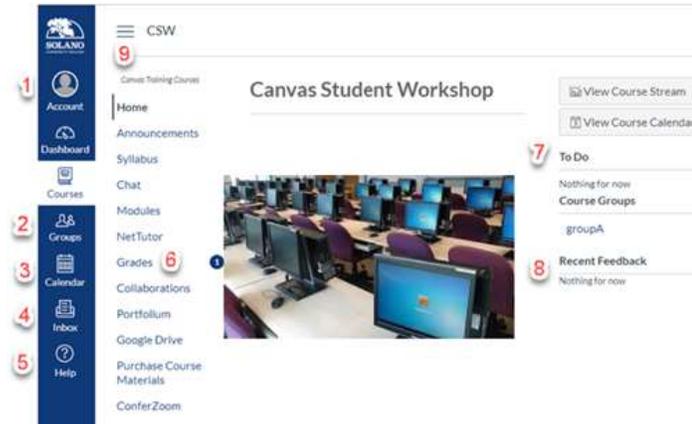




SCC Canvas Student Guide

Getting Started in Canvas

The Google Chrome Browser is recommended for best results. Internet Explorer is no longer a supported browser for Canvas. Use your MySolano user name and password to log into <https://solano.instructure.com>



1. **Account:** access Notification Preferences, Profile, and Settings
2. **Groups:** gain access to groups you are enrolled in
3. **Calendar:** where assignments and events are noted
4. **Inbox:** message your Instructor or classmates (referred to as **Conversations** in Canvas)
5. **Help:** DE and Canvas information
 - a. DE Office Room 523, Mon.-Fri. 8a.m.-4:30p.m., 707-864-7133
 - b. Canvas hotline, Mon.-Fri. 5 p.m.-8a.m., 1-844-303-0354
 - c. Canvas Guides: searchable help at <https://community.canvaslms.com/community/answers/guides/overview>
6. **Grades:** access grades and comments
7. **To Do:** what and when items are due
8. **Recent Feedback:** access items with feedback
9. **Hide or Show:** Course Navigation

Getting Started in Your Online Course

1. Check your Home Page, Syllabus, and Announcements
2. Go to Modules unless instructed differently

Best Practices and Tips

1. Make sure your computer and/or cell phone operating system is up-to-date
2. **Book mark the Canvas Student Guide**
<https://community.canvaslms.com/community/answers/guides/canvas-guide>
3. **Book mark the Canvas Mobile Guide**
<https://community.canvaslms.com/docs/DOC-4048>
4. Clear your browser's cache (see Canvas Guides)
5. Create a folder on your computer or in Google for each class you take, to organize your work
6. Install the Canvas Student App, Word, and/or Google Docs on mobile devices
7. Save your discussion replies and assignments on Microsoft Word or Google Docs
8. *Use the following shortcut keys for Windows:*
 - a. Ctrl+A = highlight all items
 - b. Ctrl+C = copy all that is highlighted
 - c. Ctrl+V = paste all that is copied*Use the following shortcut keys for a MAC:*
 - d. Command+A = highlight all items
 - e. Command+C = copy all that is highlighted
 - f. Command+V = paste all that is copied

Add Additional Settings

1. Click on Account and click on Settings
2. Add an additional email address  Email Address
3. Add a contact method  Contact Method
4. Authorize Google Drive as a Registered Service
 - a. Click Google Drive under Other Services
 - b. Authorize Google Drive and log in

Add Your Profile Picture to Canvas

1. Click on Account in the Global Navigation
2. Click on Profile and click on change profile picture 
3. Click on Take a picture or Upload a picture and then choose a picture
4. Navigate to your image, click on it, and click open. Click on Save



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Profile Picture with Android and iOS Device

1. Tap the user menu icon on the Dashboard
2. Open Settings and click on Profile Settings
3. Edit Photo or open the Profile Picture and take a photo or choose a photo from the gallery
4. Select the checkmark to Save with Android, and tap on Choose to save with iOS

Set Your Notification Preferences

1. Click on Account in the Global Navigation
2. Click the Notifications shortcut in the panel that appears
3. Hover over a Course Activity with your mouse to see a description of it



4. Select one of the four notification preferences:

- notify me right away (recommended for announcements)
- send me a daily summary
- send me a weekly summary
- do not send me anything at all

Notification Preference with Android Device

1. Tap the User Menu icon on the Dashboard
2. Open Settings and choose Push Notifications
3. Tap the toggle button to turn a notification setting on or off

Notification Preference with iOS Device

1. Tap the User Menu icon on the Dashboard
2. Open Settings, toggle the Enable Push Notifications button, choose Allow Notification in Settings
3. Open Notification Preferences, select your email address, and Push Notifications for All Devices

Reply to a Discussion

1. Click on your Discussion title
2. Check the discussion rubric



3. Type your response in Word or Google Docs
4. Click inside the Reply box
5. Use your short cut keys to copy and paste in your response
6. Click on Post Reply

Discussion Reply with Android and iOS Device

1. Choose your course on the Dashboard
2. Choose Discussions and choose the discussion title
3. Click on Reply and type or paste in your response
4. Click on the Send icon for Android and the Done icon for iOS

