RHODES
STATE COLLEGE

Student Guide to
CANVAS

Center for Distance and
Innovative Learning

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Video Available

Getting Started with Canvas

1. Recommended Browsers

Using your connection to the Internet at school, work, or at home, Canvas can be accessed through a web browser such as Edge, Firefox, Google Chrome, or Safari by going to this address: **rhodesstate.instructure.com**.

Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas supports the last two versions of every browser release. It is highly recommended to update to the newest version of your browser as well as to the most up-to-date Flash plug-in.

Go to the following link for further information on the browsers and additional components: **Canvas Supports the Following Browsers**

2. Recommended Computer Specifications for Canvas

Canvas and its hosting infrastructure are designed for maximum compatibility and minimal requirements. Click on the following link to review the computer specifications: **Recommended Computer Specifications**

Canvas Basics

1. Access to Canvas

Video - Canvas Overview

To access your course(s) in Canvas, go to **https://rhodesstate.instructure.com** in a web browser or go to the Rhodes State Web Site (**www.rhodesstate.edu**), select MENU, Current Students, Canvas Login.
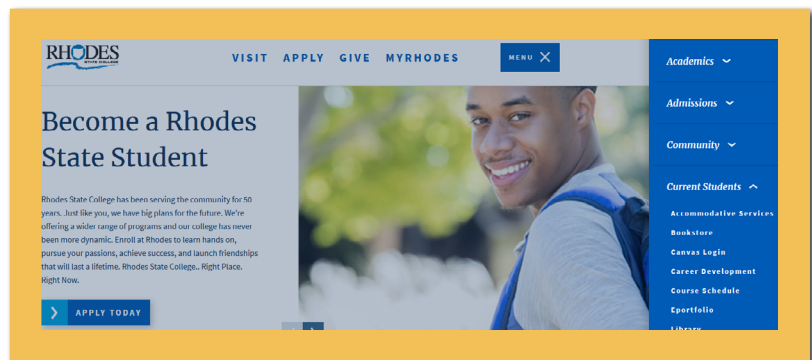
The next screen will be the Canvas Learning Management System login page.

Enter your username (RSC email address) then click "Next". Your username should be your entire Rhodes State College email address. For Example, John Allen Smith's username would be Smith.Ja@rhodesstate.edu.
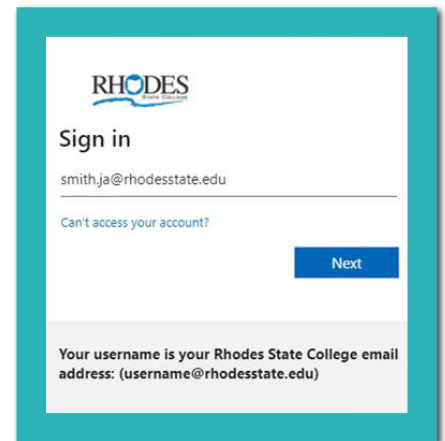
On the next screen, enter your password and then click "Sign In". Your initial password is typically your Rhodes State College ID (R#). This password is case sensitive and requires the upper case R, plus all digits of your student ID number with no spaces.

You should now be logged into Canvas. Your registered course(s) will appear as a course card on your dashboard. Click on the appropriate course card to enter. Courses are organized into three categories: All Courses (1);Past Enrollments (2); and Future Enrollments (3).
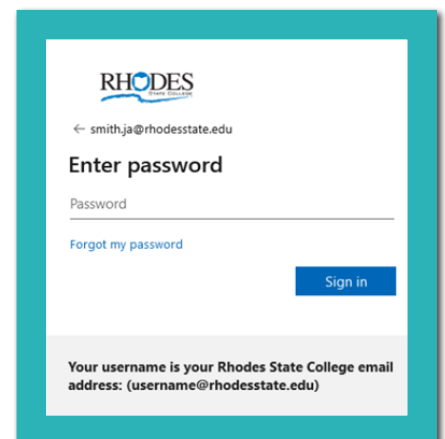
Can't Access Your Course?

a. Each course is associated with a specific access date. Depending on the date associated with the course, you may not yet be able to view your course(s). The standard rule for Rhodes State College is that courses should be made available to students *three business days prior to the start of the term.*

b. **Courses must be published by your instructor** *before you can access them.* If a course is not accessible in your course list, *it may not yet be published.*

c. Confirm your browser is up to date. **Outdated browsers cannot support Canvas courses.**

2. Canvas Dashboard

The Dashboard is what you will see when you log into Canvas.
This is where you will see your courses.

