

Welcome to Cascadia College!

This handout is for you if you are new to using Canvas. Canvas is one of the software programs for teaching and learning at Cascadia. We hope that the information provided in this handout helps you gain a basic understanding of the Canvas toolset, and be ready to begin using Canvas successfully in your classes.

Please remember that you can always contact us to get help. Call us at 425-352-8158 or email us at ESLABE@cascadia.edu

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How to Create Your Canvas Account

You will need to log into an online Learning Management System called Canvas for most of your classes.

Your **Canvas login** is your SID.

Your **default password** is the first 8 letters or characters of your last name, all lowercase. If your last name is shorter than 8 letters, repeat from the beginning until you have 8 letters.

Example 1: Last name = Rodriguez; Default password = rodrigue

Example 2: Last name = Smith-Martin; Default password = smith-ma

Example 3: Last name = Park; Default password = parkpark

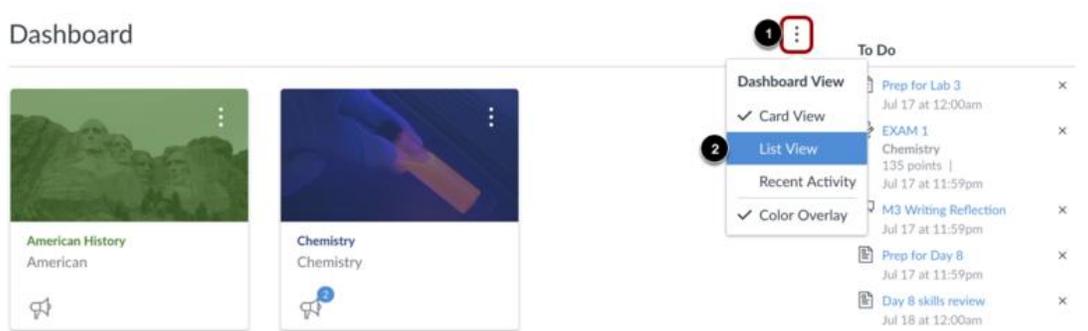
You will need to change your password when you log in for the first time. You should be able to see your classes in Canvas on the first day of the quarter. If you do not see your class, please talk to your instructor.

Steps:

- Navigate to [Cascadia's Canvas site](#)
 - Login: Your Student ID Number
 - Password: The first 8 characters of your last name (all lower case), or continue typing your last name until you've reached 8 characters
 - Example: Long = longlong; Me = memememe; Smith = smithsmi
- Please log in from a computer or laptop the first time, not using the mobile app.
- Email elhelp@cascadia.edu if your password does not work

What is the dashboard for?

Your Canvas dashboard gives you an overview of what you have going on in Canvas.



The Dashboard List View displays your active courses in the center of the page and to the right all of your course To Do items by date due. The To Do list can help you manage tasks across all of your courses.

How do I use the Dashboard as a student?

The Dashboard is the first thing you will see when you log into Canvas. The Dashboard helps you see what is happening in all your current courses.

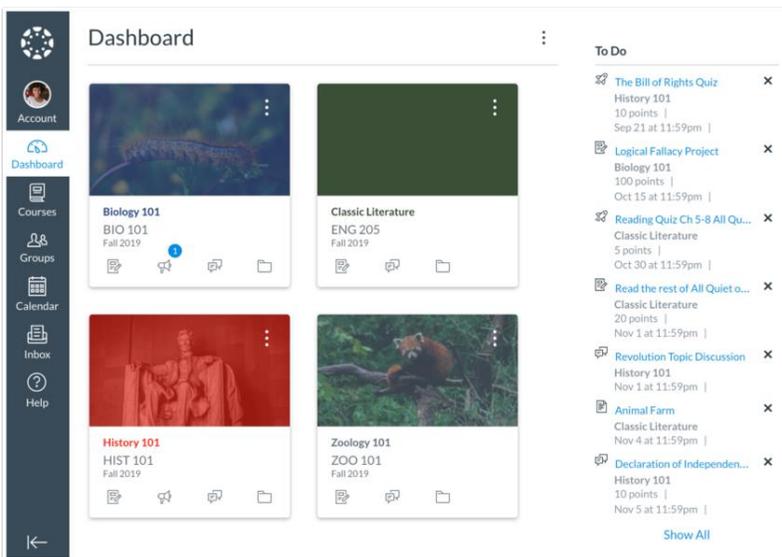
You can return to your User Dashboard at any time by clicking the Dashboard link in Global Navigation.

