



» PEOPLE DRIVEN SOLUTIONS

*The Experts in  
Transportation &  
Logistics*

# CANVAS INSTRUCTIONS

**NEED**

**ASSISTANCE?**

IT DEPARTMENT

586.920.0100 EXT 1212  
OPTION 2



**TABLET  
STEP BY STEP**

# TABLET INSTRUCTIONS

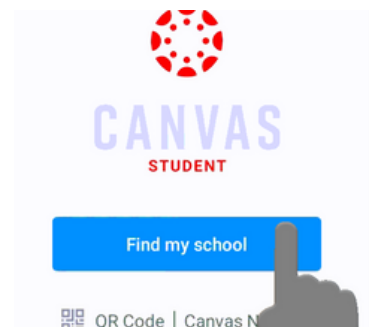
1)

ON THE MAIN SCREEN OF THE TABLET, CLICK THE "CANVAS STUDENT" APP



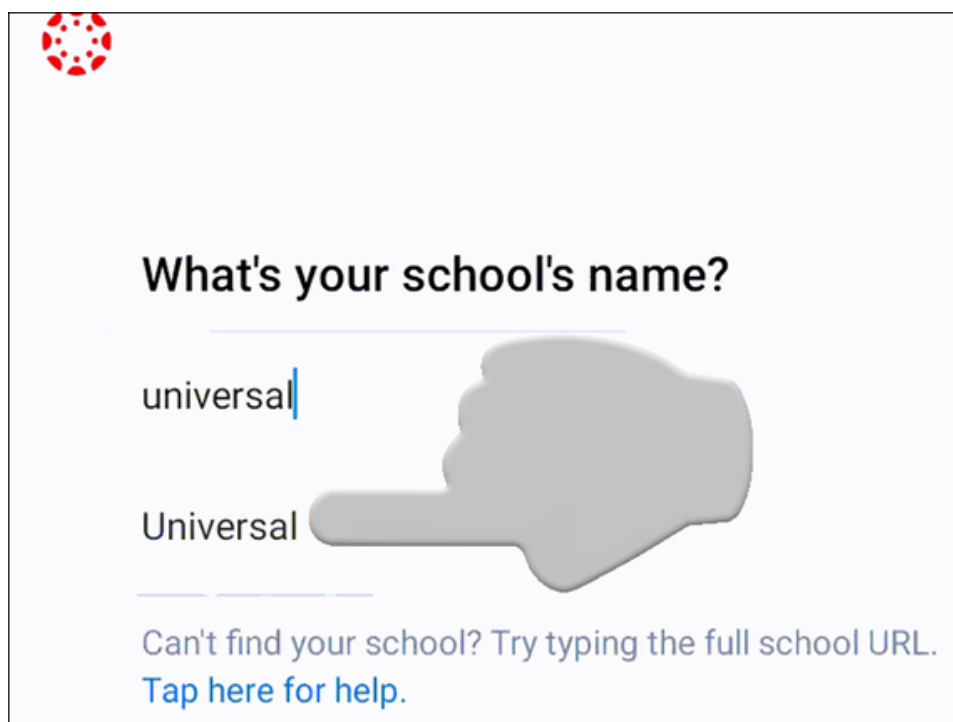
2)

CLICK "FIND MY SCHOOL"



3)

TYPE "UNIVERSAL" AND SELECT UNIVERSAL FROM THE DROP DOWN

The image shows the search screen in the Canvas Student app. At the top is the Canvas logo. Below it is the text "What's your school's name?". A search bar contains the text "universal". Below the search bar, a hand icon is shown pointing to the word "Universal" in a list of suggestions. At the bottom, there is a link that says "Can't find your school? Try typing the full school URL. Tap here for help."

## **4) ENTER THE FOLLOWING**

### **EMAIL-ENTER YOUR USERNAME HERE**

USERNAME : DRIVER'S FIRST INITIAL, FULL LAST NAME, AND THEIR BIRTH MONTH AND DAY (FLMMDD)

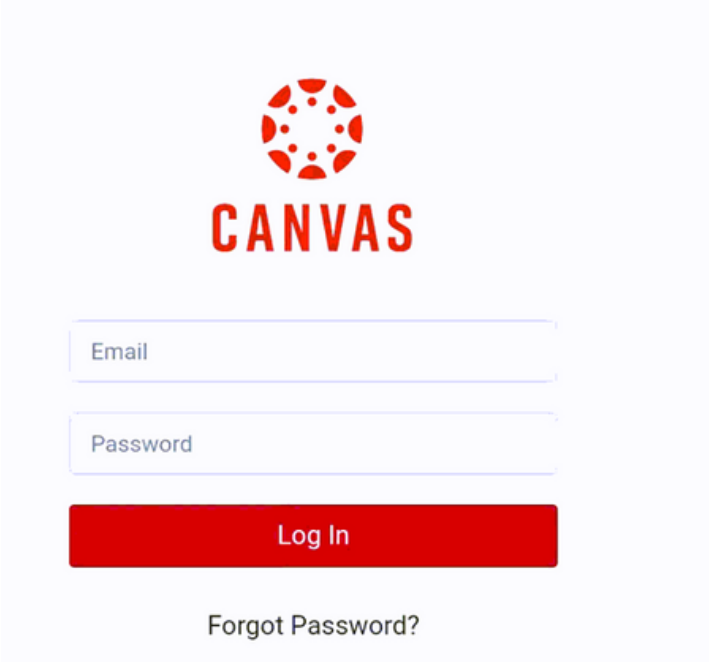
- NO SPACES BUT ANY PUNCTUATION IN THE DRIVER'S NAME ARE INCLUDED (SUCH AS HYPHENS)


