

STUDENT GUIDE

*Using Canvas for
Remote Courses*



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INTRODUCTION

Canvas is a web-based learning management system, or LMS. It is used by learning institutions, like the NYS & CSEA Partnership for Education and Training, to allow instructors and students to access and work with online course learning materials.

Canvas will allow you to:

- Attend live web lectures where you'll be able to speak to your instructor and other students.
- Complete class assignments on your computer as independent work on your own.
- Take quizzes and tests (or self-assessments) online.
- Share your thoughts with fellow students by typing and posting comments on a class discussion board.

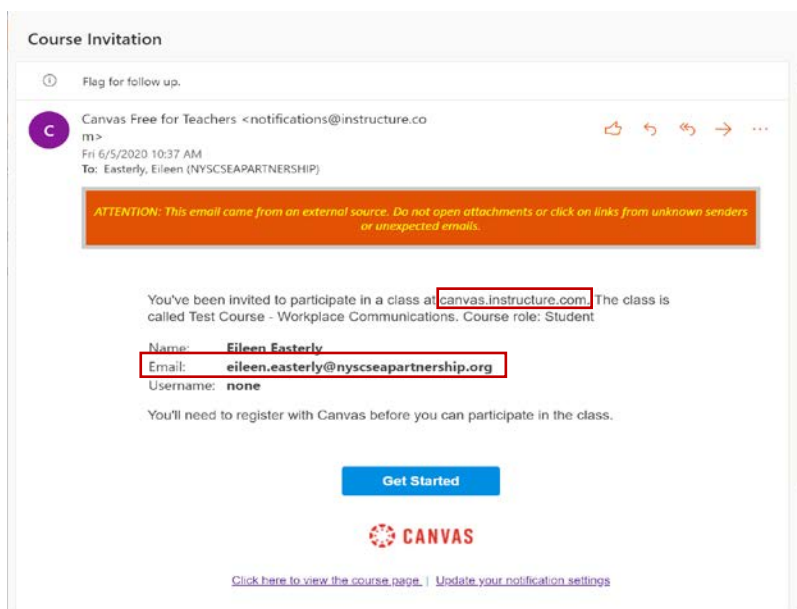
[Supported Browsers](#) - Find out which browsers work best for this course (Chrome, Firefox, Safari, or Edge), as well as basic computer requirements.

1. LOGGING INTO THE CANVAS WEBSITE

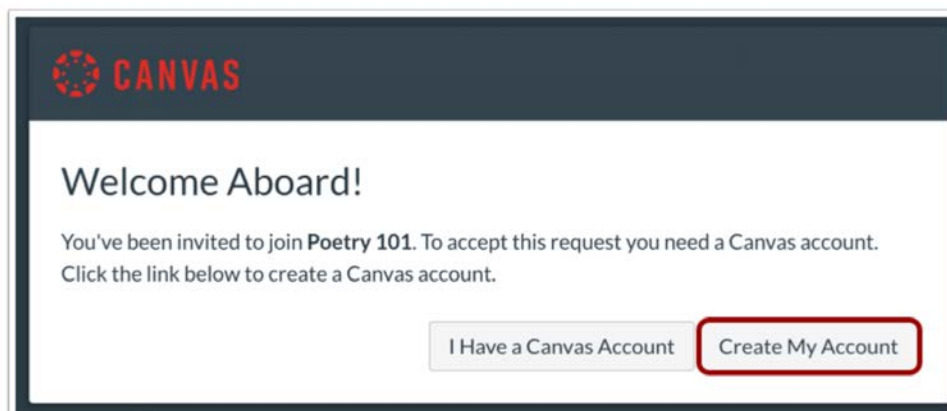
A. Register and Accept a Course Invitation

Note: You must register on the Canvas site and create a password before you can log in and begin your coursework.

1. You will be sent an email, inviting you to participate in your Partnership Canvas course. This email will display several things. First, it will show the web address of the Partnership's Canvas site. Secondly, it will show your Canvas username (which is your email address).



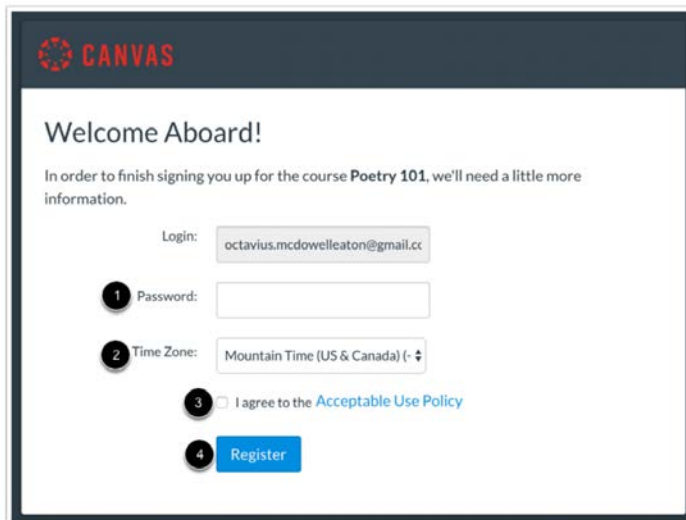
2. Click on the **Get Started** button, then **Create My Account**.



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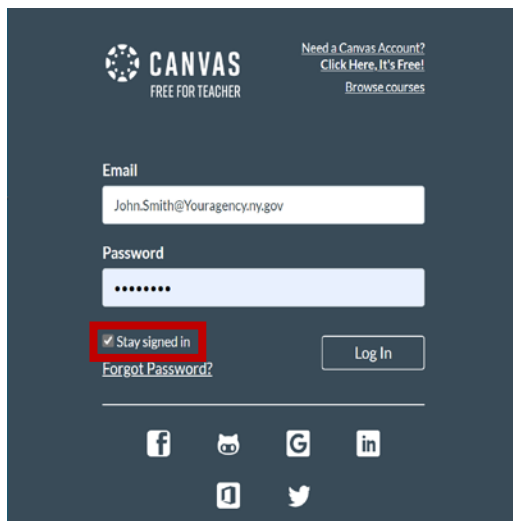
- Next, complete the registration form, and click the **Register** button.



The screenshot shows the Canvas registration page for a course titled "Poetry 101". The page has a dark header with the Canvas logo. Below the header, it says "Welcome Aboard!" and "In order to finish signing you up for the course Poetry 101, we'll need a little more information." There are four numbered steps: 1. Password: A text input field. 2. Time Zone: A dropdown menu showing "Mountain Time (US & Canada)". 3. I agree to the Acceptable Use Policy: A checkbox. 4. Register: A blue button. The "Login:" field above the password field contains the email address "octavius.mcdowelleaton@gmail.cc".

B. Login to Canvas

- Open the web browser program on your computer (such as Google Chrome or Microsoft Edge) and type this web address into the address bar: <https://canvas.instructure.com>. The login screen will come up.



The screenshot shows the Canvas login screen. It has a dark background with the Canvas logo and the text "FREE FOR TEACHER". There are links for "Need a Canvas Account? Click Here, It's Free!" and "Browse courses". The login form includes fields for "Email" (containing "John.Smith@Youragency.ny.gov") and "Password" (masked with dots). There is a checkbox for "Stay signed in" which is checked and highlighted with a red box. Below the password field is a "Forgot Password?" link. A "Log In" button is to the right of the password field. At the bottom, there are social media icons for Facebook, GitHub, Google+, LinkedIn, Instagram, and Twitter.

- Type in your Canvas Username and Password. Your username is usually your email address. Forgot your password? See section D below.

Note: It's best to check the **Stay Signed in** box so that the system remembers you.

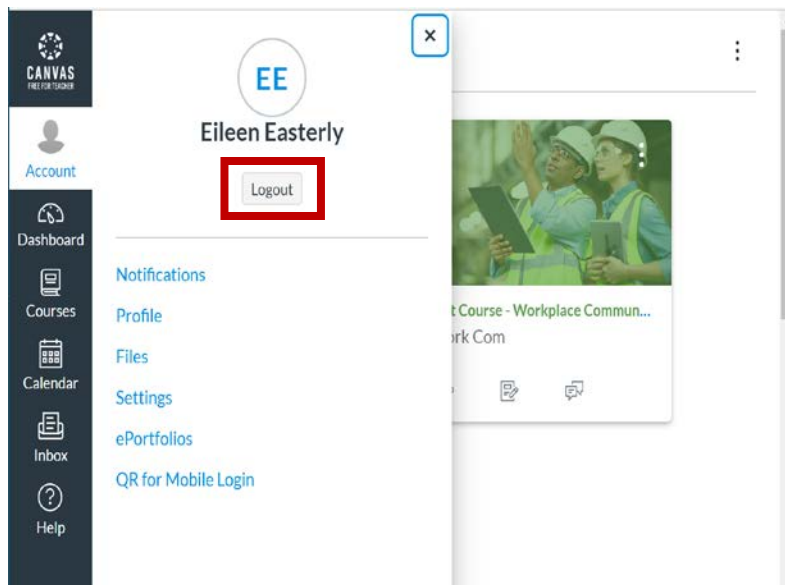
- Next, click the **Log In** button.

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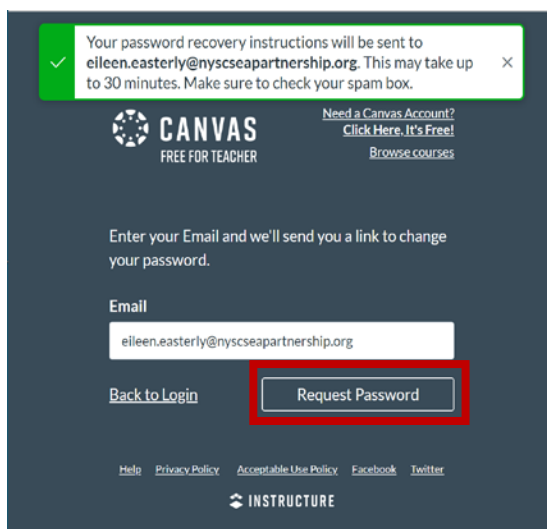
C. Exit Canvas

1. Click on the **Account** link in the menu on the left-hand side of the screen.
2. Click on the **Logout** button under your name.



D. Forgot Your Canvas Password?

1. On the Canvas Log In page, click on the **Forgot Password?** link.
2. Type in your email address and then click the **Request Password** button.

