



# INFO SESSION: HOW TO USE CANVAS

FACULTY OF ENGINEERING



VRIJE  
UNIVERSITEIT  
BRUSSEL

WELCOME



INFO  
SESSION

# Welcome

Info session for ULB students at the Faculty  
of Engineering

## AGENDA

1. Obtaining VUB credentials
2. Access to Canvas
3. Change language settings to English
4. Add an extra email address
5. Adjust notification settings
6. Other and Q&A

## OBTAINING VUB CREDENTIALS

Register as guest student:

<https://www.vub.be/en/studying-vub/enrolling-vub/application-and-enrolment/info-for-guest-students#application>

If asked to specify a course, write 'bruface student'

Only possible AFTER you have done your registration at ULB

Must be done before 1 December (first semester) or 13 March (second semester)

# Enroll as guest student at the VUB

Vrije Universiteit Brussel - Student Administration (OWSA)

[A] Pleinlaan 2 - 1050 Brussels, Building C, 2nd floor (C2.02)

[E] [studentadministration@vub.be](mailto:studentadministration@vub.be)



**First + last name \***

**Gender \***

**Nationality \***

**Date of birth \***

Day	Month	Year	
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**Place of birth \***

**Email \***

**Phone/Mobile phone**

**Upload your valid ID card or passport here \***

No file chosen

If you have a Belgian ID card, please upload your ID card. If not, please upload an EU ID card, or an international passport.

Files must be less than 2 MB.

Allowed file types: jpg jpeg png pdf doc docx.

**You can upload the backside of your ID card here:**

No file chosen

Only necessary for ID cards.

Files must be less than 2 MB.

Allowed file types: jpg jpeg png pdf doc docx.

**Please upload the enrolment certificate of your home institution \***

No file chosen

Files must be less than 2 MB.

Allowed file types: jpg jpeg png pdf.

**Upload a passport photo for your student card here \***

No file chosen

Files must be less than 2 MB.

Allowed file types: jpg jpeg png.

**Address (Street + Number) \***

**City \***

**State/Province/Region**

**Postal / Zip Code \***

**Country \***

I'm not a robot



## OBTAINING VUB CREDENTIALS

When your application has been processed, you will receive an activation email within the hour, inviting you to to choose a new password.

Confirm by clicking 'change password' via  
<https://account.vub.be>

After completing the requested info, you will receive an @vub.be email address. Your VUB NetID and email address are ready for use within 24 hours after completing the account request procedure. Both remain valid during your entire VUB career.

## OBTAINING VUB CREDENTIALS

You will need this to access Office 365 and Canvas

## ACCESS TO CANVAS

Use your @vub.be Office 365 credentials to log in:  
<https://canvas.vub.be>

Your courses should soon appear automatically on your dashboard:

Dashboard ⋮

### Gepubliceerde cursussen (17)



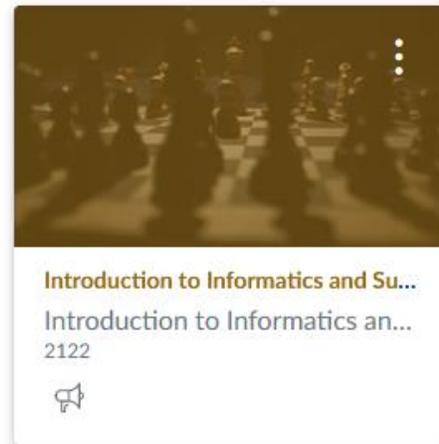
Introduction to Marketing and Ma...  
Introduction to Marketing and...  
2122