### **PASSWORD- ENTER YOUR PASSWORD**

DRIVER'S BIRTH DATE IN THE FOLLOWING FORMAT – MMDDYYYY

**EXAMPLE : JOHN SMITH-  
JOHNSON DOB 06/11/1972**

**U : JSMITH-JOHNSON0611**  
**P : 06111972**

A screenshot of the Canvas login interface. At the top center is the Canvas logo, which consists of a red circular icon with white dots inside, followed by the word "CANVAS" in red capital letters. Below the logo are two input fields: the first is labeled "Email" and the second is labeled "Password". Both fields have a light blue border. Below these fields is a red rectangular button with the text "Log In" in white. At the bottom of the form is a link that says "Forgot Password?" in a smaller, dark grey font.

  
CANVAS

Email

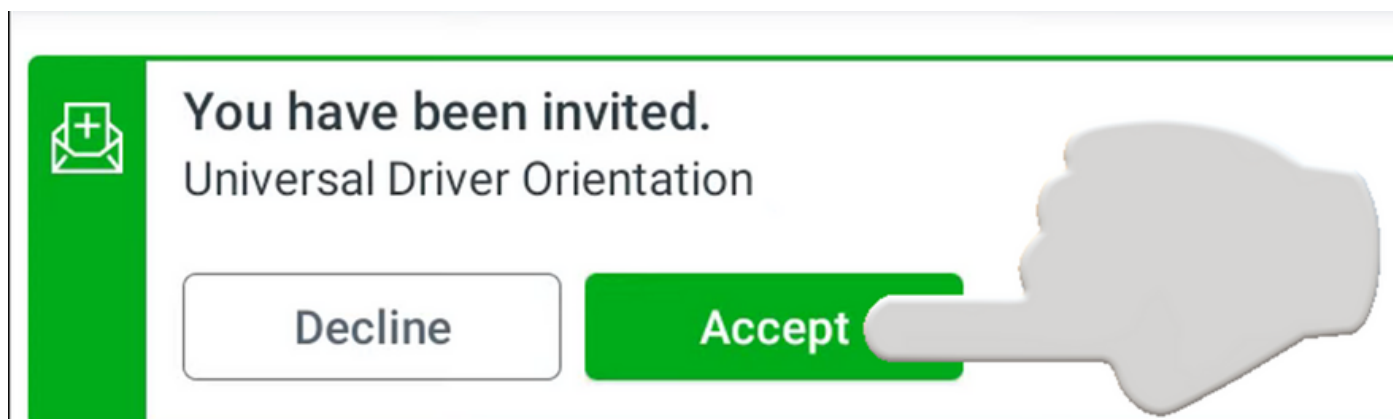
Password

Log In

[Forgot Password?](#)

**PLEASE MAKE SURE TO KEEP  
YOUR LOGIN INFO, THIS  
WILL BE USED FOR ALL  
ADDITIONAL TRAINING!**

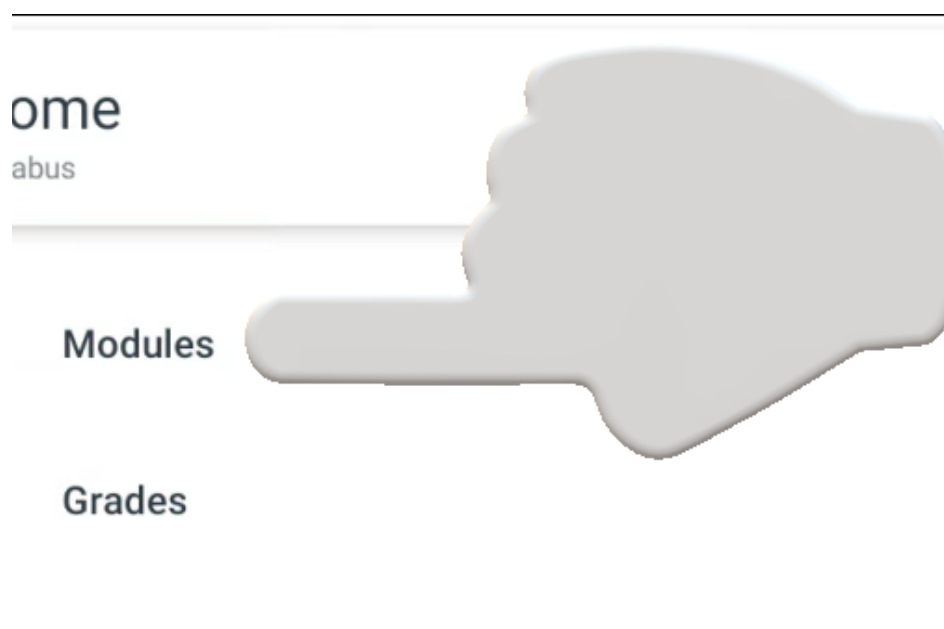
## 5) CLICK ACCEPT AT TOP OF THE TABLET SCREEN



