

ELMS For Students

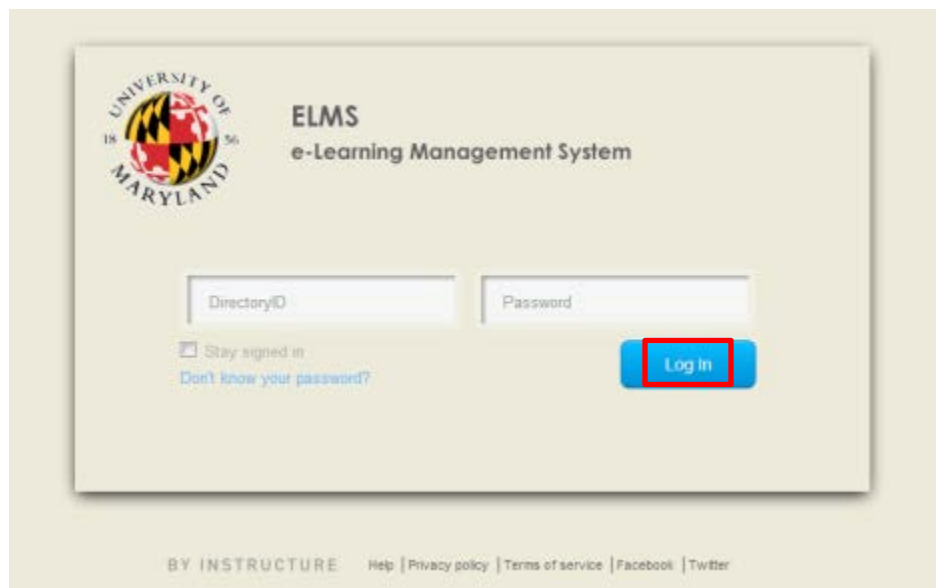
1. How do I log in?

Go to <https://elms.umd.edu/>.

We recommend using [Firefox](#), [Chrome](#), or [Safari](#). There have been reports of issues with Internet Explorer.



Use the yellow “Login to ELMS” button to log in.
You can also access “Student Support” and “Help” from this menu.



Enter your [directory ID](#) and [password](#) on this page, and click “Log In”

2. Where are my classes?

On the home page, move your mouse over “Courses and Groups” to access a list of your current and past courses.

UNIVERSITY OF MARYLAND

ELMS
e-Learning Management System

Courses & Groups Assignments

My Courses **Customize**

ARHU ELMS Team
Enrolled as: Teacher Test/Training Course

ELMS/Canvas Help from ARHU
Enrolled as: Teacher Organization

ENGL206 Master Course
Enrolled as: Teacher Master Course

Instructor Resources Home Page
Enrolled as: Teacher Other

Kitties are Pretties
Enrolled as: Teacher Test/Training Course

ORG - ARHUCS
Enrolled as: Teacher Organization

Spring 2013: Honors Seminar; Mr. Shak...
Enrolled as: Designer Spring 2013

NextGen ELMS (Canvas) Teams
Enrolled as: Student Test/Training Course

View all courses (8)

Recent Activity

Erin Crawley-W...
ARHU_ORG_CanvasH

Erin Crawley-W...

Camilla Schlegel
ARHU_ORG_CanvasH

Camilla Schlegel

Susan Miller acc...
ARHU_ORG_CanvasH

Susan Miller ju...

4 New Assignme...
click to show these not...

To change the courses you see in this menu, click “customize” on the upper right, and then uncheck the ones you no longer want to see.

Reset

ARHU ELMS Team
Enrolled as: Teacher Test/Training Course

ELMS/Canvas Help from ARHU
Enrolled as: Teacher Organization

ENGL206 Master Course
Enrolled as: Teacher Master Course

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Spring 2013: Honors Seminar, Mr. S...
Enrolled as: Designer Spring 2013

3. What are Notifications?

Notifications are emails, texts, or social media messages that Canvas can send you to alert you about events in your courses.

