

How to Access Canvas

www.canyons.edu

STEP 1: Access Canvas by clicking the icon at the top of the main page.



<u>STEP 2:</u> Follow the login instructions below:



Students: Username: My Canyons username Password: students

<u>STEP 3:</u>

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



<u>STEP 4:</u>

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





NVAS Students

Employees

TOP CANVAS TIPS

- 1. DO NOT USE INTERNET EXPLORER OR EDGE
 - a. Firefox, Chrome and Safari works best with Canvas.

2. CHANGE YOUR PASSWORD

Go to Account – Settings – Edit Settings – Change
Password – Update Settings

3. FIND YOUR COURSES



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: <u>cvsupport@canyons.edu</u>

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

- 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

Chloe.McGinley@canyons.edu

(661) 362-3603

(661) 362-3724



Future Students