Open Dashboard



In Global Navigation, click the **Dashboard** link.

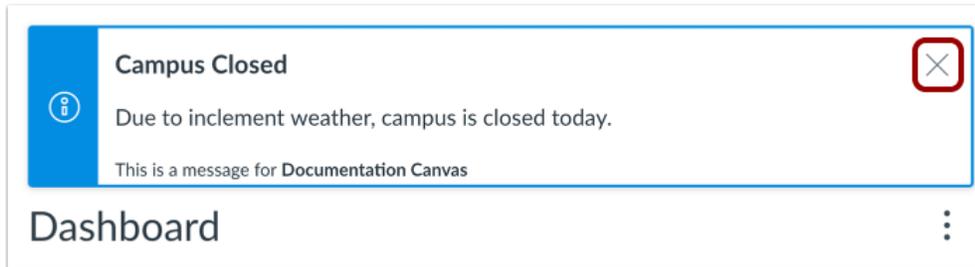
View Dashboard



The Dashboard is your landing page in Canvas. Depending on your institution, your Dashboard may default to one of three views: Card View, List View, or Recent Activity View.

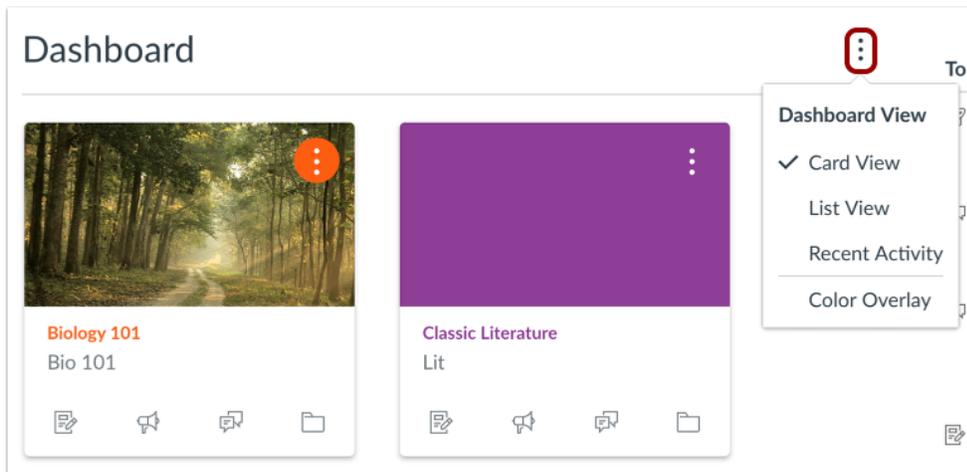
- [Card View](#): displays course cards for quick access to all your favorite courses (the same courses display in the Courses link from the Global Navigation Menu)
- [List View](#): displays all course to-do items in an agenda view
- [Recent Activity View](#): displays all recent activity for all courses

View Global Announcement



The Dashboard may also include global announcements, which are announcements created by your institution. To remove the announcement from your dashboard, click the **Remove** icon.

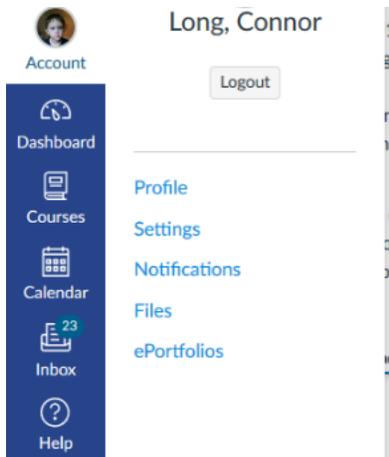
Change Dashboard View



To change your Dashboard view, click the **Options** menu and select your preferred viewing option.