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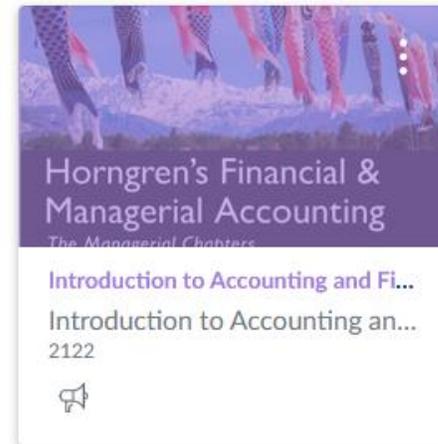
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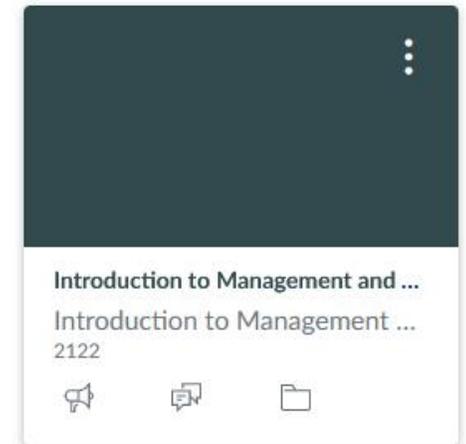
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Horngren's Financial & Managerial Accounting  
*The Managerial Chapters*

Introduction to Accounting and Fi...  
Introduction to Accounting an...  
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Introduction to Management and ...  
Introduction to Management ...  
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- Interdisciplinair Onderwijs ontwerpen  
Standaardperiode
- Introduction to Accounting and Finance - 010359  
2122
- Introduction to Informatics and Supply Chain Management - 009034  
2122
- Introduction to Management and HRM - 010361  
2122
- Introduction to Marketing and Market Research - 010362  
2122
- Ondersteuningsaanbod voor personeel  
Standaardperiode
- Quantitative Methods for Business - 007697  
2122
- Strategic Marketing - 006283  
2122
- Studiebegeleiding/ Study Guidance  
Standaardperiode
- Supply Chain Management - 009221  
2122
- VUB Student News  
Standaardperiode

Alle cursussen

Welkom bij je cursussen! Om de lijst van cursussen aan te passen, klik je op de link "Alle cursussen" (All Courses) en voorzie je de weer te geven cursussen van een sterretje.

in het 2de semester / Educat

onderwijs in het tweede semeste  
off week (7 t.e.m. 11 februari) én l

second semester, various worksh  
off week (7 to 11 February) and th

7)



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ntitative Methods for Busi...



munity Faculteit Sociale Wete...  
imunity Faculteit Sociale ...

If not, this means that the administration has not had time yet to register them.

In that case, you can manually look them up and add them to your dashboard

Go to 'cursussen' (courses)

Scroll down to 'alle cursussen (all courses)

# ACCESS TO CANVAS



Alle cursussen



Meer cursussen bladeren

	Cursus	Bijnaam
☆	■ ° Canvas: help °	
☆	■ Community Faculteit Ingenieurswetenschappen	

Click on 'meer cursussen bladeren' (browse more courses)

# ACCESS TO CANVAS



## All Courses

 Alleen openbare cursussen Alleen cursussen voor open inschrijving

Architectural Engineering and  
Construction Project  
Management - 007054

Research methods in  
architectural engineering -  
007060

Sustainable Architectural  
Design Studio - 007061

Start typing the name of the course you want to add and select the course you are looking for below by clicking on the grey box (+ aan deze cursus deelnemen/+ participate in this course)

## CHANGE LANGUAGE SETTINGS

Click “Profiel”(=Account), “Instellingen”(=Settings)

Click “Instellingen bewerken” (=Edit Settings)

Select “English” in the “Taal” drop-down menu

Select the orange button with “Instellingen bijwerken”