Submit a Discussion Peer Review

1. Click on the Discussion title
2. Open assigned Peer Review at the top of the discussion page or in your To Do List
You have been assigned a peer review
3. Click on Review Now
4. Click on show rubric and enter a score in the Points column, type a comment in the comment field, leave a media comment, or attach a file and click Save

Submit an Assignment

1. Click on your assignment
2. Click the Submit Assignment button
3. Select your Submission type (File Upload, Text Entry, Media Recording, URL, or Google)
4. Upload or copy and paste in your submission
5. Click the Submit Assignment button
6. Check your submission



SCC Canvas Student Guide

Submit an Assignment with Android

1. Open your course from the Dashboard
2. Click on the Assignments link
3. Click on the name of the assignment
4. Click on Submit Assignment
5. Choose File Upload
6. Click on the + (add icon)
7. Choose your submission from the File, Gallery, or Camera icon (must be an accepted submission type)

Submit an Assignment with iOS

1. Open your course from the Dashboard
2. Swipe your screen to view and click on the Assignment link
3. Click on the name of the assignment
4. Click on Submit Assignment
5. Choose File Upload
6. Choose your submission from the Camera, Library, or Files
7. Click on the Submit link

Submit a Turnitin Assignment

1. Click on the name of the assignment
2. Authorize Turnitin
3. Click on Upload Submission, click on select a file to upload, navigate to the file and choose it, or click on Additional Options and choose a file from your Google Drive
4. Click Continue
5. Click on Accept Submission & Save

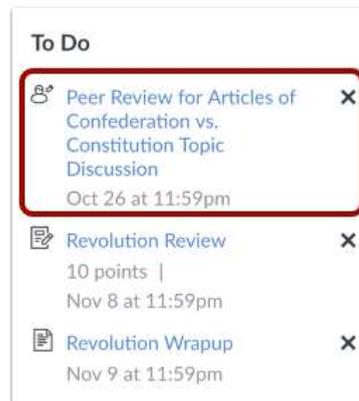
Read the Turnitin Originality Report

1. Click on Grades in your Course Navigation
2. Click on the name of your assignment
3. Click on the Turnitin percent icon and view the originality sources and report



Submit a Peer Review Assignment

1. Click on your assignment or on Peer Review in your To Do List
2. Click on the student name whose work you will be reviewing



3. Submit your comments and click Save

Find my Peer Review Feedback

Feedback will be in the right sidebar of your class, in the discussion on the submission details page, or on the grades page as a comment to the right of the discussion.

Quizzes

It is recommended for best results that students use a Windows or MAC computer, laptop, iPad, or tablet to take quizzes in Canvas. It is not recommended that you take a quiz utilizing a cell phone.



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Using LockDown Browser for a Quiz

1. Your instructor will provide you with the download link for LockDown Browser if they plan to have you take quizzes with it.
2. LockDown Browser is installed on computers in the Fairfield, Vacaville, and Vallejo campus libraries.
3. LockDown Browser will not display quizzes properly when using Windows XP, and cannot be used on android-based tablets such as Samsung, Google Chromebooks, or Microsoft Surface with windows RT. LockDown Browser cannot be used on a cell phone.

Windows PC - LockDown Browser Installation:

1. Click on quiz title
2. Click on Take the Quiz
3. Click on the LockDown Browser download link, navigate to your download folder, and right click on the executable file
4. Click on Run as Administrator
5. Close all applications and double-click on the LockDown Browser icon from your desktop. The icon will appear under the applications folder for MAC.



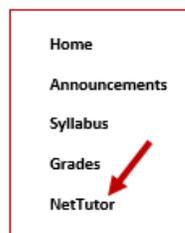
6. Log into <https://solano.instructure.com>, navigate to your quiz, and click on Take the Quiz

LockDown Browser iPad Installation:

1. Check with your Instructor to find out if they have enabled the iPad feature in the LockDown Browser settings.
2. Download and install the LockDown Browser app from Apple iTunes.
3. Close all other applications and log in from the LockDown Browser application.
4. Be sure your iPad is plugged into an outlet.
5. LockDown Browser will not work with a public Wi-Fi connection.

NetTutor

NetTutor is a free online tutoring service offered to all SCC students. Access NetTutor services from any course navigation where the NetTutor link is available.



Services available include:

- You can meet with a tutor in a live session.
- You can drop off your paper for a review. Your paper must be in Word or PDF file format.
- Ask a tutor a question and you can check back later for an answer.
- Your personal and private locker in NetTutor will store recordings of your previous tutoring sessions, reviewed papers, and store answers to questions that you have left for a tutor.



NetTutor offers a wide variety of videos on how to use the editing tools for the whiteboard when submitting a question to a tutor. The videos can be found at https://solano.instructure.com/courses/1198940/pages/nettutor?module_item_id=14192191

Portfolium

Table of Contents: Searchable at <https://community.canvaslms.com/docs/DOC-17880-portfolio-table-of-contents>