

Canvas Student Guide



The Office of Online Learning

Massasoit Community College

www.massasoit.edu

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The Office of Online Learning also offers a Canvas student orientation online and face-to-face. Important information is available in the Online Learning Community in the [MyMassasoit Portal](#) which may be accessed at the top left of the Massasoit website.

Trouble logging on? Contact the Help Desk at x 1139 (helpdesk@massasoit.mass.edu)

Need additional information and assistance about using Canvas? Contact the Office of Online Learning at onlinelearning@massasoit.mass.edu.

What is Canvas?



Canvas is a web-based learning management system (LMS) that allows students and professors to access their course material online (e.g., syllabus, assignments, discussions, quizzes, grades, etc.).

Massasoit Community College offers:

- traditional face-to-face courses that use Canvas (web-enhanced),
- hybrid courses (50% online, and 50% face-to-face), and
- online courses (90+%). Some online courses may require campus visits for exams. Long-distance students may arrange for proctoring of their exams closer to home. Please contact your professor.

You will need access to a computer and the internet to use Canvas. Computer labs are available at the college. Please note that each course is set up differently by professors, who may not use all of the tools covered in this guide.

Computer and Browser Requirements

For best functionality, update your device to the newest version of whatever browser you are using as well as the most up-to-date Flash plug-in and Adobe Acrobat Reader. Canvas supports the last two versions of every browser release.

Information about requirements may be found at:

Computers: <https://community.canvaslms.com/docs/DOC-2059>

Browsers: <https://community.canvaslms.com/docs/DOC-1284>

Some courses may require additional software, so please check with your professor.

Mobile Support



Canvas offers free apps for Android and iOS phones and tablets. When downloading the app, you will need to identify Massasoit Community College's online URL, which is <https://massasoit.instructure.com/>.

Note: You may notice that some Canvas features may not work as well on your mobile devices as they do on computers.

Additional information may be found at: <https://community.canvaslms.com/docs/DOC-1542>.

Accessing Canvas

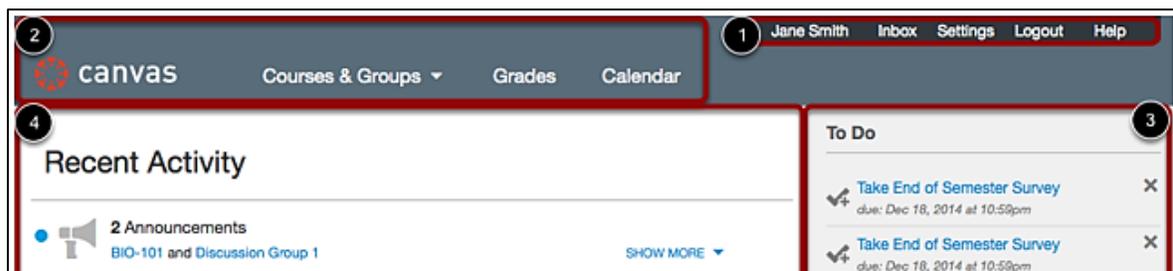
- Go to the Massasoit Community College webpage at: <http://www.massasoit.edu/>.
- Click on *the MyMassasoit* Login link located in the upper left side of the screen.
- Enter your username assigned by the college (usually the first letter of your first name + your last name), and password (8-digit date of birth or new password you assigned). If you are a first-time student, you may need to answer some security questions before entering the college's portal.
- When you enter the portal, click on the **Canvas** button located in the *QuickLaunch Navigation* section. 

If you have difficulty accessing the portal or Canvas, please contact the Help Desk at 508.588.9100, extension 1139.

Navigating the Canvas Dashboard

The *Dashboard* is the first screen you will see when you log into Canvas. The Dashboard helps you to see what is happening in all of your courses and helps you manage your coursework. It consists of four main elements:

1. **Help Corner:** provides easy access to your personal user links and appears at the top of every page in Canvas. You can view your Conversations Inbox and user Settings, log out of Canvas and get help with Canvas.
2. **Global Navigation Menu:** provides you with quick access to all of your courses and groups, a summary page for all course grades, and the Canvas Calendar. Global Navigation also appears at the top of every page in Canvas.
3. **Sidebar:** shows what you need to do next across all your courses. It can contain up to three helpful sections – *To Do*, *Coming Up*, and *Recent Feedback* from your professor.
4. **Recent Activity:** contains a stream of recent notifications from all of your courses, including announcements, discussions, assignments, and conversations.



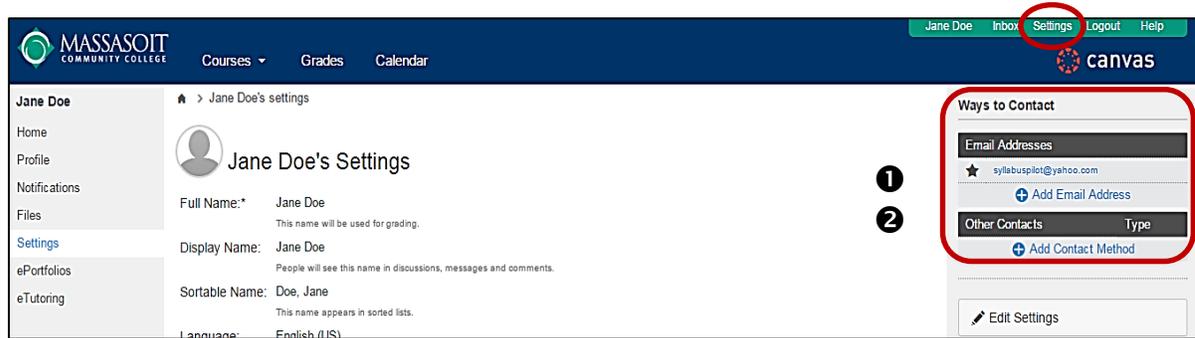
For more information, go to: <https://community.canvaslms.com/docs/DOC-1281>.

