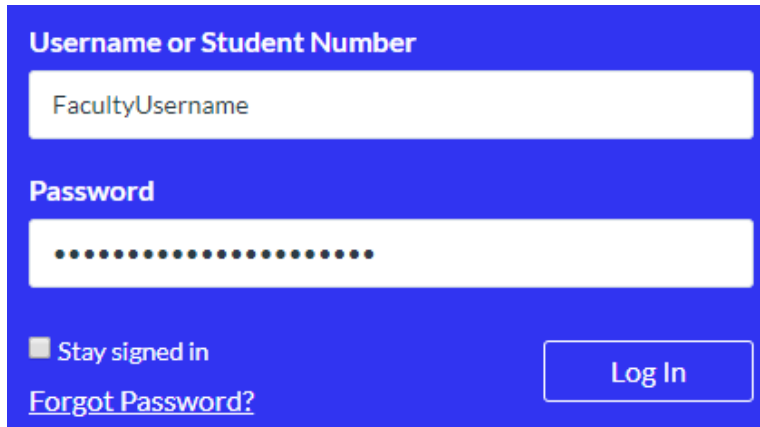


Canvas Jump Start

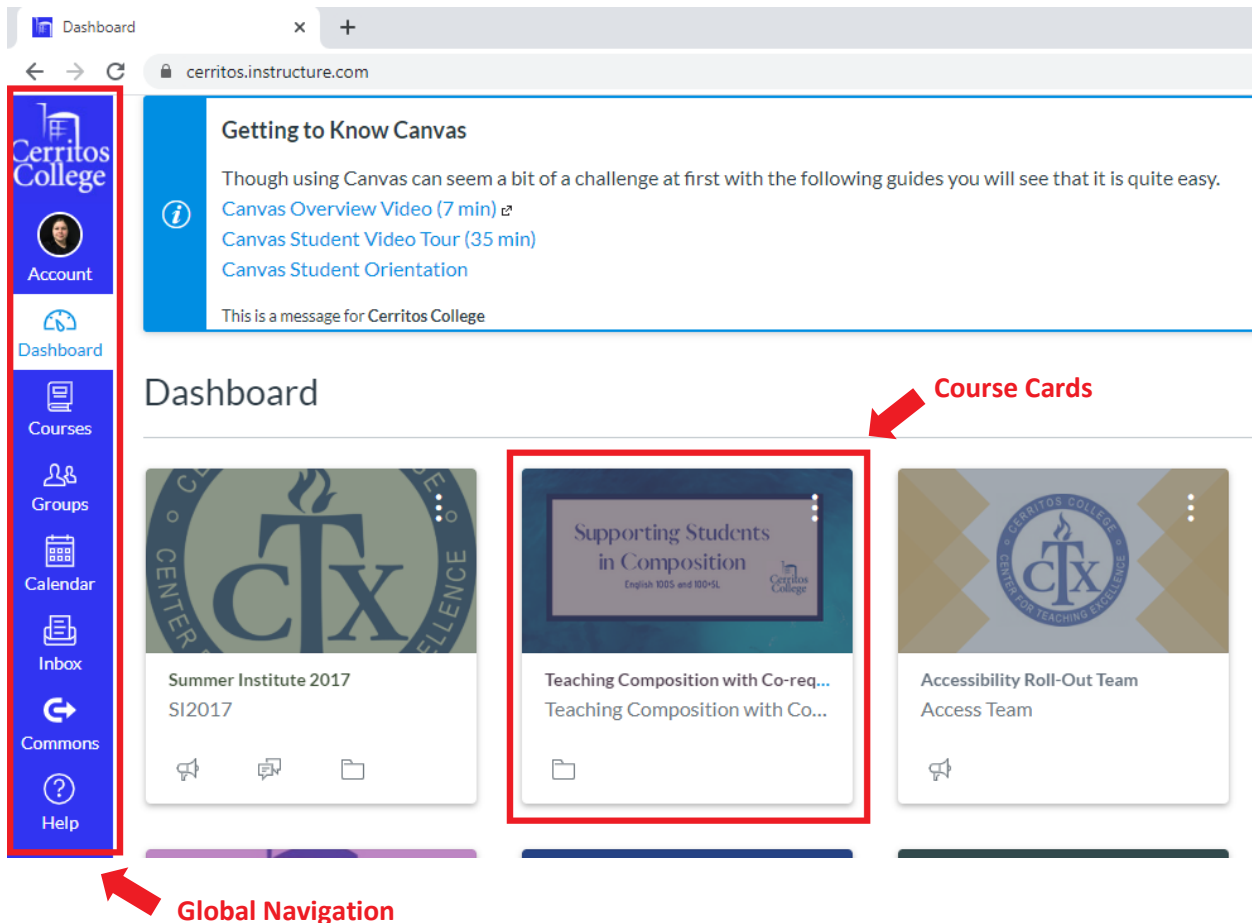
LOGIN

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

A blue login form with two input fields. The first field is labeled 'Username or Student Number' and contains the text 'FacultyUsername'. The second field is labeled 'Password' and contains a series of dots. Below the password field is a checkbox labeled 'Stay signed in' and a 'Log In' button. A link for 'Forgot Password?' is located at the bottom left of the form.

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.

A screenshot of the Canvas Dashboard for Cerritos College. The left sidebar, labeled 'Global Navigation', contains links for Account, Dashboard, Courses, Groups, Calendar, Inbox, Commons, and Help. The main content area shows a 'Getting to Know Canvas' section with links to overview and student tour videos. Below this is the 'Dashboard' section with three course cards. The middle card, 'Supporting Students in Composition', is highlighted with a red box and labeled 'Course Cards'. A red arrow points to the 'Courses' link in the sidebar, labeled 'Global Navigation'.

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 links: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Online Readiness Modules, Attendance, Chat, and Library. A red box highlights the 'Course Navigation' section, which includes Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Online Readiness Modules, Attendance, Chat, and Library. In the center, a large gray arrow points upwards, labeled 'Add existing content'. To the right, the 'Course Status' section shows 'Unpublished' and 'Publish' buttons. A red box highlights the 