

Guidance for Canvas

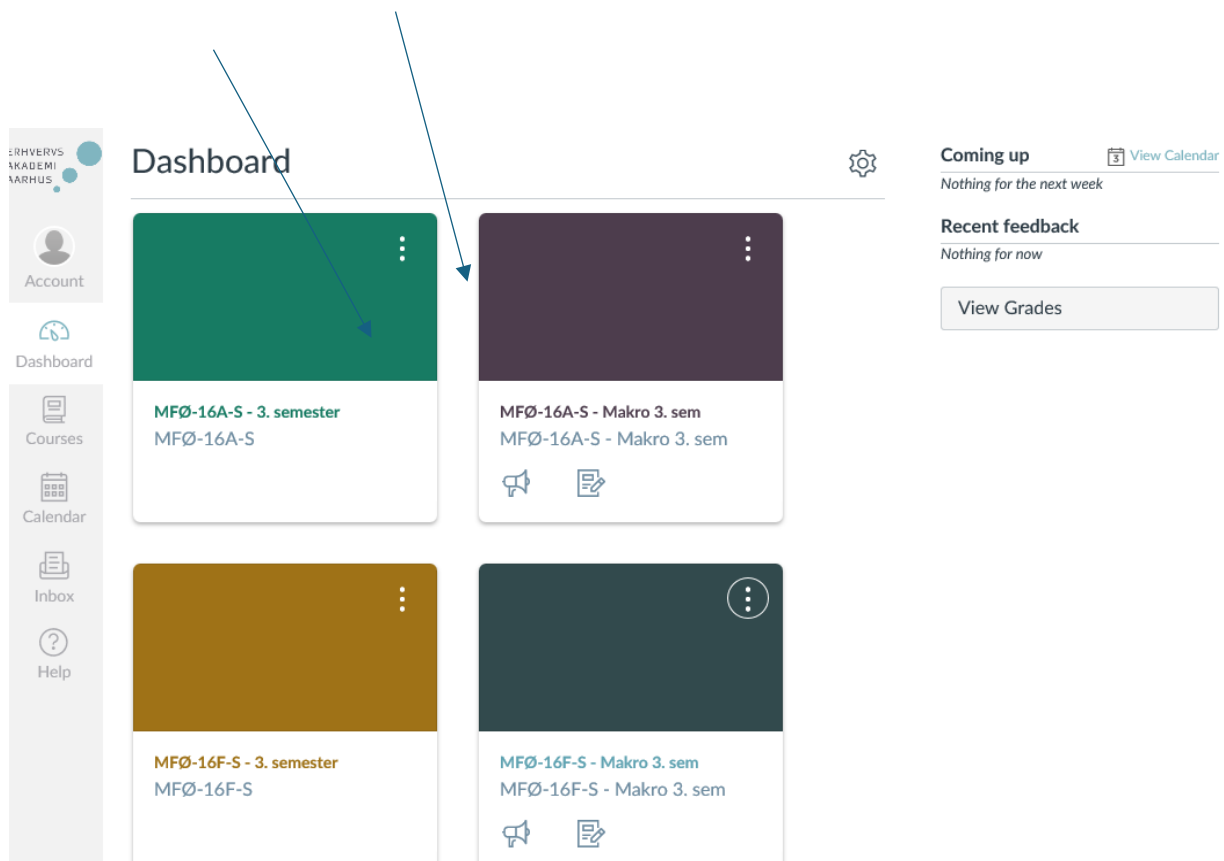
Canvas is the academy's learning platform. In Canvas you will find information about the subjects you are enrolled in, lesson plans, teaching materials and your timetable.

To log in to Canvas go to canvas.eaaa.dk

Dashboard (frontpage)

You always start on your personal homepage called "Dashboard".

The page shows the subjects/team you are enrolled in. With each subject/team there will be a number of icons that link to e.g., messages, files, discussions and hand in rooms. You go to the subject/team by clicking on it.



Subject/Course page

To the left of the subject page there is a vertical panel with several points. It's your lecturer or student administration who decides the interior including what the front page looks like and what points the subject page should contain.

