# Canvas by Instructure Student User Guide



# Contents

Login to Canvas	2
Interface Canvas	3
Dashboard Canvas	3
Sidebar	3
Calendar	4
Notifications	4
Submit Assignment	5
Turnitin	6
Take a Quiz	8
Respondus Lockdown Browser	9
Gradebook	10
Hiding a Course in Canvas Dashboard	11
Link Canvas to Your Mobile Device	12



#### Login to Canvas

1. Type: <u>http://tsc.edu/</u> in the address bar of your web browser to display the Texas Southmost Website. **Click** on *MyTSC*.



2. Once you click on MyTSC, you will be prompted to the page below. **Click** on the *Canvas icon*. <u>https://texassouthmostcollege.instructure.com/</u>



3. Next, you will be directed to the Texas Southmost College account login page. **Enter** your TSC *Username* and *Password*.



4. Once you are signed-in, you will be directed to the Canvas Dashboard.



# **Interface Canvas**

The Canvas User Interface will allow access to a variety of components.

- Dashboard
- Global Navigation
- Status Bar
- Navigation links
- Course Content
- Sidebar Navigator
- Help?
- Access to Canvas Overview Tutorials including (Canvas Guides, Canvas Community or Canvas Support).

#### **Canvas Dashboard**

Canvas Dashboard allows users to access three main components.

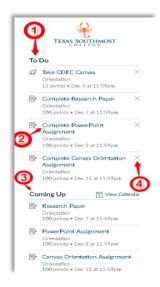
- 1. Global Navigation (direct access to courses and other information in Canvas)
- 2. Course Content (individual course cards or list of all your courses)
- 3. Sidebar (Coming Up Feed, To-do list, Recent Feedback and View Grades)

	Dashboard	Course Cards	
Account	7	EXAS SOUTHMOS	TEXAS SOLUTION TO TEXAS SOLUTION TEXAS SOLUTICAS SOLUTICAS SOLUTICAS SOLUTICAS SOLUTICAS SOLUTICAS SOLUTICAS
Courses Courses	Julie Course Shell Julie Course Shell Master Term	COLLEGE Instructor Orientation Orientation	View Grades
lnbox ←	2) List of all courses		
Commons ? Help			

#### Sidebar

The Sidebar gives you access to different items, which include:

- 1. To Do List
- 2. Completed assignments
- 3. Upcoming assignments
- 4. You can also remove items from your to do list



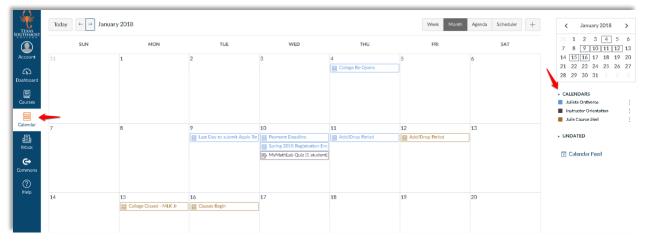
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### Calendar

The Calendar allows you to keep track of assignments, upcoming events or activities in your courses. Each course will be coded with a different color. These items may be filtered by course:

- Assignments •
- Activities •
- Scheduled appointments •



# **Notifications**

•

The navigation menu gives you access to Notifications Preferences. You can select to be notified immediately, daily, weekly or elect not to be notified. Notifications include:

Conferences

- **Course Activities**
- Scheduling • Groups
- Discussions
- Conversations
- Alerts •

•

	Notifications	Notification Preference	ces		
count	Profile	✓ Notify me right away	() Send daily summary	🛱 Send weekly summary	imes Do not send me anything
ාboard	Files Settings	Course Activities			Email Address julieta.ontiveros@tsc.edu
2	ePortfolios	Due Date			✓ © ■ ×
irses		Grading Policies			🗸 🕓 🗮 🗙
ndar		Course Content			
≣ь		Files			✓ © iii <mark>×</mark>
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lelp		All Submissions			✓ © iii ×

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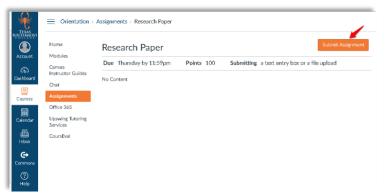


#### **Submit Assignment**

1. To submit an assignment, **click** on *Courses* in your global navigation bar. Then select the course you want to submit an assignment for. Click on the *Assignments* tab and then you will see a list of *Upcoming*, *Undated* or *Past* assignments; select the one you are wanting to submit.

