

# - Admin -

## New Canvas User Interface Overview

In this video, you will get an overview of the new Canvas user interface or UI, which provides an improved user experience by restructuring the Dashboard and Global Navigation Menu. This UI is currently a feature option that can be enabled at the account level by any Canvas admin in Account Settings. If you are an admin, please be aware that enabling the New UI affects the user interface for the entire Canvas account.

With the feature option enabled, the Dashboard is the first thing you will see when you log in to Canvas. It provides a high-level overview across all your courses. The Dashboard has two different viewing options - the course view or the recent activity stream. If you are enrolled in any courses, the Dashboard course view will include a card for each of your favorite courses. Each card can include up to four tabs, which represent the four main Canvas features for course activity: Announcements, Assignments, Discussions, and Files.

The total number of activities are indicated on the appropriate tab with a number icon. You can directly access recent activities by clicking the tab. You can change a couple settings for your course cards by clicking the card Settings icon. First, nicknames can be created for courses to help users organize their dashboards. Note that when masquerading as a student, you can use the course code located on the course card to identify courses with nicknames. You can change the color for your course cards in the card Settings. Select the color you would like to assign to the card. You can even enter a HEX code for any color. Then click apply.

To view the recent activity stream, click the toggle to right. The recent activity stream view contains a stream of recent notifications from all your courses, including Announcements, Discussions, Assignments, and Conversations. New or unread activities are shown by the blue indicator dot. You can view the details of each activity by hovering in the notification area and clicking the Show More link. To collapse a recent activity, click the Show Less link. You can directly access your recent activities by clicking the link. To remove a notification, click the remove icon.

The Global Navigation Menu is a static menu on the left side of the page that gives you direct access to your courses and other information in Canvas. This menu is accessible from any page within Canvas. To modify your user settings or profile, click the Account link. You can also specify your notification preferences, upload personal files, or manage ePortfolios here. Click the Logout link to log out of Canvas. To hide the slide-out menu, just click the menu link again or click the close icon.

Next, you will see the Admin link. Click this link to access the account information for your institution. You can also use this link to open the Theme Editor, which allows you to create custom Canvas branding for all users in your institution. For details on accessing and using the Theme Editor, refer to the Theme Editor video. Click the Dashboard link to return to the Canvas Dashboard.

By clicking Courses, you can access your individual courses (if you are enrolled in courses) or view a list of all courses in which you are involved. Click Groups to access any groups in which you are enrolled (if any), or to view a list of all your groups. Click the Calendar link to view the global calendar, which shows an aggregated view of all assignments and events from each of your courses. The Inbox link will take you to your

Conversations. You can compose and send a new message to students and other Canvas users here, or view any existing conversations. And click the Help link to access help resources, including the Canvas Guides, the Canvas Community, or Canvas Support. If you ever have a problem with Canvas, be sure to click the “Report a Problem” link to get help from a support agent. This link may not be available to all Canvas users.

The last interface component is the Sidebar. On your dashboard, the sidebar includes a To Do list, Coming Up feed, and a View Grades button. The To Do list helps you keep track of assignments you need to complete or grade. Click any assignment link and Canvas will direct you to the appropriate page. Click the close icon next to any item to ignore the assignment. The Coming Up feed lists upcoming assignments and events within your courses. You might also see recent feedback if you are enrolled in any courses. Click the next button to start a new course. You can view grades for any courses in which you are enrolled by clicking the View Grades button. Note that when viewing Canvas with a small screen resolution, any sidebar content aligns with the bottom of the page. If you are involved in any courses, refer to the Overview videos for Instructors or Students to learn a little bit more about the course interface.

You've now completed this [Canvas Overview for Admins](#). For additional information on this or any other topic about Canvas, just visit [guides.canvaslms.com](https://guides.canvaslms.com). You can also ask questions and engage with other Canvas users by visiting [community.canvaslms.com](https://community.canvaslms.com).