The screenshot displays the user interface for the 'MFØ-16A-S - Makro 3. sem' course page. On the left is a vertical sidebar with the 'ERHVERVS AKADEMI AARHUS' logo at the top. Below the logo are icons and labels for 'Account', 'Dashboard', 'Courses', 'Calendar', 'Inbox', and 'Help'. The main content area has a header with a hamburger menu icon, the course name 'MFØ-16A-S - Makro 3. sem', and a 'Modules' link. A central column lists navigation options: 'Home', 'Modules' (highlighted with a blue background), 'Announcements', 'Assignments', 'People', 'Files', 'Pages', 'Discussions', 'Syllabus', 'Grades', 'Conferences', 'Collaborations', 'Google Drive', and 'Office 365'. To the right of this list is a large panel titled 'Modules' containing a list of course components: 'Semesterplan', 'Lektion 1+2', 'Lektion 3+4', 'Lektion 5+6', 'Lektion 7+8', and 'Lektion 9+10'. Each item is preceded by a right-pointing triangle icon.

ERHVERVS
AKADEMI
AARHUS

MFØ-16A-S - Makro 3. sem > Modules

Home
Modules
Announcements
Assignments
People
Files
Pages
Discussions
Syllabus
Grades
Conferences
Collaborations
Google Drive
Office 365

▸ Semesterplan
▼ Lektion 1+2
▼ Lektion 3+4
▼ Lektion 5+6
▼ Lektion 7+8
▼ Lektion 9+10

Modules

Here is a list of the contents of the modules; often there will be lesson plans, lesson 1, lesson 2, lesson 3, etc. The individual teacher can also choose to make a module with, for example, utilities, tasks, or the like. The individual modules can be folded out so that various materials can be accessed.

[Home](#)
[Announcements](#)
[Modules](#)
[Syllabus](#)
[People](#)

▼ Theme D

📎

Marketline PEST.pdf

📎

Theme D presentation.pptx

📎

Bilag 2 Årsrapport.pdf

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Bilag 1 Prislister.pdf

📎

Appendix 3.docx

📎

Tema D Case English.docx

📎

Theme D groups.xlsx

📎

Annual report Wildlife.docx

📎

Præsentation Erhvervsakademi Århus - opgave erhvervsakademiet præsentation den 24.04.2018 UK.pdf

📎

WildDetect.mp4

📎

Time schedule for Theme D 17J.docx

How to change language

Enter "Account" and then "Edit Settings".

✎ Edit settings

↓ Download submissions

Delete My Account

Select the desired language from the drop-down menu and remember to click "Update Settings" to save.

Language:

English (United Kingdom) ▼

This will override any browser or account settings.

Time Zone:

Copenhagen (+01:00) ▼

Password:

☐ Change password

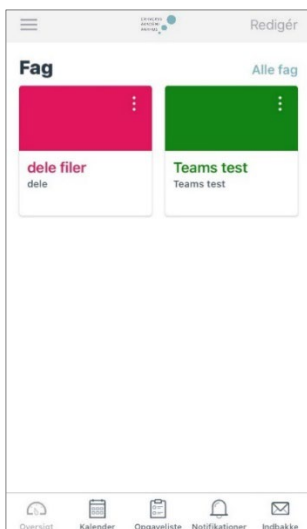
Cancel

Update settings

Notifications on e-mail or app

If you go to "Account" and select "Notifications" you can choose when and how Canvas should send you notifications about changes.