The Dashboard consists of four main elements:

1. Global Navigation Menu

2. Global Announcements Area

3. Course Cards

4. Sidebar

    The Sidebar contains three helpful feeds:

a. **To-Do** lists
    the next five assignments you need to turn in. Assignments will still show up in this list even if they are past due. Click the links to go directly to the Assignments page.

b. **Coming Up** lists the next five assignments or events coming due in the next week.

c. **Recent Feedback** lets students know when their instructor has left a comment or a grade for one of their submissions.
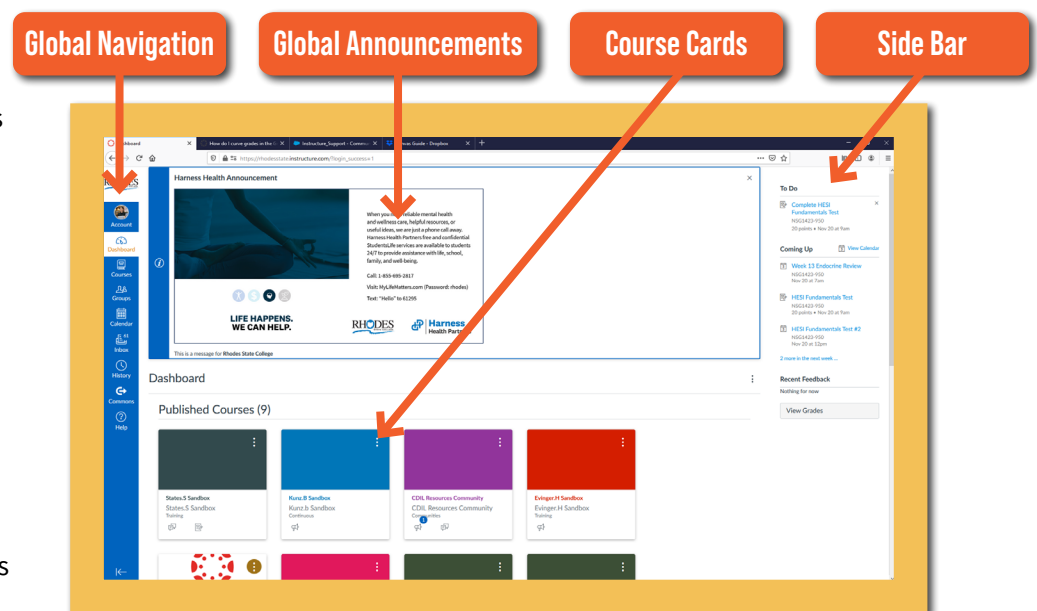
3. Navigate a Course

Once you log into Canvas, you will see the Global Navigation bar located at the left of the screen. From here, select **Courses** and chose the course you wish to navigate. Once you are in your course, the course navigation menu, located at the left of your screen, will help you navigate the course. Your instructor will also have their contact information, the Module list and the help desk information located on each homepage for each course. Be sure to check out the **Syllabus** page, which will have valuable information for you about the course.

There are four main sections in a Canvas course:

- **Global Navigation** – This menu will help you get to where you want to go across all of the Canvas courses in which you are enrolled.

- **Course Navigation** – This link helps you get to where you want to go in a Canvas course. Not all courses will have the same links—it is an instructor's preference as to what links are shown and which ones are hidden.

- **Content Area** – The content of the course will be displayed here. The content can be a page, the syllabus, discussions, announcements, quizzes, or imported contents.

