In the [January 5, 2023 Spring 2023 Canvas Pilot message](#) we shared information about copying content into your Canvas course(s). In this message we answer the question: **How will my students learn to use Canvas?**

**How will my students learn to use Canvas?**

All students in the Spring Pilot will be encouraged to enroll in [Let's Canvas](#), an online, asynchronous course that provides an overview of essential information about how to use Canvas. Students who previewed [Let's Canvas](#) told us that the course takes approximately 20 to 30 minutes to complete. Students can also return to the course anytime to browse answers to FAQs. We invite you to enroll in [Let's Canvas](#) to preview the course.

Students can access the [Canvas Student Guide](#) anytime to access a comprehensive set of user guides. Students can also watch [Canvas Overview Videos](#) about each Canvas tool.

Students can also send questions about Canvas to [Suffolk’s Service Desk](#) by emailing servicedesk@suffolk.edu with a subject line explaining their question(s).

**How will my students learn about Canvas help resources?**

When your students log into Canvas, the first thing they will see is a **global announcement** welcoming them to Canvas and encouraging them to explore the help resources.

Please help us raise students’ awareness of these resources by **sending a message to your class through WebAdvisor**. We have offered some sample language below.

Please note that we recommend messaging students through WebAdvisor because **students will not receive announcements sent through Canvas** unless they have already logged into Canvas.

**Sample announcement instructors can send to students.**

Dear Students,
As you may already be aware, Suffolk will be moving from Blackboard to
Canvas as our new learning management system in Summer 2023. This semester, our class is one of approximately 60 courses that will get a head start on using Canvas, and I am excited that we will have the opportunity to explore Canvas together. Most other courses at Suffolk will remain in Blackboard this Spring. You can learn more about Suffolk’s transition from Blackboard to Canvas by visiting Suffolk’s website.

In our class, I will be using Canvas to customize the language here based on how you will be using Canvas. For example: post the syllabus, share readings, facilitate online discussions, collect assignments, administer tests, post grades, provide feedback, post announcements.

To get started, go to canvas.suffolk.edu and log into Canvas using your Suffolk single sign-on credentials (the same username and password you use for your Suffolk email). After you log in, you should see our course on your Canvas Dashboard.

If you are new to Canvas or have questions, I encourage you to take advantage of these resources:

- Enroll in Let’s Canvas, an online, self-paced course that will introduce you to essential information about how to use Canvas. The course takes about 20 to 30 minutes to complete, and you can return to the course anytime to browse answers to FAQs.
- Refer to the Canvas Student Guide anytime to access a comprehensive set of user guides.
- Watch Canvas Overview Videos about each Canvas tool.
- Send questions about Canvas to Suffolk’s Service Desk by emailing servicedesk@suffolk.edu with a subject line explaining your question.

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How can I learn more about Canvas?

As instructors learn about Canvas, remember that the CTSE Team is here to partner with you. We invite you to:

- **Register for the CTSE’s upcoming virtual and in-person workshops about:**
  - Grading and Providing Feedback in Canvas
  - Managing Attendance and Course Calendar in Canvas

- **Watch recordings of our past Canvas workshops about:**
  - Navigating Canvas
  - Creating Course Content in Canvas
  - Organizing Your Course and Creating Assignments in Canvas
  - Creating Quizzes, Tests, and Surveys in Canvas
  - Creating Discussions in Canvas
  - Communicating with Students in Canvas
  - Grading and Providing Feedback in Canvas

- **Visit the CTSE’s Canvas webpage** – Scroll down to the section called “Explore Canvas Tools,” as well as:
  - Refer to the Canvas Instructor Guide to access a comprehensive set of user guides.
  - Watch Canvas Overview Videos about each Canvas tool.
  - Send questions about Canvas to Suffolk’s Service Desk by emailing servicedesk@suffolk.edu with a subject line describing your question.
Request a one-on-one consultation with a member of the CTSE team by emailing CTSE@suffolk.edu.

Thank you for participating in the 2023 Spring Canvas Pilot.
Best wishes,
The CTSE Team