

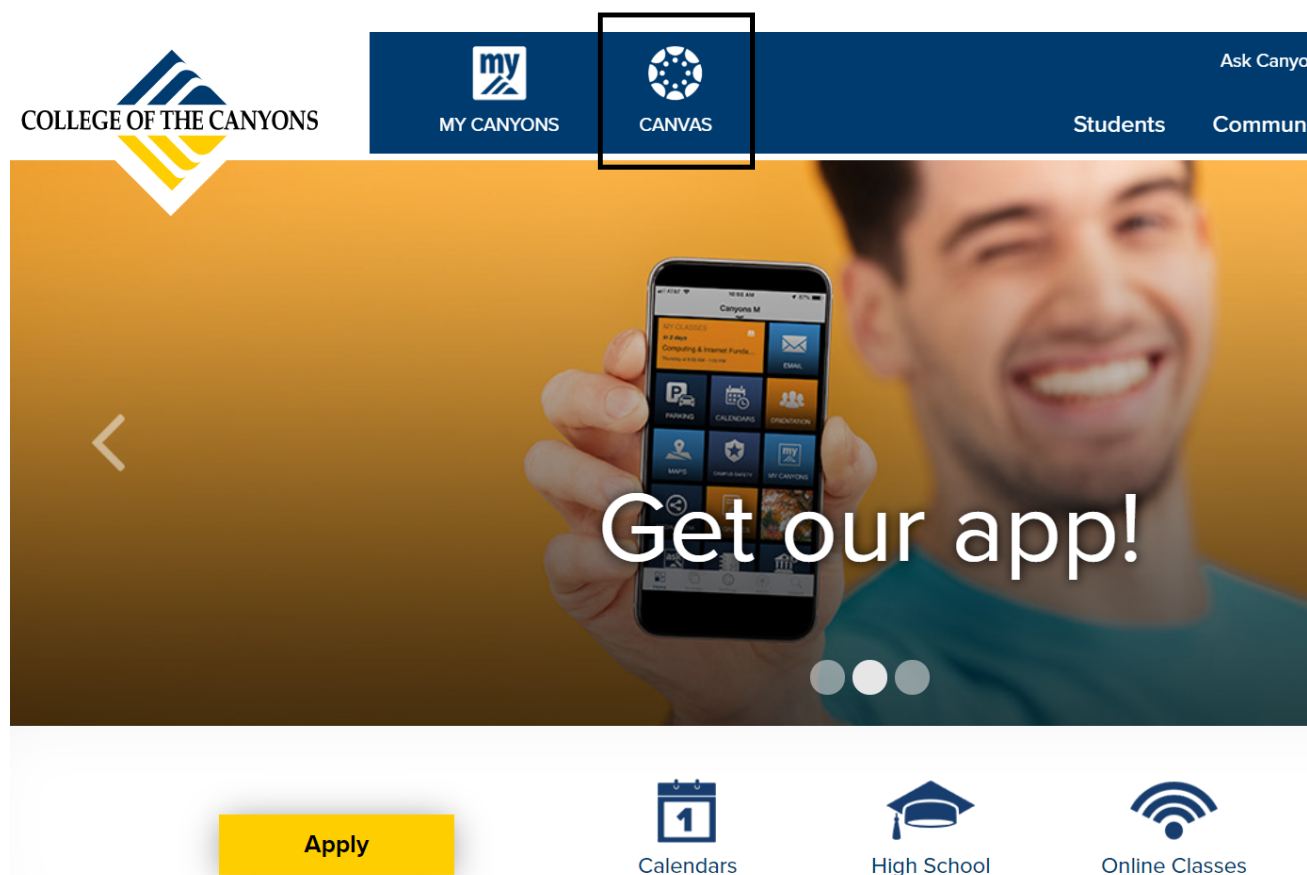


How to Access Canvas

www.canyons.edu

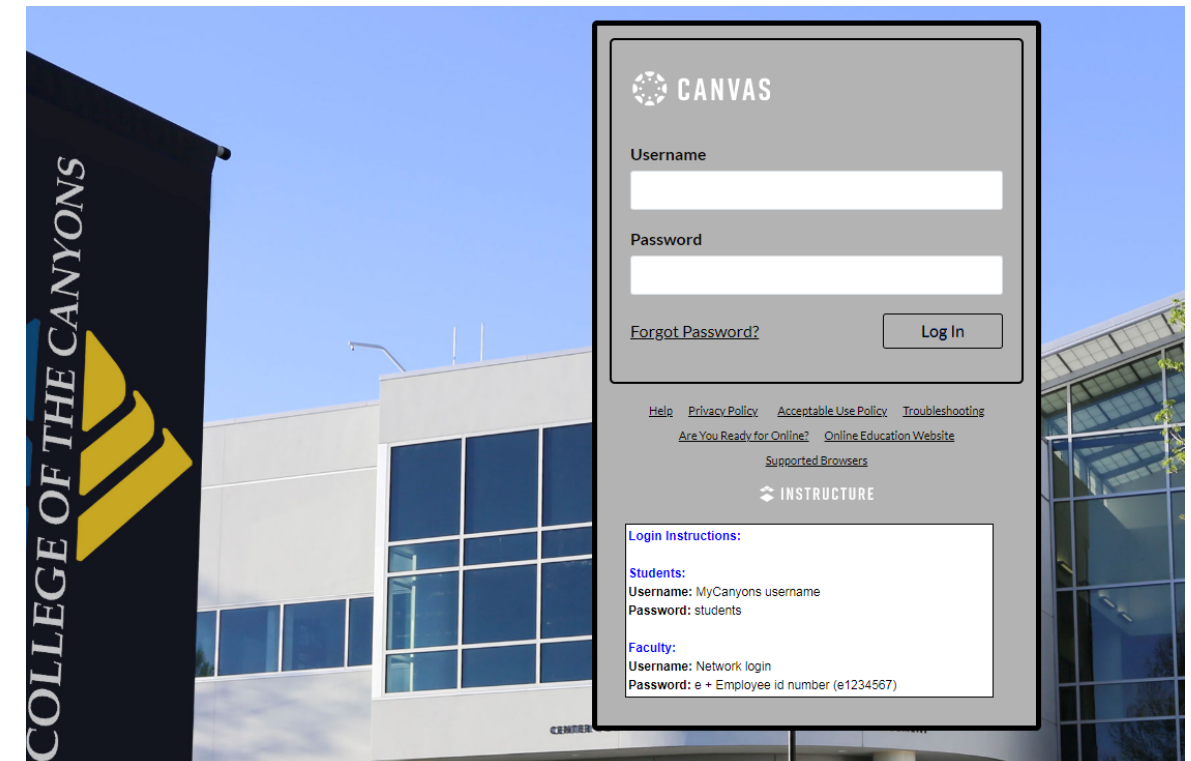
STEP 1:

Access Canvas by clicking the icon at the top of the main page.



STEP 2:

Follow the login instructions below:



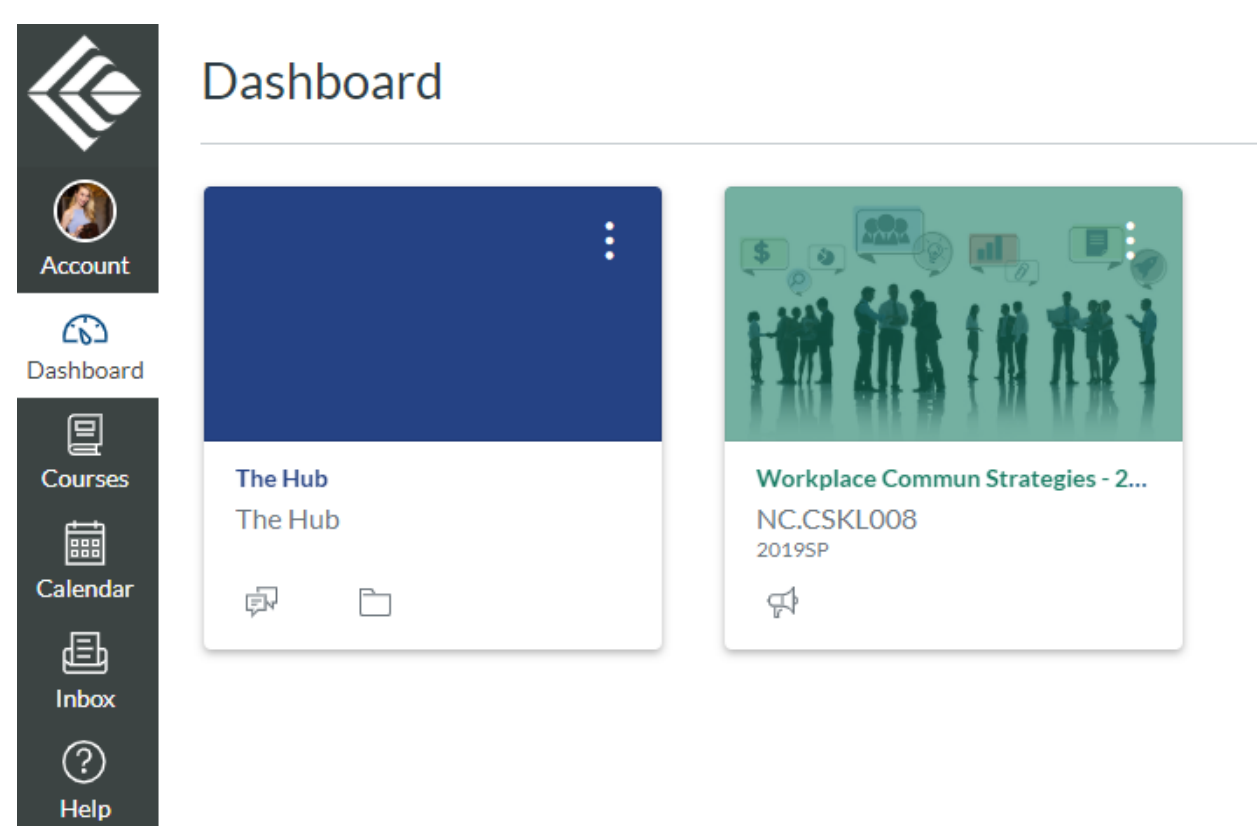
Students:

Username: My Canyons username