# CHANGE LANGUAGE SETTINGS

The screenshot shows the Canvas LMS dashboard for a user at Vrije Universiteit Brussel. The interface is in Dutch. At the top, there is a navigation bar with the VUB logo, an account icon, and a dashboard icon. Below this is a main header area with a message about educational support for the 2nd semester. The main content area is titled 'Dashboard' and features a section for 'Gepubliceerde cursussen (20)'. This section displays a grid of 20 course cards, each with a thumbnail image, a title, and a brief description. The courses include 'Community MILO', 'Testcursus Hannah', 'Testcourse Gerd Vandersteen', 'testcursus Imke Dirix', 'Testcursus Ken Wittebrood', 'Voorbeeldcursus MILO (testomg...', 'Community Faculteit Letteren en ...', 'Anatomie van het bewegingsstels...', 'Economics for Business - 000490', 'Inleiding tot de macro-economie...', 'Krachtige leeromgeving talen - 01...', 'Masterproef I: klinische psychol...', 'Public choice - 001881', 'Statistiek II voor de sociale wetens...', 'Statistiek II: kansrekening en indu...', 'Testcursus Anneleen', 'Testcursus Corine Cuypers', 'Testcursus Debra De Pryck', 'Zandbak ZNDBK', and 'Zandbak2 - Thibaut'. On the right side, there is a sidebar with a section titled 'Lijst met opdrachten' (List of assignments), which contains a list of assignments with their titles, authors, and due dates. Below this is a section for 'Aankomende (gebeurtenissen)' (Upcoming events) and 'Recente feedback' (Recent feedback). The bottom of the screenshot shows the Windows taskbar with various application icons and the system clock displaying 13:59 on 28/01/2022.

## ADD EXTRA EMAIL ADDRESS

Go to Account  
Click on Settings  
Click on '+ Email address'

### Ways to contact

#### Email addresses

teststudent3@vub.be ★

+ Email address

Other contacts	Type
----------------	------

For all devices	push 
-----------------	--

+ Contact method

 Edit settings

 Download submissions

 Pair with observer

## ADJUST NOTIFICATION SETTINGS

Go to Account

Click on notifications

Change according to your wishes.

Here, you can also ask for automatic notifications on your secondary (ULB or personal) email address

# ADJUST NOTIFICATION SETTINGS



teststudent3 > Notification Settings



Account



Dashboard



Courses



Groups



Calendar



Inbox



History



Commons



Help

Notifications

Profile

Files

Settings

ePortfolios

Shared Content

Folio

QR for Mobile Login

Global

announcements

## Notification Settings

**i** Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications. ✕

**i** Daily notifications will be delivered around 18:00. Weekly notifications will be delivered Saturday between 23:00 and 1:00. ✕

Settings for

Account ▼

### Course activities

	Email teststudent3@vub.be	Push Notification For all devices	Email anneleen.stienaers@vub.be
Due Date			
Grading policies			
Course Content			
Files			
Announcement			
Announcement created by you			
Grading			
Invitation			
All submissions			
Late grading			
Submission comment			
Blueprint Sync			
<b>Discussions</b>			
New Topic			
New Reply			

## OTHER

Go to Help

Click on 'Canvas support for students'

Access to lots of manuals, instruction videos, and FAQs



Help



Account



Dashboard



Courses



Groups



Calendar



Inbox



History



Commons



10

Help



Little lost? Try here first!

Search the Canvas Guides

Raadpleeg de (Engelstalige) documentatie van  
Canvas

### OTHER RESOURCES

Assistentie nodig?

Bel ons op 02/629 37 37 \* Mail ons via  
<https://vub.service-now.com> \* Maak een  
afspraak via de cursusruimte  
"Ondersteuningsaanbod voor personeel"

Canvas support for students

Browse the VUB manuals, instruction video's  
and frequently asked questions.