What is in the "Account tab?"

In the global navigation, use the "Account" tab to set up all of your personal preferences, such as your email preference. From there you can find three important areas:

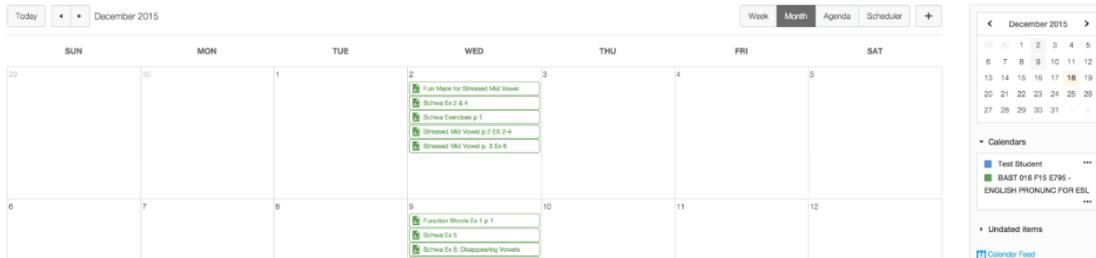


- **Profile:** Click on the circle to upload a photo of yourself, and on the "edit profile" button to add a short bio.
- **Settings:** Canvas automatically has your email address as provided when you applied to attend Cascadia. If you want to add a personal email or SMS number so that you receive notices on your phone, you can do it here.
- **Notifications:** The notifications section allows you to decide how often and which account you will use to receive Canvas notifications; such as grade updates.

After your courses have started, you may need to use these other sections in your account:

- **Files:** This is where you can upload any files or photos you will be using in class.
- **ePortfolios:** You may keep important projects here to share with your teacher, class or prospective employer.
- **Badges** is where you will access badges earned.
- **Logout:** This is where you can log out of Canvas.

What is the Calendar for?



Clicking the Calendar tab on the left-hand navigation bar allows you to see all of your upcoming assignment due dates. Note that courses are divided by color. (Remember, you can choose the color on your dashboard page.) You can also add personal reminders to your calendar, such as meetings and deadlines, to help keep yourself on track.

What is the Inbox?

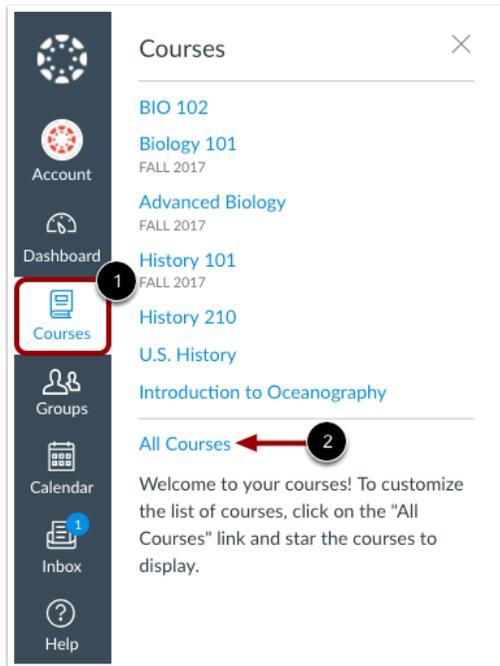
You can click on the inbox (also known as "[conversations \(Links to an external site.\)](#)") to ask your instructor a question or communicate with anyone in your class. All of your personal class communications can be found here.



How do I view my courses?

You can see all of your courses by clicking on **Courses** on the left. Notice a course list expands to the right in right (1), and a list of your courses appears. If the course you are looking for isn't on this list, click "All Courses" (2) at the bottom of the list.