Password: students

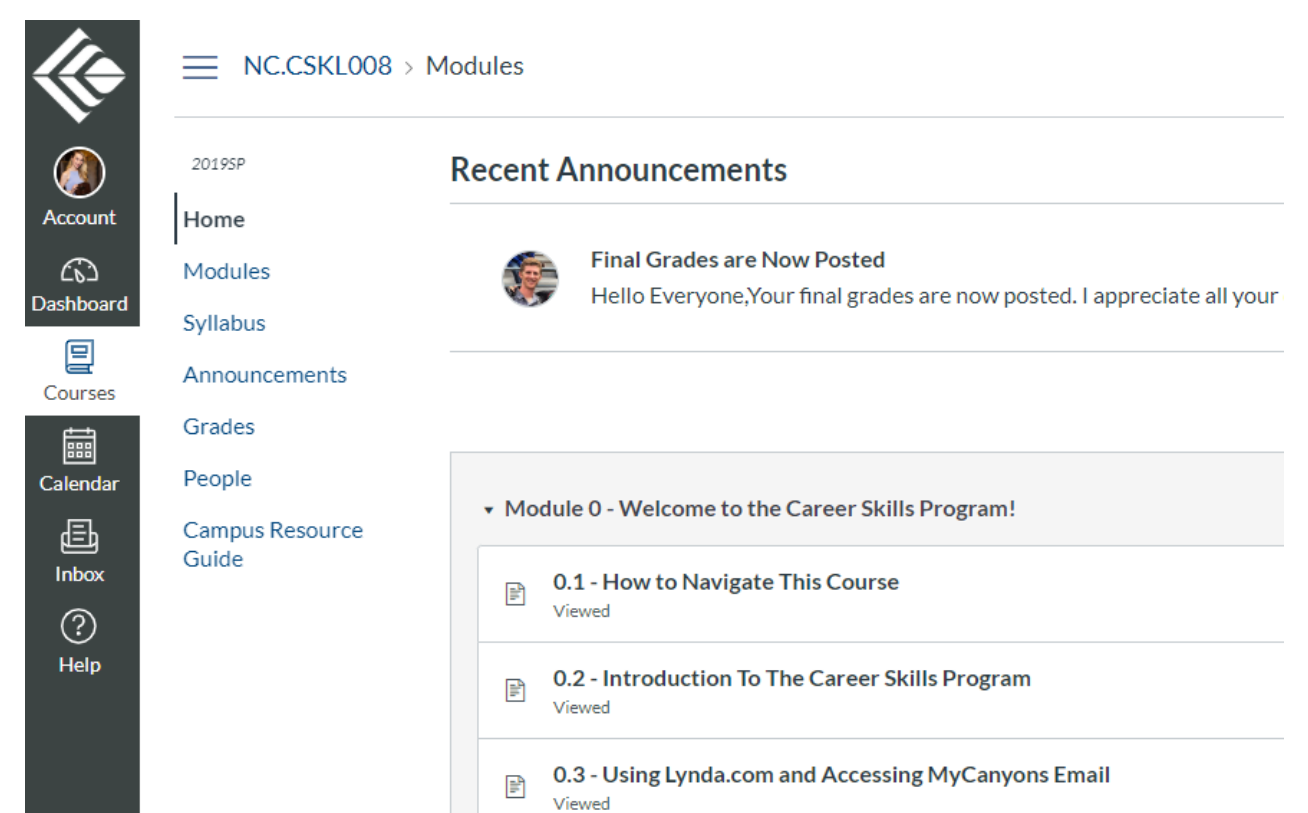
STEP 3:

Once you've logged in, you will be directed to the "Dashboard."



STEP 4:

Clicking on a course board takes you to the class portal. All the information needed to be successful in the class is here!



Have questions? Need help?

Contact Outreach & School Relations

(661) 362-5891 * outreach@canyons.edu * www.canyons.edu/outreach

TOP CANVAS TIPS



1. DO NOT USE INTERNET EXPLORER OR EDGE

- a. Firefox, Chrome and Safari works best with Canvas.

2. CHANGE YOUR PASSWORD

- a. Go to Account – Settings – Edit Settings – Change Password – Update Settings


3. FIND YOUR COURSES

- a. Go to Courses – All Courses *Select the star on the courses you want to see on your dashboard

4. CHECK OUT YOUR “WHAT-IF” GRADE

- a. View What-if scores to see how your grade will be affected by an assignment. Go to your course, then to Grades, and Click “**Show What-If Score.**” Enter a hypothetical grade for ungraded item.

5. DON’T MISS ASSIGNMENT FEEDBACK

- a. Look for the feedback or speech icons  next to assignments to see feedback and comments from your instructor.

6. SET YOUR PREFERENCES

- a. Do you want to be notified by text message or email when your Instructor grades your assignment or when a due date changes? Do you want to be notified ASAP or only one a day?
- b. To update your notification preferences, click on “**Account**” then select Notifications.

7. GOING MOBILE

- a. Download Canvas Student App for Android and iPhone to access your course on the go!

8. SAVE A BACK-UP FILE OF YOUR WORK

- a. Always make sure to copy what you’ve typed and paste it into a word document (or notepad) before clicking the submit button. Why do this? There’s always a chance that you could lose what you’ve typed.

9. GET HELP WITH CANVAS

- a. Business hours / Weekdays, call: (661) 362-3344
- b. After-Hours? Weekends, call: (877) 889-9052
- c. Canvas Tech Support email: cvsupport@canyons.edu

Distance Learning Department Website Resources: www.canyons.edu/distancelearning

- Stop by the Distance Learning Office, located in the Valencia Campus Library, Rooms 245-250
- Call or e-mail Joy or Chloe (COC Distance Learning Coordinators):

Joy.Shoemate@canyons.edu

(661) 362-3603

Chloe.McGinley@canyons.edu

(661) 362-3724