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CCON

STUDENT GUIDE TO CANVAS

Reminder: Additional Guides covering many more topics available
at:

<https://community.canvaslms.com/community/answers/guides/>

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Hardware Requirements

The information below is taken from the Canvas Support Site. Please be sure to visit there for the latest updates and information on Canvas basic requirements. (URL:

<https://community.canvaslms.com/docs/DOC-10721-67952720328>)

This is a list of basic computer system requirements to use Canvas. It is always recommended to use the most up-to-date versions and better connections. Canvas will still run with the minimum specifications, but you may experience slower loading times.

Canvas and its hosting infrastructure are designed for maximum compatibility and minimal requirements.

Screen Size

Canvas is best viewed at a minimum resolution of 800x600. If you want to view Canvas on a device with a smaller screen, we recommend using the Canvas mobile app.

Operating Systems

- Windows 7 and newer (users on Windows 10 need to download the [Windows 10 Anniversary Update](#) to submit Canvas assignments)
- Mac OSX 10.6 and newer
- Linux - chromeOS

Mobile Operating System Native App Support

- iOS 7 and newer (versions vary by device)
- Android 4.2 and newer

Computer Speed and Processor

- Use a computer 5 years old or newer when possible
- 1GB of RAM
- 2GHz processor

Internet Speed

- Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments.
- Minimum of 512kbps

Screen Readers

- Macintosh: [VoiceOver](#) (latest version for Safari)
- PC: [JAWS](#) (latest version for Internet Explorer)
- PC: [NVDA](#) (latest version for Firefox)
- There is no screen reader support for Canvas in Chrome