- **Sidebar** – The Sidebar provides the tools available for the Canvas feature you are currently using. The Sidebar will change dynamically as you use different tools in a feature as well as when you move from feature to feature.
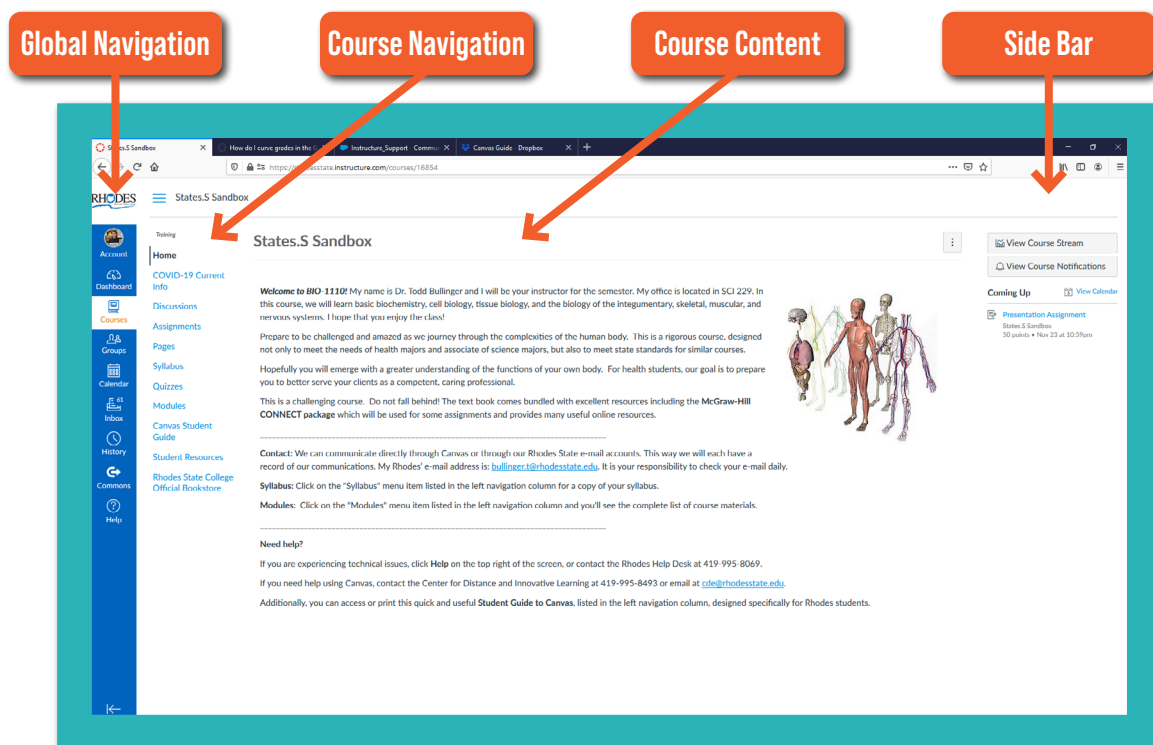
Customizing Canvas

1. View and Edit Personal Settings

▶ Video - Settings & Profile Pictures

Located in the Global Navigation bar in your course, the Settings link can be found on any page inside Canvas. Click the Settings link to:

a. View and edit your personal settings. Within your personal settings, you can:

    1. Add ways for your fellow classmates to contact you – Click on the **Add Email Address** link to include alternate email addresses. If you want to add any other type of contact method, such as Twitter or text messages, click the **Add Contact Methods.**

    2. Link to web services – Services you have registered for will appear in the **Registered Services** column; you can select from **Other Services** the new ones you wish to add.

    3. View and set notification preferences – You can view and set notification preferences within your course. In the navigation menu, click the **Notifications link**. Your notifications preference page will display all of the contact methods you have created across the top of the page. You will need to specify how you want to be notified for each contact method. The notifications are divided into six categories: (1) Course Activities (2) Discussions (3) Communications (4) Scheduling (5) Groups and (6) Alerts.

b. View or add a profile picture.

c. Access links to your Notifications, Files, and ePortfolios.

d. Edit your profile information.

e. Change your language preference.