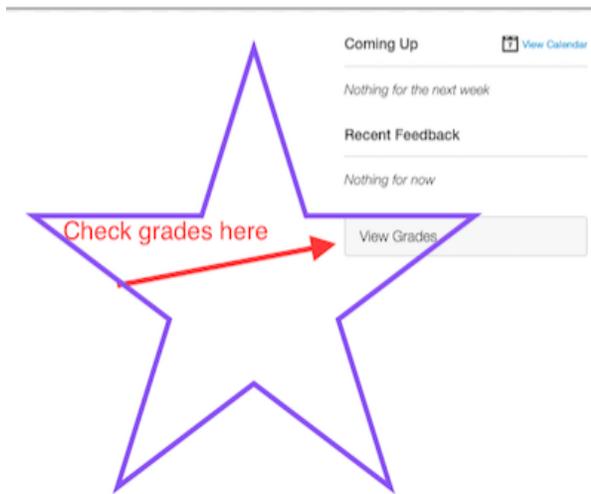
Once you click on a course, you enter the Canvas classroom for that course.



Where are my grades?

You can find your grades in various places.

- When one of your assignments has been graded recently, you can see it under "View Grades" on the right side of the dashboard.



Canvas **Mobile** module purpose

This module is flagged as optional. eLearning recognizes the increase of mobile use among Cascadia students and wanted to be sure to outline the navigational differences between mobile and computer based navigation.

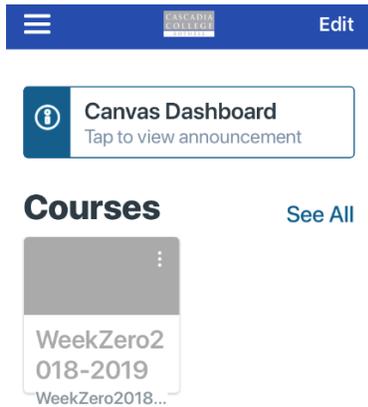
That said, there will be times that your instructor or eLearning will recommend using a computer rather than mobile device. Instructure considers the mobile app as being in testing (beta) and some features are not fully implemented correctly.

One example would be timed exams. It is highly recommended that all Cascadia students use computers rather than the mobile app when taking exams.

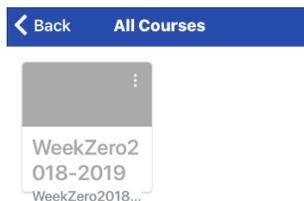
What is the dashboard and how do I find my classes using mobile?

Finding your courses in Canvas Mobile is slightly different than on the computer.

1. The dashboard should show your current quarter courses, or those favorited when on your PC.



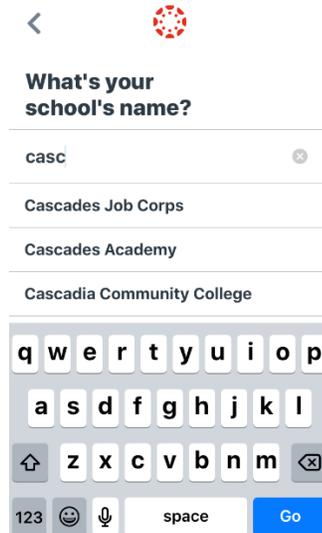
2. By clicking on "See All" you will be provided with all active courses to select from. Just click on the course card (the box with the course name in it)



How do I log into canvas using my mobile device?

If you haven't done so already, download the mobile app from the Apple App Store or Google Play.