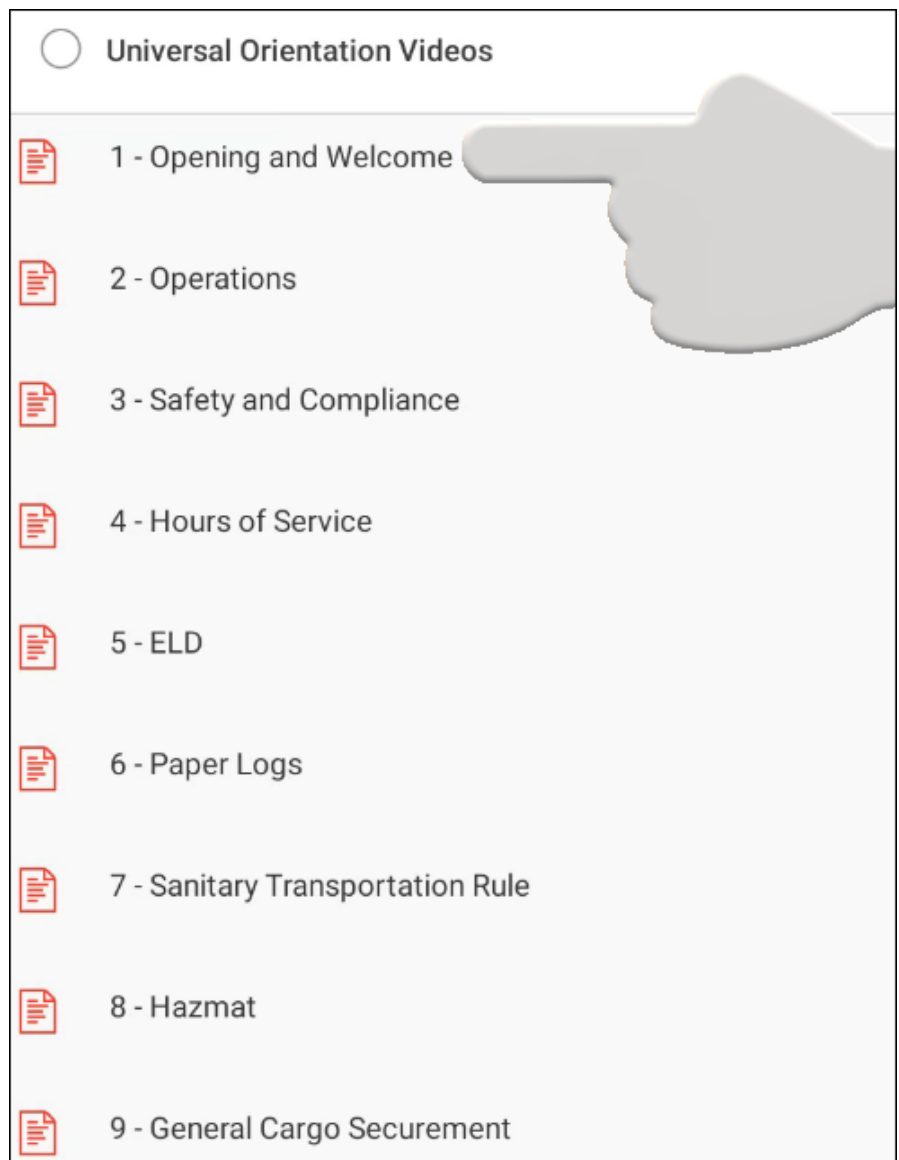
## 6) CLICK ON THE UNIVERSAL DRIVER ORIENTATION COURSE



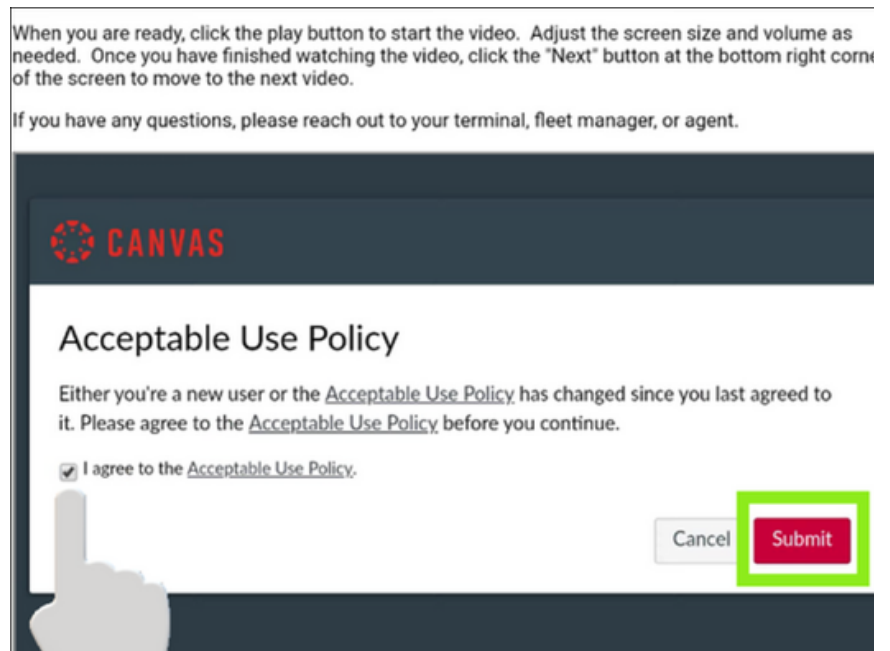
## 7) CLICK "MODULES"



