


# Using the Admin Dashboard

Becoming a Canvas Admin provides users with access to the admin dashboard in Canvas. This admin dashboard includes a number of administrative tools to help admins support faculty, staff, and students. The primary and most common of these tools is the course search. Below, you will find instructions on how to access the admin dashboard and use it to find and access courses within the appropriate subaccount.

 **REMEMBER:** Admins should be vigilant in ensuring the security and safety of student and course data. Never share your account with others and always make sure that you sign out of Canvas when you are not at your computer or actively using Canvas.

When working within a Canvas site, please make sure that the instructor of the course has provided in-person or written consent before proceeding with tasks within or relating to their Canvas course site. All tasks you complete within a Canvas course site using your admin access should first be authorized by the instructor.

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## Accessing the Admin Dashboard

The admin dashboard is the main area where you will find the admin tools related to your admin access. This is where you will be able to search for courses and people in order to support your faculty and students and their Canvas course sites.

Depending on your level of permission, you may also have access to specific [subaccount](#) dashboards as well.

**⚠ Note:** Not all Admin Roles have access to all Canvas course tools. If you find that you are not able to see or use a certain tool or feature in a course, **you can add yourself to the course with a role of TA or Guest Instructor**. Once you are added to the course, you will have access to the same tools and features that an Instructor would have.

1. In the left side global navigation bar, click the "**Admin**" button.
2. Click on the appropriate account title. All admins will have access in some capacity to "**Canvas@Yale**", which is the main Canvas instance. If you have access to a subaccount, they will be listed here as well and are helpful in narrowing your use to a specific school or department. (NOTE: Undergraduate and Graduate level courses will appear in a separate SubAccounts)



## Searching for a Course

Once you have gained access to the admin dashboard, you will immediately be taken to the course search page. From here, you can use the search engine across the top to search for a list of courses or a specific course within the subaccount you selected.

If you use very specific words in the search tools, the course you are looking for will open right away.

If your keywords are not as specific, you may be provided a list of courses which match your search terms. Click the title (1) to open the course.

All Terms ▾

Course ▾

☐ Hide courses without students
 ☐ Show only blueprint courses

Course	SIS ID ▾	Term	Teacher
<div>✓</div> <div>Sample Course 101</div>	201701.TEST.101.01	Fall 2018	Dr. [Name]
Sample Course 102		Spring 2017	Dr. [Name]
<div>✓</div> <div>Sample Course 301</div>		Fall 2018	Dr. [Name]

## SubAccounts

Subaccounts help organize courses into their appropriate school or department. It is also the level at which the courses exist with Canvas. Courses with cross-listings can be found in the subaccount of their primary cross-listing.

## SubAccount Home Page

The screenshot shows the Canvas SubAccount Home Page for the Nursing School. The page is divided into several sections:

- Global Navigation Bar (1):** Located on the left, it includes the Yale logo, a user profile icon, and a list of navigation options: Account, Admin, Dashboard, Courses, Groups, Calendar, Sign Up BETA, Inbox, and Help.
- SubAccount Tools (2):** A vertical menu on the left side of the main content area, containing options like People, Statistics, Grading, Question Banks, Attendance, Ally Dashboard, Content Migrations, Ally Admin, Mid-Semester Feedback Admin, Canvas Data Portal, and Settings.
- Search Tools (4):** Located at the top of the main content area, it includes filters for 'All Terms' and 'Course', a search bar, and checkboxes for 'Hide courses without students' and 'Show only blueprint courses'.
- Course/User Search Results (3):** A table displaying search results for courses. The table has columns for Course, Term, Teacher, Sub-Account, and Students. The results show several courses for Fall 2015 and Spring 2016, all associated with the NR.NURS.Nursing sub-account.

Course	Term	Teacher	Sub-Account	Students
...	Fall 2015	...	NR.NURS.Nursing	84
...	Fall 2015	...	NR.NURS.Nursing	24
...	Fall 2015	...	NR.NURS.Nursing	9
...	Fall 2015	...	NR.NURS.Nursing	8
...	Fall 2015	...	NR.NURS.Nursing	17
...	Spring 2016	...	NR.NURS.Nursing	22
...	Spring 2016	...	NR.NURS.Nursing	6

Your SubAccount homepage will include the following sections (you may have fewer options in each section depending on your level of access in your SubAccount):

- 1. Global Navigation Bar** - Accessible from anywhere in Canvas.
- 2. SubAccount Tools** - These are advanced level tools. Do not use these unless you have permission and have received training on how to use these tools.
- 3. Course/User Search Results** - This shows courses in your SubAccount that meet the criteria of your search.
- 4. Search Tools** - Use these filters and search tools to find specific courses and users in your SubAccount. Use the "**Term**" filter to view courses from a specific term

💡 For more information on the Canvas Admin Dashboard or if you have Canvas Admin questions, please contact [canvas@yale.edu](mailto:canvas@yale.edu).