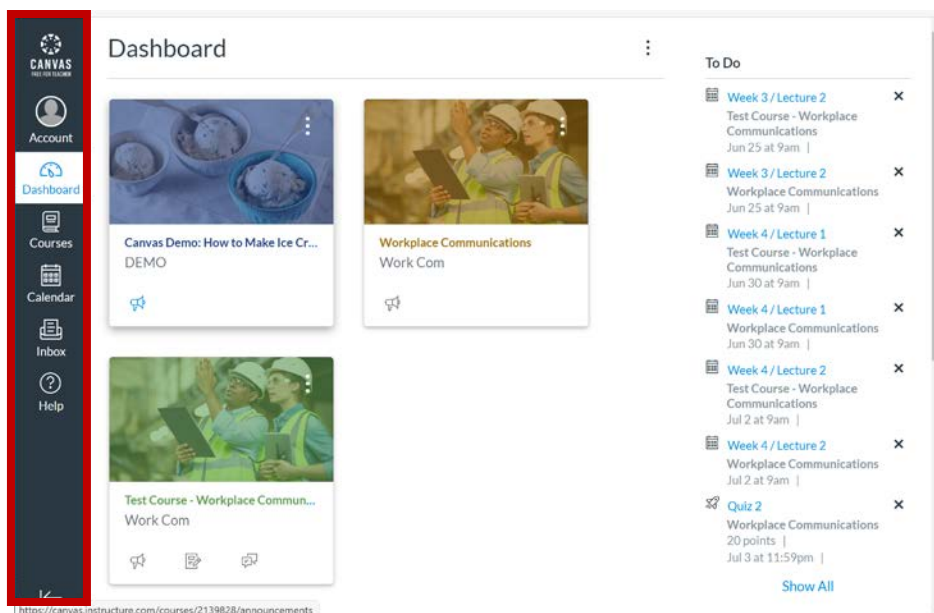


2. THE GLOBAL NAVIGATION MENU

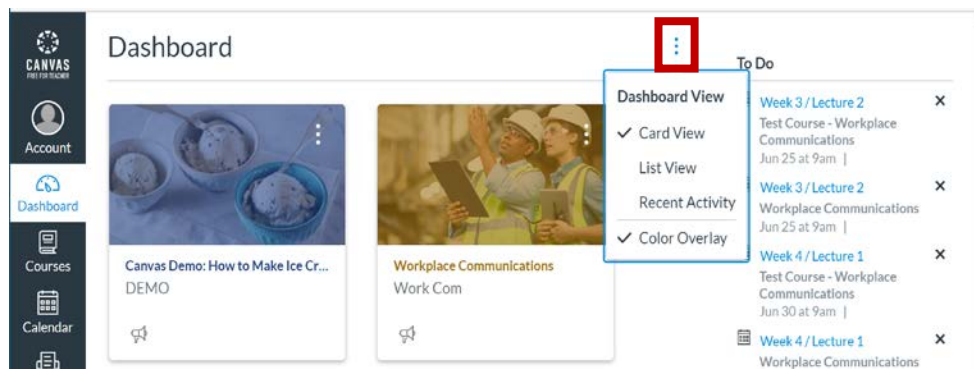
A. The Dashboard

Note: The Global Navigation menu is on the left side of the screen on the Canvas website. The Dashboard is the home or landing page for the Canvas program.

1. Click on **Dashboard** on the Global Navigation menu at the left.



2. The Dashboard View can be toggled to show a course view, list view, or recent activity view and shows notifications for all current Canvas courses.
3. To change the view, click on the **Dashboard View** menu (three dots), and a popup menu will appear. Click the view you wish.

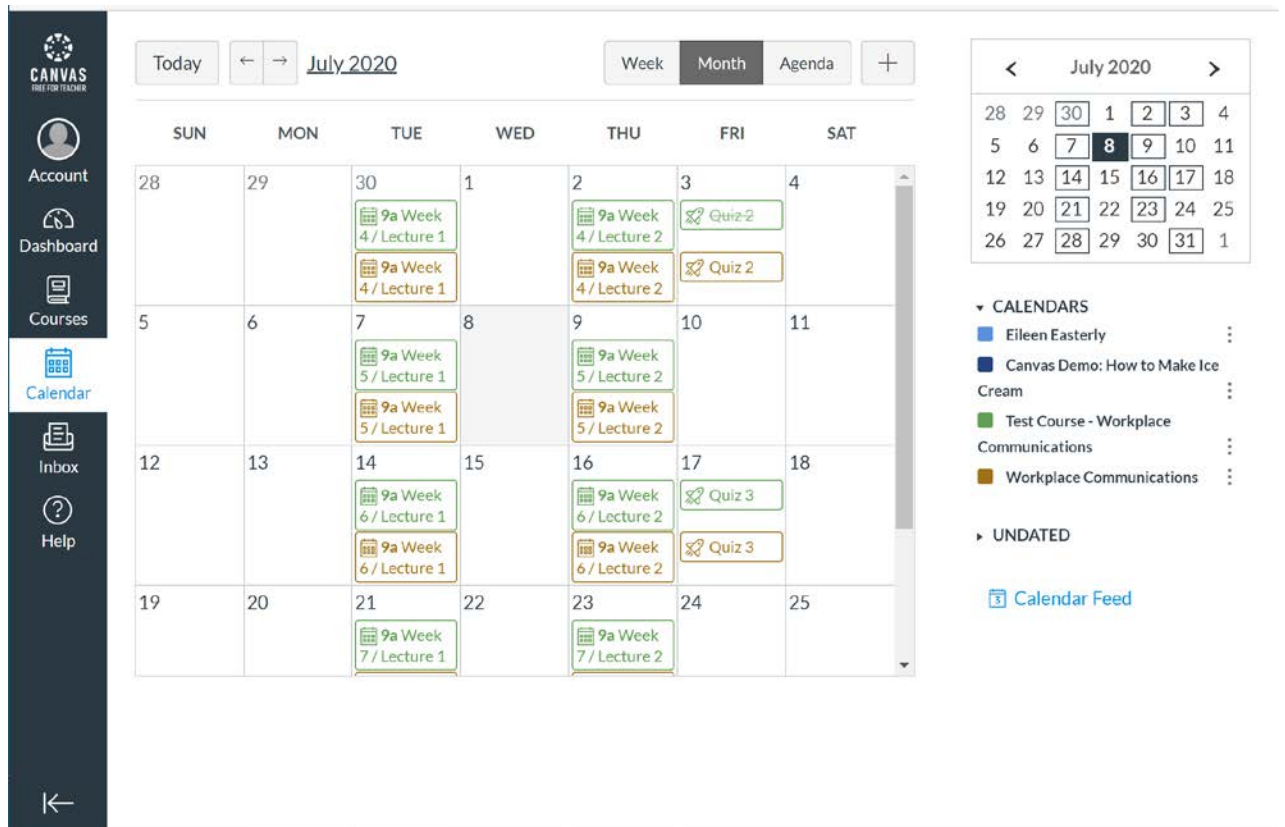


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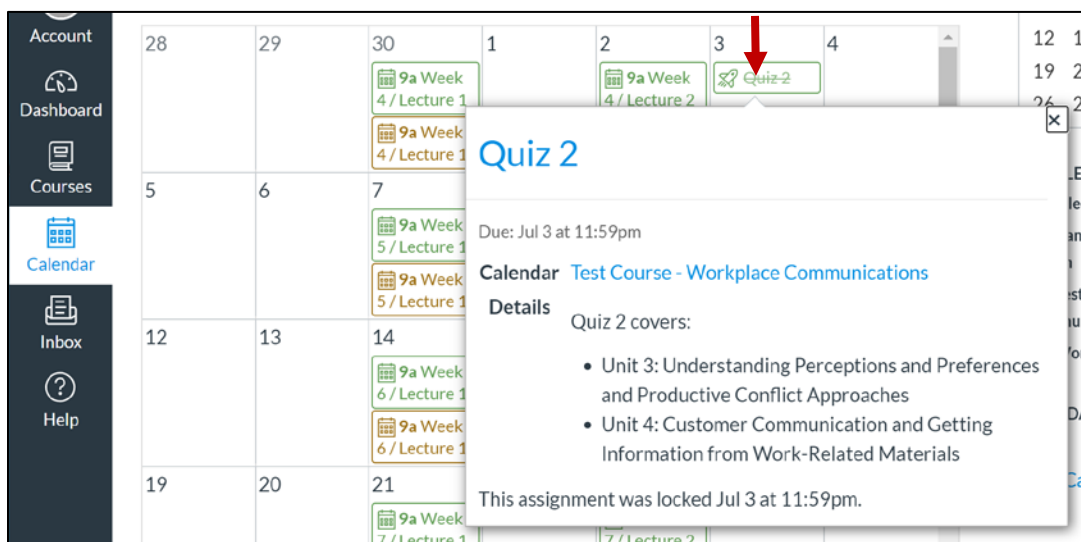
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B. The Calendar

1. Click on **Calendar** on the Global Navigation menu.



2. The calendar will show you the dates that important tasks for your course are due.
3. To see more information about an item in your calendar, click on it to open it.

