

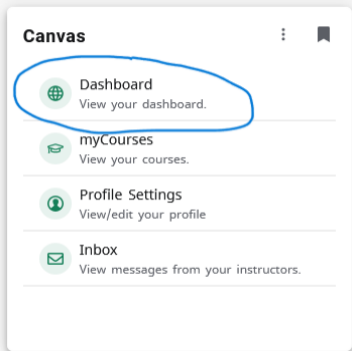
Canvas Quick Reference for Students

What is Canvas?

Canvas is a course management system that supports online learning and teaching. It allows instructors to share information, communicate, and assess students as well as post grades. Canvas is the Learning Management System used at Cuesta College.

Access your Course

1. **Option 1:** Log into myCuesta, then navigate to the Canvas card. Click on Dashboard to access your courses. It will take you directly to <https://cuesta.instructure.com/>



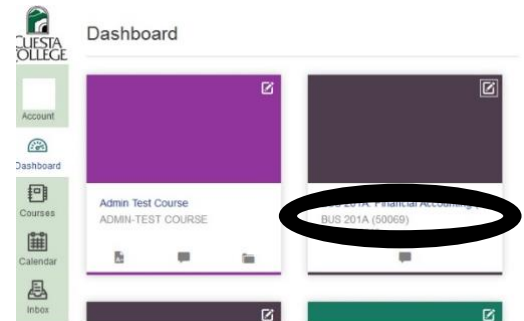
2. **Option 2:** From the Cuesta College Home Page (www.cuesta.edu), click on the Canvas Link at the top. Or you may go directly to <https://cuesta.instructure.com/>



3. Canvas and myCuesta are linked together and if you access the link from myCuesta you will not need to sign on again (single sign-on). However, if you use the direct link <https://cuesta.instructure.com/> then you will need to sign on using the same sign-on and password you use for myCuesta (ie: FirstName_LastName)



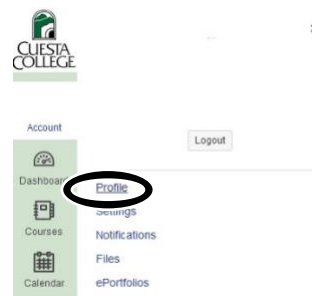
4. Click on the desired course to enter your online classroom from your Canvas Dashboard.



Edit your profile/notifications/settings

Let people know a little about you, set how you want to be notified about activity in the course and other settings to be successful.

1. Click on Account in the left navigation.
2. Click on profile, notifications or settings, Click edit.
3. Make the changes you desire.
4. Click Save at the bottom.



IMPORTANT: When you are finished working in your Canvas Course, make sure you click Logout under your account settings, and then close the internet browser to ensure your account log out is complete!

Navigate your course

1. Click on a link in the course navigation to access the material.
2. Use the breadcrumbs to return to the previous screen.
3. Click on links in your course content to access the material.
4. Click on your calendar in the Canvas Navigation to see your assignments and activities.
5. Click on the Inbox in the canvas navigation to read/send mail from/to your instructor and other classmates.

The screenshot shows the Canvas interface for a course titled 'BUS201A - Syllabus'. On the left is a navigation menu with options like Home, Announcements, Modules, Syllabus (highlighted), Assignments, Discussions, Grades, People, Files, Outcomes, Pages, Quizzes, Conferences, and Collaborations. The main content area is titled 'Course Syllabus' and includes a 'Jump to Today' button, a calendar for May 2016, and a list of course assignments with links to download them. A 'Bus 201A ~ Financial Accounting' banner image is also visible.

Communication

Read and Reply to messages

1. Click on the Inbox in your Canvas Navigation Window.
2. Click on a message in the list of messages on the left to read the message in the message pane on the right hand side.
3. Read the message
4. Click the arrow to reply to the message
5. Type your message
6. Click send

The screenshot displays the Canvas 'Inbox' interface. On the left, a list of messages is shown with their subjects and dates. On the right, a message from 'Cynthia Wilhusen, Michelle Zulin-Clark' is open, showing the message body and a 'Reply' button circled in black. The interface includes standard email-like navigation icons at the top.

Send a Message

1. Click on the compose new message
2. In the message window, select the course you wish to send a message in
3. Then select the recipient for the message
4. Type your message in the text block
5. Click Send

The screenshot shows the 'Compose Message' form in Canvas. It includes a 'Course' dropdown menu, a 'To' field with a user selection icon, and a 'Subject' field. There is a checkbox for 'Send an individual message to each recipient'. At the bottom right, there are 'Cancel' and 'Send' buttons.