User Settings

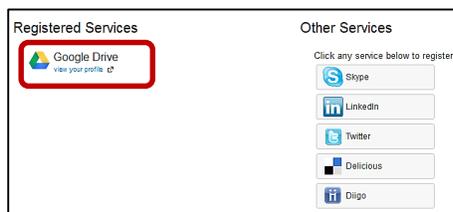
Your default email address for receiving Canvas notifications is your Massasoit Google email account, which is your *username@massasoit.edu*. However, you can change your primary email address in the **User Settings** screen.

In the *Help Corner* of the Canvas Dashboard, click on **Settings**.

1. Click on **+ Add Email Address** to add another email address. Upon confirmation, make sure you “star” your primary email address by clicking to the left of the address.
2. Click on **Add Contact Method** to add a cell phone number for text alerts.



Registered Web Services: You can also link other web tools you already use with your Canvas account. It is recommended that you register Google Drive with your Massasoit email account. Click on the web tool you want to register and follow the on-screen instructions.



Note: Registering Google Drive will allow you to access it directly through your User Settings in Canvas. You will also need to be registered if your professor uses the *Collaborations* feature in Canvas (see page 18).

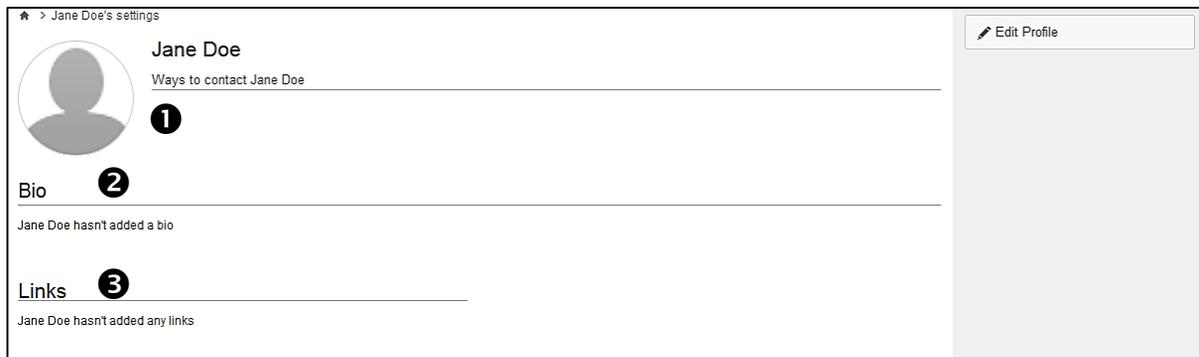
User Profile

In the Help Corner of the Canvas Dashboard, click on your user name to open your profile.



When you click on the *Edit Profile* button in your profile, you can edit:

1. **Your profile picture:** click on the *Profile Picture* icon. You can then upload a picture from your computer, take a picture using your computer's camera (not supported by Safari or Internet Explorer browsers), or import from an existing Gravatar account.
2. **Your bio:** type your biography in the **Bio** field. You can add hobbies and interesting facts about yourself.
3. **Personal links:** you can add personal links to your profile, such as personal websites, blogs, or portfolios.



Make sure you click on the *Save Profile* button when you are done!



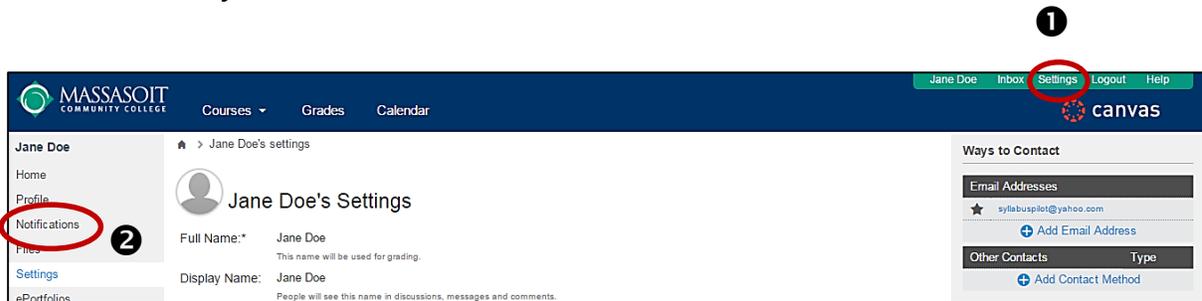
For additional information about Profiles and User Settings, click on:

