

# Canvas by Instructure

## User Guide

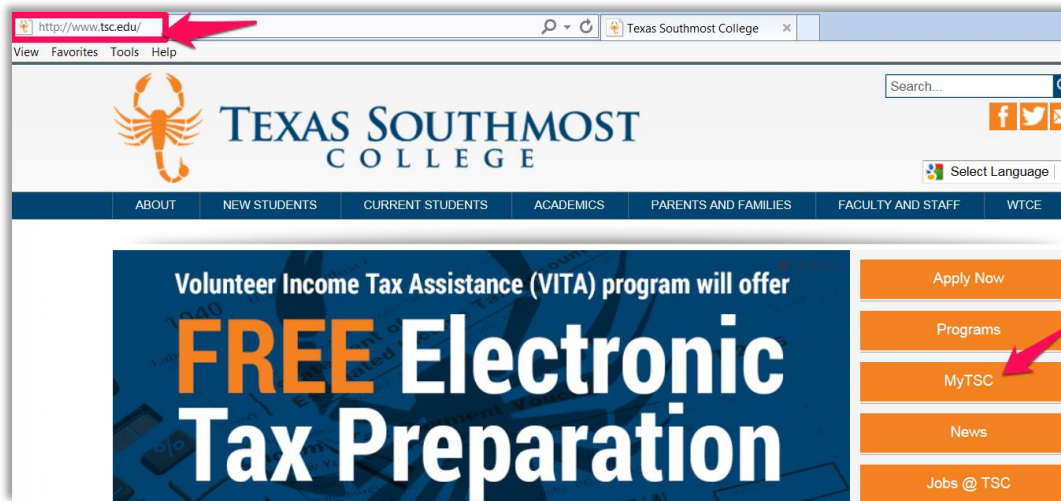


### Contents

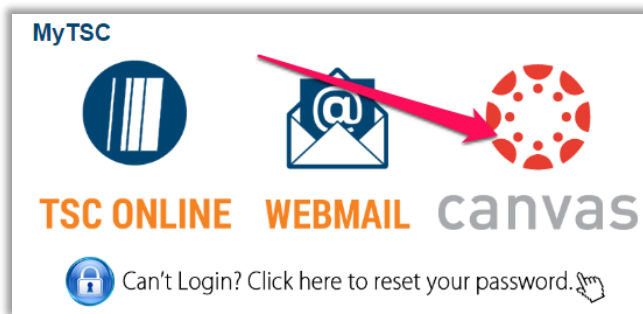
<b>Login to Canvas</b> .....	2
<b>Interface Canvas</b> .....	3
<b>Dashboard Canvas</b> .....	3
<b>Sidebar</b> .....	3
<b>Calendar</b> .....	4
<b>Notifications</b> .....	4
<b>Submit Assignment</b> .....	5
<b>Take a Quiz</b> .....	5
<b>Gradebook</b> .....	6
<b>Link Canvas to Your Mobile Device</b> .....	8

## Login to Canvas

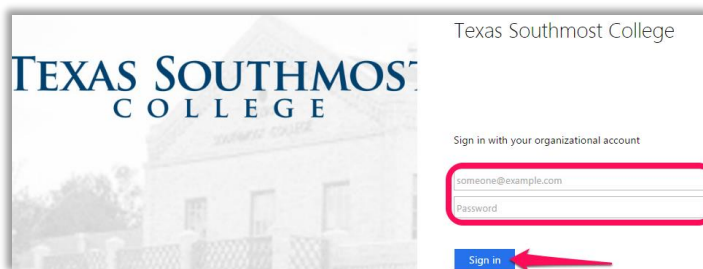
1. Type <http://tsc.edu/> in the address bar. It will display the Texas Southmost Website. **Click on MyTSC.**