'Publish' button, with a red arrow pointing to it labeled 'To Publish Course'. Below the 'Publish' button, there are options to 'Import from Commons', 'Choose Home Page', 'View Course Stream', 'New Announcement', 'Student View', and 'New Analytics'. A red box highlights the 'Choose Home Page' option, with a red arrow pointing to it labeled 'Select Home Page'. At the bottom, a red bracket spans the width of the page, 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 LMS 'Course Syllabus' editor. On the left is a blue sidebar with navigation links: Home, Syllabus, Announcements, Modules, Assignments, Discussions, Pages, Files, Grades, Quizzes, Library, Attendance, Collaborations, Conferences, People, Outcomes, Online Tutoring, and ConferZoom. The main area is titled 'Course Syllabus' and contains a text editor with a toolbar. The editor text reads: 'Cerritos College', 'Your Course Title Here', 'Spring 2010', 'Instructor: Your Name', 'Office:', 'Office Hours:', and 'Email:'. Below the editor is a 'Course Summary' section. On the right, there's a panel with 'Upload file' and 'Links' tabs. The 'Files' tab is highlighted with a red box and an arrow. Below it is a list of content types: Pages, Assignments, Quizzes, Announcements, Discussions, Modules, and Course Navigation. At the bottom right, the 'Update Syllabus' button is highlighted with a red box and an arrow.

ADDITIONAL HELP

Name	Contact Information
TNFacultyHelp	tnfacultyhelp@cerritos.edu
Media Services	Dave Gunn – Ext. 2436; dgunn@cerritos.edu Sarah Pirtle – Ext. 2439; spirtle@cerritos.edu
Center for Teaching Excellence	Chad Greene – Ext. 2826; cgreene@cerritos.edu Monique Valencia – Ext. 2797; mvalencia@cerritos.edu