**8) CLICK ON THE FIRST VIDEO, "OPENING AND WELCOME"**



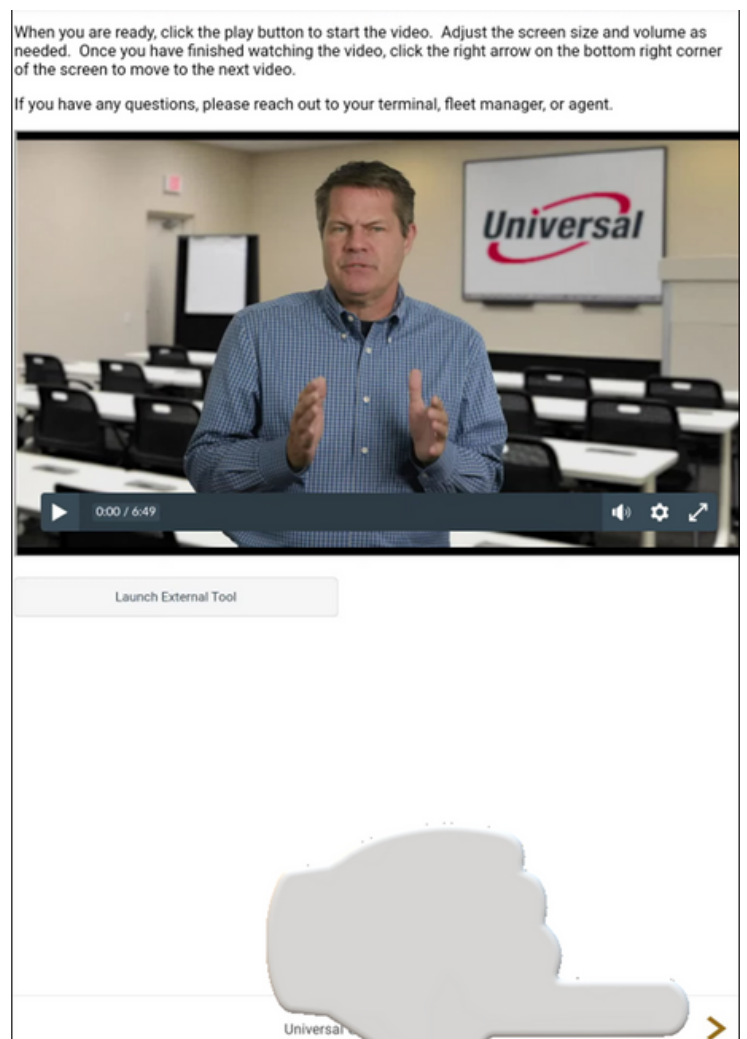
**9) CLICK "I AGREE" TO THE ACCEPTABLE USE POLICY THEN "SUBMIT" ON THE RIGHT HAND SIDE**



**10)** TO BEGIN THE VIDEO, CLICK THE PLAY BUTTON ON THE BOTTOM LEFT CORNER OF THE VIDEO



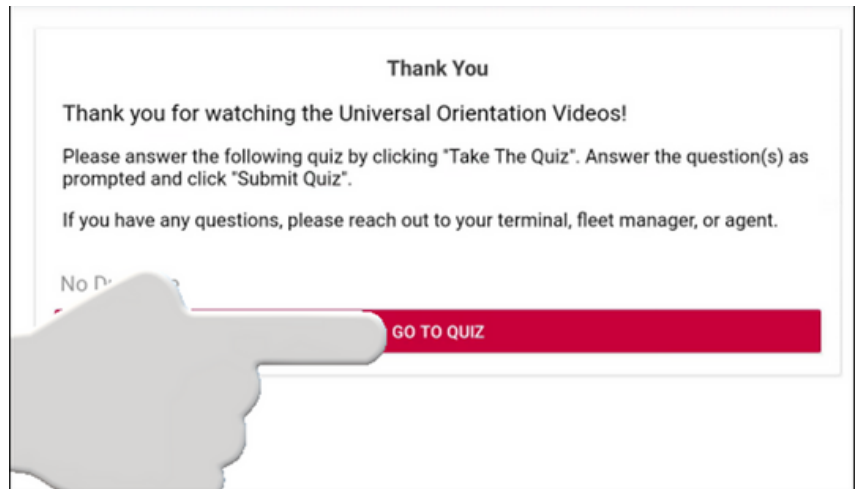
**11)** WHEN THE VIDEO IS COMPLETE, CLICK THE RIGHT ARROW ON THE BOTTOM RIGHT OF TABLET SCREEN TO CONTINUE TO THE NEXT VIDEO