<https://community.canvaslms.com/docs/DOC-1285>

Notifications Settings

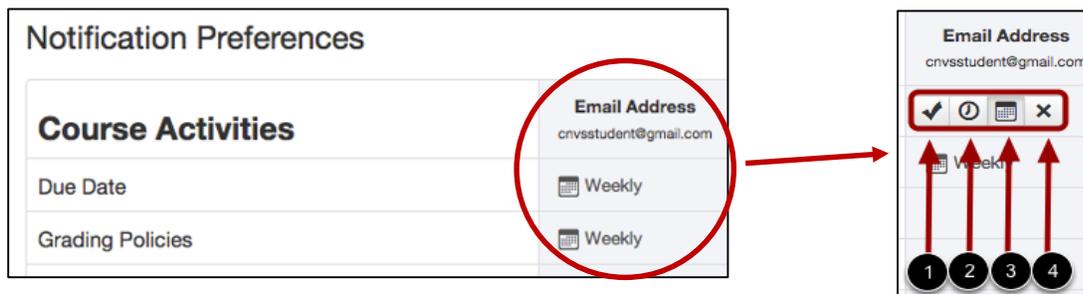
You can view and set the frequency of Canvas notifications you receive via email and text.

1. In the Help Corner of the Canvas Dashboard, click on *Settings*.
2. Click on the *Notifications* button on the left side of the screen.



You can change the frequency of notification deliveries for each course activity. In the primary email column, hover over the notification type that you want to change, and select one of four options:

1. Select the **Checkmark** icon to be notified immediately of any change for the activity.
2. Select the **Clock** icon to be notified daily of any change for the activity.
3. Select the **Calendar** icon to be notified weekly of any change for the activity.
4. Select the **X** icon to remove the notification preference so you will not be notified of any change for the activity.



For additional information, go to: <https://community.canvaslms.com/videos/1072>.

Global Calendar

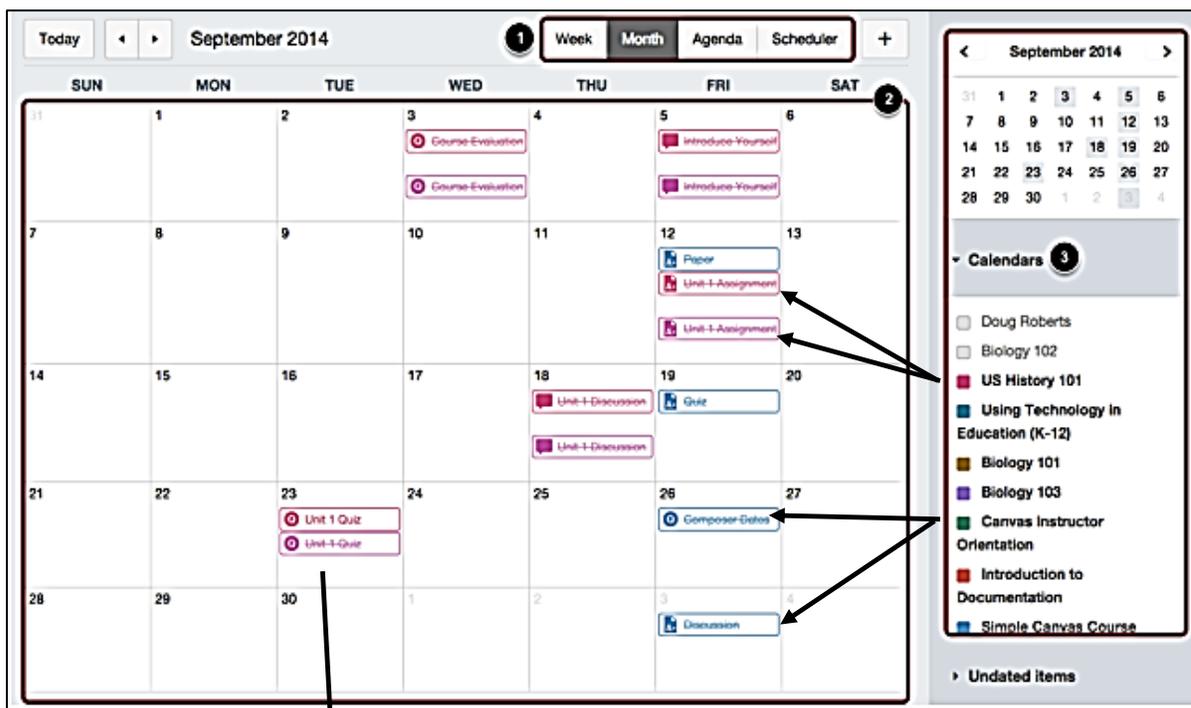
The Global Calendar allows you to see all of your assignments from all of your courses in one place. To view the Calendar, click the **Calendar** link.

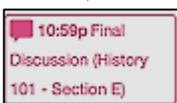


1. In the navigation bar, you can choose to view the calendar in Week, Month, Agenda, or Scheduler view. By default, the calendar appears in *Month* view.
2. The view you choose dictates the style of the calendar window.
3. The sidebar shows a quick-view calendar, your list of courses and groups, and undated items for your courses and groups.

Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Calendars that are not active will appear in gray.

To hide a calendar, click on the box located to the left of the course name.



You can click on  an entry in the calendar to see details.

