

Canvas Learning Management System – Student Account

Signing up if you don't already have a Canvas account:

1. Go to https://canvas.instructure.com/register_from_website.
2. Select "I'm a Student."



3. Add the "Join Code" supplied by your teacher for a specific class.

4. For "Full Name" please put your legal first and last name. This is how your grade records will be listed that will be used on your official transcript.

5. Your "Username" and "Password" are your choice for logging into the system. Please make a note of your password. Your teacher will not have access to your password. If you forget it you will have to go through the Canvas system to reset your password.

6. Use an "Email" address that you will check regularly. All communication for the class will come through the Canvas system which will use that email address.

7. Agree to the terms of use and privacy policy and click "Start Learning" to complete the setup into the class.

VERY IMPORTANT!!!!

1. Shortly after you sign up for your account you will get an email from either Canvas or Instructure. This email will ask you to verify your new account. YOU MUST GO THROUGH THIS VERIFICATION PROCESS IN ORDER TO USE YOUR ACCOUNT! Many people delete this email as spam and then have to start all over to set up a new account. Please be sure to take the time to verify your account!

2. When you log in to your Canvas account it will ask you to input your “Email” and “Password.” In the spot for “Email” YOU MUST ADD THE USERNAME YOU USED FOR YOUR ACCOUNT! Yes, it is definitely a flaw in the system, but if you just remember that it should say “Username” rather than “Email” you’ll be able to sign in.

Using Canvas:

You’ll find all the important information about your course organized in two menus on the left side of the screen. Here is an overview of those menus. For more information about Canvas try the “Help” section. For questions about how your course is set up within Canvas, please email your teacher.

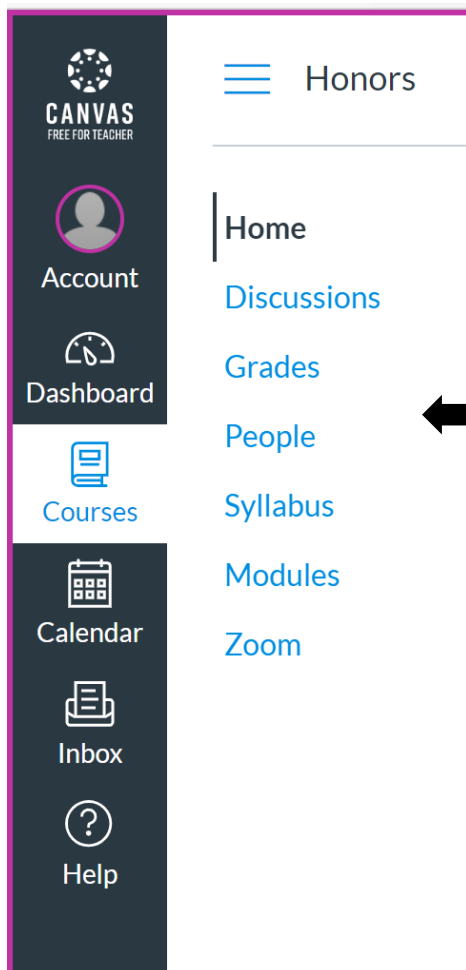
Account – Access to your account settings. Be sure to use an email address you check regularly. Also, use your first and last legal name in the system as this is how your official grade reports will appear.

Dashboard and Courses – A list of all classes you are taking through Canvas in different views.

Calendar – A list of important assignment reminders for all classes you are taking through Canvas. You can customize the calendar.

Inbox – A place to communicate with the teacher and other students in your class.

Help – Go here if you get stuck trying to do something within the system. You can also email the teacher. 😊



Home – The home page for your course with access to all the menus on the left.

Discussions – A place where the teacher may ask for feedback from students in the class.

Grades – Access to your online gradebook.

People – A way to communicate with members of your class without having to share personal contact information.

Syllabus – Find a copy of the course syllabus here.

Modules – Where you’ll find your assignments for download. This is also where you will submit completed work. Be sure to submit to the same module from where you downloaded the assignment.

Zoom – A link to your Zoom class meeting.