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



3. The Texas Southmost College account login page will appear. **Enter your TSC Username and Password.**



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

## Interface Canvas

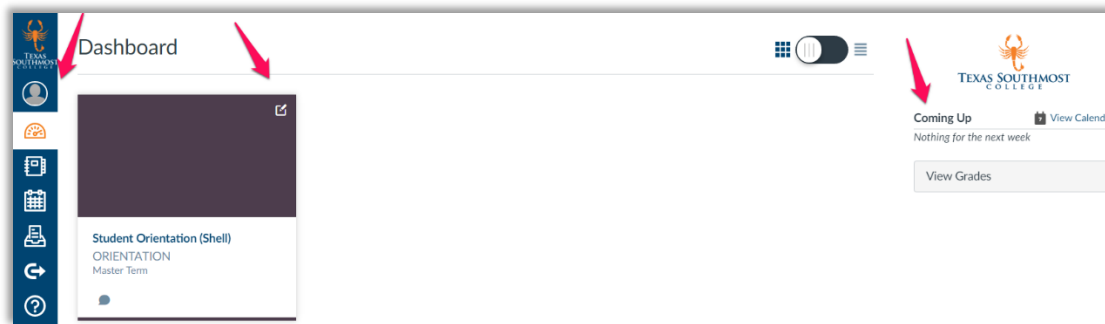
The Canvas User Interface will allow access to a variety of components.

- 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 will allow users to access three main components.

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

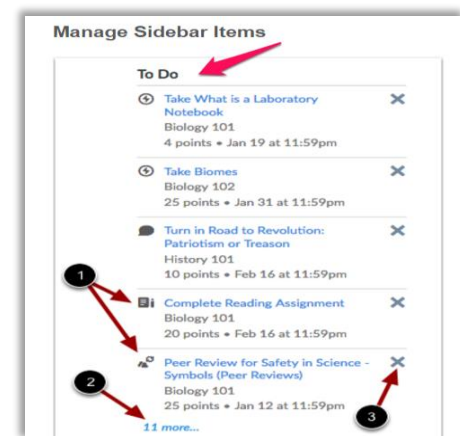


## Sidebar

The Sidebar will give you access to different items, which include the *To Do* list and Assignments and more items.

- To Do
- Completed assignments
- Upcoming assignments

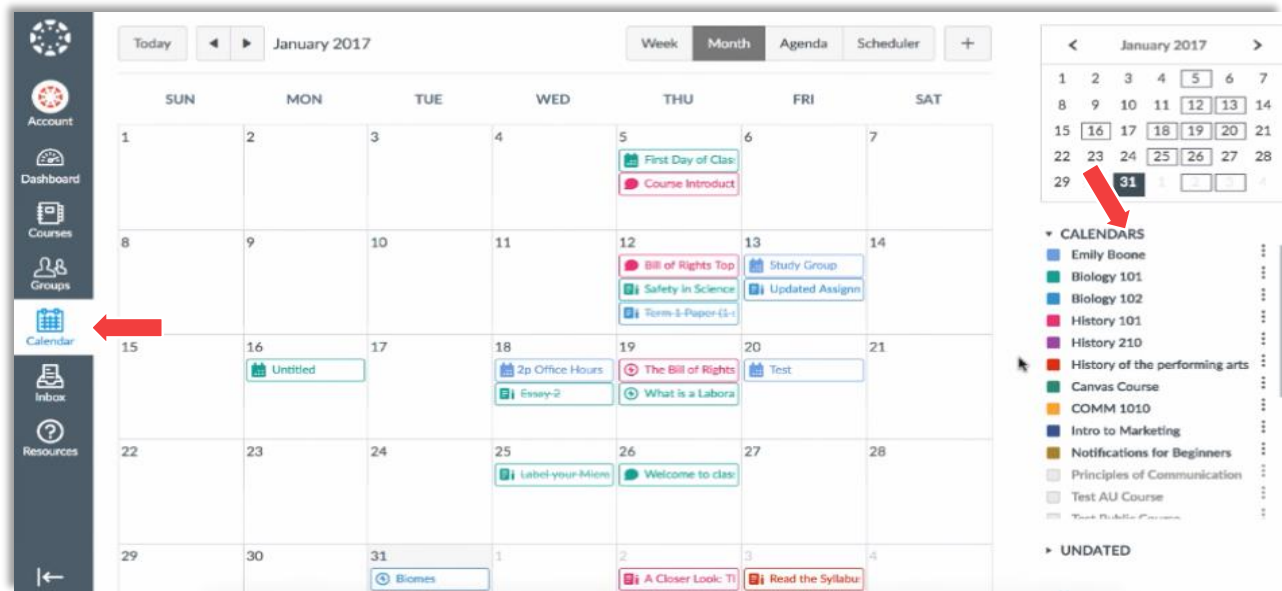
1. Item type
2. Expanded view
3. Remove from list



## Calendar

The Calendar will allow you to keep track of assignments or any upcoming events/activities in your courses and you may filter by course.