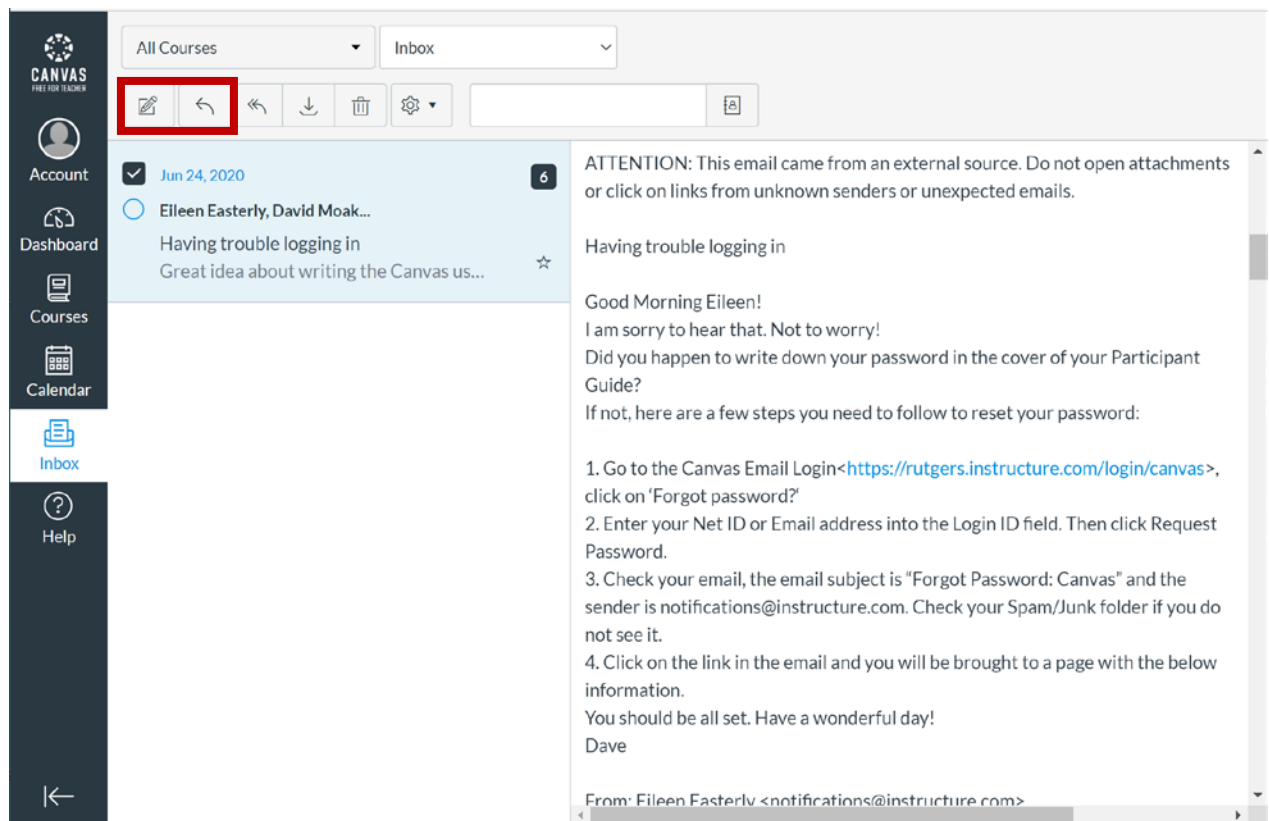


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C. The Inbox

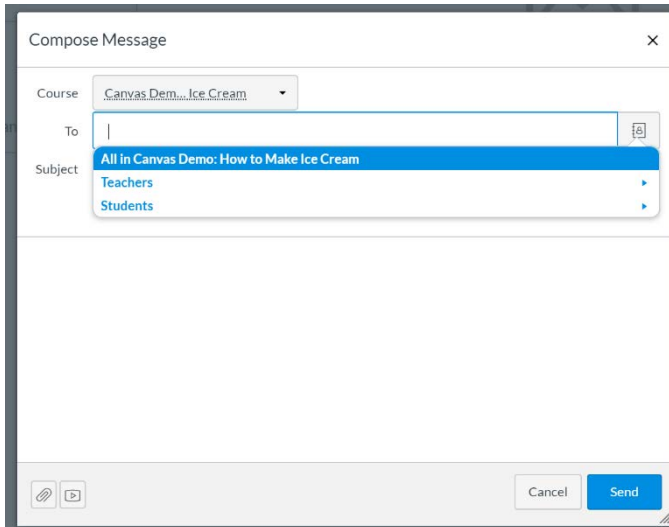
1. Click on **Inbox** on the Global Navigation menu. The inbox allows you to send an email to your instructor and other students in your class.
2. To see an email message you've received, click on its header on the left, and it will open on the right. You can reply by clicking the **Reply** (single arrow) button.



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3. To send a new message, click on the **Compose Message** icon (Pencil) at the top of the screen.



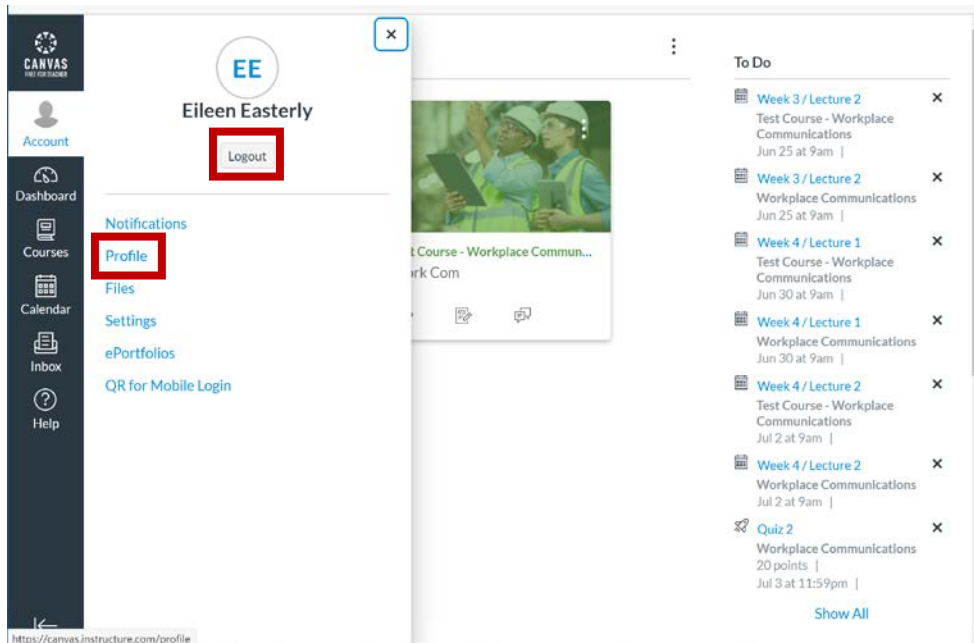
4. Next, click on the **Course** menu and select the course you are enrolled in (and want to discuss).
5. Then click on the person icon to the right of the To box and select **Teachers** or **Students**. (**Note:** You can only send an email to your instructor or fellow students in the Canvas system, you cannot type in any other email addresses.)
6. Select the name of the person you wish to send your email to.
7. Type your subject, and message body, then click the **Send** button.
8. To see an email message you've received, click on its header on the left, and it will open on the right.

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D. The Account Menu

1. Click on **Account** on the Global Navigation menu.



2. Choose **Logout** to exit Canvas.
3. Click on **Profile** to update information about yourself (or add a profile picture).
4. You can also change your password by clicking on **Settings, Edit Settings, and Change Password.**

3. GETTING AROUND YOUR COURSE

A. Opening a Course

1. Click on **Courses** on the Global Navigation menu.
2. Click on the name of the course you want to open.

B. The Course Home Page

1. Click on **Courses** on the Global Navigation menu, then click the course name.
2. Canvas will open that course's home page.

The screenshot shows the Canvas course home page for 'Canvas Demo: How to Make Ice Cream'. On the left is a dark navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area features a header with the course name and a hamburger menu icon. Below the header is a navigation menu with links for Home, Announcements, Modules, and Grades. The central content area displays the course title 'How to Make Ice Cream' above a large image of an ice cream cone. Below the image is a grid of four links: 'Getting Started with Canvas', 'Frequently Asked Questions', 'Instructor Information', and 'I Need Help!'. On the right side, there are three buttons: 'View Course Stream', 'View Course Calendar', and 'View Course Notifications'. Below these buttons is a 'To Do' list with two items: 'Welcome!' and 'Ground Rules', each with a timestamp and a close button. At the bottom of the right sidebar is a 'Recent Feedback' section with two items: 'Quiz: The History of Ice Cream' and 'Which Method Would You Choose?', each with a score.

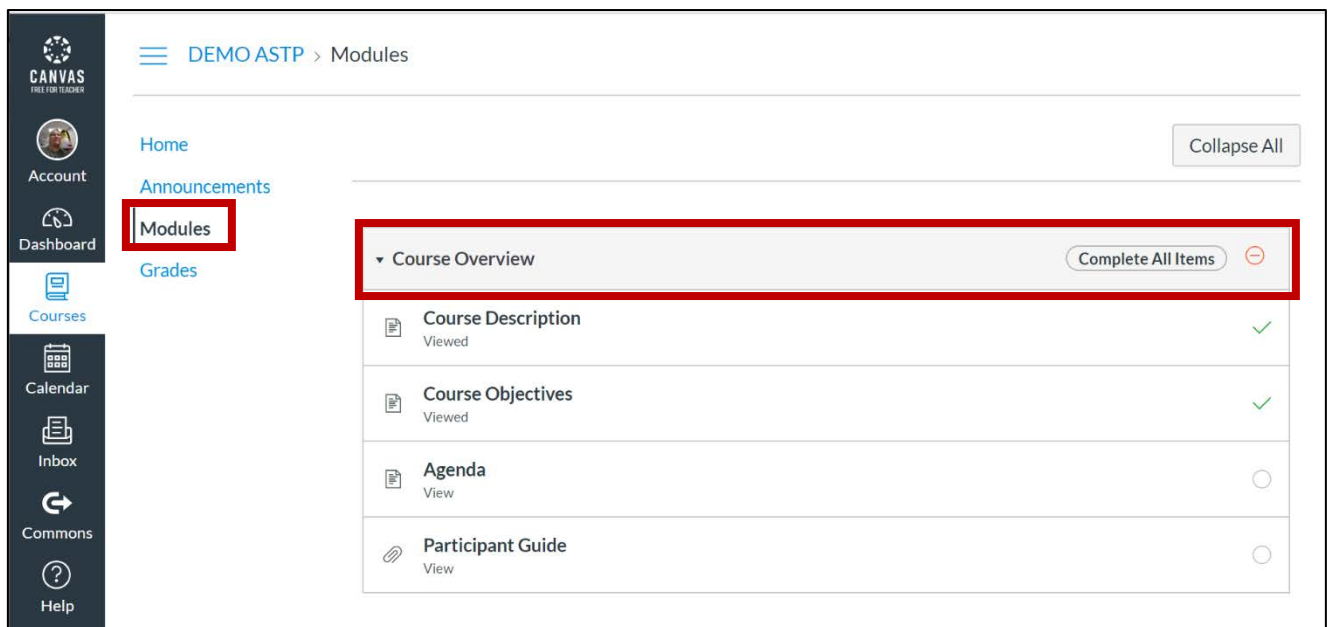
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3. The Course home page shows an image with links below it to several documents that will help you use Canvas.
4. Any announcements for the course can be found by clicking on **Announcements** on the course menu at the left.
5. To the right are several types of ways to view information about your course, such as a **To Do** list and links to feedback about your coursework.
6. Any information areas that are closed (such as **View Course Stream**) can be opened by clicking on them.