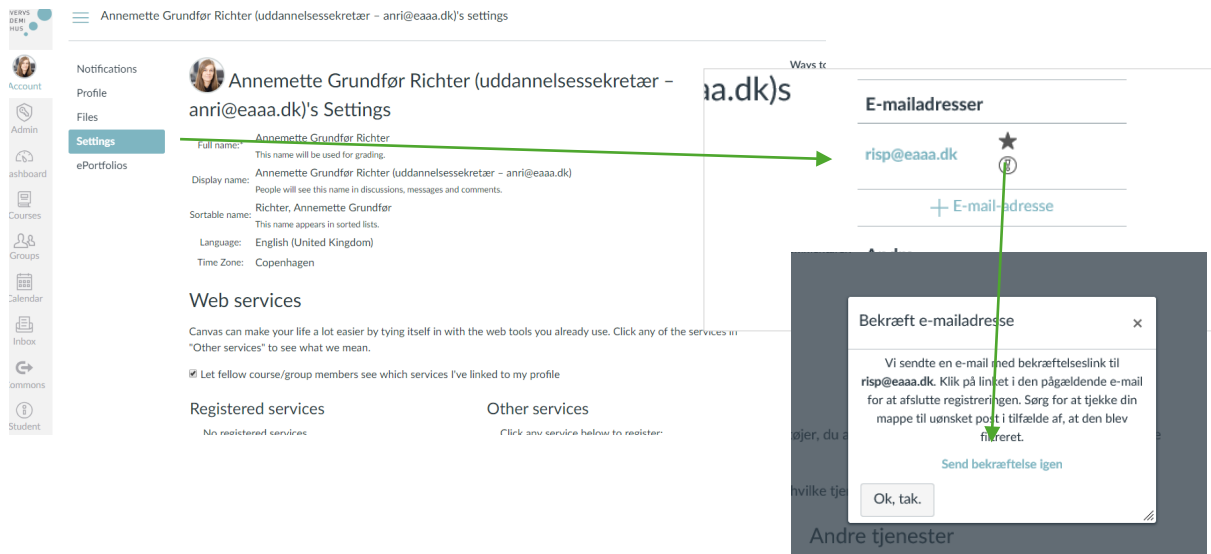
It's not possible to confirm your phone number, so therefore you cannot get notifications on text messages (SMS), but you can still get notifications on your phone by using the Canvas app. You can download the Canvas app from Google play or Apple AppStore.



Meddelelses-indstillinger		
Notifikationer	Indstillinger for	
Profil	Konto	
Filer		
Indstillinger		
ePortfolier		
Delt indhold		
QR til mobil login		
Generelle beskeder		
Fagets aktiviteter	Email	Push-meddelelse
Due Date		
Grading Policies		
Course Content		
Files		
Announcement		
Announcement Created By You		
Grading		
Inkluder resultater, når der gives besked om karakterer. Hvis din e-mail ikke er en institution-e-mail, betyder dette, at falsomme oplysninger vil blive sendt udenfor institutionen.		
Invitation		
All Submissions		

Canvas sends notifications about the subject's activities to the extent you wish.

It's important that you activate your student e-mail in Canvas, otherwise you will not receive the emails your teachers may send to you via Canvas (see the next page).



Click "Settings" and click on your EAAA-mail address. Select "resend confirmation" - you will then receive an email to confirm by clicking "Click here to confirm this registration".

Canvas App

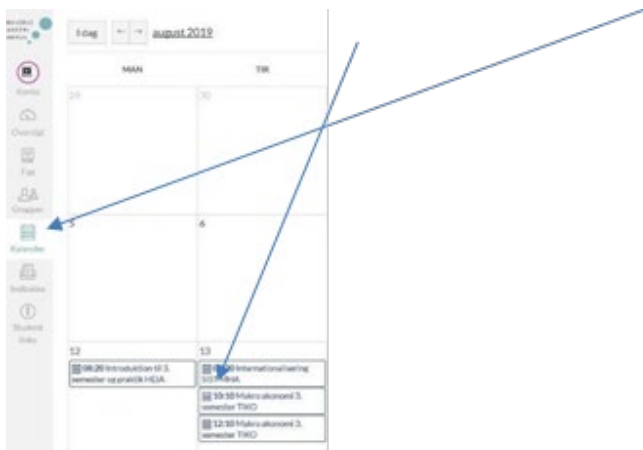
If you have an Android phone or tablet, or an iPhone or iPad, you can download a Canvas app (from Instructure) from Google Play and App Store. The app gives you information about messages, modules, and reminders. You can also submit assignments. The app is free.

To choose Business Academy Aarhus in your Canvas app, please enter: eaaa.instructure.com and then log in with your school username and password.

Timetable

You can see your timetable in Canvas. Click on Calendar in the left side.

In the right side, you can select the classes you want to see in your timetable.



You can easily get your schedule into your own private calendar (iCal, Google Calendar, etc.).

In the Calendar there is a small icon to “Calendar feed” in the right side where you can get the link to the schedule. If you right-click and copy the URL, you can use this URL into your calendar application, which will be updated automatically.