1. Load the app and type in "Cascadia" when prompted for school name



2. Select "Cascadia Community College"
3. Notice that "cascadia.instructure.com" is at the top for the server name

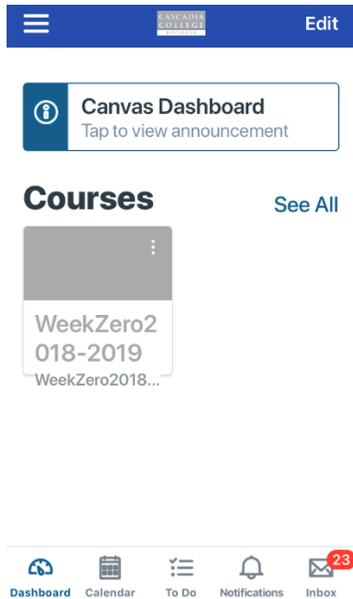


4. Your username is your Student ID Number; your password is the first 8 characters of your last name. If your name is shorter than 8 characters, keep typing your name until you've reached 8 characters.
5. Press "Log In"

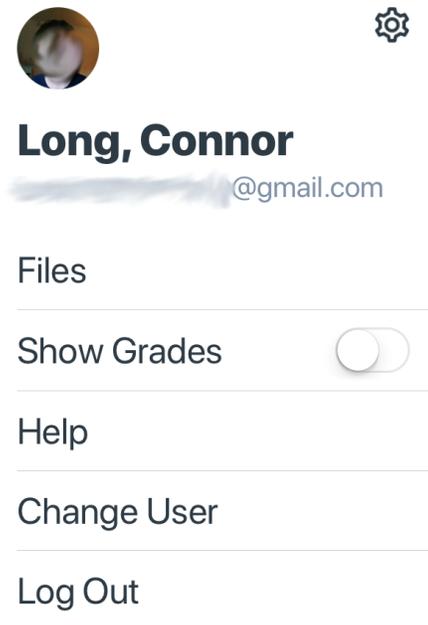
How do I change my profile from my mobile device?

The details of your profile cannot be changed using your mobile device. This includes changing your password. What you can do from mobile is change your profile picture.

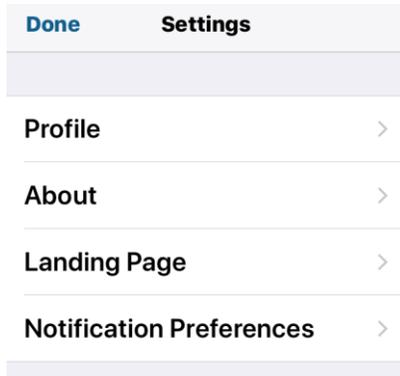
1. Click on the 3 dashes on the left corner.



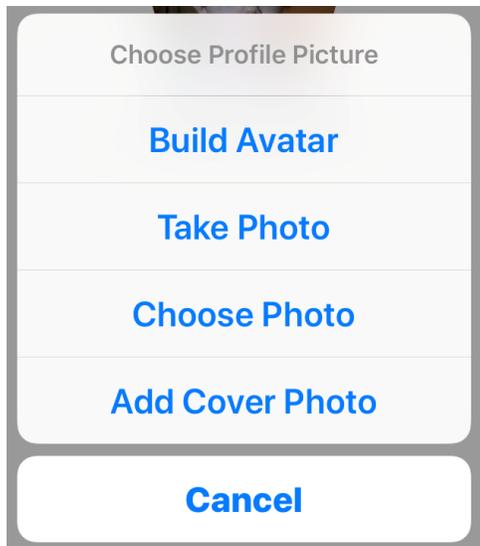
2. Click on the gear on the right corner



3. Click on Profile



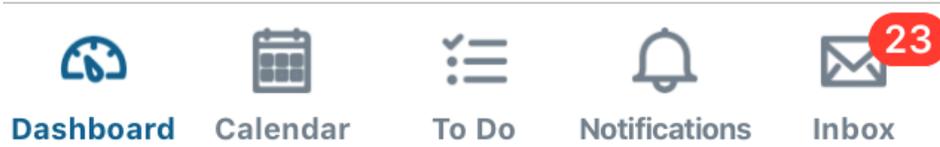
4. Click on the image icon
5. Build a CanvasPanda Avatar, take a current picture, or choose a photo from your mobile device. For fun, you can also add a cover photo behind the image.



