

# Canvas Quick Reference for Students

## What is Canvas?

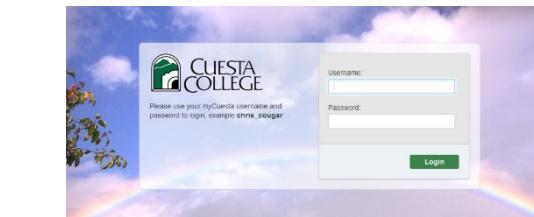
Canvas is a course management system that supports online learning and teaching. It allows instructors to share information, communicate, and assess students as well as post grades. Canvas is the Learning Management System used at Cuesta College.

## Access your Course

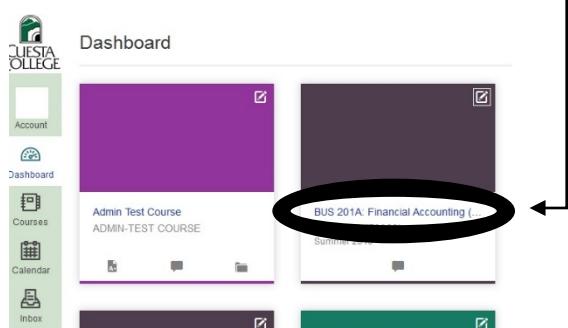
1. Log into mycuesta, then click on the resources tab. Then in the Online Learning Block, click on Canvas to access your course. It will take you directly to <https://cuesta.instructure.com/>

The screenshot shows the myCuesta dashboard. At the top, there's a banner for the Library. Below it, the Resources tab is highlighted. In the main content area, there's a "Student Success Center" section with links to Moodle and Canvas. A large arrow points from the "Resources" tab to the "Canvas" link in the "Online Learning" block.

2. Canvas and mycuesta are linked together and if you access the link from mycuesta you will not need to sign on again (single sign-on). However if you use the direct link <https://cuesta.instructure.com/> then you will need to sign on using the same sign-on and password you use for mycuesta (ie: FirstName\_LastName)



3. Click on the desired course to enter your online classroom from your Canvas Dashboard.



## Edit your profile/notifications/settings

Let people know a little about you, set how you want to be notified about activity in the course and other settings to be successful

1. Click on Account in the left navigation.
2. Click on profile, notifications or settings, Click edit.
3. Make the changes you desire.
4. Click Save at the bottom.

The screenshot shows the Canvas Account settings page. The "Account" link in the sidebar is circled in black. The main content area shows sections for Profile, Settings, Courses, Files, and ePortfolios.

## Navigate your course

1. Click on a link in the course navigation to access the material.
2. Use the breadcrumbs to return to the previous screen.
3. Click on links in your course content to access the material.
4. Click on your calendar in the Canvas Navigation to see your assignments and activities.
5. Click on the Inbox in the canvas navigation to read/send mail from/to your instructor and other classmates.

The screenshot shows the Canvas Course Syllabus page for BUS 201A. The sidebar has links for Account, Announcements, Modules (which is selected), Assignments, Discussions, Grades, People, Files, Outbox, Pages, Quizzes, Conferences, and Collab Sections. The main content area shows the syllabus for Bus 201A ~ Financial Accounting. Arrows point from the sidebar to the "Canvas Navigation" and "Course Content" sections.

## Resources: Canvas Student Getting Started Guide

<https://guides.instructure.com/m/8470>

The course content is typically broken into modules that contain various activities such as course page (material), discussion forums, quizzes, and assignments.

## Communication

### Read and Reply to messages

1. Click on the Inbox in your Canvas Navigation Window.
2. Click on a message in the list of messages on the left to read the message in the message pane on the right hand side.
3. Read the message
4. Click the arrow to reply to the message
5. Type your message
6. Click send

### Send a Message

1. Click on the compose new message
2. In the message window, select the course you wish to send a message in
3. Then select the recipient for the message
4. Type your message in the text block
5. Click Send

## Discussion Boards

A discussion is an activity where students and teachers can exchange ideas by posting comments.

### Read / Review a discussion

1. Click on discussion in the navigation bar (if activated by your instructor or click on the discussion link in the topic/weekly module provided for you.)
2. Read the discussion instructions or topic then at the bottom of the discussion click on reply to respond to your classmates or instructor.
3. Type your response in the text box, then click post reply.

If you complete this activity by deadline, you will receive 5 extra credit ; credit, we still want to meet you (and I still want to be sure you know hc

Search entries or author    Unread   

Reply

The screenshot illustrates the Canvas communication interface. At the top, the 'Inbox' is shown with several messages listed on the left and a detailed view on the right. One message is selected, showing its content and a reply arrow pointing to the message body. Below the inbox, a 'Compose New Message' window is open, allowing users to select a course, subject, and message body. On the far right, a 'Send' button is visible. The main content area shows a discussion board titled 'Orientation'. A specific post, 'DISCUSS: Getting to know your classmates', is highlighted with a blue border. The post content includes a list of files and links related to orientation. At the bottom, a rich text editor is open, showing various formatting options like bold, italic, and font sizes, along with a 'Post Reply' button.