



Canvas Simplified for Students:

A Tip Sheet

ABOUT CANVAS

Canvas is a cloud-based learning management system that connects all the digital tools and resources Shasta College instructors use into one place. It is used by more than 2,000 colleges, universities, school districts and institutions around the world.

GET STARTED

Browsers

Canvas is built using web standards and therefore works well in most browsers. Using a browser like Chrome will give you the best results.

Logging In—New as of June 1, 2017

Click the SC Online link from the Shasta College homepage. www.shastacollege.edu

All users who are new to Shasta or have not logged in since June 1, 2017---select the New Users Start Here button.

Shasta College Information Technology provides log in support via a Help Desk. At the bottom of the Portal log in page are links for instructions and further support.

Mobile

At this time, Shasta College does not advise the use of the Canvas App. You can use your browser to log in via a browser like Chrome.

Dashboard

The Dashboard includes information from all your courses, including some upcoming activities and to-do lists.

You can change the color of each course and the course name by clicking the pencil in each box.

Profile

In the Profile, you can customize your notification settings, input your biography, and your image. To access the Profile, click the Account icon.

LEARN MORE AND GET HELP

Canvas Guides for Students

Canvas maintains a database of guides that can be found at: <https://guides.instructure.com/m/8470>

Phone and Email support

Canvas provides 24/7 phone support. The phone number can be accessed via the ? icon in Canvas.

Email support: sconlinehelp@shastacollege.edu

Course content questions?

For questions about course content, please contact your instructor. The Inbox in Canvas is the best way to contact your instructor.

Learn about using all Canvas tools

You can also click HELP (question mark icon) in the left-hand navigation bar.

There is a self-enroll course at: <https://shastacollege.instructure.com/enroll/3YTL7X>

TOOLS AND TIPS

Discussions

Discussions is a forum designed to facilitate informal communication between students in a course. It can also be created as an assignment for grading purposes.

Assignments

Important: To submit an assignment, you will need to have the assignment open. Then, click Submit Assignment in the upper-right corner to begin the process of submitting an assignment. You will need to click another Submit Assignment button when you're ready to submit it. If you don't see a Submit Assignment button, your instructor is not currently accepting online submissions for the assignment.

To view an assignment grade and / or instructor comments, click Assignments. Click the assignment name. In the sidebar 'Submission' box, click Submission Details. At the top of the sidebar, you can view the grade. If your assignment was graded using a rubric, click Show Rubric to see what score you received for each criterion.

Notifications

Notifications allow you to determine where and when to be notified about activity in Canvas. Notifications are set for an entire user's account, not on a course-by-course basis.

Announcements

This feature is a communication tool that allows instructors to post announcements for all users in a course.

Online Tutoring (NetTutor)

NetTutor provides free online, on-demand services to meet with live online tutors, submit questions, and review essays.

Rich Text Editor

Use the editor in assignments, discussions, etc., for embedding video and math formulas. The editor will only appear in assignments if the instructor has selected the text option.

Grades

To see your grades for a course, click Grades in the left-hand course navigation. View the scoring details for an assignment by clicking the checkmark icon. If there are comments, click the bubble icon to view.

Inbox

Conversations is a messaging tool used to communicate an individual student, or a group of students. This is the best method to contact your instructor.

Chat

The Chat feature is for real-time communication with your instructor and/or classmates.

Files

This feature allows you to store documents and media files that are either public or private.

Quizzes

Quizzes in Canvas are assignments that can be used to challenge your understanding and assess comprehension of course material.

Calendar

Your calendar shows all your courses and groups. You can add non-course related events to this calendar by clicking the Plus icon.

Skills for Online Success

This external link directs you to a resources page for online course preparation.