

CANVAS QUICK START



Where do I go?

You can access CANVAS by doing one of the following:

- Using the link at the top of the WFSD Homepage or by going to <https://wfsd.instructure.com>. (You will be prompted with a Microsoft box to sign into Canvas.)
- Downloading the **CANVAS STUDENT** app on an IOS/Android device

What is my CANVAS log-in?

- Input your **username**, which is the same one that you use at school with @wfsd.k12.ny.us at the end of it.
- Input your **password**, which is the same password that you use to sign into the computers at school.

Where do I find my classes?

The first thing you will see after logging into **CANVAS** is The Dashboard which shows all of your active courses, upcoming events, and tasks on the right and the Canvas navigation bar on the far left.

TIP:** If you don't see your course on the dashboard go to "Courses" on the left navigation bar and select the "All Courses" link. ***You can favorite courses and add them to your dashboard from the all courses link by clicking the star icon to the left of the course name.

How do I set up my notifications?

1. Click on **Account** at the top of the gray navigation bar on the left
2. Click on **NOTIFICATIONS**
3. **Change** the notification settings for each of your contact methods to suit your needs

***TIP:** To add an **additional email or cell phone number** you can add it to your profile in **SETTINGS** on the upper right hand side of the screen.

How do I contact my teacher in CANVAS?

You can contact any of your teachers by using the **CANVAS Inbox**. You can click on the pencil in the middle of the top bar to begin a new message or respond to a message that has been sent to you by one of your teachers.

How do I find my upcoming assignments in CANVAS?

You can find upcoming assignments by doing one of the following:

1. All of your upcoming assignments for all of your courses will appear in your “**TO DO**” list on the right-hand side of your Dashboard. You can click on any assignment directly in the “**TO DO**” list and it will take you to it.
2. You can find your upcoming assignments on the **CALENDAR** from the gray navigation bar.
3. You can find your upcoming assignments wherever the teachers has posted them within the course. This could be under Assignments, Modules, Quizzes, or Discussions depending on the specific assignment.

How do I submit an assignment?

1. Select the assignment that needs a submission.
2. Click the **+SUBMIT ASSIGNMENT** button.
3. Select submission type tab (File Upload, Google Doc, OneDrive for Business, Text Entry, etc.)
4. **UPLOAD** your assignment.
5. Click the **SUBMIT** button.
6. Wait until you see the **Submission ✓Turned In!** message.

Where do I get technical support?

If you need technical support, the help desk is available to assist. Please call **(631) 874-1733** from 7 am - 4 pm on weekdays, Monday through Friday.

Which devices can I use to access CANVAS?

Canvas can be accessed by computer, tablet, smartphone, or even gaming systems such as Playstation or Xbox.

Where can I get more help with CANVAS?

For more help using **CANVAS** you can visit the “**CANVAS Student Support**” site from your Dashboard.

***TIP:** If you don't see the support course on the dashboard go to "**Courses**" on the left navigation bar, select the “**All Courses**” link, and then click on “**Browse More Courses**”. You will then be able to click on “**+Join this Course**” so that it shows up on your Dashboard.

Please remember to always follow proper internet etiquette when working within CANVAS.