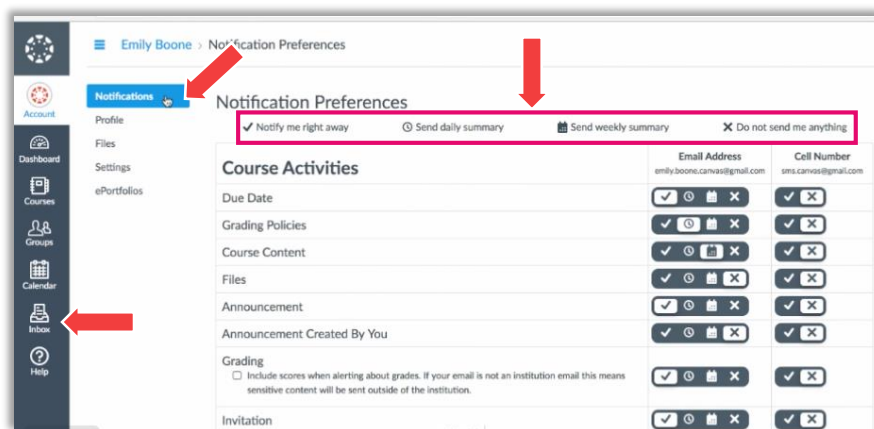
- View all assignments
- View all activities
- View scheduled appointments



## Notifications

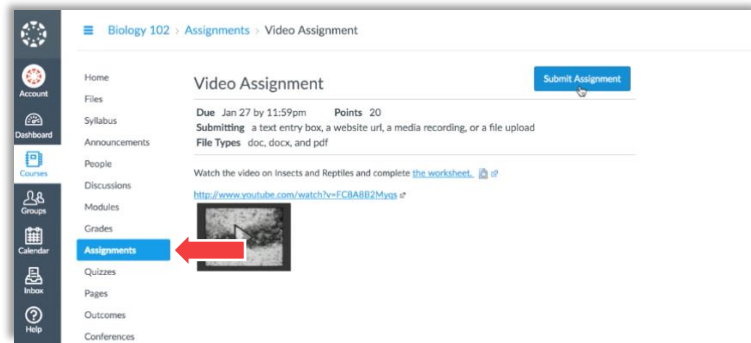
The navigation menu will give you access to *Notifications Preferences*. You can select to be notified immediately, daily, weekly or elect not to be notified. Notifications include the following.

- Course Activities
- Discussions
- Conversations
- Scheduling
- Groups
- Alerts
- Conferences

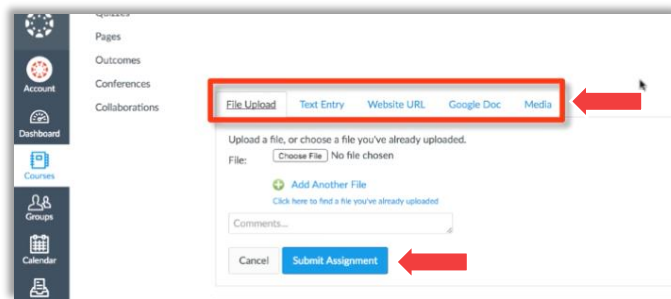


## Submit Assignment

1. To submit an assignment, **click** on the *Assignments* tab.



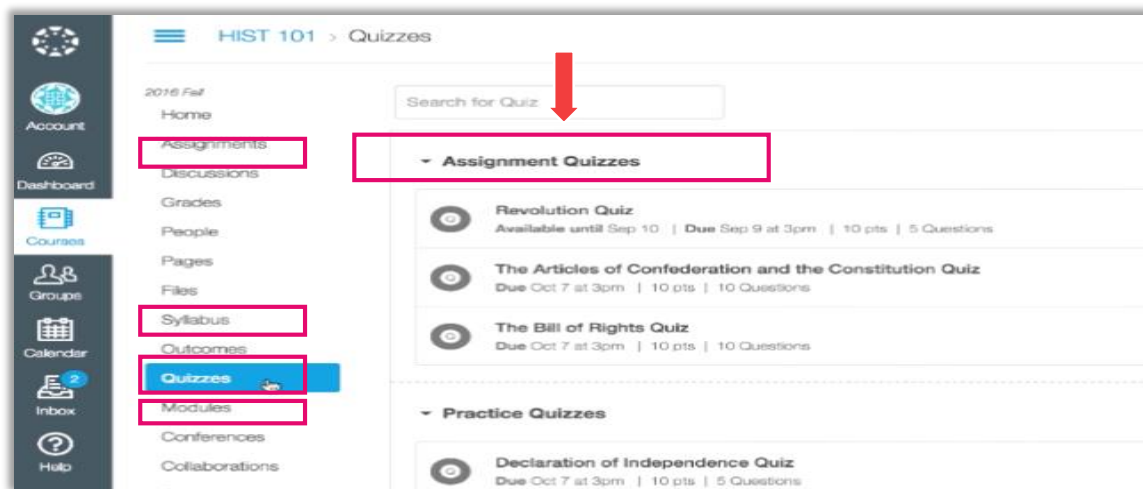
2. In the submission tab, select the appropriate submission type of your assignment.
3. **Click** on *Submit Assignment*.