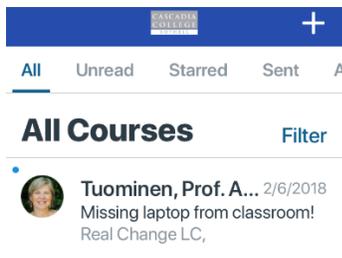
6. Adjust the photo so it fits in the box and select "choose"
Tada! You now have a profile picture.

What is the inbox in mobile?

You can click on the inbox (also known as "[conversations \(Links to an external site\)](#)") to ask your instructor a question or communicate with anyone in your class. All of your personal class communications can be found here. The Inbox is the last icon, to the right, of the bottom toolbar.

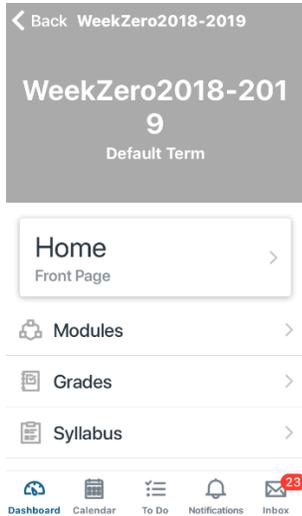


Once you are in your inbox, you can see the list of emails in your inbox. Unread have blue dots to the left of the message. Clicking on it will allow you to read it.

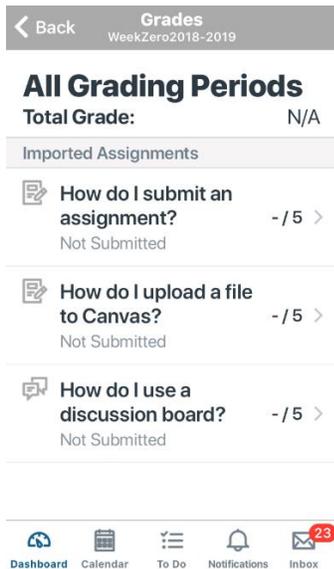


How do I view my grades in mobile?

The Canvas Gradebook is located in the course navigation. clicking on Grades will show you the grades for that particular course.



In this example, the student has not submitted an assignment.



How do I take quizzes in Canvas?

- **Due** No due date
 - **Points** 5
 - **Questions** 5
 - **Time Limit** None
 - **Allowed Attempts** Unlimited
-

Instructions

Next up, a Canvas quiz. Many instructors use this feature.

If you have not clicked "Join this class" on the right side menu, please do so now. NOTE: this will require you to log into your Canvas account.

You will not be able to complete this module until you have done so

Take a quiz (**required for the Week Zero badge**).

To take a short quiz about Canvas, click "take the quiz" button below. This is a practice quiz, so you can take it as many times as you want.

[Take the Quiz](#)

How do I submit an assignment?

Submit Assignment

- **Due** No Due Date
- **Points** 0
- **Submitting** a file upload

Every Cascadia course has a syllabus, and most require students to submit assignments on Canvas. Now that you have explored Canvas a little, you will take a look at a course syllabus and submit a Canvas "assignment."

If you have not clicked "Join this class" on the right side menu, please do so now. NOTE: this will require you to log into your Canvas account.

You will not be able to complete this module until you have done so.

Submit an assignment (required for the Week Zero badge).

For this assignment, you will review a [course syllabus](#)

Actions

and answer 2 questions. You will submit your answers in an assignment comment box.

1. **Review the syllabus.** The syllabus tab on the left is where you can see information about the course and the expectations of your instructor. The assignments and due dates are also listed at the bottom. Click on that tab to take a look at it.
2. **Answer 2 questions.** Then click on "Submit assignment" on the upper right, and write your answers in the comment box.

Q1: What is the name of your instructor?

Q2: What are the outcomes for this course?

Note: You will receive 5 points for this assignment.

Using Canvas Handout: Completed!

You have now practiced using Canvas as a student.

