## Table of Contents

### Getting Started with Canvas
- Recommended Browsers .......................................................... 3
- Recommended Computer Specifications .................................. 3
- Mobile Device Download Instructions .................................... 3

### Canvas Basics
- Access to Canvas ................................................................. 4
- Cannot Access Courses .......................................................... 5
- Navigate a Course .................................................................. 6
  - Course Navigation .............................................................. 6
  - Global Navigation .............................................................. 6
  - Content Area .................................................................... 6
  - Sidebar ............................................................................. 6
  - Help Link ......................................................................... 6
- What is a Dashboard? ............................................................. 6
- The Sidebar .......................................................................... 7

### Customizing Canvas
- Settings .............................................................................. 7
  - Add contact methods .......................................................... 7
  - Link to web services ............................................................ 7
  - View and set notification ..................................................... 7
- Preferences .......................................................................... 7
  - View or add profile picture ................................................. 8
  - Access links to Notifications, Files, and ePortfolios ............. 8
- Change the Language Preferences in User Account .................. 8

### Participating in a Course
- Course Homepage (Module Links, Instructor Information, Tech Support) ......................................................... 8
- Open Assignments .............................................................. 8
- Submit an Assignment .......................................................... 8
- Take A Quiz ...................................................................... 9
- Check Grades ................................................................... 10
- Use Calendar .................................................................... 10
- Use Discussions ................................................................ 11
- Use Conversations .............................................................. 11
- Message Your Instructor ..................................................... 11
- Participate in Conferences .................................................... 12

### Assistance/Technical Support ................................................................................................................................. 12

### References .................................................................................. 12

☑️ = 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 Internet Explorer, Firefox, Google Chrome, or Safari.

   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.

   **As of March 4, 2019 Canvas supports the current and first previous major releases of the following browsers:**

   - Internet Explorer 11 and Edge 42 and 44 (Windows Only)
   - Chrome 71 and 72
   - Firefox 64 and 65 (Extended Releases are not supported)
   - Flash 31 and 32 (used for recording or viewing audio/video and uploading files)
   - Respondus Lockdown Browser (supporting the latest system requirements)

   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](#)

3. **Will Canvas work on my mobile device?**

   Yes, see below for specifics.

   **Mobile Applications**

   **Canvas by Instructure App**
   This app is free and supports both iOS 7.0+ and Android 4.0+ devices. Depending on your device, not all Canvas features may be available on the app at this time.
Canvas App For iPad

Steps to download iPhone App:
1. Open App Store
2. Open Search
3. Search for App—Canvas by Instructure
4. Choose Canvas Student
5. Install App
6. Open App on iPhone
7. Click on Find my school*
   a. Start typing Rhodes State College
   b. Choose College
8. Enter username and password
9. Use App on your iPhone

Steps to download Android Phone App:
1. Open App Store
2. Open Search
3. Search for App—Canvas by Instructure
4. Choose Canvas Student
5. Install App
6. Open App
7. Click on Find my school*
   a. Start typing Rhodes State College
   b. Choose College
8. Enter username and password
9. Use App on Android Phone

*Note: If you are unable to find Rhodes State College, you can search by URL. The College’s url is rhodesstate.instructure.com

Canvas Basics:

Video – Canvas Basics
Canvas Basics Video

1. Access to Canvas:

To access your course in Canvas, use the Quick Link dropdown on the homepage of Rhodes State College, and select "Canvas Login Page." Your course in Canvas™ will be active two business days before the Semester begins.
The next screen will be the Canvas Learning System login page.

Enter your username and password, and then “click” Log In. Typically, usernames for students at Rhodes State will begin with their last name and end with the first initial of their first name (For Ex. John Smith, Smith.J). You initial password is typically your Rhodes State College ID (R#).

You should now be logged into your 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).

2. Cannot Access Course or Courses:

   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 two business days prior to the start of the semester for student access.

   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.**
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 choose the course you wish to navigate. Once you are in your course, the course side 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 six main sections in a Canvas course:

- **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.

- **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.

- **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.

- **Help Link** – Here you can get assistance with questions you may have about Canvas.

4. What is a 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 two main elements:

1. Global Navigation located on the left hand side of your screen.
2. The Sidebar with various types of feeds.
   - The Sidebar contains three helpful feeds:
A Student Guide to Using the Canvas Online Course Management System

1. The 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.

2. The Coming Up feed lists the next five assignments or events coming due in the next week.

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

Customizing Canvas:

1. View and Edit Personal Settings:

   Located in the Global Navigation bar, the Settings link can be found in 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.

2. Change the Language Preference in User Account:

   English is the default, but you can choose to view the Canvas interface in another language.

   a. In the Help Link, click the Settings link.
b. Click the **Edit Settings** button.

c. Select **Language** preferred.

d. Click on **Update Settings**.

e. View Canvas in your preferred language.

**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]
   [Assignment Overview Video]

   ![Video – Assignments - Submissions]
   [Assignment Submissions Video]

   If your instructor has asked for a document submission of an assignment, you will go to that assignment drop box located in the Module you are working in. Go to **Submit Assignment** located at the top right hand part of your screen, and then find the document you wish to submit. 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 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). 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
Quizzes and Exams Video

You can easily take a quiz by accessing the Quizzes page. Click on “Take the Quiz” to begin. Keep in mind some quizzes are timed by the instructor.

4. Check Your Grades:

Video – Grades
Grades Video

All you need to do is go to the course menu located on the left hand side of your screen and click on Grades. 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 box and whisker plot 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.
A Student Guide to Using the Canvas Online Course Management System

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 everything 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

You can easily reply to any discussion, threaded or focused. However, the reply process varies depending on the type of discussion.

a. Click on Discussions on the sidebar.

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 – Communication
Conversations Video

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

a. Click the Inbox link in the Help Corner to open your Conversations box. The message indicator will let you know how many messages you have in your Inbox.

8. Message Your Instructor:

Go to the Inbox tab located on the left side of your screen. Click on the pencil in a box icon, or Compose Message, and then select the course, enter the name of the person you wish to send your message to, type your message and then click on Send.

9. Participate in Conferences:

Conferences makes it easy to conduct synchronous (real-time) discussions within your course. Conferences allows you to broadcast real-time audio, video, share presentation slides, and share any other online resources. Currently, Canvas integrates with BigBlueButton. In Course Navigation, click the Conferences link. You can also locate the Conferences link in Group Navigation.

Assistance/Technical Support:

If you are experiencing technical issues, click Help on the bottom left of the screen, or contact the Rhodes Help Desk at 419-995-8069. If you need help using Canvas, contact the Center for Distance and Innovative Learning at CDIL@rhodesstate.edu.

References:

Canvas by Instructure - Canvas Guides – Canvas Guide
Rhodes State College – RSC Website