	Orientation > A	ssignments	
	Home	Search for Assignment	SHOW BY DATE SHOW BY TYPE
Account	Modules Canvas Instructor Guídes	* Upcoming Assignments	
Dashboard	Chat Assignments	Rassarch Paper Dee Dec 7 at 1199pm   -/100 pts	
Courses	Office 365	PowerPoint Assignment Dae Dec 8 at 11.99pm   -/300 pts	
Calendar	Upswing Tutoring Services CoursEval	Canvas Oxientation Assignment Dee Dec 11 at 1159pm   -/100 pts	
тльок С+		MyMsthLab Qeiz Dae Jan 10, 2016 at 11:59m   -/100 pts	
Commons		Undated Assignments	
Help		R [MODULE 1] Quiz	
		(MODULE 2) Quiz	
		S <sup>2</sup> [MODULE 3] Quiz -/10 pts	
		ST IMODULE 4] Quiz	
		\$\$\vee\$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$	
		Past Assignments	
⊬		\$\overline\$CDEC Canvas Dee Dec 5 # 11:59pm   -/11 pt	

2. Once you select your assignment, click on Submit Assignment.



3. You will then be prompted to select how you would like to submit your assignment.

	Orientation >	Assignments - Research Paper
Account	Home Modules	Research Paper
CC Dashboard	Canvas Instructor Guides Chat	Due Thursday by 11:59pm Points 100 Submitting a text entry box or a file upload Na Content
Courses	Assignments Office 365	
Calendar	Upswing Tutoring Services CoursEval	
Inbox C+	Course and an	
Commons ? Help		Electradizad Text Enry Google Diz: Officer 365 Upload affin or chose a file you've already updated. File: Choses File Note for born
		Pies: Lutose rais to the Crosen Add Acoder File Committee
		Cancel Submit Augment



#### Turnitin

1. Submission of an assignment via Turnitin is similar to *file upload*. Once you select your assignment **click** on the blue *Upload Submission* button.

R	Orientation	Assignments > Canvas Orientation Assignment
	Home	Canvas Orientation Assignment
Account	Modules	Assignment Dashboard Summary
CC Dashboard	Canvas Instructor Guides	
	Chat	Canvas Orientation Assignment e
Courses	Assignments	
Ē	Office 365	Upload Submission
Calendar	Upswing Tutoring Services	
inbox	CoursEval	
<b>⊖</b> Commons		
⑦ Help		
		You have no active papers in this assignment.

2. Click on Select a file to upload.

R	Orientation >	Assignments - Canvas Orientation Assignment	
SQUITHINOST	Home	Canvas Orientation Assignment	
Account	Modules	D Assignment Dash Submit File	×
CC Dashboard	Canvas Instructor Guídes	Upload Review Complete	
	Chat	Canvas Orientatio	
Courses	Assignments	Upload Submission Ret Text Input Cloud Submission -	
	Office 365 Upswing Tutoring		
Calendar	Services	Drag the file you would like to submit into this box to begin or fill out the form below.	
E Inbox	CoursEval		
e		Submission Title: Untitled	
Commons		Submission File: Select a file to upload	
⑦ Help		Osupported file types: Ted, MS Vord, MS PowerPoint, Postscript, PDF, RTF, HTML, WordPerfect, HangA, OpenCritice	

3. Once you select your file, **click** on *Continue*.

Ø Assignment Dash	Submit File X
Canvas Orientatio	Upload Review Complete
	Upload Submission E Text Input Cloud Submission -
	Review the information you have provided before proceeding. Click continue to proceed, or cancel to abort and return to the previous step.
	Submission Title: Untitled Submission File: Student Guide Update rvsd 12.6.17 JO.docx (0 b / 1.9 MB) © Supported file types:
	Test, MS Word, MS PowerPoint, Postscript, PDF, RTF, HTM., WordPertect, Hangul, OpenOffice Cancel Continue





4. Turnitin will upload your document and generate a preview for your review. Once you are satisfied with your upload, **click** on the *Accept Submission & Save button*.

ssignment Dash Submit File				×
vas Orientatio	Upload	Review O Cancel Submis	Complete O sion Accept Sub	mission & Save
Assignment Carvas Orientation Ass Title Untitled Submission Text Citck here to preview te		User	Instructure Guide	

5. A few minutes after submission a report for your instructor will be generated identifying any similarities there may be in the Turnitin database.

Pager Title Uploade Grade 5 Unitided 06 Dec 2017 15:26 CST - 11% 2 2 2 Secure   https://ev.turnitin.com/ap/carta/er_ut/?i=18:0=8914960928:student_user=18:u=10695 Unitided Secure   https://ev.turnitin.com/ap/carta/er_ut/?i=18:0=8914960928:student_user=18:u=10695 Unitided Use Grade Use Grade		
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# Take a Quiz

To take a quiz **click** on *Quizzes* in the navigation menu. Quizzes may be accessed in four different ways: *Quizzes, Syllabus, Assignments or Modules.* 

- 1. Select the appropriate quiz type from the *quizzes tab*.
- 2. Follow the on-screen instructions to take and submit your quiz.