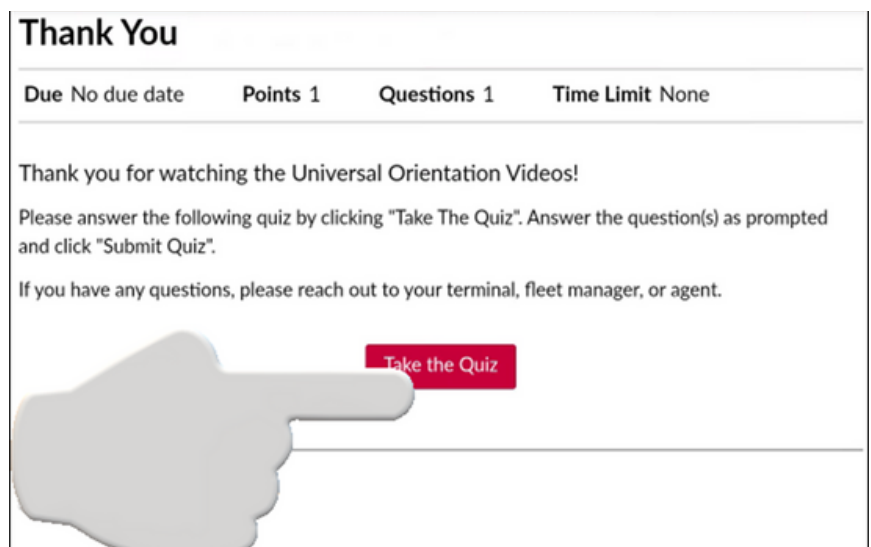
## 12) WHEN ALL THE VIDEOS HAVE BEEN COMPLETED, YOU WILL BE TAKEN TO THE ORIENTATION QUIZ

THIS MUST BE TAKEN IN ORDER TO COMPLETE THE UNIVERSAL DRIVER ORIENTATION VIDEOS

CLICK "GO TO QUIZ" WHEN READY TO BEGIN



## 13) CLICK "TAKE THE QUIZ"



## 14) WHEN YOU HAVE COMPLETED THE QUIZ, CLICK "SUBMIT QUIZ" TO COMPLETE



# 15)

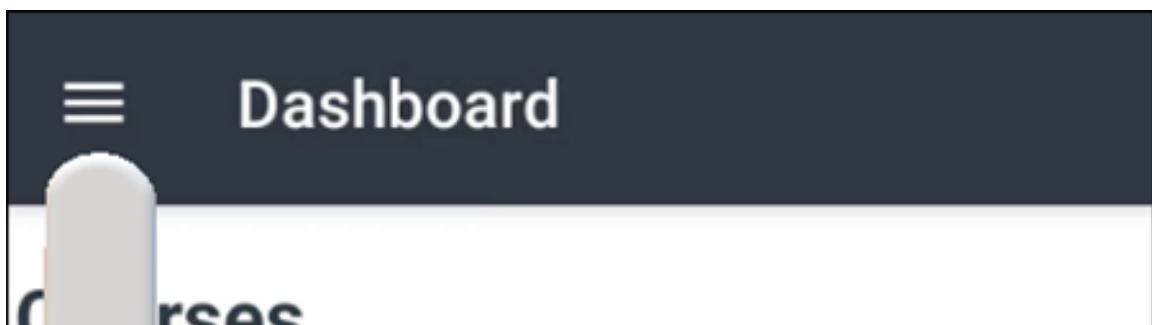


## WHEN DONE, LOG OUT OF CANVAS.

1) CLICK THE BACK ARROW IN THE TOP LEFT CORNER 4 TIMES UNTIL YOU REACH THE DASHBOARD PAGE



2) ON THE DASHBOARD PAGE, CLICK THE 3 LINES IN THE TOP LEFT CORNER



3) THEN CLICK LOG OUT







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# CANVAS INSTRUCTIONS

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**DESKTOP  
STEP BY STEP**

# DESKTOP INSTRUCTIONS

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**1)** USE THE BELOW LINK TO ACCESS THE UNIVERSAL PAGE ON THE CANVAS WEBSITE

[HTTPS://UNIVERSALLOGISTICS.INSTRUCTURE.COM/LOGIN/CANVAS](https://universallogistics.instructure.com/login/canvas)

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**2)** ENTER THE FOLLOWING

**EMAIL-ENTER YOUR USERNAME HERE**

USERNAME : DRIVER'S FIRST INITIAL, FULL LAST NAME, AND THEIR BIRTH MONTH AND DAY (FLMMDD)

- NO SPACES BUT ANY PUNCTUATION IN THE DRIVER'S NAME ARE INCLUDED (SUCH AS HYPHENS)