C. Understanding Your Course: The Course Overview

1. After opening your course, click on the **Modules** link.
2. At the top of the screen, you'll see the **Course Overview**.



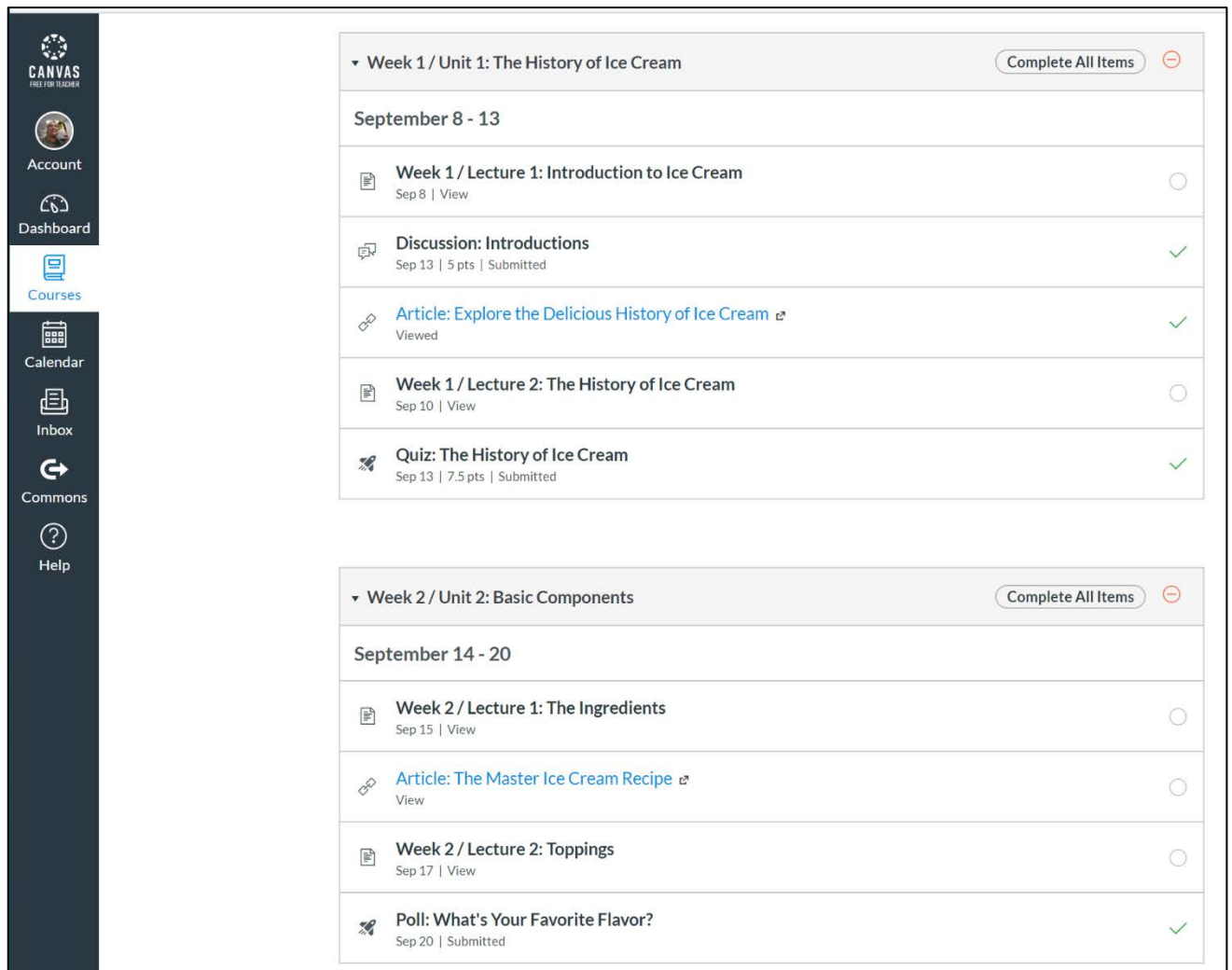
The screenshot displays the Canvas course interface. On the left is a dark sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area shows the course menu with 'Modules' highlighted in a red box. Below the menu, the 'Course Overview' section is also highlighted in a red box. This section includes a 'Complete All Items' button and a list of course items:

Item	Status
Course Description Viewed	✓
Course Objectives Viewed	✓
Agenda View	○
Participant Guide View	○

3. The Course Overview will show you the **Agenda** for the course, as well as a link to your **Participant Guide**.
4. Many courses will request that you type something about yourself in an “Introductions” discussion area in the first week so that everyone gets to know their fellow-students better.

D. Lectures and Other Assignments

1. After opening your course, click on the **Modules** link on the course menu.
2. Below the **Course Overview** section, you'll see a list of the units of work you'll be expected to complete (and in which week). In this example, you see the lectures and assignments for a demo course called "How to Make Ice Cream."



3. You can click on most types of assignments to view and complete them. As you complete your work for a week, checkmarks will appear to the right of the assignments.
4. You will attend your web lectures live using the WebEx conferencing system. When you click on a link for a "Live Lecture," you'll see the date and time the web lecture will be held as well as a link to join the lecture. You are encouraged to join your lectures 10-15 minutes early so that you can check your connection and audio setup.

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5. Some assignments require you to type a response:
- Discussions:* Click on the Discussion title to open it. Choose **Reply**, then type your discussion response. When finished, click **Post Reply**. You can also click to **Reply** to or **Like** another person's post.

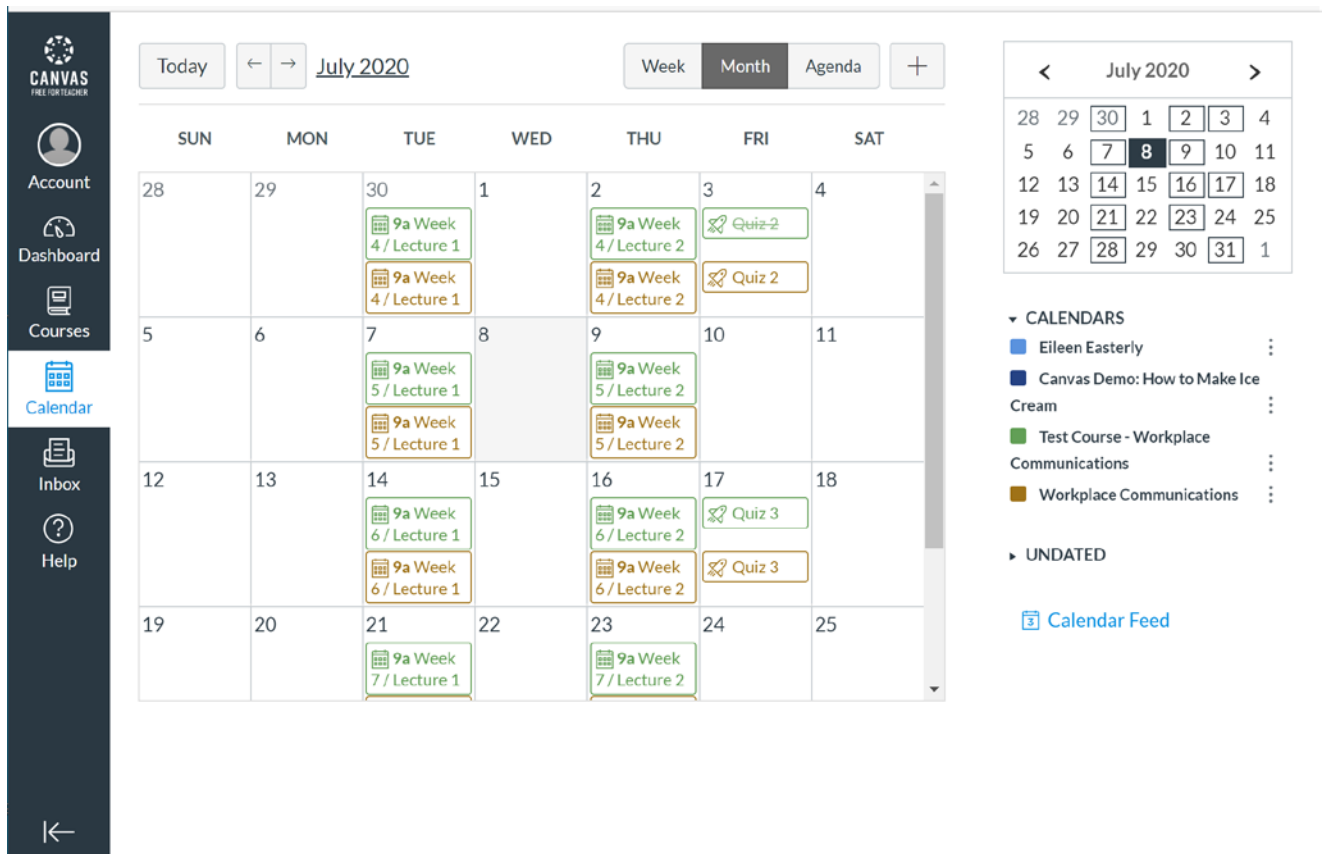
The screenshot shows a Canvas interface for a discussion titled "Introductions". The left sidebar contains navigation links: Home, Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area shows the discussion details, including a notification "This is a graded discussion: 5 points possible" due on Sep 13. The discussion instructions ask students to introduce themselves and respond to at least two classmates. A search bar and "Unread" button are visible. A red box highlights the "Reply" button in the discussion entry area. Below, a post by Eileen Easterly is shown with a red box highlighting the "Reply" button and "2 likes" at the bottom.

- Written Assignments:* Click on the Assignment title to open it and view the instructions. Next, click **Submit Assignment** to open a text box. Type your response in the text box, then click the "**Submit Assignment**" button again.

The screenshot shows a Canvas assignment page titled "Which Method Would You Choose?". The left sidebar contains navigation links: Home, Announcements, Modules, and Grades. The main content area shows the assignment details, including the due date "Sep 25 by 11:59pm", points "5", and submission type "Submitting a text entry box". The instructions ask students to choose a method for making homemade ice cream and provide a "Submit Assignment" button in the upper right corner. A red box highlights the "Submit Assignment" button (labeled with a red circle '2') and the text entry box area (labeled with a red circle '1').

