Canvas for Students

Quick Start Guide

How do I log in to Canvas?

Log in at:

https://wpcsd.instructure.com

Your login is your first name last name and middle initial in one word.

lastnamefirstnamemiddleinitial

Your intial password is:

MSIS number

Where can I find my course?

You'll see your courses when you log in, or look under Courses on the left.



Where do I get help?

Click on Help at the bottom of the left navigation:



Managing Your Canvas Account

How do I edit my Profile?

Click on Account >
Profile, then Edit
Profile designate ways
to contact you (Twitter,
Text, Google, Skype,
Canvas Conversations);
add links; and create a
detailed bio > then click
Save Profile to update.

How do I add a Profile picture?

Click on Account on the left, then Profile, then click directly on the Placeholder Profile Picture.



Click Upload a Picture then Choose a Picture from your computer; or Take a Picture

How do I choose my notification methods?

Click on Account > Settings, then
Edit Settings to customize your
personal info. Change your Display
name, add a second e-mail; your cell
for text messaging; and even your
Twitter or Skype name to designate
where messages should go and how
often you'd like to receive them.
Click Update Settings when you are
finished.

How do I choose my notification prefences?

Click Account > Notifications
Here you can choose which
Canvas activities you want a
notification for, by which
method you'll receive them,
and how often. Click the X to
stop receiving notifications for
that item.

How do I know when I have something due?

The Sidebar at the right of the screen gives you three summaries: To Do, Coming Up, and any Recent Feedback.



How do I view my grades?

At the bottom right of the screen below the Recent Feedback, click on **View Grades**. This will show you the grades in all your courses. To see details of any one course, click on the course name.

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!



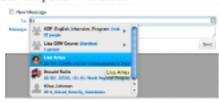
How do I send a message to my teacher?

Go to your Inbox > in the To: field, start typing your Teacher'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 in the left navigation.
(Some instructors might have you access assignments through Modules.) Click the name of the assignment you want to submit. Click the Submit Assignment button:

Submit Assignment

Click the Choose File button to upload a file. When the file name shows after the Choose File button, click Submit Assignment.



You will see a text box with "Submission Turned In." Click the Submission Details button to download a copy of what you submitted.



How do I view Teacher's Feedback?

Click Grades in the course menu. Click the title of the assignment. On the next screen, click the View Feedback button.



To print the assignment with the feedback, click the down arrow, then choose **Download Annotated PDF**.