# OTHER



Canvas: help > Pagina's > Home

Startpagina

Aankondigingen

Modules

Panopto

## Home



**MANUALS &  
INSTRUCTION  
VIDEO'S**

**FREQUENTLY  
ASKED  
QUESTIONS**

# Manuals and instruction video's

## General

- [How can I use Canvas on my mobile device as a student?](#)
- [How do I use the Global Navigation Menu as a student?](#)
- [How do I use the Dashboard as a student?](#)
- [How do I view grades in the Dashboard as a student?](#)
- [How do I view my institution's Public Course Index as a student?](#)

## Announcements

- [How do I view Announcements as a student?](#)
- [How do I add an announcement in a group?](#)

## Assignments

- [How do I view Assignments as a student?](#)
- [How do I submit an online assignment?](#)
- [How do I know if I have a peer review assignment to complete?](#)
- [Where can I find my peers' feedback for peer reviewed assignments?](#)
- [How do I upload a file as an assignment submission in Canvas?](#)
- [How do I know when my assignment has been submitted?](#)
- [How do I know when my instructor has graded my assignment?](#)
- [How do I view assignment comments from my instructor?](#)

## Calendar

- [How do I use the Calendar as a student?](#)
- [How do I add an event to my calendar as a student?](#)
- [How do I add a to-do item in the Calendar as a student?](#)
- [How do I subscribe to the Calendar feed using Outlook as a student?](#)

## Discussions

- [How do I view Discussions as a student?](#)
- [How do I create a course discussion as a student?](#)
- [How do I view and sort discussion replies as a student?](#)
- [How do I reply to a discussion as a student?](#)

## Files

- [How do I use Files as a student?](#)
- [How do I view course files as a student?](#)
- [How do I view group files as a student?](#)
- [How do I create a folder in Files as a student?](#)
- [How do I download a single file as a student?](#)
- [What types of media files can I upload in Canvas as a student?](#)
- [How do I view my Microsoft Office 365 files in Canvas as a student?](#)

## Modules

- [How do I view Modules as a student?](#)
- [How do I mark a module item as done for a module requirement?](#)

## People and groups

- [How do I use the People page in a course as a student?](#)
- [How do I view my Canvas groups as a student?](#)
- [How do I join a group as a student?](#)
- [How do I leave a group as a student?](#)
- [How do I upload a file to a group?](#)
- [How do I start a collaboration in a group?](#)
- [How do I create a discussion in a group?](#)

## OTHER

### How to forward your VUB emails to ULB account?

Go to Outlook.com: <https://outlook.live.com/> and log in  
Select the Settings icon from the toolbar

Click the “View all Outlook settings” option at the very bottom of the newly appeared Settings pane.

+ New message

Mark all as read Undo

- Favorites
- Inbox 39
- Sent Items
- Drafts 11
- Deleted Items
- Add favorite
- Folders
- Inbox 39
- Junk Email
- Drafts 11
- Sent Items
- Upgrade to Office 365 with premium Outlook features

Focused Other Filter

Other: New conversations  
Microsoft Store

Microsoft  
Updates to our terms of ... Thu 7/11  
Hello, You are receiving this email becau...

June

Microsoft Rewards  
Roberts, open quick: We'r... 6/24/2019  
Join Microsoft Rewards today. Earn free r...

May

Microsoft Rewards  
Roberts, open quick: We'r... 5/29/2019  
Join Microsoft Rewards today. Earn free r...

Older

Microsoft Rewards  
Roberts, open quick: We'r... 4/28/2019  
Join Microsoft Rewards today. Earn free r...