E. Getting the Big Picture: When Are My Assignments Due?

1. Click on **Calendar** on the Canvas Global Navigation menu on the left side of the screen.



2. The calendar will show you the dates that important tasks for your course(s) are due.
3. To see more information about an item in your calendar, click on it to open it.

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F. Viewing Your Grades

1. After opening your course, click on the **Grades** link on the course menu.

Work Com > Grades > Eileen Easterly

Grades for Eileen Easterly

Print Grades

Course: Test Course - Workplace | Arrange By: Due Date | Apply

Name	Due	Status	Score	Out of
Introductions	Jun 12 by 11:59pm		✓	1
Why Do We Communicate?	Jun 12 by 11:59pm	LATE	✓	1
My DiSC Style	Jun 19 by 11:59pm		✓	1
Quiz 1	Jun 19 by 11:59pm	MISSING	-	20
Quiz 2	Jul 3 by 11:59pm		15	20
Quiz 3	Jul 17 by 11:59pm		-	20
Final Exam	Jul 31 by 11:59pm		-	100
Roll Call Attendance			100%	100
Test Assignment Type			0	0
Assignments			100%	103.00 / 103.00
Quizzes			75%	15.00 / 20.00

2. Each assignment is assigned a certain amount of points but you will receive a checkmark for complete, or an X for incomplete.
3. Quizzes are the only homework assignments for which you will receive a grade.
4. The due date for each assignment is shown in the **Due** column. After the due date has passed, that assignment will then be marked **Missing**. You must complete all homework assignments and attend all lectures in order to receive credit.

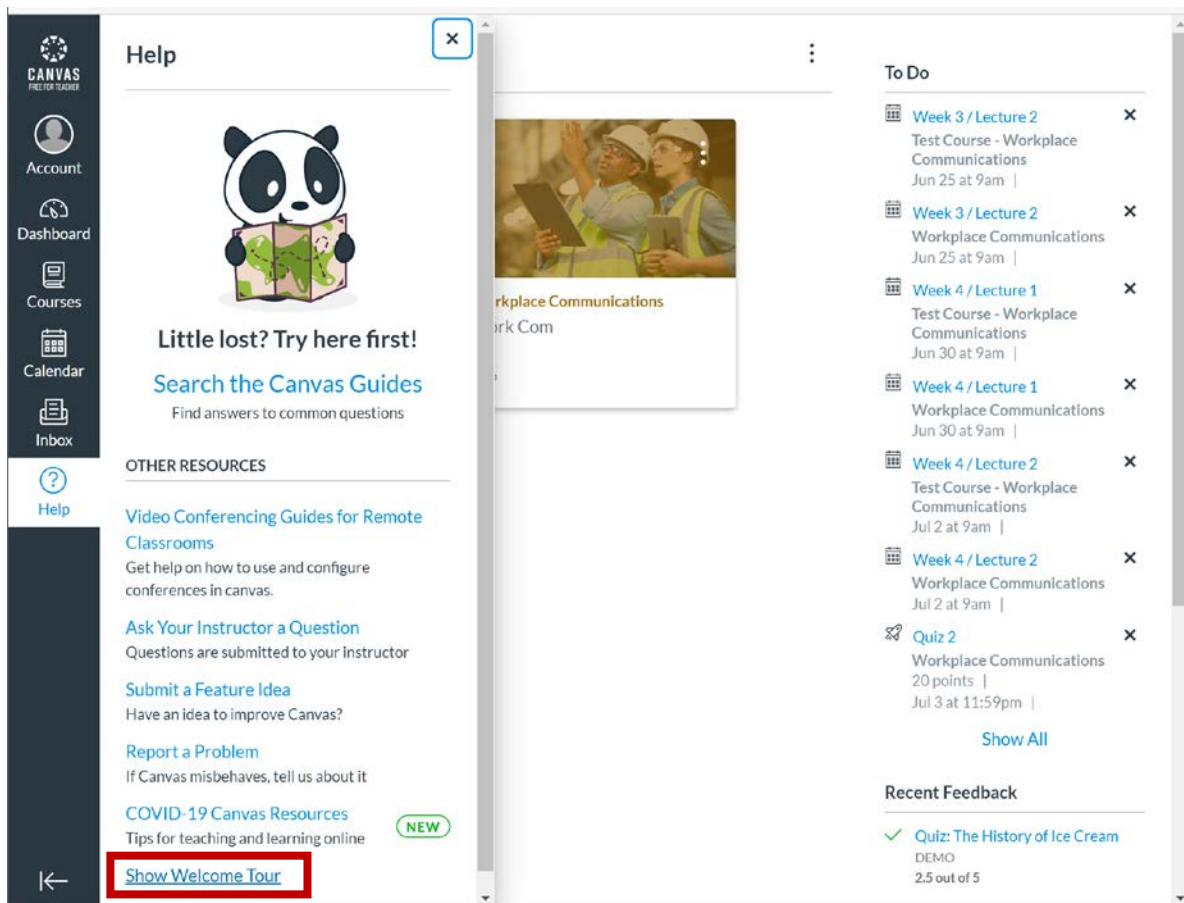
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4. GETTING HELP

A. The Help Menu and Resources

1. Click on **Help** on the Global Navigation menu.
2. Click on the name of the support document you'd like to view (such as the **Show Welcome Tour** link).



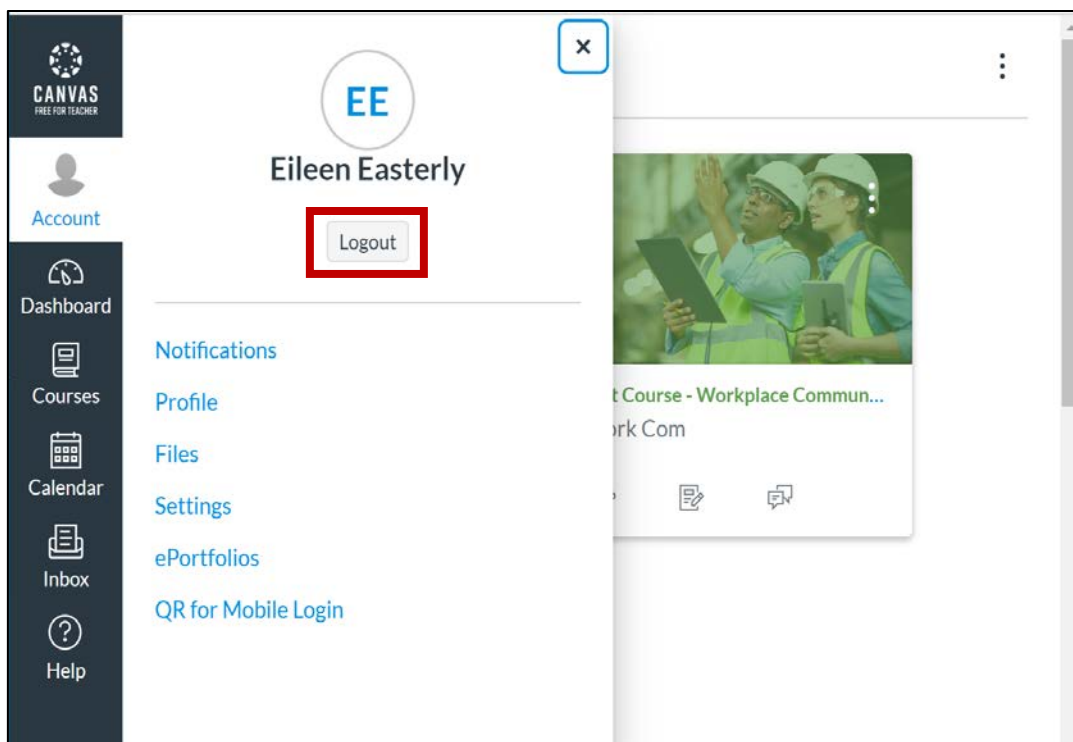
B. Still Have Questions?

1. Click on **Inbox** and send an email to your instructor.
2. For technical assistance, email CanvasHelp@nyscseapartnership.org through your general email account (e.g., Outlook).

5. EXIT CANVAS

A. Exit with the Account Menu

1. Click on the **Account** menu and then choose **Logout**.



APPENDIX

USING A MOBILE DEVICE TO ACCESS CANVAS

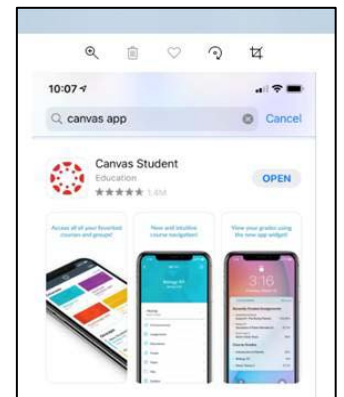
A. Downloading the Mobile App

Note: Downloading the Canvas Student App will be similar, whether you are using a smartphone, or a tablet of the type described below.

1. Open the App Store on your device:

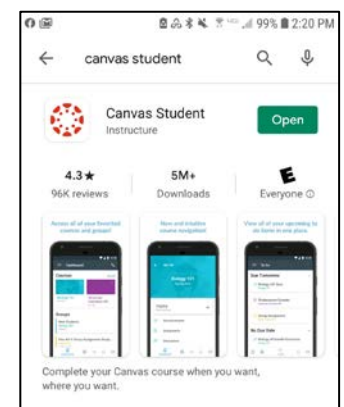
a. For Apple devices:

- i. Open your iOS device and tap the **App Store** icon.
- ii. Click on the **Search** icon (or field).
- iii. Type **Canvas Student** in the Search field and tap its full name when it appears.
- iv. Tap the **Open** button, and download the App.



b. For Android devices

- i. Open your Android device and tap the **Play Store** icon.
- ii. Type **Canvas Student** in the Search field and tap its full name when it appears.
- iii. Tap the **Install** button, and download the App.