Participating in a Course

1. Course Homepage

When you enter a course in Canvas, the first screen you will see will be the Course Homepage, where you can access Modules, Instructor Information, Tech Support, and other course materials.

2. Open/Submit an Assignment

Video – Assignments - Overview

Video – Assignments - Submissions

If your instructor has asked for a document submission of an assignment, access the assignment from either the Modules Page or the Assignments Page by selecting the appropriate link in the Course Navigation Menu. Go to **Submit Assignment** located at the top right corner of your screen, and then find the document you wish to submit.
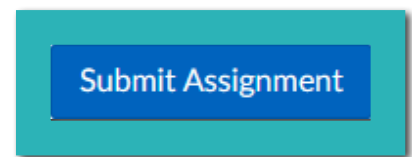
Submit Assignment

You can also submit assignments through the Syllabus, Gradebook, Calendar, or Modules.

Your instructor will decide what kinds of submissions are appropriate for each Assignment. There are four submission types: (1) Upload a file (2) Submit a text entry (3) Enter a website URL, or (4) Submit media.

To submit a File Upload: Click on **File Upload** tab; Choose File button, find file location, then click Submit Assignment. If you have already uploaded your assignment to Canvas and want to select it for your assignment submission, click the Click here to find a file you've already uploaded—locate file—then click **Submit Assignment** button.

To submit a Text Entry: Click on **Submit Assignment** tab then type text in the box, or use Copy and Paste to add text; Click on Submit Assignment button.

To submit a Website URL: Click on **Website URL** tab; Copy and Paste the link to the website you would like to submit for the assignment; click on **Submit Assignment** button.

To submit Media: Click on **Media** tab; click on Record/Upload Media; Use the link to record your submission. Click on **Save** when you have finished and are ready to submit. Click on Submit Assignment button.

View Submission(s): After you have submitted your work, you will see information in the Sidebar about your submission(s). And if the instructor allows more than one submission, if you choose, you may resubmit another version of your assignment using the **Re-submit Assignment** link.

3. Take a Quiz/Exam

▶ Video – Quizzes and Exams

To take a quiz, access the quiz from either the Modules Page or the Quizzes Page by selecting the appropriate link in the Course Navigation Menu. Once on the page containing the Quiz, select the quiz then click on **Take the Quiz** to begin. Reach out to your instructor for any quiz requirements or if you have any questions regarding quiz access.
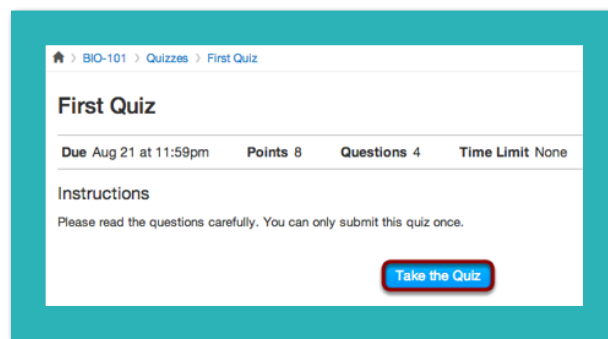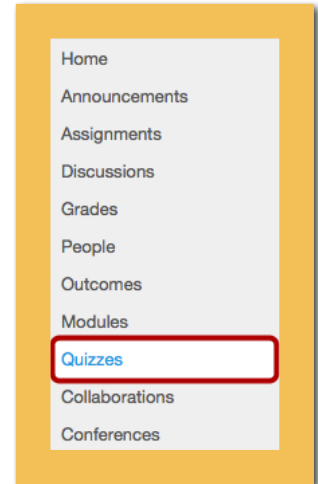
4. Check your Grades

▶ Video – Grades

To check your grades, select **Grades** in the Course Navigation menu. This will show you the grades for that particular course.

a.   Grades are sorted chronologically by assignment due date, followed by assignments with no due dates.

b.   If your course uses weighted assignments groups, your total grade will show as a percent. You can use your mouse to hover over the total grade to show points earned out of possible points.

c.   If there are comments on the assignment, click the **Speech Bubble** icon to view comments. Comments will be organized chronologically.

d.   Click the **Check Mark** icon to view scoring details. A small graph will show your score along with the mean, high, and low scores from the class. You will only see the scoring details if more than 5 other students have submitted that assignment in the course. If you do not see the scoring details, then less than 5 students have submitted the assignment.

e.   Rubric – View your results on the scoring rubric by clicking on the **Rubric** icon. The rubric will show you a breakdown evaluation of your assignment.

f.   Grade Summary – The **Grade Summary** allows you to show/hide all assignment details, see how assignment groups are weighted, and use what-if, or hypothetical, scores.

