Canvas for Students

Getting Started

How do I log in to Canvas?

Log in @
https://canvas.instructure.com
KSC email and a password you choose.

Where can I find my course?

Look under **Courses.**
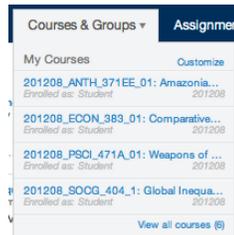
* Your course will not show if the instructor has not published it!

How can I get help?

Click on **Help** in the corner or your Canvas screen to:

- Report a problem
- Contact the KSC Helpdesk

Managing Your Canvas Account

How do I edit my Settings?

Click on **Settings**, at the top of the screen, then on **Edit Settings.**

You can change your preferred name, add a 2nd email or your cell # for text message and add additional ways to be notified. Then click **Update Settings** to update.

How do I add a Profile picture?

Click on **Settings**
Then click directly on the Placeholder Profile picture

Upload a new Image >Choose File >Add File> Select Image

How do I set up my notification preferences?

Click on **Settings**, at the top of the screen, then on **Notifications** on the left menu. Cursor over the right hand columns to choose the way you want to be notified by clicking on one of the icons. Changes take effect immediately.

You can be notified through Twitter or FaceBook.

Canvas Overview

What is the Recent Activity screen?

You see this screen when you log in to Canvas. It displays the activity of your courses by showing events, announcements, discussions, grade postings and more.

How do I know when I have something due?

Click the Calendar link at the top of the screen. Also, once in your course, the **Sidebar** on the right side of the screen, shows : *To Do*, and *Coming Up*.

How do I view my grades?

Click on **Grades** in the left menu. You will see your scores for completed assignments and a total percentage. You can choose another Canvas course from the dropdown menu at the top.

Communicating in Canvas

Why should I use the Inbox?

The **Inbox** in Canvas is designed to capture *conversations*. So not only can you create and send a message, but you can view the entire conversation around that message in one place. That's a time saver!
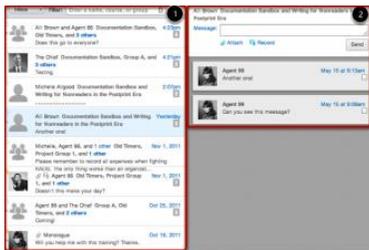
How do I send a message to my instructor?

Go to your **Inbox** > in the *To:* field, start typing your Instructor's name (it will appear in blue) > enter a message > click **Send**. Your message will appear at the top of your Conversation list.
* You can also attach a file and record your message!

How do I delete conversations and messages?

To delete a conversation go to your **Inbox** > click on the gear wheel in the left pane > **Delete**.

To delete individual messages (showing in the right pane) put a check in the box next to the message you want to delete > click on the trash can icon > **Delete.**

Working in Your Canvas Course

How do I submit an online assignment

Click the Assignments link at the top right of the screen, to see all the Assignments for that course. Click the name of the assignment you want to submit. Click the Submit Assignment button in the right hand column.

Click the Choose File button to upload a file. When the file name shows after the Choose File button, click Submit Asignment.
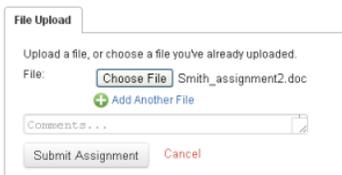
You will see a text box with "Submission Turned In", a green check mark, the date and time you submitted and the name of the file you submitted. Click the Submission Details button to download a copy of what you submitted.
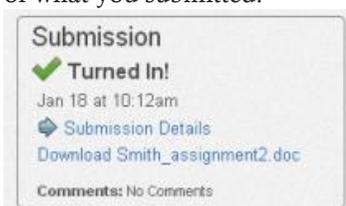
How do I reply to a discussion post?

Click the Discussions Link on the left menu. Click the title of the discussion. When the discussion opens, click in any Reply box to reply to the original post or reply to a reply.

You may add pictures, videos or attach a file to your reply. When done, click the Post Response button.