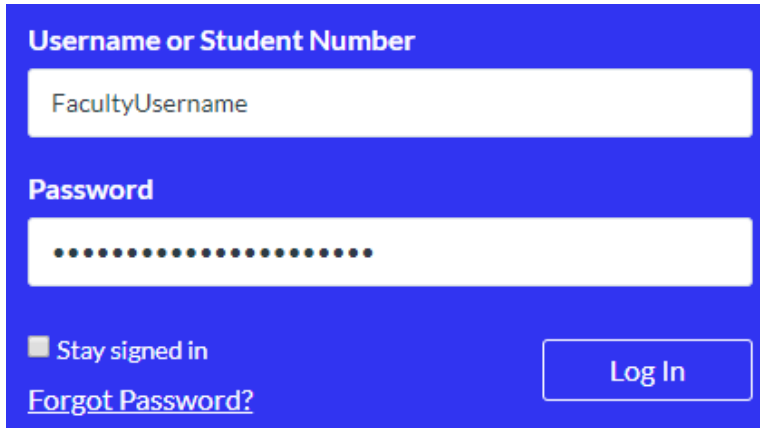


# Canvas Jump Start

## LOGIN

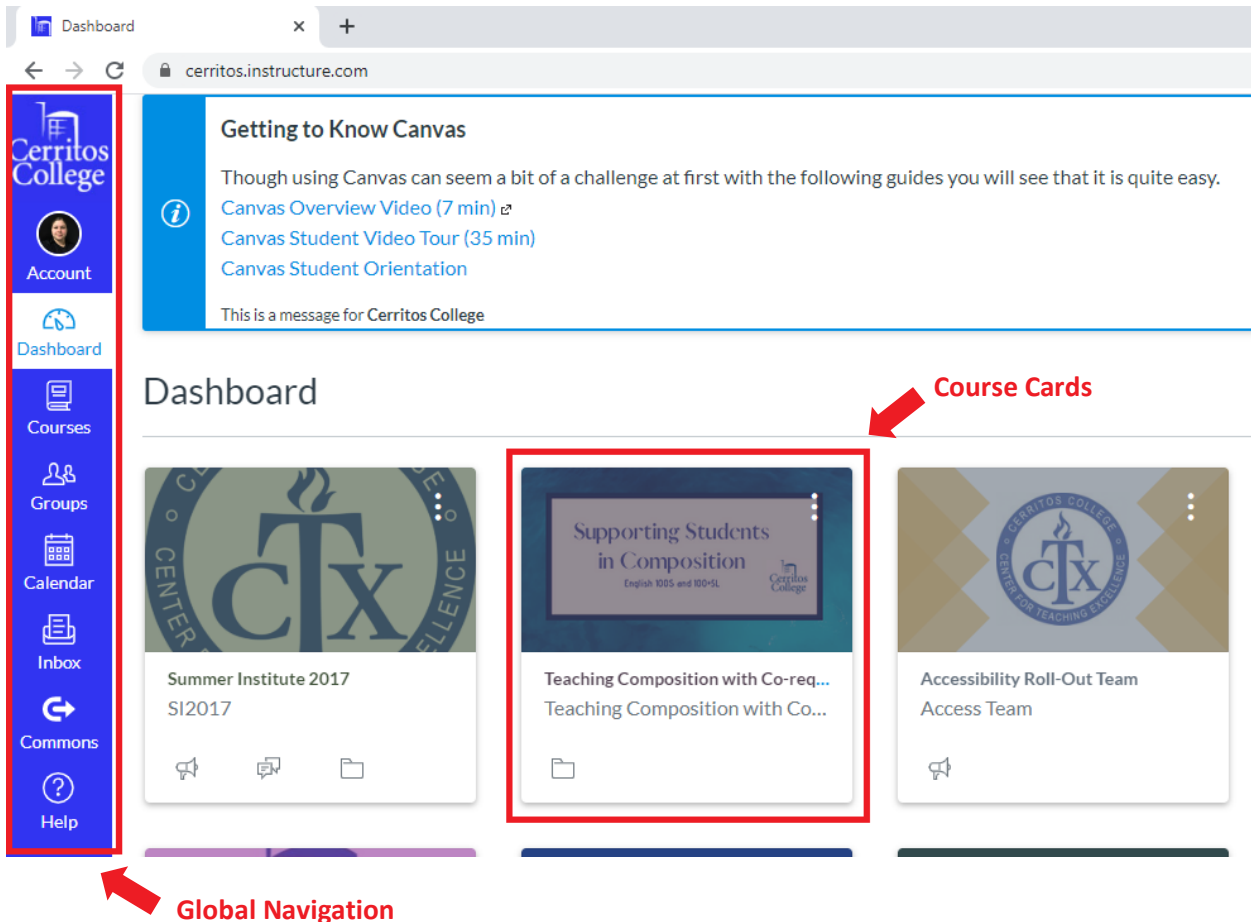
To locate your online courses, log in to [Canvas](#) by using your Cerritos College credentials (do not include @cerritos.edu).



The login form is set against a blue background. It features a white input field for the 'Username or Student Number' containing the text 'FacultyUsername'. Below it is another white input field for the 'Password' with a masked view of dots. At the bottom left, there is a checkbox labeled 'Stay signed in' and a blue link for 'Forgot Password?'. A white 'Log In' button is positioned at the bottom right.