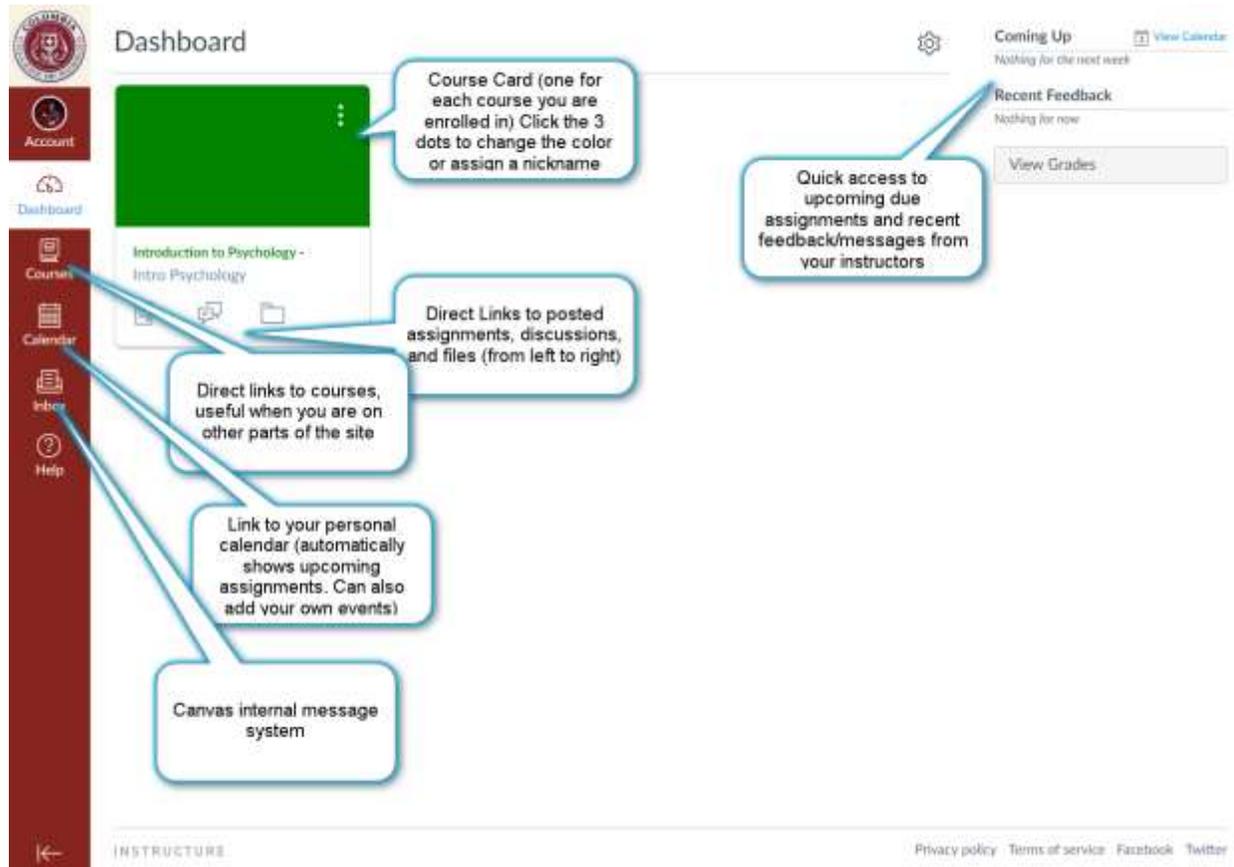
Logging in

1. Access the website at: <https://ccon.instructure.com> . This will also be available on the Quicklinks page of the CCON website.
2. If this is your first time accessing Canvas, click on “Forgot password” and enter the email address associated with your Sonis account (This is your official CCON email. For newer students, this is usually in the format [firstname.lastname@ascension.org](#) . For legacy students, this is your [userid@ccon.edu](#) (The same user ID that you use to log in to the computers on campus and your email, without the wimil\). If you are not sure what your email address is, please contact Keith

Jackson (414-326-2335, kjackso4@ccon.edu) . Your login and a password reset link will be emailed to you. Use this information to log in to the system.

Overview:

1. When you first log in to the Canvas, you will see your Dashboard:



2. Your dashboard is your landing page and can be switched between two primary views: Courses that you are currently enrolled in (shown in the screenshot), and the Recent Activity Feed which will show a chronological listing of the most recent activity across all your courses. This can include things like messages from other students and faculty, assignment submissions, etc. For the purpose of this guide, we will be focusing on the Courses section.

Navigating Course Content:

Each course will be set up a little differently; take time to explore what your instructor has created for you and be sure you are familiar with each instructor's expectations regarding your usage of the course within Canvas. Below is a view of a sample course.

The screenshot shows the Canvas interface for an 'Intro Psychology' course. On the left is a dark red navigation sidebar with icons and labels for Account, Dashboard, Courses, Calendar, Inbox, and Help. A white menu is overlaid on the sidebar, listing options: Home, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, and Chat. A red box highlights this menu with the text: 'The links above link to all available course content.' The main content area is titled 'Introduction to Psychology - Welcome!' and contains introductory text and a blue circular button that says 'Click to Enter the Course'. A red speech bubble points to the main content area with the text: 'Main content will be displayed in the middle of the page.' On the right side, there are sections for 'View Course Stream', 'Coming Up' (Nothing for the next week), and 'Recent Feedback' (Nothing for now).

Most course content will be self-explanatory; please contact Keith Jackson, Learning Resources Coordinator (kjackso4@ccon.edu ,414-326-2335) or your instructor if you have questions on how to navigate assignments, resources, and other content for your course.

Gradebook

One of Canvas' more unique features is the robust gradebook for students.

Home Print grades

Grades for Keith Jackson

Arrange by

Name	Due	Status	Score	Out of
Conformity and Authority Experiment	Mar 7, 2016 by 12:59pm	MISSING	0	5
Paper #2: Brains and Behavior	Mar 7, 2016 by 10:59pm	MISSING		25
Quiz 2: Psychological Science	Mar 9, 2016 by 12:59am	MISSING		9
Quiz 3: Brains, Bodies and Behavior	Mar 9, 2016 by 12:59am	MISSING		5
Mid-Course Survey	Mar 9, 2016 by 12:59pm	MISSING		1
Pre-Course Survey	Mar 9, 2016 by 12:59pm	MISSING		0
Final Exam	Mar 11, 2016 by 12:59am	MISSING		100
Remembering and Judging	Mar 11, 2016 by 12:59am	MISSING		34
Sensing and Perceiving	Mar 11, 2016 by 12:59am	MISSING		51
Discussion: Introduce yourself!	Mar 11, 2016 by 12:59pm	MISSING		2
Paper #1: Foundations of Psychology	Mar 14, 2016 by 12:59am	MISSING		15
In-Class Experiment #2 - Behavior Test Participati	Aug 18 by 12:59pm			10