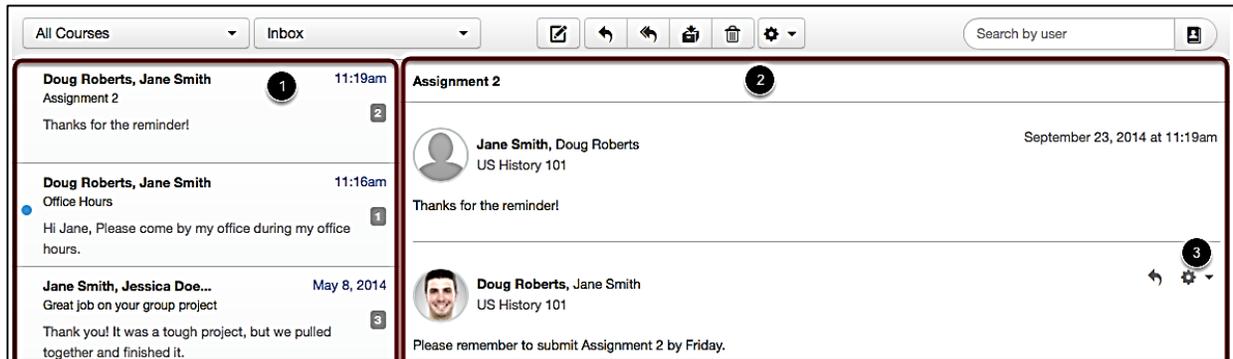
Inbox (Conversations)

The Conversations Inbox allows you to send and receive messages from your professor and other students within Canvas.



Click on the **Inbox** link in the Help Corner of the Canvas Dashboard.

The Inbox is split into two windows. Sent and received Conversations are listed on the left side chronologically [1]. The Conversations messages preview window is on the right side [2]. You can reply, reply-all, forward or delete via the settings icon [3].



You can use the **Inbox** toolbar to:

1. Filter messages by course
2. Filter messages by type (Inbox, Unread, Starred, Sent, Archived, Submission Comments)
3. Compose a new message
4. Reply to a message
5. Reply to all recipients in a message
6. Archive a message
7. Delete a message
8. Forward and star conversations via the settings icon
9. Filter conversations by a user



By clicking on the **Inbox** dropdown menu, the window can be changed to display Archived Conversations, Starred Conversations, Sent Conversations, Unread Conversations, and Discussion Replies.



To compose and send a message, click on the **Compose** icon in the Inbox toolbar.

Add your recipient in the **To** field. You can type the recipient's name in the **To** field [1], or you can use the **Course Roster**, which will list recipients alphabetically [2].

Type your message in the message window, and click on **Send**.

For additional information about the Inbox, go to:
<https://community.canvaslms.com/docs/DOC-2666>.

Canvas Help

You can get help with Canvas by using the *Help* link which generates a list of resources to help you with Canvas, such as how to search Canvas Guides and report a problem.



Click on the Help link in the corner of the Canvas Dashboard.

A help menu will appear where you can:

- *Ask your instructor a question:* Ask your professor questions about course material or send them a message.
- *Search the Canvas Guides:* Search the Canvas Guides for information about features inside of Canvas.
- *Report a problem:* Submit problems you are having with Canvas to their support team.
- *Massasoit Online Learning:* Links to the Online Learning Community in the MyMassasoit portal.
- *Canvas Student Orientation:* Links to the Online Canvas Orientation for students.
- *Supported Web Browsers:* Lists the versions of browsers which Canvas currently supports.
- *Request a Feature:* Submit ideas about how to make Canvas better.

Navigating Your Course

Courses are usually available a few days before the semester begins. However, professors may wait until the first day of class to publish their courses.

To access your courses in Canvas, click on **Courses** in the Global Navigation menu.



You will be directed to your course's Home Page, also called the *Course Dashboard*.

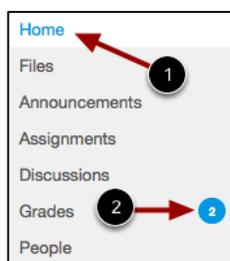
Note: Course Home Pages are designed by the professors, and may differ.

The Course Home Page consists of four main elements:

1. Course Navigation
2. Breadcrumbs
3. Sidebar
4. Content Area



1. Course Navigation



The **Course Navigation** links help you get to where you want to go within a Canvas course. Professors can customize which links are shown in a course, so if you do not see links that may display in other courses, your professor has hidden them from your view. The active link is highlighted in blue with a white background [1]. This highlight helps you quickly identify the feature area you are currently viewing in Canvas. Click on the *Home* link to return to the Course Home Page.

You may also see course indicators that show updates for your course grades [2].

2. Breadcrumbs



Breadcrumbs appear above the course content area. As you view course content, the breadcrumbs leave a trail to show where you are inside the course. You can follow these links backward to visit prior course content.

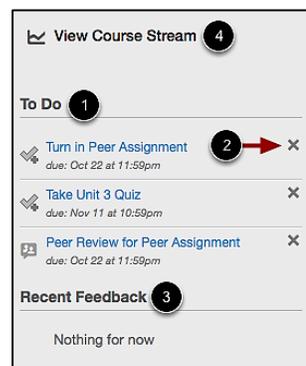
3. Sidebar

The Sidebar, located on the right side of the screen, helps you see what you need to do next in your course.

