

# ELMS For Students

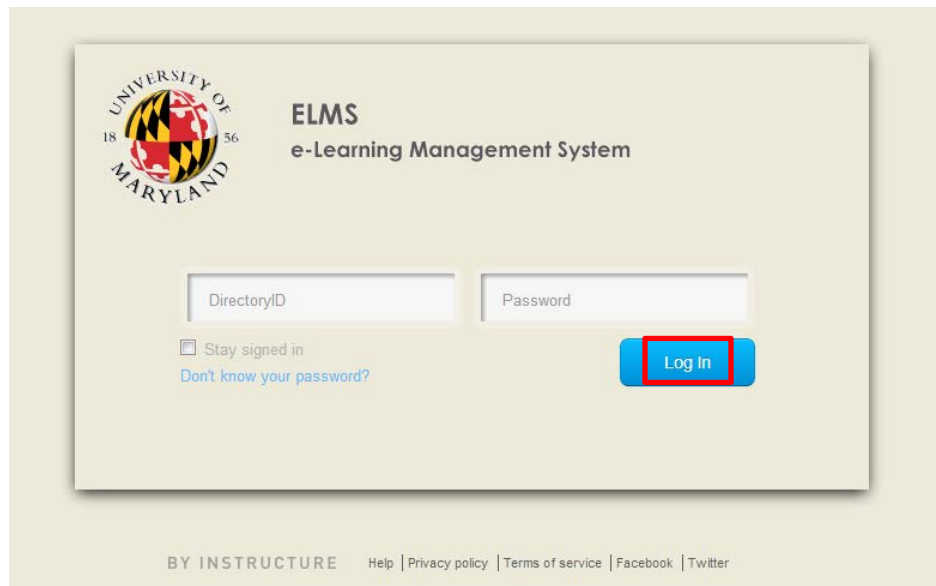
## 1. How do I log in?

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.

The screenshot shows the ELMS interface. At the top left is the University of Maryland logo. The main header reads "ELMS e-Learning Management System". A dropdown menu is open under "Courses & Groups", with "Assignments" also visible. The dropdown menu includes a "Customize" button. Below the dropdown, the "Recent Activity" section lists several users and their roles in various courses, including Erin Crawley-W..., Camilla Schlegel, and Susan Miller. At the bottom of the dropdown menu, there is a "View all courses (8)" link.

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.

The screenshot shows the "Customize" dialog box. It has a "Reset" button at the top left and a close button (X) at the top right. The list of courses is as follows:

Course Name	Enrolled as	Course Type	Checked
ARHU ELMS Team	Teacher	Test/Training Course	<input checked="" type="checkbox"/>
ELMS/Canvas Help from ARHU	Teacher	Organization	<input checked="" type="checkbox"/>
ENGL206 Master Course	Teacher	Master Course	<input checked="" type="checkbox"/>
Instructor Resources Home Page	Teacher	Other	<input checked="" type="checkbox"/>
Kitties are Pretties	Teacher	Test/Training Course	<input type="checkbox"/>
NextGen ELMS (Canvas) Teams	Student	Test/Training Course	<input type="checkbox"/>
ORG - ARHUCS	Teacher	Organization	<input checked="" type="checkbox"/>
Spring 2013: Honors Seminar; Mr. S...	Designer	Spring 2013	<input checked="" type="checkbox"/>

### 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).

Lauren Friedman's settings

**Lauren Friedman's Settings**

Full Name: Lauren Friedman  
This name will be used for grading.

Display Name: Lauren Friedman  
People will see this name in discussions, messages and comments.

Sortable Name: Friedman, Lauren  
This name appears in sorted lists.

Birth Date: Oct 29, 1984

Language: System Default (English)

Time Zone: Eastern Time (US & Canada)

**Web Services**

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean.

Let fellow course/group members see which services I've linked to my profile

**Registered Services**      **Other Services**

No Registered Services

Click any service below to register:

Google Docs

**Ways to Contact**

**Email Addresses**

lfriedm1@umd.edu

+ Add Email Address

**Other Contacts**      **Type**

+ Add Contact Method

1 Edit Settings

2

3

4

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

Lauren Friedman

Home

Profile

**Notifications**

Files

Settings

ePortfolios

Lauren Friedman's settings

**Lauren Friedman**

Full Name: Lauren Friedman  
This name will be used for

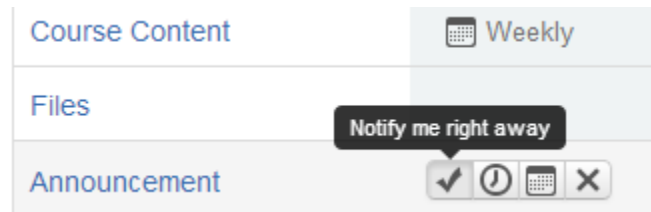
Display Name: Lauren Friedman  
People will see this name

Sortable Name: Friedman, Lauren  
This name appears in sort

Birth Date: Oct 29, 1984

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?

