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Getting around in Canvas

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This article provides faculty and staff an overview of how to access and work within Penn Canvas. Students should see [Canvas Access and Course Sites](#).

Before You Start

Before you start, you'll need:

- A working PennKey and password
- Access to the Internet

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Getting to Canvas

Log in to Canvas at: <https://canvas.upenn.edu> with your [PennKey](#) and password. [PennKey Help website](#) if you do not have a Pennkey, or if you need help logging in.

Canvas Dashboard

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- Once you've logged in, you'll see your [Dashboard](#), which contains one "card" for each of your current course sites, along with *To Do*, *Coming Up*, and *Recent Feedback* in the right sidebar.
- The count shown next to the megaphone icon on a course tile are the [announcements](#) you haven't yet read. Click the megaphone to go directly to course announcements.

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Navigating a Canvas Course Site

Here is an example of a course site home page:



As you can see, the page is split into several different sections.

- **Section A** is the **Global Navigation Menu**, from which you can access many Canvas features. Here you can get to your account (where you can change your preferences or adjust your **notification settings**, etc.), access **Calendar**, find a list of your **past and current courses** with All Courses, and open your inbox.
- **Section B** is the "breadcrumbs bar." If you find yourself a few layers deep in a site, you can always use the links here to go up or return to the course home page. You can click the "hamburger" (parallel-lines icon) to hide Section C on narrow screens, or show it if it is usually hidden (for example, in the Grade Book).
- **Section C** is the **Course Navigation Menu**, which allows you to navigate through the various sections of a course site—**People, Files, Grades, Pages**, etc.
- **Section D** is the main content area, where the material contained in the Canvas site—such as **announcements, assignments**, or files/folders— will appear.
- **Section E** is the sidebar, which will help you find certain features or catch up on what you need to do next for a course. On the course Home page, depending on instructor preferences, the sidebar may include **To Do, Coming Up, and Recent Feedback** sections. (This section does not appear on every page.)

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Help using Canvas

- For general questions, visit the **Canvas Guides** or **Ask the Canvas Community**.
- The Help link in Penn Canvas's Global Navigation Menu launches a popup with links to these resources. Our website and contact information will also be listed as *Wharton Courseware Support*.

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Questions?

Email: courseware@wharton.upenn.edu