The **To Do** list shows assignments you need to submit [1]. Items remain in this section for two weeks.

If there are more than 25 items on the list, you must remove some before you can view any new items. To remove a **To Do** item, click on the **X** icon next to the item [2].

The **Recent Feedback** list shows assignments with feedback from your professor [3].



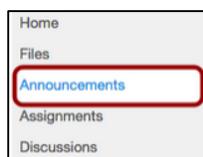
If you want to return to the **Course Activity Stream** (list of recent course activities), click on *View Course Stream* link [4].



You may also see additional upcoming assignments and events.

- The content of the course is displayed in the **Content Area**. The content can be a page, the syllabus, discussions, announcements or quizzes.

Announcements



Your professor may send out announcements in Canvas. The *Announcements Index Page* allows you to view and filter announcements in your course.

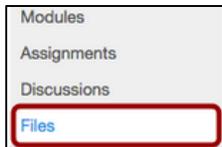
Open the **Announcements** link in the Course Navigation.

You can view all the announcements in your course. To view an announcement, click on the name of the announcement.



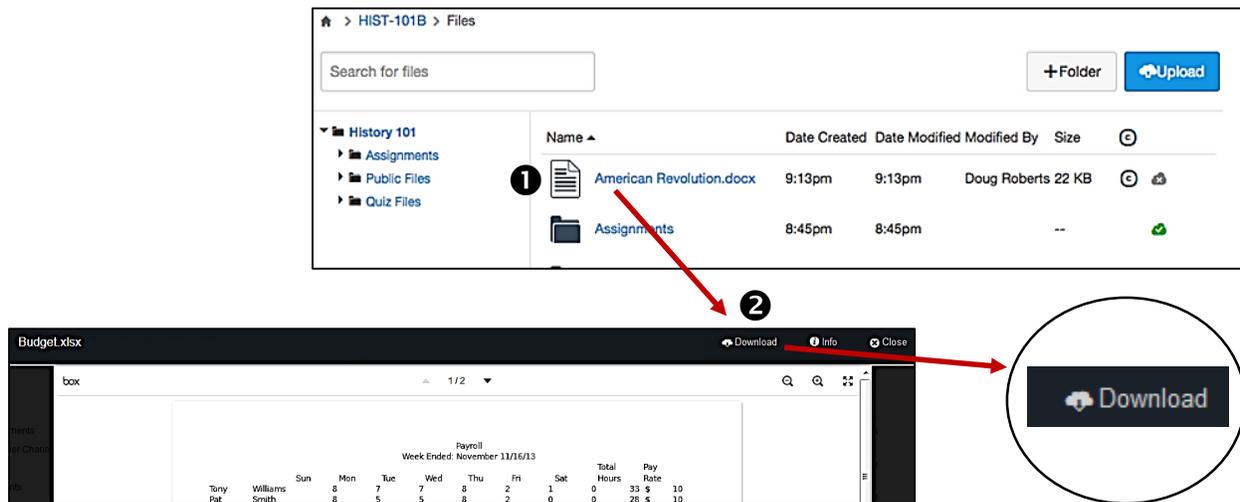
Files

Course files include any content uploaded to a course. You may or may not have access to course files, depending on how your professor sets up the course.



Click on the **Files** link in the Course Navigation.

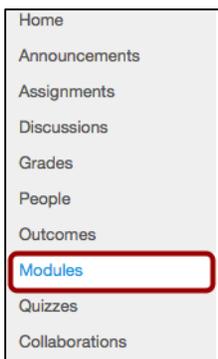
All unlocked course files can be viewed by students. Click on the file name or folder to preview the file [1]. Click on the **Download** button to open the file [2].



Note: If you want to see the Files for all your courses and/or groups, click on the **All My Files** link.

Course Modules

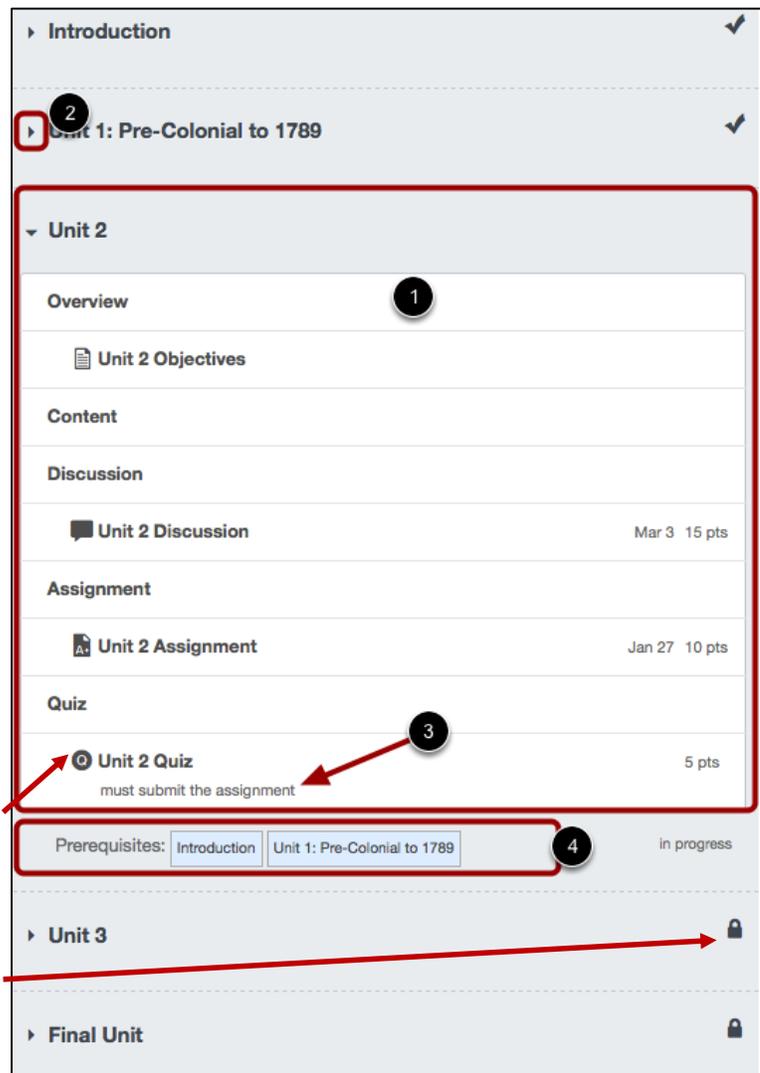
Many professors will use modules to organize the course content based on units, chapters, weeks, or subject. Some professors may release content throughout the semester while others allow you to see all content at once.