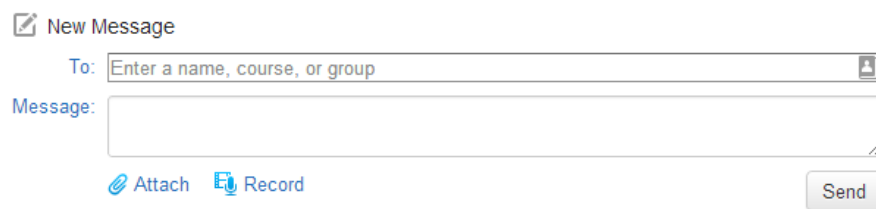
First, talk to your instructor about how they prefer to be contacted. Some will prefer you use email over Canvas messages.

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.

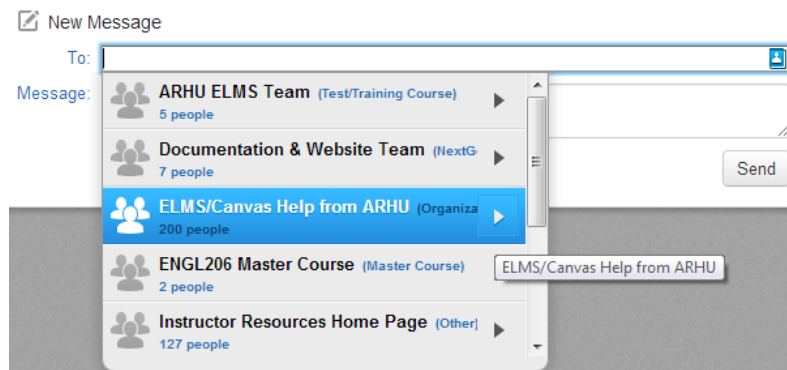


In your inbox, you will be able to compose a new message on the right side of the screen.

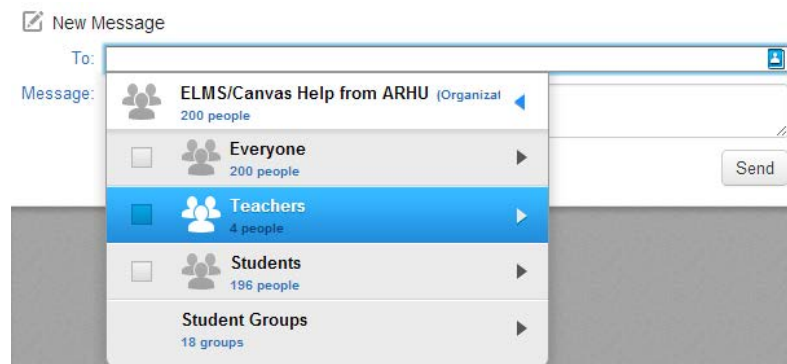


You can type your instructors name into the To: field OR click on the grey icon on the far right.

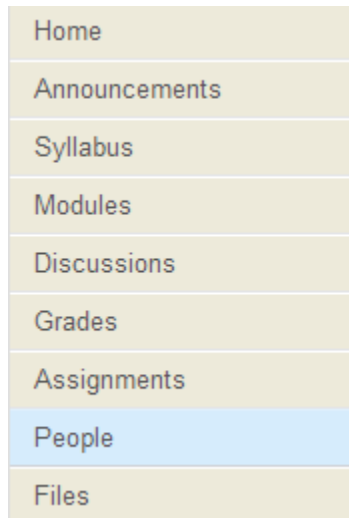
Clicking on the icon will bring up a list of your courses:



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.

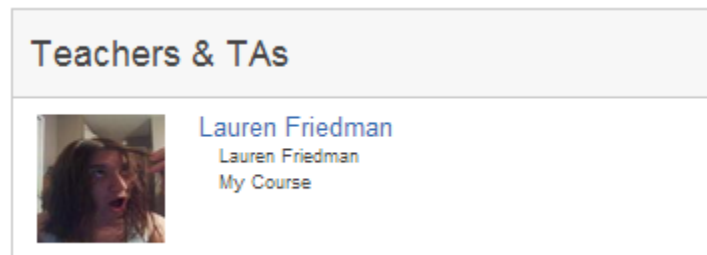


The second way is through your course. Once you've entered the class your instructor teaches, click on "people" on the left hand side.



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](http://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.