



# Canvas Simplified for Students

## 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 4,000 colleges, universities, school districts and institutions around the world.

## GETTING STARTED

### Browsers

Canvas is built using HTML 5 web standards and therefore works well in most browsers. Using a browser like **Chrome** will give you the best results. Ensure you are using the most updated version of your browser.

### Logging In

From the Shasta College homepage, click the ShastaPortal link.

[www.shastacollege.edu](http://www.shastacollege.edu)

There are prompts on the login screen to help you with the process. The process changed June 2023, and all students will need to login with the new process.

You can submit a help ticket for support: <https://www.shastacollege.edu/current-students/request-technology-support/>

### Mobile

Canvas makes a mobile App for both Android and iOS devices. You will be able to access your App by first logging into the browser version and using the QR code under the Account button. This QR code is personal to you; do not share with others.

### Dashboard

The Dashboard includes an access point to all your current term courses. If you do not see a course card (square box) for each course, click the three dots to the right of the Dashboard heading and change the layout to “card view”.

### Account

Under the Account button, you can customize your notification settings, input your biography, choose your pronouns, and your load an profile image.

## LEARNING MORE AND GETTING HELP

### Canvas Guides for Students

Canvas maintains a database of guides that can be found at: <https://guides.instructure.com/m/4212>

### Phone and Email support

Canvas provides 24/7 chat support. The tool can be accessed via the Help? icon in Canvas.

Onsite Canvas support is available Monday to Friday:  
<https://www.shastacollege.edu/academics/online-learning/canvas-request-help-form/>

### 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

There is a self-enroll course at: <https://shastacollege.instructure.com/enroll/48RBWY>

# TOOLS AND TIPS

## Discussions

Discussion boards are a forum designed to facilitate communication between students in a course, much like conversation in an in-person class. It can be a graded or ungraded assignment.

## Assignments

Important: To submit an assignment, scroll down below the instructions to locate the Drag and Drop box option and the Browse to find the file options. Choose the one that works best for you. Once the work is attached, a blue button will illuminate at the bottom of the page allowing you to Submit. Do NOT navigate away from this page until you see a date/time stamp at the top of the page confirming your submission. This is especially important if you have a slow internet connection.

To view an assignment grade and / or instructor comments, return to the page which you made your submission. You will see the work you submitted as well as the grade you earned and feedback from the instructor.

## Notifications

Notifications allow you to determine where and when to be notified about activity in Canvas. Notifications are set at the account level or on a course-by-course basis.

All notifications are sent to email. Students can add additional emails on the Settings page.

## 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

The editor is available in assignments, discussions, and quizzes. It is used to format written content, to embed video and images, and to input math formulas.

## Grades

To see all grades for a course, click Grades in the left-hand course navigation. To see a grade for a single assignment, return to the page which you made your submission. You will see the work you submitted as well as the grade you earned and feedback from the instructor.

## Inbox

The messaging tool in Canvas is used to communicate with an instructor or classmates for current term courses only. This is the best method to contact your instructor. The button is found in global navigation on the far left.

## ShastaZoom

This is a video conferencing tool available to instructors for course discussions or office hours.

## 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 personal 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.