TEXAS SOUTHMOST	Orientation > Qu	lizzes
	Home	Search for Quiz
	Modules Syllabus	▼ Assignment Quizzes
Dashboard	Canvas Instructor Guídes	MODULE 1] Quiz           10 pts   10 Questions
Courses	Chat Assignments	彩 10 Questions
Calendar (E)	Quizzes Office 365	[MODULE 3] Quiz     10 pts   10 Questions
Inbox	Upswing Tutoring Services CoursEval	MODULE 4] Quiz 10 pts   10 Questions
Commons		MODULE 5] Quiz           10 pts   10 Questions
Help		x <sup>0</sup> CDEC Canvas Due Dec 5 at 11:59pm   11 pts   11 Questions
		▼ Surveys
		COMPLETION] Course Evaluation     12 Questions
		SQ 3 Questions

	[MODULE 1] Quiz
Modules	Due No due date Points 10 Questions 10 Time Limit None
Syllabus	Allowed Attempts Unlimited
Canvas Instructor Guídes	Instructions
Chat	
Grades	The questions in this quiz are derived from the content presented in <u>MODULE 1: Import and Create Your Aweso</u> They assess participant knowledge related to the following Canvas tools and features: Course Import, Course Co
Assignments	Pages, Rich Content Editor, Syllabus.
Quizzes	Questions do not reflect the information contained in the guides (links), videos or additional resources.
Office 365	You ready?
Office 365 Upswing Tutoring Services	You ready? Good luck!



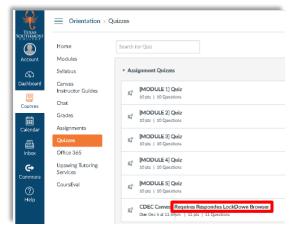
#### **Respondus LockDown Browser**

LockDown Browser is a custom browser that locks down the testing environment within our learning management system. The open labs on campus already have LockDown Browser installed. If you plan to use your own computer for exams, please download and install LockDown Browser via the link below: <a href="http://www.respondus.com/lockdown/download.php?id=966247420">http://www.respondus.com/lockdown/download.php?id=966247420</a>

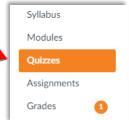
LockDown Browser:

- Prevents access to other applications including messaging, screen-sharing, virtual machines, and network monitoring applications
- Print, Print Screen and screen capture functions are disabled
- Copying and pasting anything to or from an assessment is prevented
- Right-click menu options, function keys, keyboard shortcuts and task switching are disabled
- An assessment cannot be exited until the student submits it for grading
- Browser menu and toolbar options are removed, except for Back, Forward, Refresh and Stop

If a quiz or exam requires LockDown Browser, it will be stated in the title:



- 1. Open the LockDown Browser application. This should be located in your Start menu (Windows), Launch Pad (Mac), or as a desktop shortcut icon.
- 2. Login to Canvas using your TSC credentials.
- 3. Enter your course and navigate to the Quizzes tab.
- 4. Select the quiz you wish to take.
- 5. Click Take the Quiz.



\*\*An assessment cannot be exited until student submits for grading. Exiting an exam early will send a notification to student's instructor.

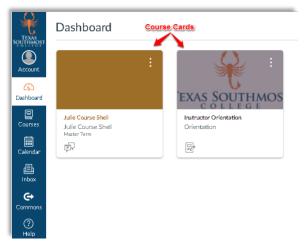


#### Gradebook

1. To view grades for all your courses, **click** the *View Grades* tab located at the end of your sidebar:

$\sim$	[MODULE 1] Quiz	
	Orientation	
	10 out of 10	
$\overline{\checkmark}$	[MODULE 2] Quiz	
	Orientation	
	10 out of 10	
4 m	ore in the past two weeks	
1	/iew Grades	

2. You can also access grades from the *Dashboard*; **click** on the specific *course card* you want to view your grade details for:



3. Then **click** on *grades* icon.

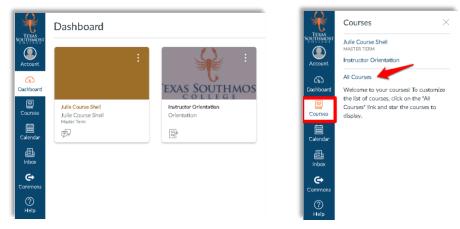




# **Hiding a Course in Canvas Dashboard**

You can hide or make courses available in your Dashboard using the Courses menu. You will still be able to access them via the Courses tab.

1. Click on the *Courses tab* in the global navigation menu, then click on *All Courses*.



A new page will load...

2. Using the star icons, select your "favorite" courses. These courses will be shown in your Dashboard. These changes are saved automatically.



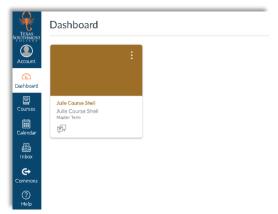
A blank star will remove course from your Dashboard.



A filled star will leave course on your Dashboard.



3. Return to the Dashboard to view your changes.



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#### Link Canvas to Your Mobile Device

To access Canvas on your mobile device you must download the Canvas by Instructure app.

- 1. Install and Download the Canvas Student App.
- 2. Once app is downloaded and installed onto your device, click on the Canvas app icon to open it
- 3. **Click** on *Find my school* bar to open search field and type in our institution's name as follows: *texassouthmostcollege* then **click** on *next*.
- 4. Login using your TSC credentials.