**PASSWORD- ENTER YOUR PASSWORD**

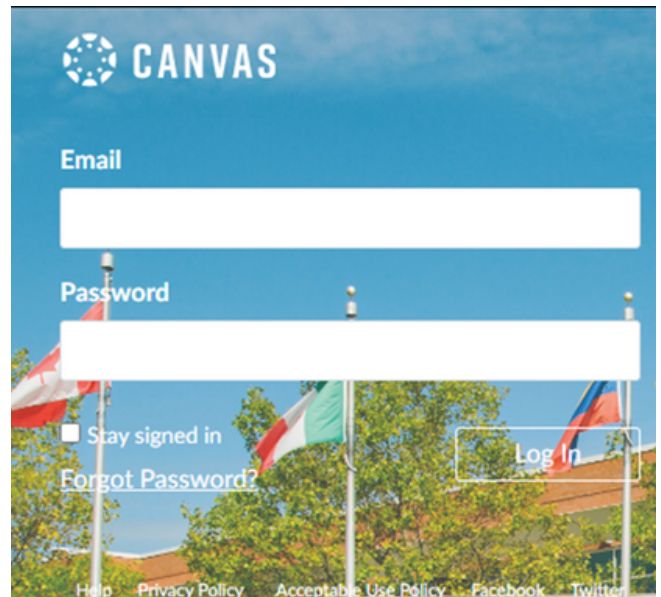
DRIVER'S BIRTH DATE IN THE FOLLOWING FORMAT – MMDDYYYY

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**EXAMPLE : JOHN SMITH-JOHNSON**  
**DOB 06/11/1972**

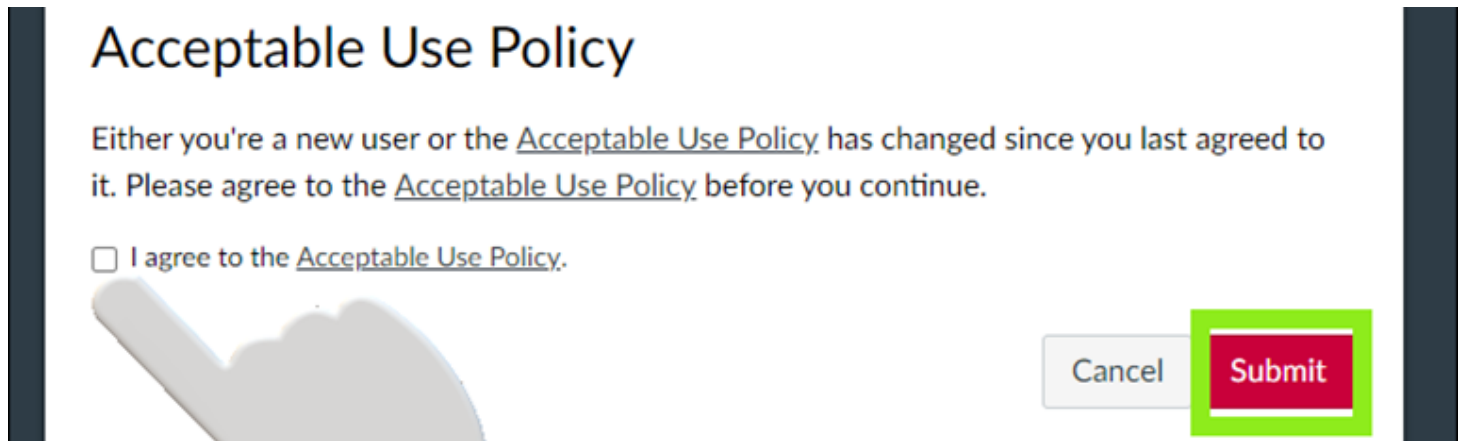
**U : JSMITH-JOHNSON0611**  
**P : 06111972**

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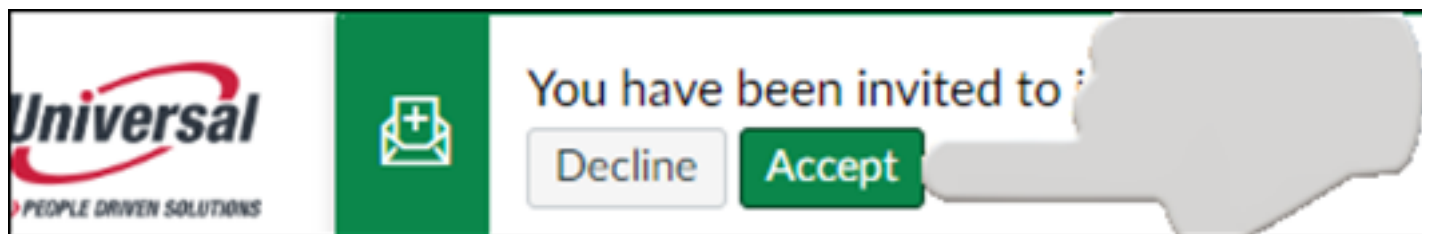