Click on the **Modules** link in the Course Navigation (located on left side of your screen in the course).

Note: If you cannot see the **Modules** link, your professor may have decided not to use this feature and has hidden it from the Course Navigation. Check with your professor.

1. Modules can contain many different types of content including pages, discussions, assignments, quizzes, links, and other requirements.
2. Module content can be collapsed and expanded by clicking on the expand/collapse arrow.
3. Some module content may have requirements you will need to complete before moving to the next part of the module or a new module.
4. Some modules may have prerequisites before you can view the content.



Click directly on each title in the modules to open the content.

Note: If you see a lock next to the module, you will not be able to access the contents until the professor unlocks it or you complete the required prerequisites.

When you open content within the modules, you can navigate by using the **Previous** and **Next** buttons located at the bottom of the page. Hover over **Previous** or **Next** to view information about the content. Click on **Previous** or **Next** to move to the next or previous item.

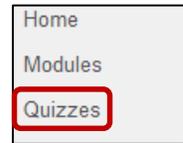


Each module may include quizzes [1], assignments [2] or discussions [3]. Each has its own icon.



Quizzes

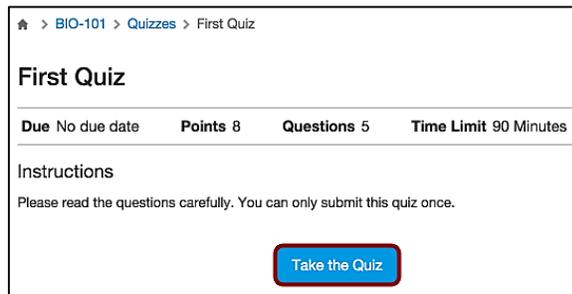
Click on **Quizzes** in the Course Navigation.



Note: Your quizzes may be located in the **Modules** or other links in the course.



Click on the title of the assigned quiz.



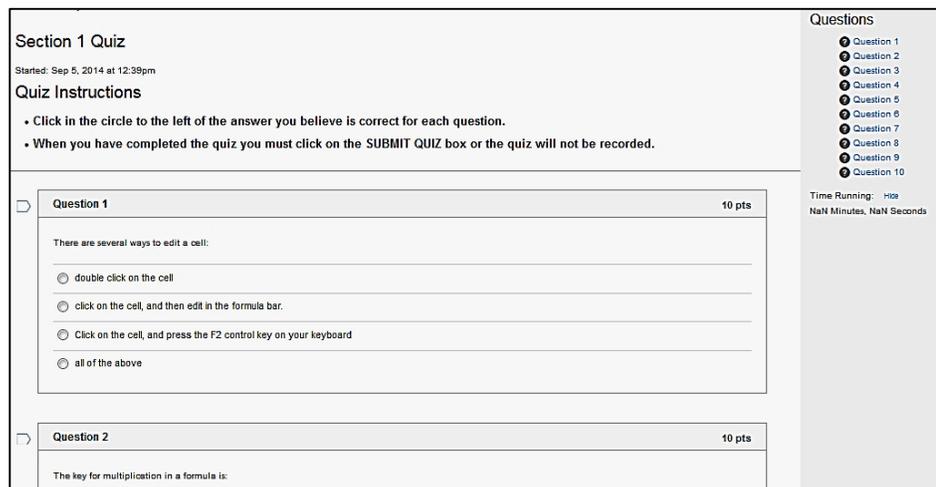
To begin the quiz, click on the **Take the Quiz** button.



You may be required to open a quiz in another browser called **Respondus Lockdown Browser**. You can view an informational video, download the browser on your computer, and link to technical support in the Online Learning Community in the *MyMassasoit* portal.

