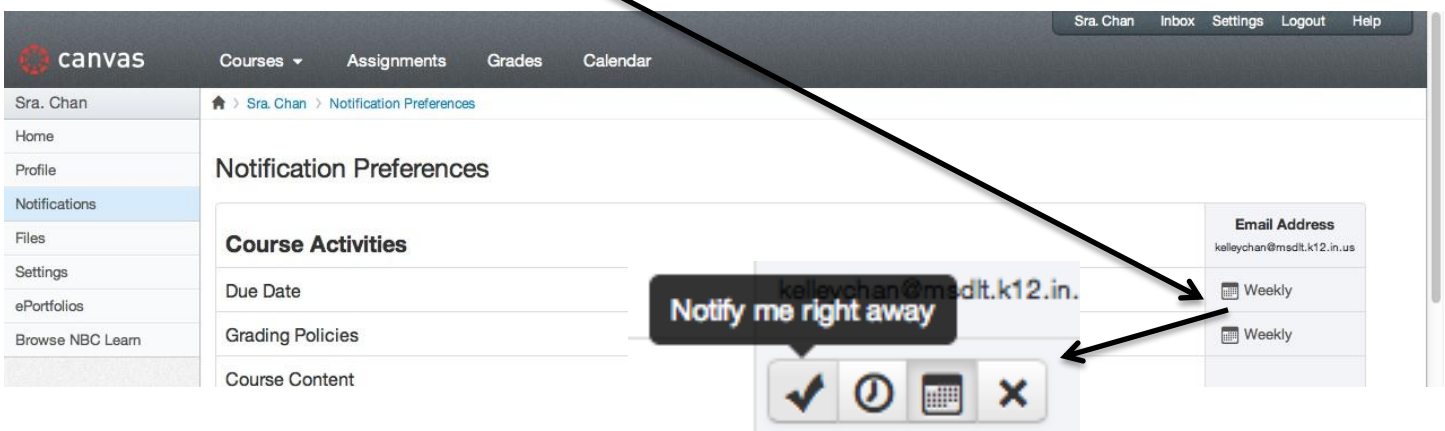
SETTINGS

1) Click on Settings.

2) Click on Edit Settings to edit language and time zone.

3) You can also add additional email addresses and activate SMS (text) communication.

* If you scroll down the page, you can link your Canvas account to other web services such as Twitter. You may also do this via the Profile button.
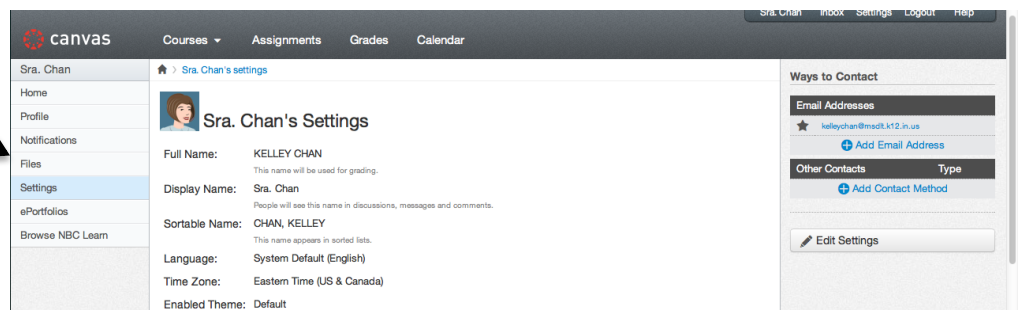
FILES

There is a very easy way to upload a large number of files at a time. Place all wanted files into a folder and compress it (zip). Depending on the amount of data, this zipping process may take a while. Do this first.
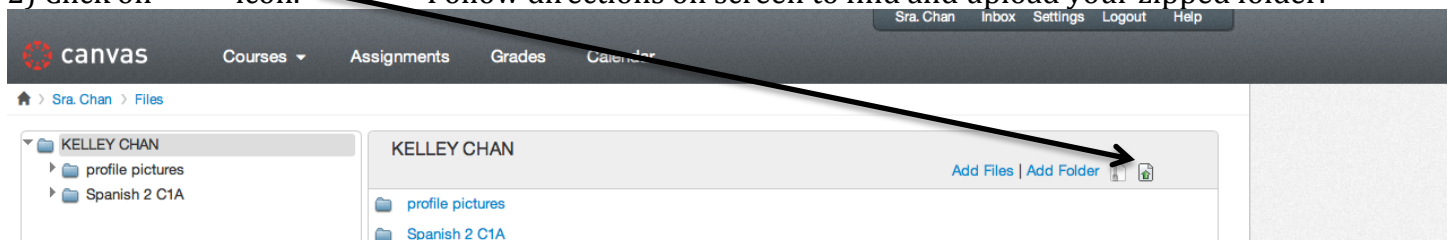
To Upload Your Zipped Folder:
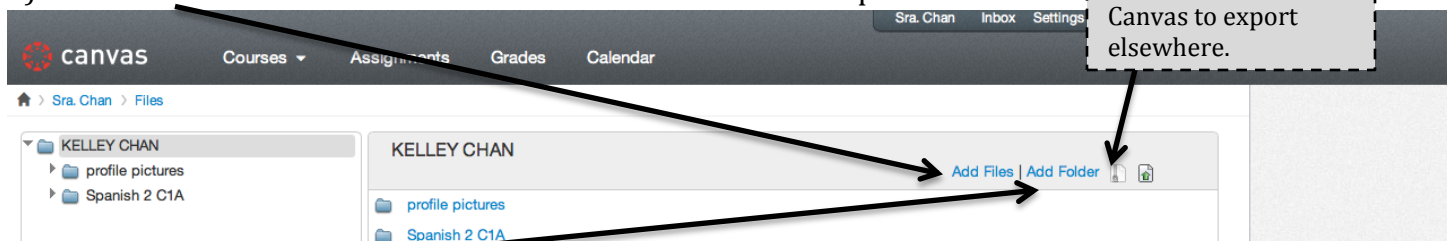1) Click on Files.

2) Click on [icon] icon.   Follow directions on screen to find and upload your zipped folder.

Your zipped folder with all of your files will appear.

To Upload Individual Files:

1) Click Add Files and follow directions on screen to find and upload

This icon allows you to zip files within Canvas to export elsewhere.

*Clicking on Add Folder creates an empty folder that you can name and then fill with individual files. Use these folders to organize your files by course or unit.

* Lock your folders by clicking on the lock icon.