NOTE: This is NOT your official score.
[Revert to Actual Score](#)
[Show All Details](#)

Course assignments are not weighted.
 Calculate based only on graded assignments

You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

Direct link to assignments

Overdue assignment

Test score changes by typing them in directly. This does not actually change your score.

The Gradebook will show all of the scored assignments in the course; if they are overdue they will be marked "Missing" in red. You can also test out your grades and see how earning a particular score will affect your final grade simply by typing in the score you want to test next to the assignment. Of course, this does not affect your actual score. Also keep in mind that the gradebook is not the official record of your scores; this lies with your instructor and on Sonis at the end of the semester.

Collaborations and Web Conferencing

Canvas has several features to aid students in working together.

Collaborations (Google Docs)

Students can create collaborations using Google Docs; items created this way can then be submitted within Canvas for assignments. This is useful for courses that include group work. Click on the Collaborations tab to get started, and follow the directions on-screen if you wish to use this feature. (Note that you and the students you wish to collaborate with will need to have Google accounts, which can be created for free at any time)

Intro Psychology > Collaborations

Home
Account
Dashboard
Courses
Calendar
Inbox
Help

Home
Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Outcomes
Quizzes
Modules
Conferences
Collaborations
Chat

Current Collaborations

What do we mean by collaborations? We're talking about web-based tools for working together on a shared document. You can use resources like [Google Docs](#) to work collaboratively on tasks like group papers or note-taking. This page is an easy place to keep track of those collaborations, and also to set them up without having to swap emails.

To find out more about a particular type of collaboration, click "Start a New Collaboration" and then choose that type in the dropdown list.

Start a New Collaboration

Collaborate using:

Google Docs is a great place to collaborate on a group project. It's like Microsoft Word, but lets you work together with others on the same file at the same time without having to email it around.

Warning: you (and all your collaborators) will need a Google account in order to participate in any Google Docs collaborations.

Document name:

Description:

Collaborate With:

People Groups

- Baker, Natalie
- Bern, Annie
- Blend, Bill

Click or tap a user or group in the left-hand column to add

Free online web tools like [Google Docs](#) are an excellent place for students to work on group projects or papers, take shared notes, etc. Teacher or students can set up group collaborations.

Web Conferencing

Canvas has built-in functionality for web conferencing. This is useful when students need to work together on assignments or form study groups, but can't meet in person. Simply click on the Conferences tab, then the + Conference to start a new conference.

New Conference

Name

Type

Duration minutes

Options Enable recording for this conference
 No time limit (for long-running conferences)

Description

Members

Invite All Course Members

Cancel Update

If you only wish to invite specific individuals, uncheck the “Invite All Course Members” button and select those who will have access. Change any other settings you wish then click Update. The conference will then be shown in the list of New Conferences. Click Start to begin. This is an advanced feature; follow the instructions given and contact Keith Jackson for assistance if you have questions. Conferences can be recorded and will be saved within the Canvas course for 14 days.

Additional Functionality and Support

Canvas has a large amount of functionality and what's used will vary based on the course. There are guides available online through Canvas' community sites that detail how to do every task available within Canvas; these are excellent resources if you run into issues.

(<https://community.canvaslms.com/community/answers/guides/>)

If you run into issues while using Canvas, please remember to use the Help function (screenshots below) located on the Navigation bar. Click on Help > Report a Problem to submit a ticket describing your issue in as much detail as possible. You will receive a response within 24 hours. Additionally you can use the Help function to access the Canvas Guides as listed above for help with common issues.



As always, please let me know if there are any questions, comments, or concerns. (And please include feedback! I want to make these guides as helpful and useful to you all as possible!)

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