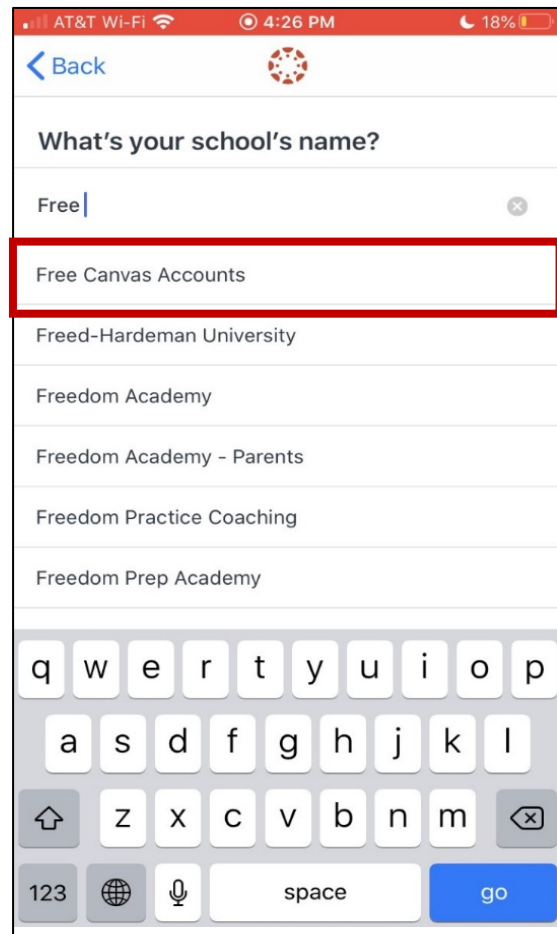
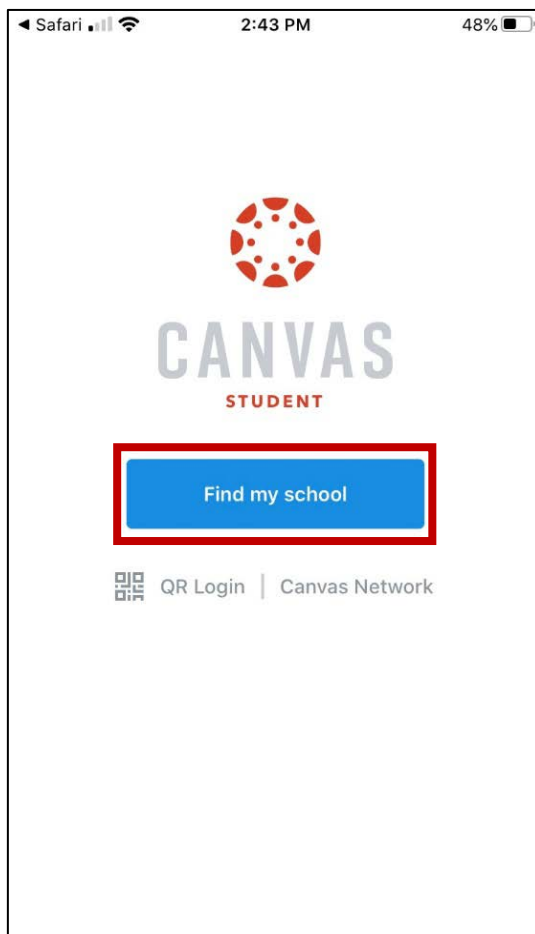


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B. Logging in with the Mobile App - iOS

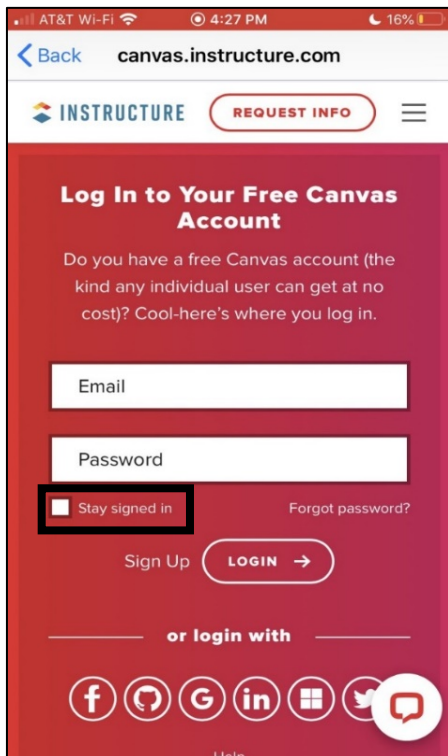
1. You will receive an email invitation to join your Canvas class. Use this invite to set up your Canvas account and **create a password for yourself**. *Write down your username and password inside the front cover of your book.*
2. Open the Canvas Mobile App, and type in the Canvas Login page address (<https://canvas.instructure.com>).
3. Click on the **Find My School** button.
4. Begin typing the word *Free*. Tap **Free Canvas Accounts** when it appears.



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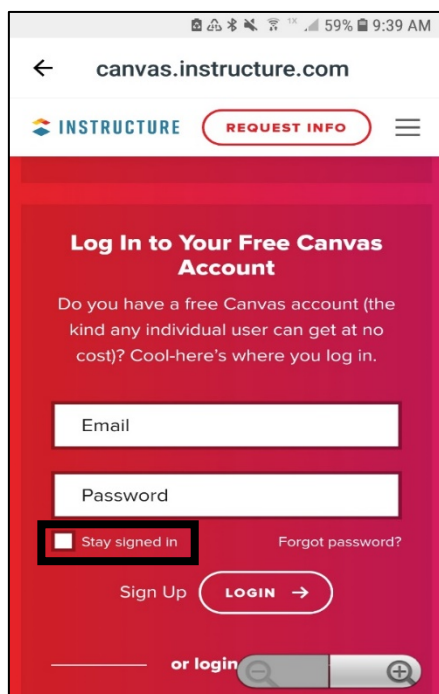
5. Scroll down until you see the “Log in to Your Free Canvas Account” area.
6. Type in your Canvas username (your work email address) and your Canvas password.
7. Tap **Stay signed in** checkbox.
8. Tap **Login** button.
9. After this first log in, you can just start the Canvas Student App to enter Canvas.



C. Logging in with the Mobile App - Android

1. You will receive an email invitation to join your Canvas class. Use this invite to set up your Canvas account and **create a password for yourself**. *Write down your username and password inside the front cover of your book.*
- Note:** The first time you log in, you must log into the Canvas website on your mobile device - **and not the Canvas mobile App**.
2. Open a web browser, and type in the Canvas Login page address (<https://canvas.instructure.com>).
3. Scroll down until you see the “Log in to Your Free Canvas Account” area.
4. Type in your Canvas username (your work email address) and your Canvas password.
5. Tap **Stay signed in** checkbox.
6. Tap **Login** button.
7. The first time you log into an Android device, you may be asked to choose to log in with the Canvas Student App or a web browser. Choose the Canvas App.
8. After this first log in, you can just start the Canvas Student App to enter Canvas.

Note: If you log out of the App from the Account menu, you’ll need to log into the Canvas website again.

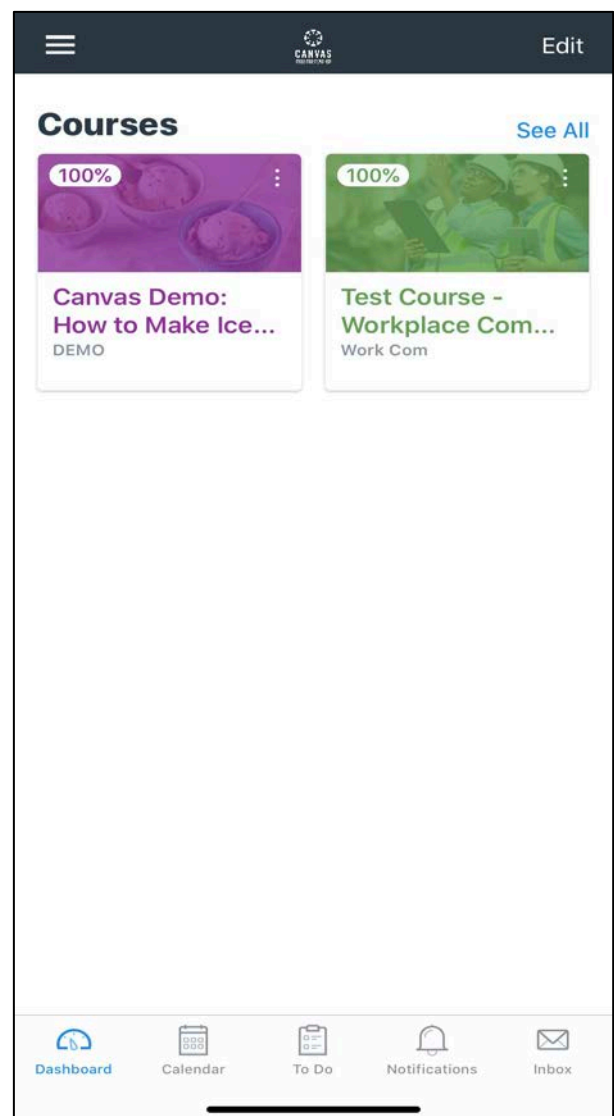
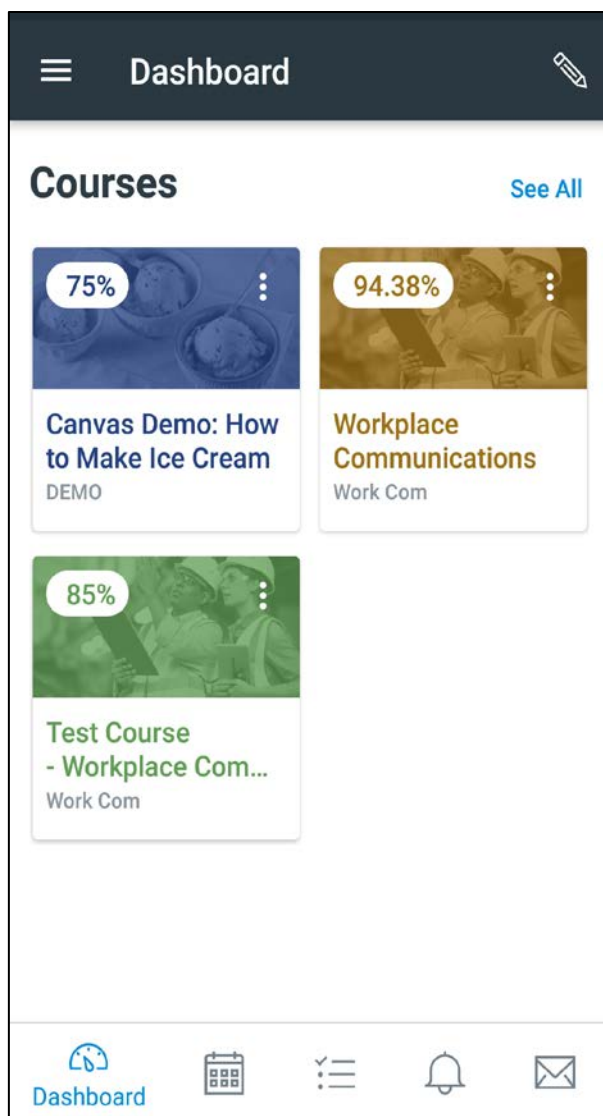