## 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.

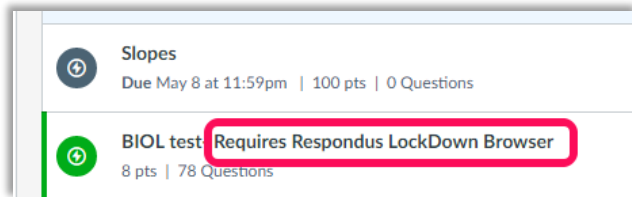


## Respondus LockDown Browser

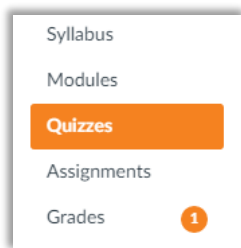
LockDown Browser is a custom browser that locks down the testing environment within our learning management system. The open labs on campus already have LockDown Browser installed. If you plan to use your own computer for exams, please download and install LockDown Browser via the link below.  
<http://www.respondus.com/lockdown/download.php?id=966247420>

- 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.

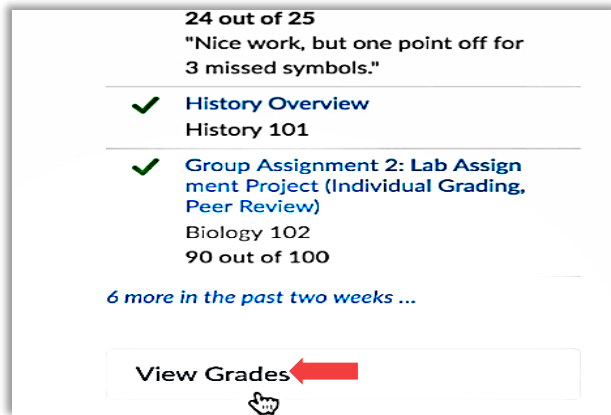


4. Select the quiz you wish to take.
5. Click **Take the Quiz**.

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

## Gradebook

1. To view your grades, **click** the *View Grades* tab in the sidebar to view grades for all your courses.



24 out of 25  
"Nice work, but one point off for 3 missed symbols."

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✓ **History Overview**  
History 101


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✓ **Group Assignment 2: Lab Assignment Project (Individual Grading, Peer Review)**  
Biology 102  
90 out of 100

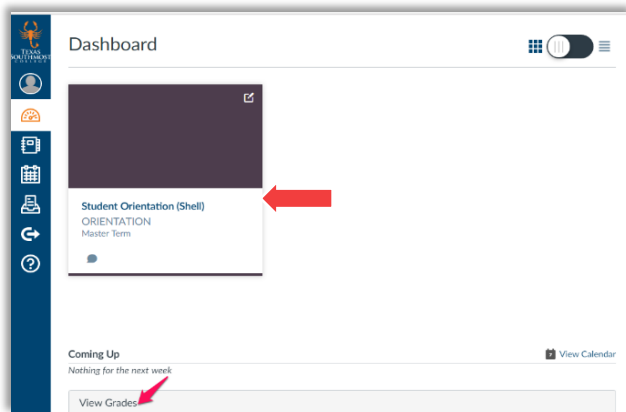
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*6 more in the past two weeks ...*


**View Grades** 





2. From the *Dashboard*, **click** on the specific *course* to view your grades details.




Dashboard 



**Student Orientation (Shell)**   
ORIENTATION  
Master Term

Coming Up  
Nothing for the next week  [View Calendar](#)

**View Grades** 

## Link Canvas to Your Mobile Device

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

1. Open the app by it **clicking** on the *Canvas app icon*
2. Type in the name of your college in the search box, type-in: *texassouthmostcollege*
3. login using your credentials