### Quick settings

Search Outlook settings

Theme

View all

Dark mode

Focused Inbox

Desktop notifications

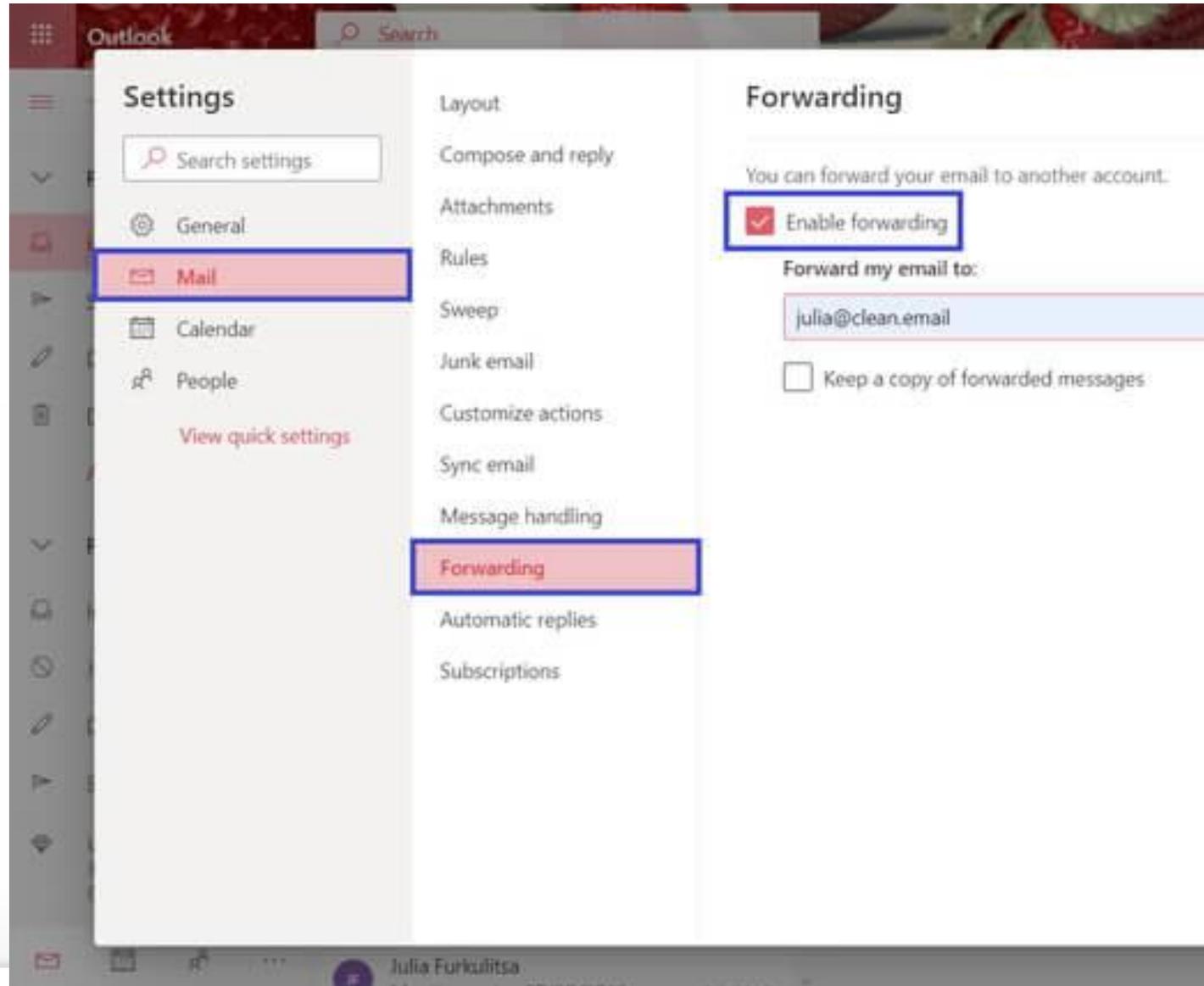
Display density

View all Outlook settings

## OTHER

Select Mail →  
Forwarding in the  
Settings dialog box

Select the Enable  
forwarding check box



## OTHER

### How to forward your VUB emails to ULB account?

Enter the email address where you want the forwarded email messages to be sent.

Select the Keep a copy of forwarded messages check box if you want to keep copies of the forwarded messages in your Outlook account.

Finally, click Save.



THINKING MUST NEVER  
SUBMIT ITSELF.



VRIJE  
UNIVERSITEIT  
BRUSSEL