EKU Student Checklist
Getting Started with the EKU Canvas Learning Management System

Eastern Kentucky University (EKU) is pleased to announce that approximately 50 courses will be offered in our new Canvas Learning Management System (LMS) in Fall 2024 with many more in Spring 2025. While most EKU courses will remain in the Blackboard LMS for the 24/25 academic year, this handout is designed for students in the Canvas courses.

Students can learn more about Canvas features by visiting the Canvas Student Guide or the public Passport for Students course. Reviewing these materials will help students better prepare for their EKU course!

Log in!
Visit https://eku.instructure.com/ and log in with your EKU Student credentials. If you have problems logging in, please contact the EKU IT Service Desk for support. Canvas is behind Single-Sign-On or SSO, so you can use your username or your email and then your password to log on.

Set Up Account Notifications
To ensure you receive communication from Canvas, set up your Notification Preferences under Account. There are many options to choose from and you can make changes at any time. However, it is important to have the options for “Conversations” always selected. This option allows messages from your instructor to come straight to your EKU E-Mail (Outlook/Mymail) and for you to be able to reply directly to them.

Communication
The Canvas Inbox on the far left global navigation menu within the LMS is where you can send messages to your instructor(s). It will be a handy tool for you and your instructors.

Set a Profile Pic
Set a profile picture that represents yourself and is professional in your Canvas Account. Your instructors and fellow students will be able to see the image displayed in the Inbox, Announcements, Discussions, and People tab.

Add Your Personal Pronouns to Your Canvas Profile
You can update your Canvas profile to include your personal pronouns. Once you do, pronouns will appear next to your name in a variety of locations throughout Canvas.

Know your Dashboard
The Course Dashboard helps you navigate the course and manage your work. The sidebar on the right tells you what is next in your course with a To Do List of assignments and a Recent Feedback section displaying comments from your instructor on assignments.

- How do I use the Dashboard as a student?
Customize your Dashboard Cards

Customize which course cards are displayed on the Dashboard by “Favoriting” or “Moving” courses based on preference, current term, quarter, semester, etc.

- If you are not seeing your courses, be sure to click **Courses > All Courses**. You can only access courses in which you are officially enrolled so check MyEKU and then check with your advisor if have additional questions on registration.

Recent Activity or List View

Recent activity is another option on the Dashboard if you toggle the three dots on the top of the page. This area shows everything that has taken place in your courses, including Announcements that have been posted. Be sure to read your Announcements so you can stay up to date with your courses.

Download the Canvas Student Mobile App

The Canvas Student app allows students to access their courses and groups using a mobile device. Students can participate in discussions, and view grades and course materials. The app also provides access to course calendars, To-Do items, notifications, and Conversations messages.

- [Canvas Student on Google Play](#)
- [Canvas Student on Apple App Store](#)

Assignments

**Assignments** are online submissions, such as uploading a paper. Quizzes/Exams will also be common in many courses, and it is important that you know when you can begin a quiz/exam and how much time you have to finish it.

- Before taking exams in Canvas, be sure your browser has the latest updates, and have a good and stable internet connection.

Ask for Help

If you are trying to find something or do something in Canvas and you are struggling, please reach out for help.

- Click HELP on the far left global nav and see all the options. You can chat, send a message to your instructor, or call Canvas support.
- You may also contact the [EKU IT Service Desk](#)

New to Canvas?

- Access the Passport to Canvas course that students can self-enroll in to learn how to use Canvas. Go to [https://eku.instructure.com/courses/46](https://eku.instructure.com/courses/46) and click Enroll.
- Students can also view additional Student Guides on the Canvas Community and check out [Canvas Student Video Guides](#).