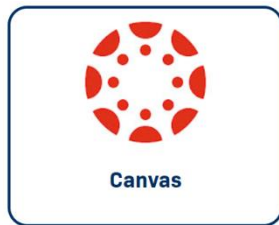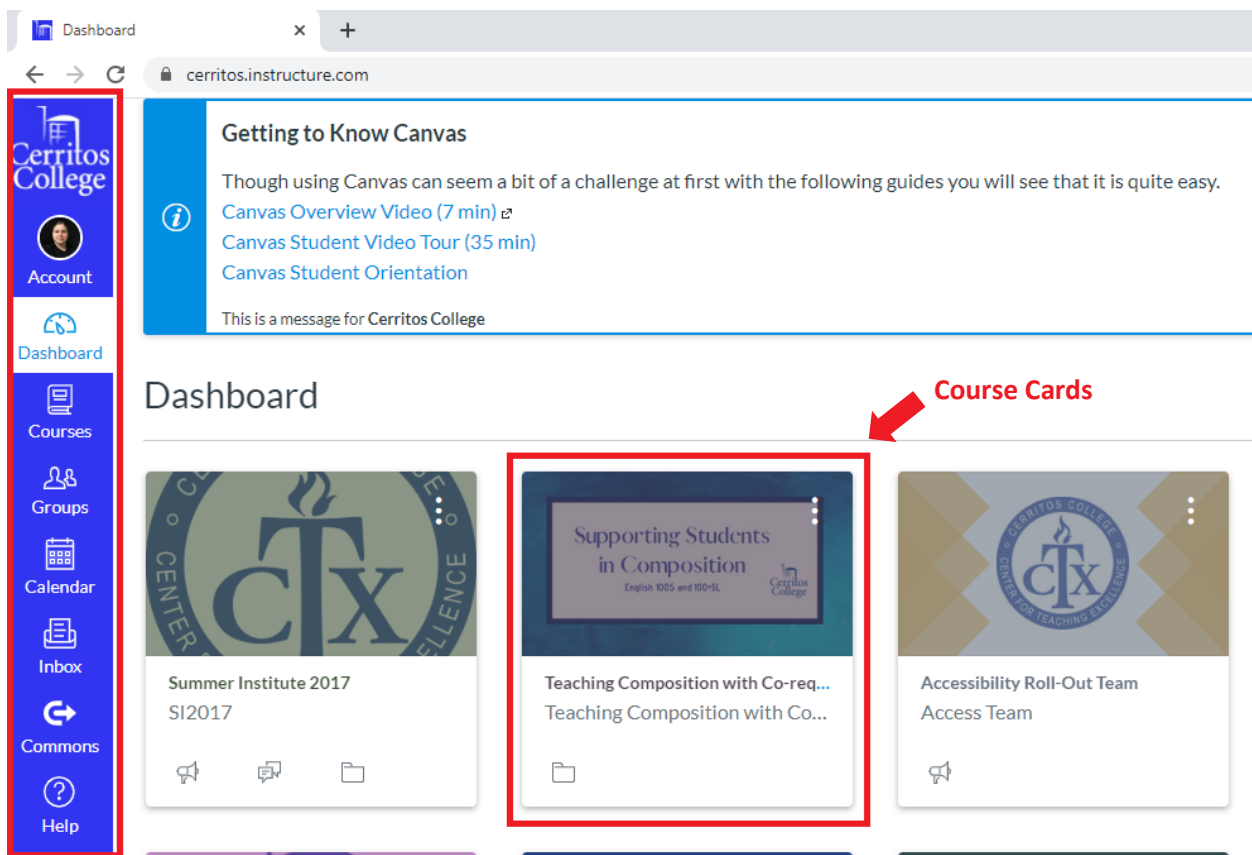# Canvas Jump Start

LOGIN

To locate your online courses, log in to Canvas through your [Cerritos College Portal](#). Then, click on the Canvas tile.

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.
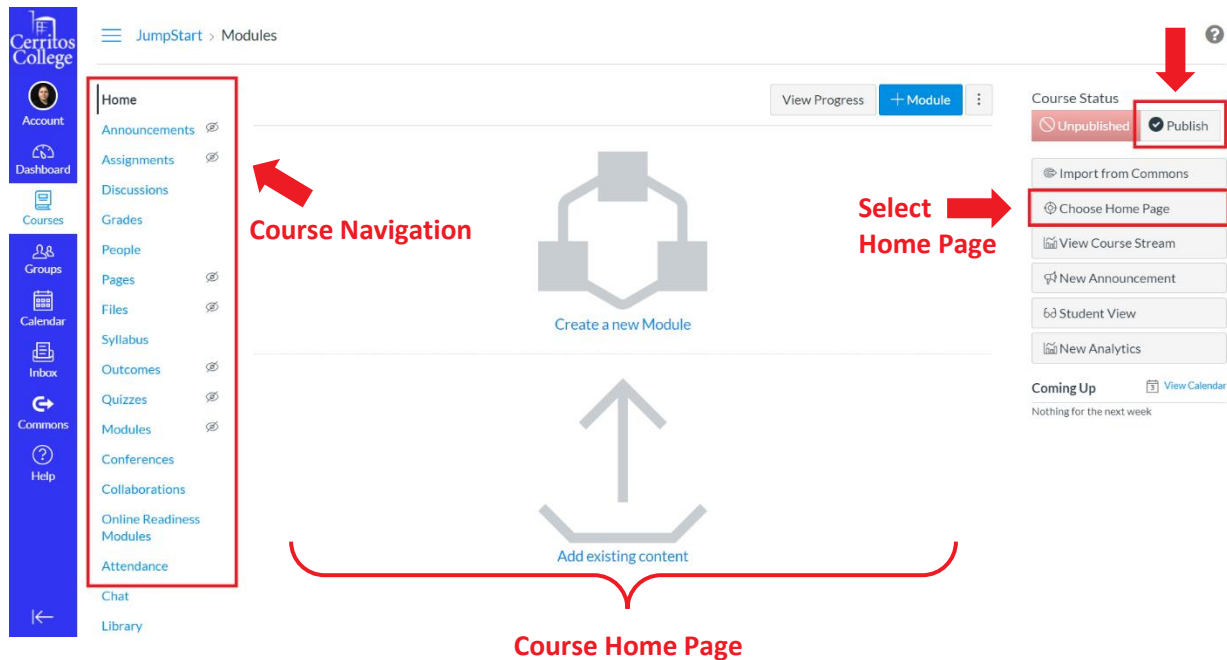

COURSE NAVIGATION

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.

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.*

ADDITIONAL HELP

Name	Contact Information
TNFacultyHelp – Email Support / Report Technical Issues with Canvas	Contact tnfacultyhelp@cerritos.edu
Center for Teaching Excellence (CTX) - One-on-one Training Support	Contact Monique Valencia at mvalencia@cerritos.edu

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."