To change your settings, click on “Settings” at the top right of the screen.



On this page you can edit your display name (1), the email address you want to use (2), add a cell number (3), or activate third-party software, such as Google Drive or Facebook (4).

The screenshot shows the 'Lauren Friedman's settings' page. On the right side, there is a 'Ways to Contact' sidebar with the following elements:

- 1**: 'Edit Settings' button
- 2**: 'Add Email Address' button in the 'Email Addresses' section
- 3**: 'Add Contact Method' button in the 'Other Contacts' section
- 4**: 'Google Docs' button in the 'Other Services' section

The main content area includes:

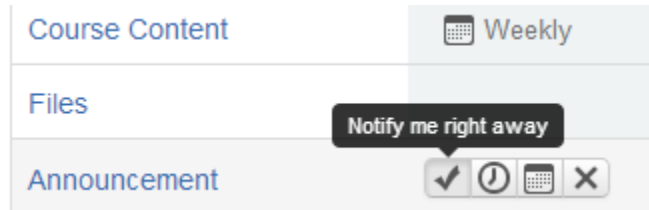
- Lauren Friedman's Settings** header with a profile picture.
- Fields for: Full Name (Lauren Friedman), Display Name (Lauren Friedman), Sortable Name (Friedman, Lauren), Birth Date (Oct 29, 1984), Language (System Default (English)), and Time Zone (Eastern Time (US & Canada)).
- Web Services** section with a checkbox for sharing services.
- Registered Services** section showing 'No Registered Services'.
- Other Services** section with a 'Click any service below to register:' prompt and a 'Google Docs' button.

Once you have set up the contact methods you prefer, click on “notifications” on the left-hand side.

The screenshot shows the left-hand navigation menu for Lauren Friedman's settings page. The menu items are: Lauren Friedman, Home, Profile, **Notifications** (highlighted with a red box), Files, Settings, and ePortfolios. The main content area on the right shows the top of the settings page, including the user's name and profile picture, and the beginning of the personal information fields.

On this page, you will be able to choose how and when Canvas sends alerts to your email or phone. Your instructor should tell you how he or she plans to communicate – through Communications, Announcements, or another form.

You will want to set that method to “ASAP” by holding your mouse over the rightmost part of the row and clicking the check mark.



Other options include a daily digest, a weekly digest, and no communication at all.

- You will see separate columns for your email, cell phone, and social media. You can choose which you wish to be contacted on.
- No matter what you choose, you will still see events in your recent activity feed when you log in. These notification settings are simply for communication outside of Canvas.

4. How Do I Contact My Instructor?

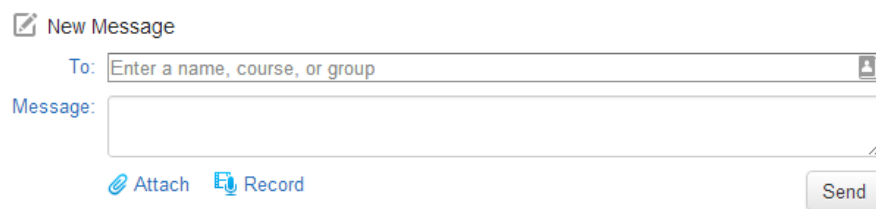
First, talk to your instructor about how they prefer to be contacted. Some will prefer you use email over Canvas messages.

If you wish to use Canvas, there are two ways to contact your instructor.

The first way is to go to your inbox in the upper right hand corner.