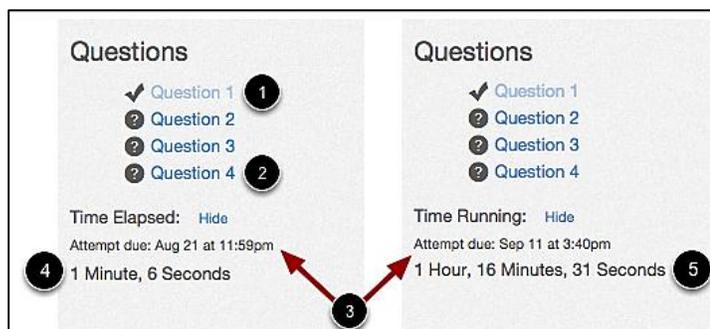
Read the professor's instructions and complete the quiz. Quizzes will either have all the questions on one page, or each question will be shown one at a time.

There are several different question types in Canvas that your professors may use (true/false, multiple choice, essays, etc.).



The sidebar on the right allows you to view:

1. a summary of answered questions
2. list of unanswered questions
3. due date for the quiz
4. elapsed time for untimed quizzes
5. running time for timed quizzes

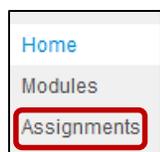


Canvas will auto-save your quiz as you are completing it. When you are finished, click on the **Submit Quiz** button to view the quiz results and to find out your score (if allowed by professor).



Assignments

Professors can choose what kind of online submissions they want you to use. The most common way is to submit an assignment online as an attachment/upload.



Click on **Assignments** in the Course Navigation.

Note: Your assignments may be located in the **Modules** or other links in the course.

Click on the title of the assignment.

Writing Assignment	Available until Feb 28	Due Feb 6 at 11:59pm	-/50 pts
Cell Processes		Due Feb 11 at 11:59pm	-/10 pts

When you click on an Assignment title, you will see a screen with assignment instructions. You may also see a rubric (assignment criteria) to help guide your work. You may see the following assignment details:

1. Due date
2. Total points
3. Submission types
4. File types
5. Availability dates
6. Click on the **Submit Assignment** button to submit your work.

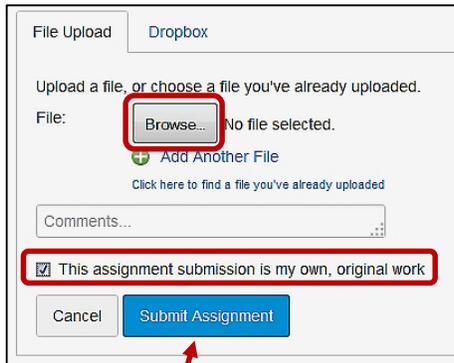
1 Due Feb 6 by 11:59pm 2 Points 50
3 Submitting a text entry box, a website url, or a file upload
4 File Types doc, docx, and pdf
5 Available Jan 5 at 12am - Feb 28 at 11:59pm about 1 month

Choose one of the following essay questions and write a 1 page response.

Questions:

1. Why is the structure of DNA a double helix?
2. What is diffusion and why does it work?
3. Explain the Krebs Cycle. How does it work?
4. What are the characteristics of living organisms?

Note: If you cannot see the **Submit Assignment** button, your professor may not want you to submit your assignment online, or the availability date has passed. View the description of the assignment for instructions, or contact your professor for assistance.

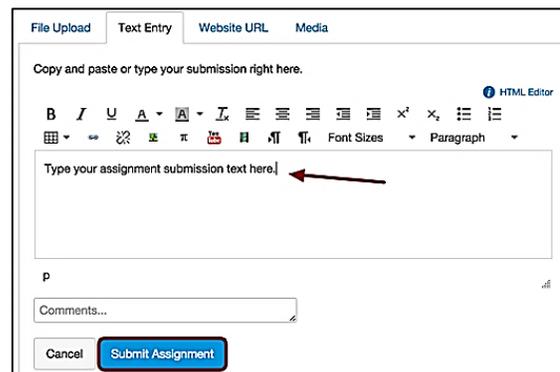


To upload a file from your computer and submit as your assignment, click on the **Browse** or **Choose File** button (depending on what browser you use), and select your saved file (you need to know where you saved it is on your computer).

Your professor may require you to use **Turnitin**, a plagiarism detection software program. When you are submitting your assignment in Canvas, you will need to check a box stating you are submitting your own original work.

Click on **Submit Assignment**.

Another method your professor may want you to use for submitting assignments is through a text entry. Type, or copy and paste text into the *Rich Content Editor*. Click on **Submit Assignment**.



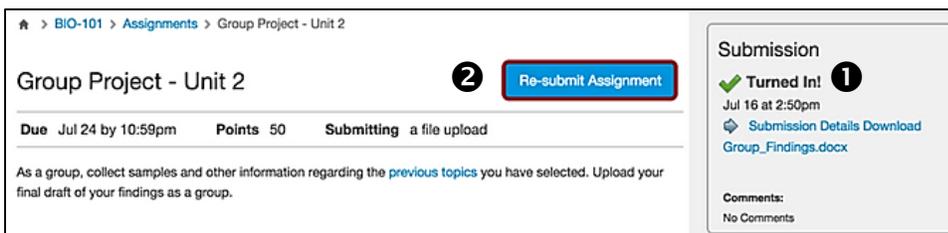
Note: You can add links, media, and limited formatting in the *Rich Content Editor*. Go to <https://community.canvaslms.com/videos/1073> for a video tutorial.