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D. Dashboard and the Global Navigation Menu

1. The Canvas Global Navigation menu will appear at the bottom of your mobile device's screen when you use the Canvas Student App.
2. The Dashboard is the home or landing page for the Canvas application. It also shows the courses you are enrolled in. You'll also notice your current grade in the course if you've started any assignments. *The image below on the left shows the Dashboard on an Android device, and the one on the right, on an iOS device.*

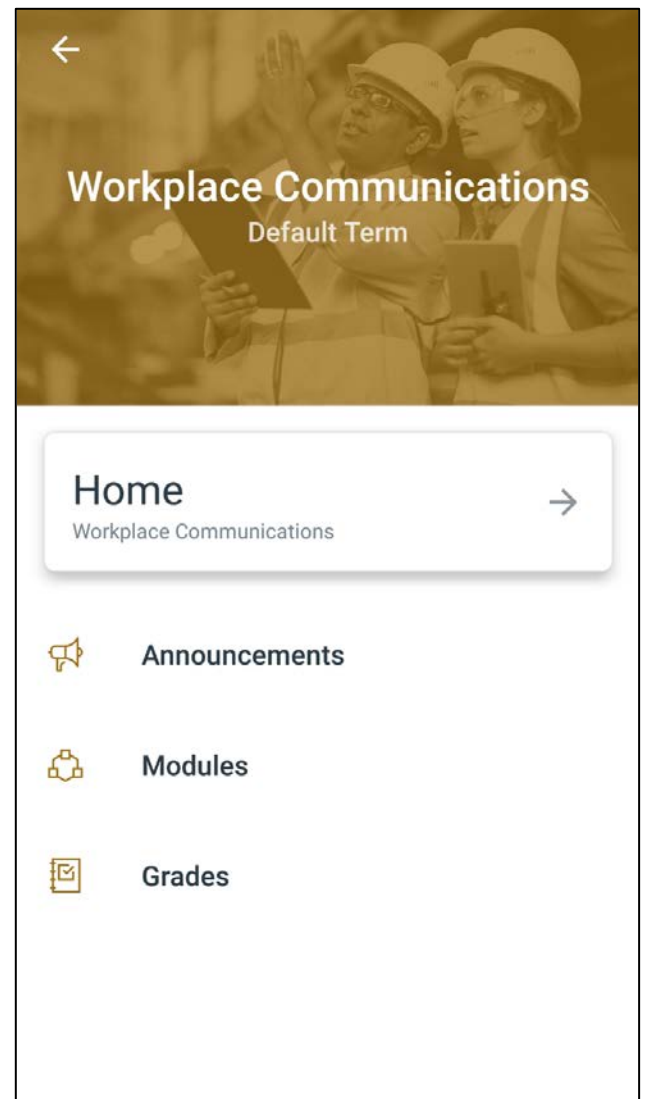
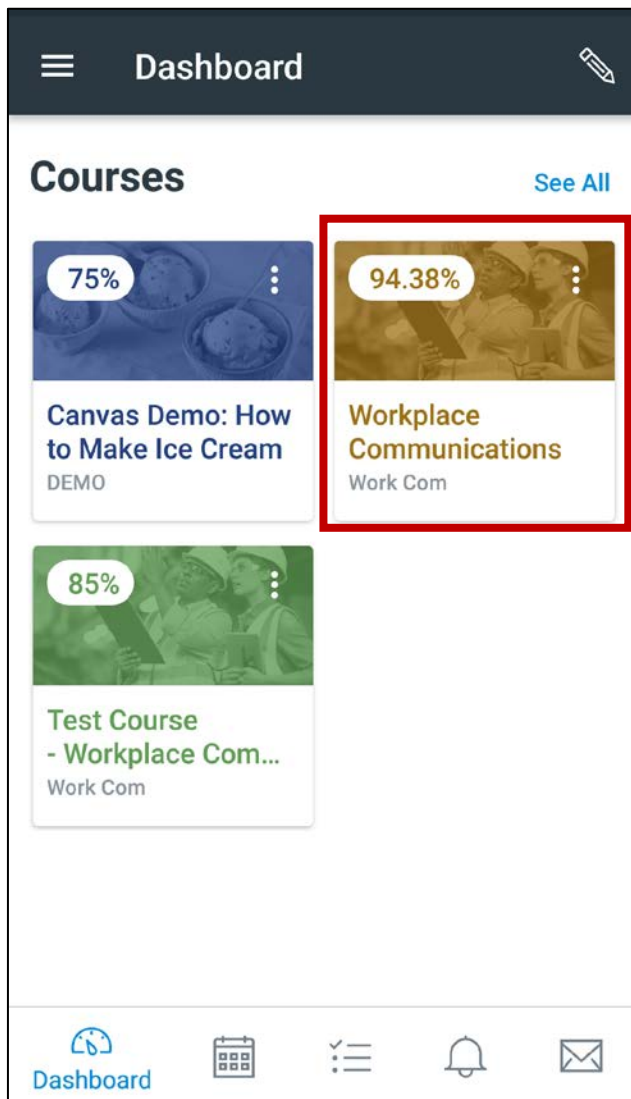


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E. Open a Course from the Dashboard

1. Click on **Dashboard** on the Canvas Global Navigation menu in the Canvas Student App.
2. Tap on the name of the course you wish to open.

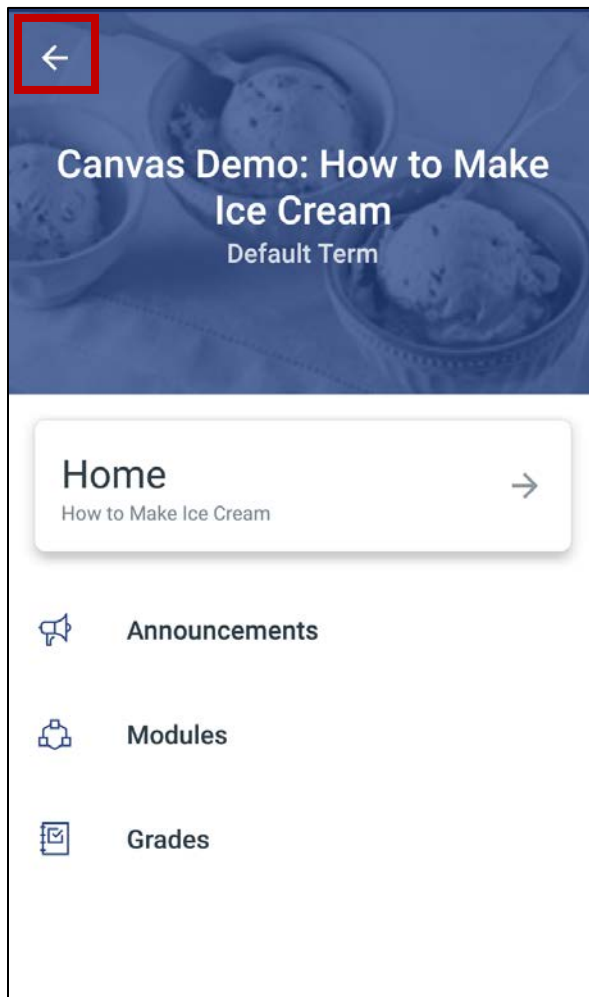


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F. Viewing Your Course Information

1. Open your course by choosing it from the **Dashboard**.
2. Tap **Home** to see some helpful information about using Canvas and contacting your instructor. Tap the arrow icon at the top left to return to the Course screen.
3. Tap **Announcements** to see any announcements about your course.
4. Tap the arrow at the top left on the Course screen to return to the Global Navigation menu.

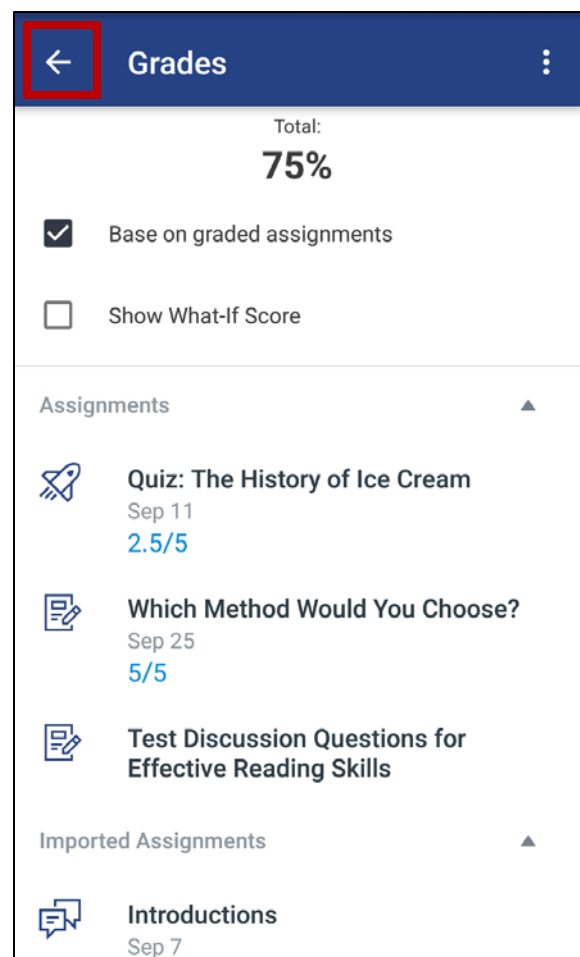
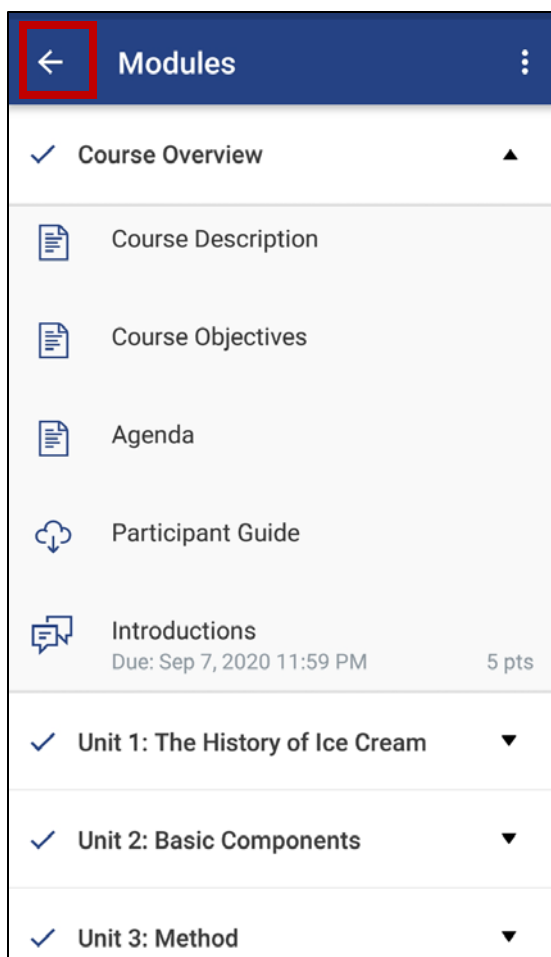