5. Use the Calendar

 Video – Calendar

The **Calendar** is a great way to view everything you have to do for all your courses in one place.

a. Click the Calendar link in the Global Navigation menu.

b. Click View Calendar. The Calendar displays all the courses and communities in which you are enrolled in since the Calendar expands across all courses. In the navigation bar, you can choose to view the calendar in Month, Week, or Agenda view. By default, the calendar appears in the **Month** view.

c. Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Note: Colors are arbitrarily assigned to each course and cannot be changed.
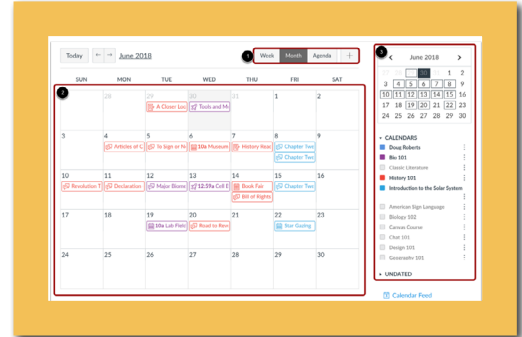
Important due dates, class presentations, and other information can be entered on your calendar.

6. Use Discussions

 Video – Discussions

If your instructor has asked you to participate in a discussion you can access the discussion from either the Modules Page or the Discussions Page by selecting the appropriate link in the Course Navigation Menu.

a. Click on **Discussions** in the Course Navigation menu.

b. Click the title of the Discussion.

c. To reply to the main discussion, type your reply in the **Reply** field.

d. To **Reply** to a **Comment** in a focused **Discussion**, you can reply to a comment already posted by another student by clicking in the **Reply** field below the post. Once you have finished entering your text, click on the **Post Reply** button.

e. To **Reply** to a Comment in a Threaded Discussion, locate the post you want to reply to, and click the **Reply** button. Write your response in the box. You can add links, photos, equations, and/or media. If your instructor allows, you can also attach files. Once you finish, click the **Post Reply** button. Your reply will be posted at the bottom of the discussion reply thread.
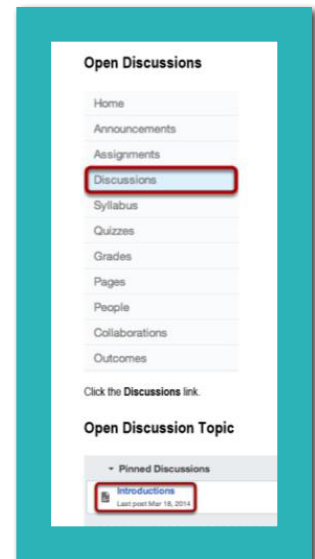
7. Use Conversations Inbox

Video – Conversations

Conversations is a messaging system within Canvas. You can communicate with other people in your course at any time.

To read/reply to Canvas Inbox messages or to compose a new message, select the **Inbox** tab located on the Global Navigation menu. The message indicator will let you know how many messages you have in your Inbox. Select any message in the messages list in order to read and reply to it.