## DASHBOARD

When you first log in to Canvas, you will see your *Dashboard*. This is where you will see all of your courses. **Please Note:** If you do not see your course listed on the Dashboard, go to *Courses* on your global navigation. Then, select *All Courses* to see the complete list.



The screenshot shows the Canvas dashboard interface. On the left is a blue 'Global Navigation' sidebar with icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, Commons, and Help. The main content area is titled 'Dashboard' and includes a 'Getting to Know Canvas' section with links to video guides. Below this is a 'Course Cards' section displaying three cards: 'Summer Institute 2017 SI2017', 'Teaching Composition with Co-req...' (highlighted with a red box), and 'Accessibility Roll-Out Team Access Team'. A red arrow points to the 'Course Cards' section, and another red arrow points to the 'Global Navigation' sidebar.

## COURSE NAVIGATION

Enter your online course by selecting the course card. Your course navigation will be located on the left side of your screen. **Please Note:** Your courses are not automatically visible to your students. You must publish your site by clicking *Publish* in the upper right corner.

The screenshot displays the Canvas LMS interface for a course. On the left, a blue sidebar contains navigation icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, Commons, Help, Chat, and Library. The main content area shows a 'Home' page with a 'Create a new Module' button and an 'Add existing content' button. On the right, the 'Course Status' section includes a 'Publish' button, which is highlighted with a red box and an arrow labeled 'To Publish Course'. Below the 'Publish' button are options for 'Import from Commons', 'Choose Home Page', 'View Course Stream', 'New Announcement', 'Student View', and 'New Analytics'. A red arrow labeled 'Select Home Page' points to the 'Choose Home Page' option. A red arrow labeled 'Course Navigation' points to the sidebar. A red bracket at the bottom of the main content area is labeled 'Course Home Page'.

After your course is published, you will receive an option to select a Home Page. We recommend using your Syllabus until you feel more comfortable using other tools like Modules or Pages.

### Understanding Course Navigation Tools

**Announcements:** Faculty often use the announcements feature in Canvas to regularly communicate with their students. Announcements, by default, go to the students' email provided to the college.

**Assignments:** used to create online assignments. First, you have the option for students to submit a file upload, textbox entry, or submit an assignment using an external tool like Turnitin. Second, you have the option to use Assignments to develop a gradebook by creating extra columns in the Gradebook. To do this, select *No Submissions* under Submission Type drop-down menu.

**Discussions:** used to designate online discussions for the entire class. You may allow students to respond to other student's post by checking *Allow Threaded Replies*.

**Pages:** used to create content that can contain information, links, and/or embedded videos.

**Quizzes:** used to create online quizzes/exams within Canvas.

**Files:** used to store course materials like PowerPoints, study guides, readings, course syllabus, etc.

**Modules:** used to organize course content by weeks, chapters, units, topics, or a different organizational structure. Each module can contain files, discussions, assignments, quizzes, and other learning materials. Some instructors prefer modules to serve as the course home page so that students can jump right into course content.

**Grades:** The Gradebook helps instructors easily view and enter grades for students. Depending on the Grade display type, grades for each assignment can be viewed as points, percentage, complete or incomplete, GPA scale, or letter grade. **Please Note:** Only graded assignments that have been published can be display in the Gradebook.

## Syllabus:

To add your syllabus, click *Syllabus* on the course navigation. Then, click *Edit* on the upper right corner. You can either Copy & Paste your syllabus into Canvas from a word document or add a link to your syllabus by uploading it into Files. When completed, make sure to scroll down and click *Update Syllabus*.

The screenshot displays the Canvas 'Course Syllabus' editor. On the left is a blue sidebar with navigation icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, Commons, Help, and ConferZoom. The main area is titled 'Course Syllabus' and includes a 'Syllabus Description' field with a rich text editor. The editor contains the text: 'Cerritos College', 'Your Course Title Here', and 'Spring 2010'. Below this are fields for 'Instructor: Your Name', 'Office:', 'Office Hours:', and 'Email:'. A '127 words' counter is visible. On the right, there are tabs for 'Links', 'Files', and 'Images'. A red arrow points to the 'Upload file' button at the top right. Another red arrow points to the 'Files' tab. A third red arrow points to the 'Update Syllabus' button at the bottom right, which is highlighted with a red box.

## ADDITIONAL HELP

Name	Contact Information
TNFacultyHelp	<a href="mailto:tnfacultyhelp@cerritos.edu">tnfacultyhelp@cerritos.edu</a>
Media Services	Dave Gunn – Ext. 2436; <a href="mailto:dgunn@cerritos.edu">dgunn@cerritos.edu</a> Sarah Pirtle – Ext. 2439; <a href="mailto:spirtle@cerritos.edu">spirtle@cerritos.edu</a>
Center for Teaching Excellence	Chad Greene – Ext. 2826; <a href="mailto:cgreene@cerritos.edu">cgreene@cerritos.edu</a> Monique Valencia – Ext. 2797; <a href="mailto:mvalencia@cerritos.edu">mvalencia@cerritos.edu</a>

In addition, each academic department on campus will have a “*Canvas Mentor*” who can help instructors with discipline-specific questions about teaching online. Please email your department chair to ask who is your designated “*Canvas Mentor*.”