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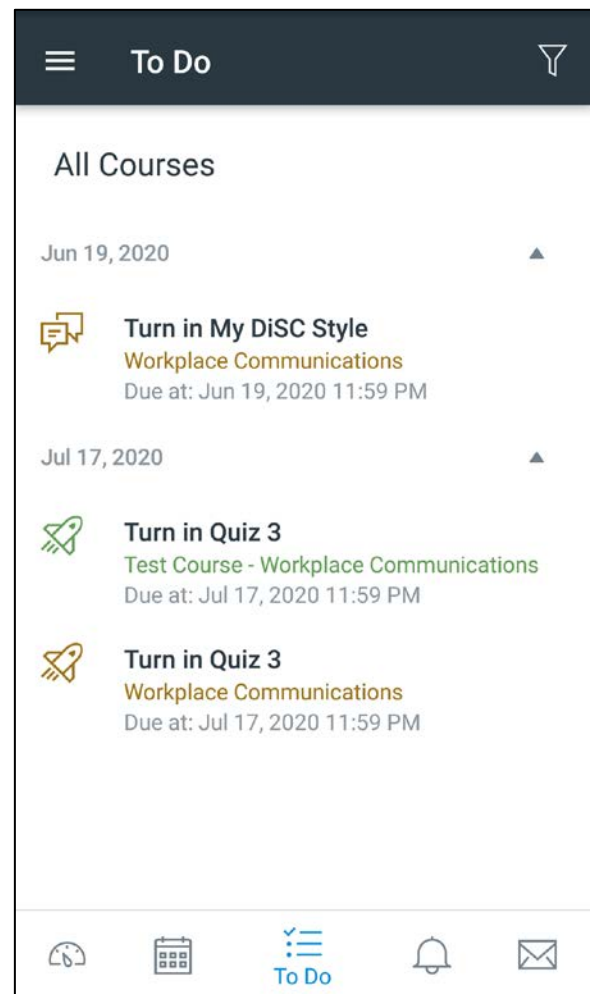
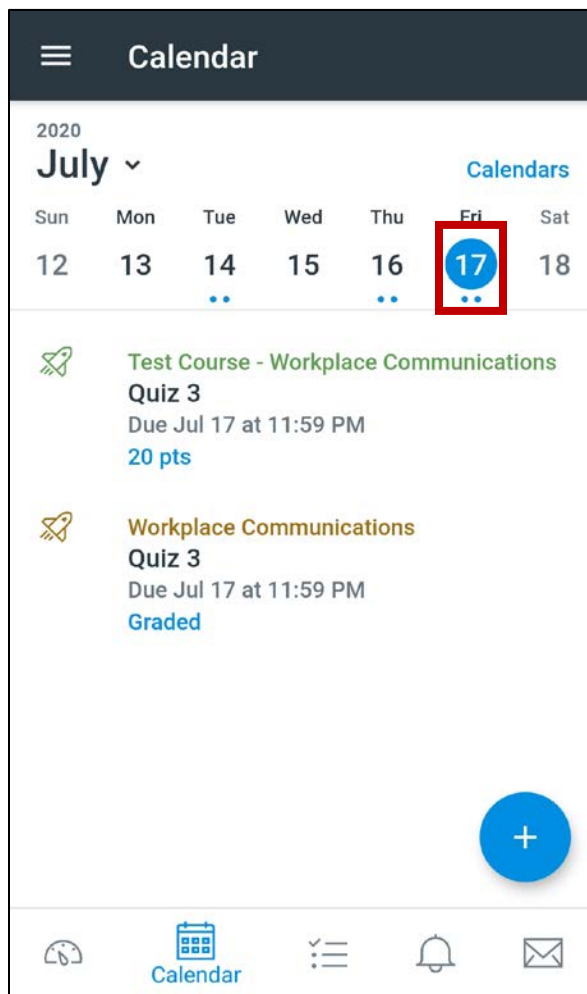
G. Viewing Course Modules and Grades

1. Open your course by choosing it from the **Dashboard**.
2. Tap **Modules** to see the course objectives and agenda, as well as information about each unit in the course. Each unit will typically contain a live web lecture, as well as several types of assignments.
3. Tap **Grades** to see your grades in a course.
4. Click the arrow icon at the top to return to the **Course** screen and then again to return to the **Dashboard**.



H. Finding Assignments: Calendar and To Do Menus

1. Tap **Calendar** on the Canvas Global Navigation menu to open the Calendar in the Mobile App.
2. At the top of the screen you'll see the current week on a calendar. The current date will have a circle around it. Dates when assignments are due have two dots beneath them.
3. Tap a date to see the assignments due on that date. Tap an assignment to see more information. Information for each course is coded by color. Tap the plus sign icon to add your own to-do item on the calendar. (In iOS devices, the plus icon is at the top.)
4. Tap **To Do** on the Canvas Global Navigation menu to open the To Do items list in the Mobile App. Any assignments that you have not completed will be listed, color-coded by course.
5. The To Do menu lists your assignments in a list format in the order they are due.

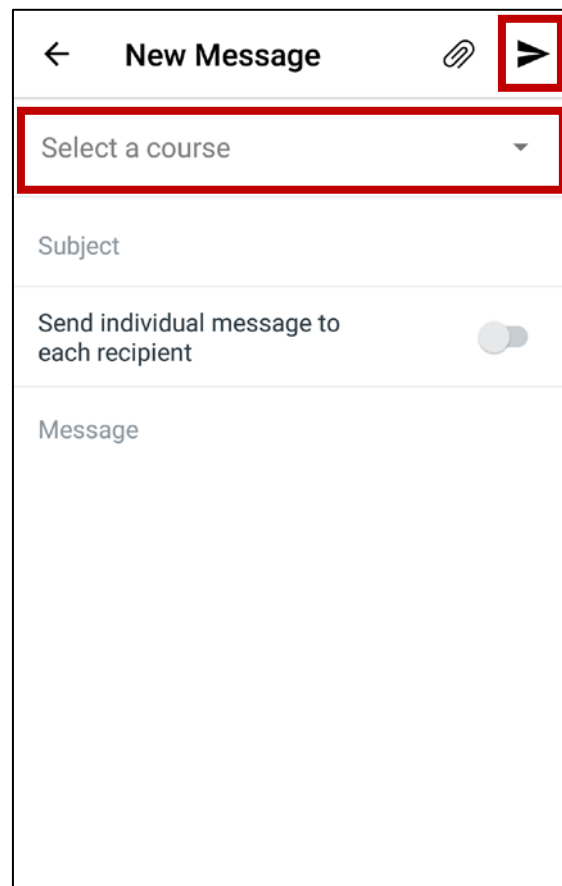
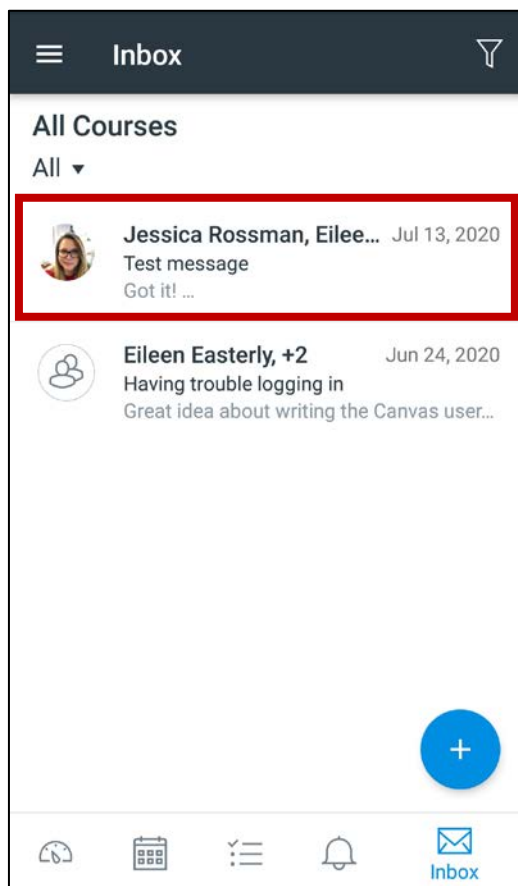


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I. Inbox Menu

1. Tap **Inbox** on the Canvas Global Navigation menu in the Canvas Student App.
2. The inbox allows you to send an email to your instructor and other students in your class.
3. Tap on the plus icon to begin a new email message.
4. Next, tap on the **Select a course** drop-down menu and tap the course you want to discuss.
5. Then tap the plus icon to the right of the TO: box and select whether you want to contact **Teachers** or other **Students**.
6. Select the name of the person you wish to send your email to.
7. Type your subject, and message body, then tap the **Arrow** (or **Send** in iOS) button at the top right.
8. To see an email message you've received, tap on its header to open it.



J. Supported Browsers and Mobile Apps

1. [Supported Browsers](#) - Find out which browsers work best for this course (Chrome, Firefox, Safari, or Edge), as well as basic computer requirements.
2. The Canvas User Interface was optimized for desktop displays but can be used on mobile browsers and Canvas does provide free apps for some mobile devices. Try the iOS and Android free Mobile Apps.
 - o [Canvas by Instructure Android Phone/Tablet Guide](#)
 - o [Canvas by Instructure iOS Phone/Tablet Guide](#)