To compose a new message, click on the Compose a New Message icon, and then select the course from the drop down next to Course, enter the name of the person you wish to send your message to, type your message and then click on **Send**.
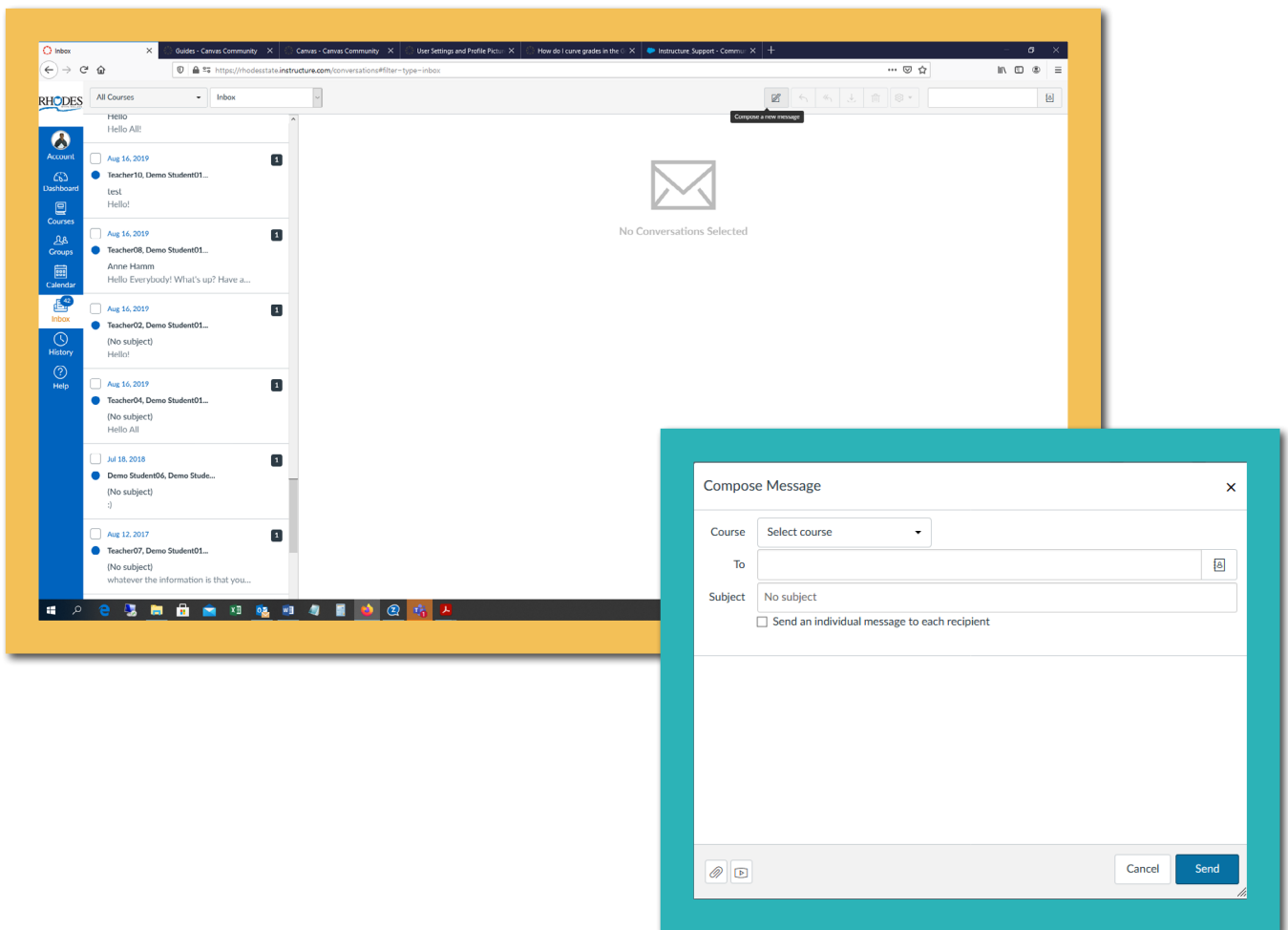
Assistance/Technical Support

If you are experiencing technical issues, click the **Help** icon in the Global Navigation menu, or contact the Rhodes State College Help Desk at **419-995-8069.** If you need help using Canvas, contact the Center for Distance and Innovative Learning at **CDIL@RhodesState.edu** or call 419-995-8008.

References

- Canvas by Instructure
  Canvas Guide
  Canvas Video Guides

- Rhodes State College
  RSC Website