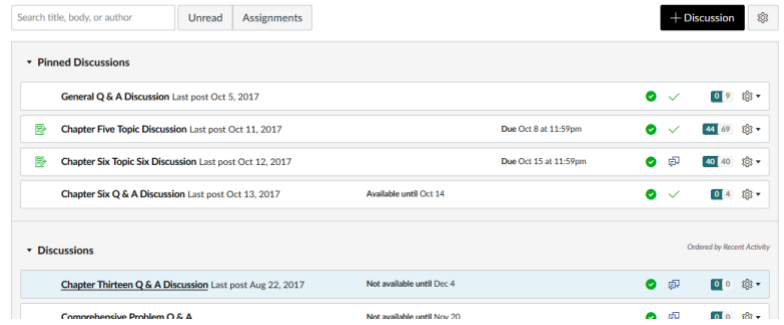
Discussion Boards

A discussion is an activity where students and teachers can exchange ideas by posting comments.

Read / Review a Discussion




1. Click on the discussion in the navigation bar (if activated by your instructor or click on the discussion link in the topic / weekly module or page provided for you.
2. Read the discussion instructions or topic then at the bottom of the discussion click on the reply to respond to your classmates or instructor.
3. Type your response in the text box, then click post reply.

Fall 2017
Home
Announcements
Modules
Syllabus
McGraw-Hill
Connect
Discussions
Virtual Office
Hours
Grades
NetTutor
Pages
Quizzes

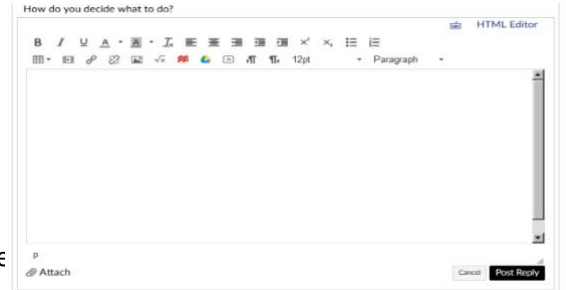


get a prompt response (I check those first).

"If you have a personal question or concern about the class that you'd like to speak with me about, please send me a message via the Inbox or email me directly."

Search entries or author Unread    ✓ Subscribed

↩ Reply



Note: Be sure to click the Reply button and WAIT for a confirmation. If you click the Reply button will no longer be available! The fix? [Refresh the browser screen!](#)

Resources:

- [Student Getting Started Resources](#)
- [How do I view Assignments as a student?](#)
- [How do I view the rubric for my assignment?](#)
- [How do I submit a text entry assignment?](#)
- [How do I enter a URL as an assignment submission?](#)
- [How do I submit a media file as an assignment submission?](#)
- [How do I upload a file as an assignment submission in Canvas?](#)
- [How do I use my webcam to take a photo for an assignment submission in Canvas?](#)
- [How do I know when my assignment has been submitted?](#)
- [How do I view assignment comments from my instructor?](#)
- [How do I use DocViewer in Canvas assignments as a student?](#)
- [How do I view annotation feedback comments from my instructor directly in my assignment submission?](#)
- [How do I view rubric results for my assignment?](#)
- [How do I use the Calendar as a student?](#)
- [How do I use Chat as a student?](#)
- [How do I use the Course Home Page as a student?](#)
- [How do I use the Course Activity Stream as a student?](#)
- [How do I use the Syllabus as a student?](#)
- [How do I view Discussions as a student?](#)
- [How do I view the rubric for my graded discussion?](#)
- [How do I subscribe to a discussion podcast as a student?](#)
- [How do I reply to a discussion as a student?](#)
- [How do I attach a file to a discussion reply as a student?](#)
- [How do I embed an image in a discussion reply as a student?](#)
- [How do I use Files as a student?](#)
- [How do I use the Global Navigation Menu as a student?](#)
- [How do I use the Dashboard as a student?](#)
- [How do I view my favorite courses in the Card View Dashboard as a student?](#)
- [How do I use the to-do list for all my courses in the List View Dashboard as a student?](#)
- [How do I view my grades in a current course?](#)
- [How do I use the Inbox as a student?](#)
- [How do I find my unread messages in the Inbox as a student?](#)
- [How do I view Modules as a student?](#)
- [How do I edit my profile in my user account as a student?](#)
- [How do I add a profile picture in my user account as a student?](#)
- [How do I view Quizzes as a student?](#)
- [How do I view the rubric for a quiz?](#)
- [How do I take a quiz?](#)