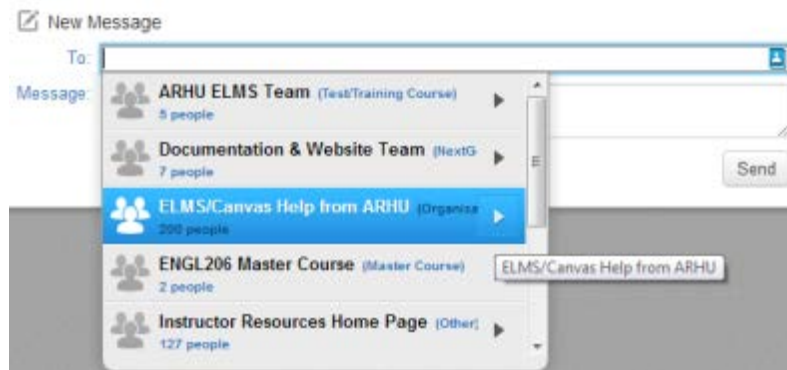


In your inbox, you will be able to compose a new message on the right side of the screen.

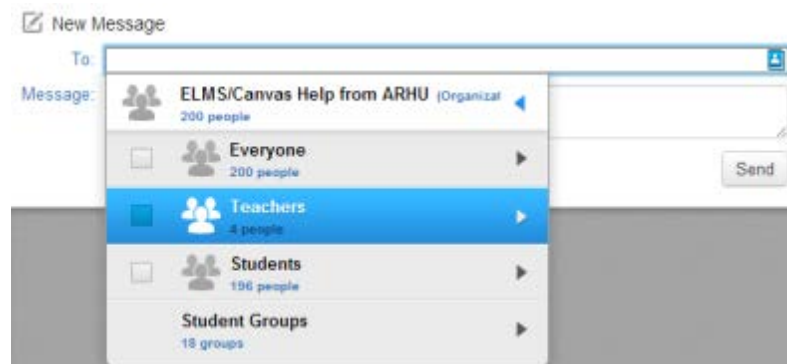


You can type your instructors name into the To: field OR click on the grey icon on the far right.

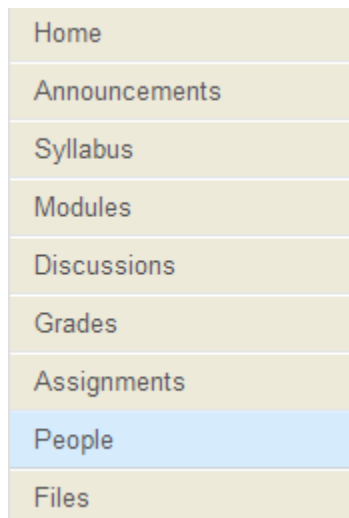
Clicking on the icon will bring up a list of your courses:



Which you can filter by clicking on the arrow and selecting "Teachers". Courses may also have an option for "Teaching Assistants" if your course has them.

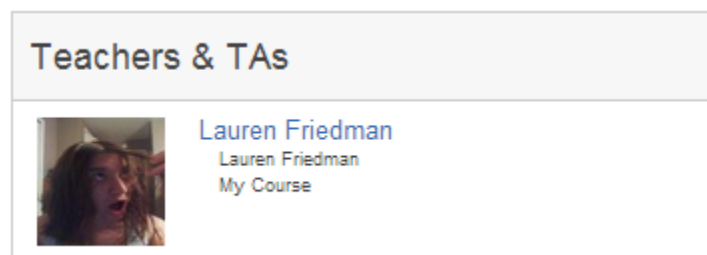


The second way is through your course. Once you've entered the class your instructor teaches, click on "people" on the left hand side.



NB: Your Instructor has the option of disabling this section of the course. If you do not see it, please refer to the first method.

Here you will see a section called "Teachers & TAs"



Clicking on your instructor's name will take you to his or her profile. At the top of their profile is a section for "Ways to Contact [Your Instructor]"



Lauren Friedman

Coordinator, Instructional Design

Ways to contact Lauren Friedman



Clicking on the grey speech bubble will allow you to compose a message. They may also have an email address listed, or other methods of communication enabled.

5. I still have questions.

Inside Canvas, you can click the “Help” area at the top right to get access to native support documents.



You can also look at support documents under “student support” on the elms.umd.edu homepage, or call OIT’s user services desk at 301.405.1500, Monday - Friday 8:00 a.m. - 6:00 p.m.