**PLEASE MAKE SURE TO KEEP  
YOUR LOGIN INFO, THIS  
WILL BE USED FOR ALL  
ADDITIONAL TRAINING!**

- 3) CLICK "I AGREE" TO THE ACCEPTABLE USE POLICY THEN "SUBMIT" ON THE RIGHT HAND SIDE



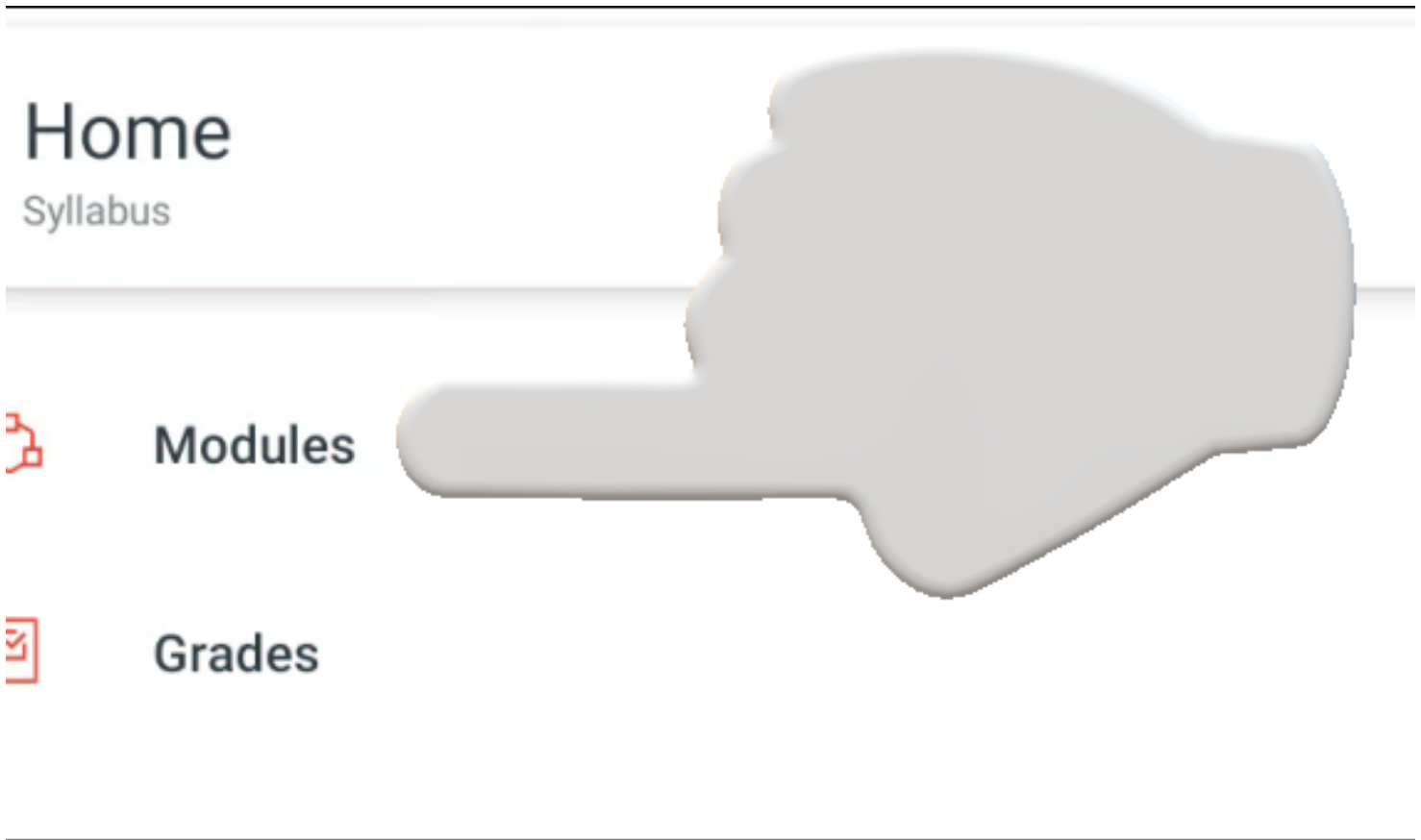
- 4) CLICK ACCEPT ON THE TOP OF THE SCREEN



- 5) CLICK ON THE UNIVERSAL DRIVER ORIENTATION COURSE



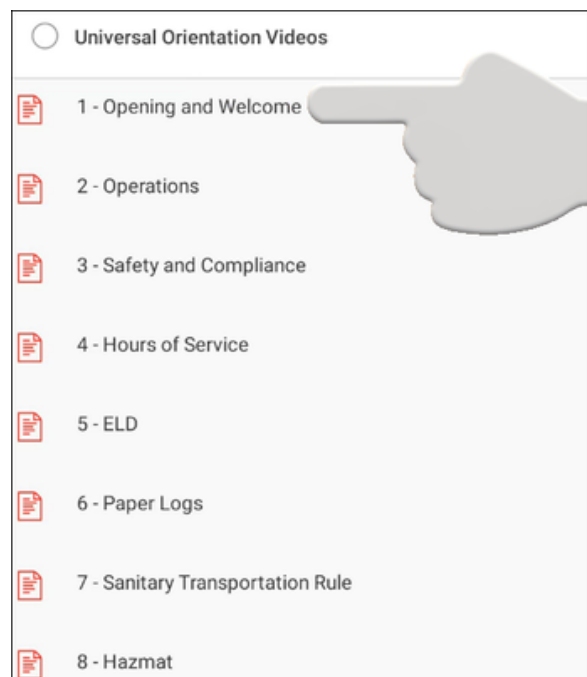
## 6) CLICK "MODULES"



## 7) CLICK "MODULES" ON THE LEFT SIDE OF SCREEN



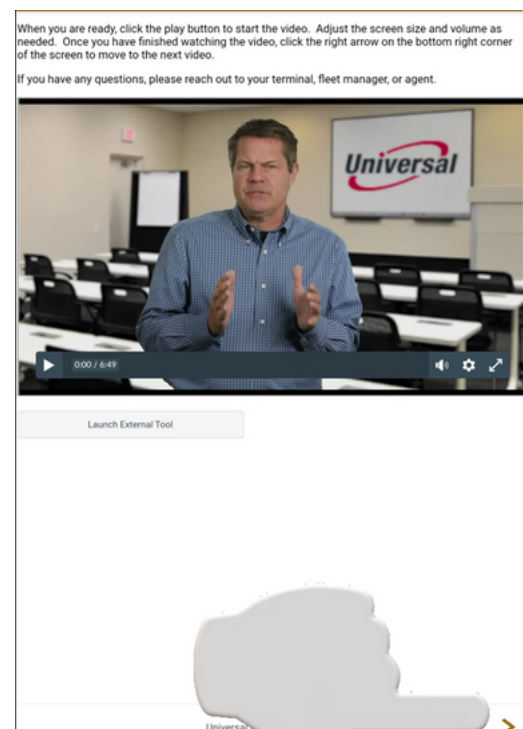
**8)** CLICK ON THE FIRST VIDEO, "OPENING AND WELCOME"



**9)** TO BEGIN THE VIDEO, CLICK THE PLAY BUTTON ON THE BOTTOM LEFT CORNER OF THE VIDEO



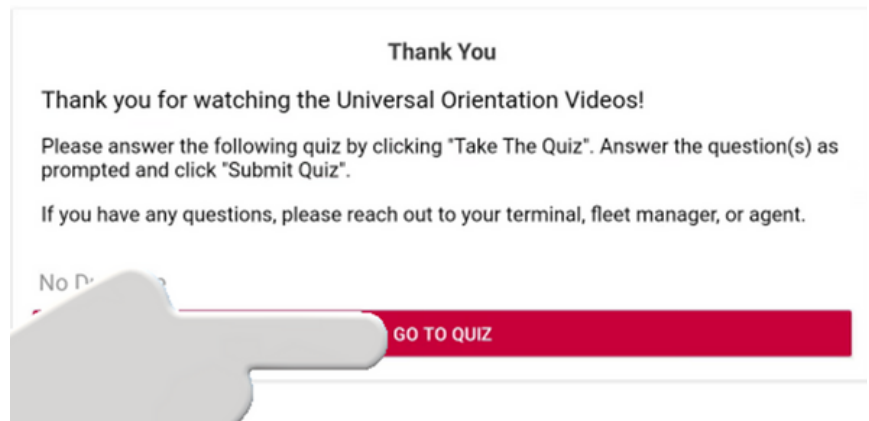
**10)** WHEN THE VIDEO IS COMPLETE, CLICK THE RIGHT ARROW ON THE BOTTOM RIGHT OF SCREEN TO CONTINUE TO THE NEXT VIDEO



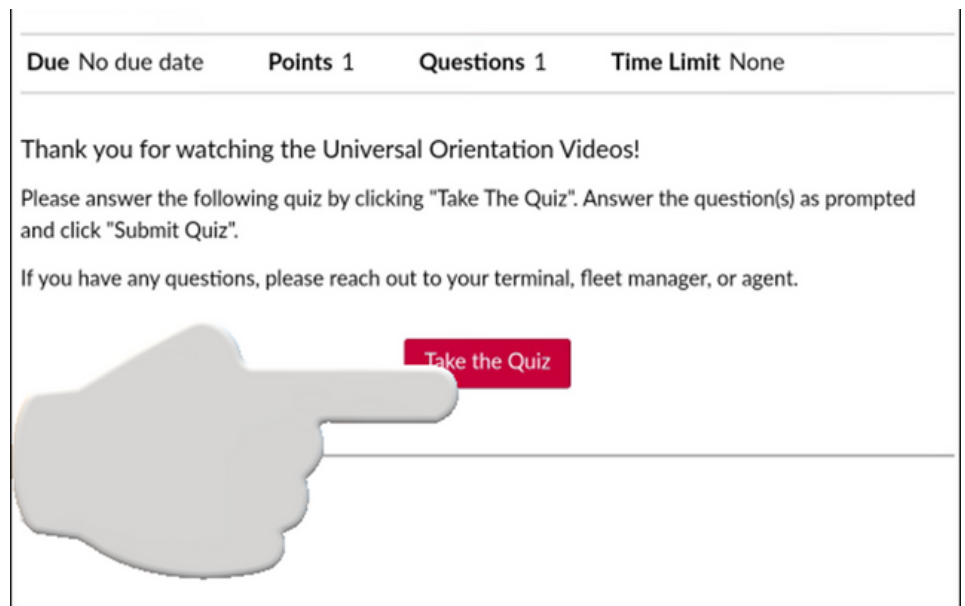
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CLICK "GO TO QUIZ"  
WHEN READY TO BEGIN



# 12) CLICK "TAKE THE QUIZ"



# 13) WHEN YOU HAVE COMPLETED THE QUIZ, CLICK "SUBMIT QUIZ" TO COMPLETE



# 14)



## WHEN DONE, LOG OUT OF CANVAS.

1) CLICK THE PERSON ICON ON THE LEFT SIDE OF THE SCREEN



2) CLICK "LOGOUT" UNDER YOUR NAME