Other methods may include a Website URL (usually for Google docs) or Media upload.



After you have submitted your work, you will see a confirmation in the Sidebar about your submission [1].

If you need to, you may resubmit another version of your assignment using the **Re-submit Assignment** link [2]. You will only be able to view the details of your most recent submission in the Sidebar, but your professor will be able to see all of your submissions, most recent first.

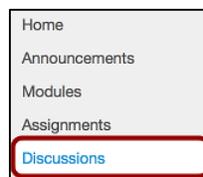


Discussions

Your professor may use the **Discussions** feature in Canvas where students contribute to a variety of topics. Your professor will determine whether or not discussions are graded.

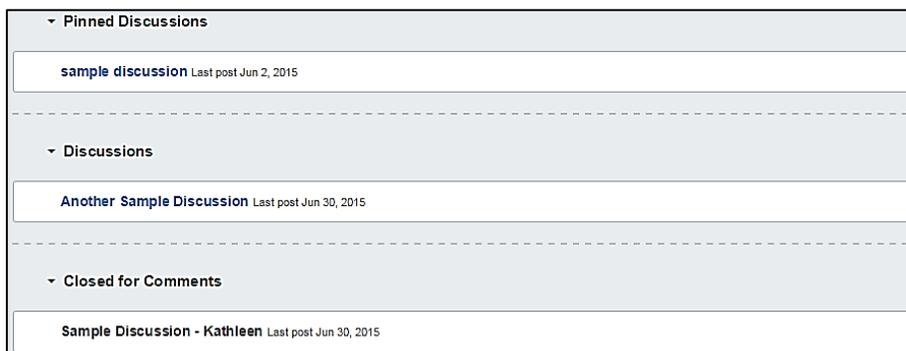
Click on **Discussions** in the Course Navigation.

Note: Your discussions may be located in the **Modules** or other links in the course.

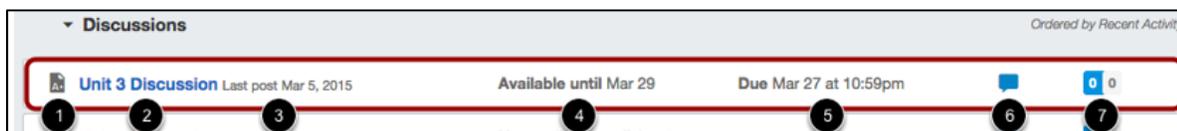


The Discussions Index Page is organized into three main sections:

1. *Pinned Discussions*: These are discussions that your professor wants you to pay specific attention to and will appear at the top of the Discussions page.
2. *Discussions*: ordered by most recent activity.
3. *Closed for Comments*: These discussions are no longer available for posts.



Each discussion displays whether or not it is a graded discussion [1], the name of the discussion [2], the date of the last discussion post [3], any availability dates for the discussion [4], the due date (if any) [5], whether or not you are subscribed to the discussion [6], and the number of unread/total posts in the discussion [7].

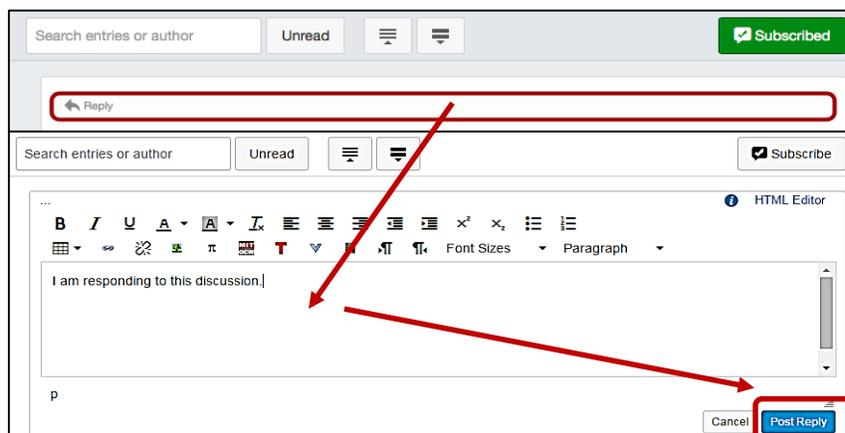


To reply to a discussion, click on the Discussion title.



When you click on the **Reply** box, it will open to the *Rich Content Editor*, where you can type or copy and paste text, and post your reply.

Note: You can add links, media, and limited formatting in the *Rich Content Editor*. Go to <https://community.canvaslms.com/videos/1073> to view a tutorial video.



You can also search through discussions by filtering. There are several ways to filter Discussions:

1. Search by using the title, body, or author fields.
2. View only unread discussions by clicking on the *Unread* button.
3. View graded discussions by clicking on the *Assignments* button.
4. Start a new discussion by clicking on the *Add Discussion* button. (Note: Some professors may choose to disable this option.)
5. Change the discussions settings by clicking on the **Settings** icon. (Note: Some professors may choose to disable this option.)



Group Assignments and Discussions

A group *assignment* is a way for professors to allow students to work together on an assignment and/or discussions and submit as a group. All members of the group have access to the assignment, but only one group member needs to submit the assignment on behalf of the group.

When you post replies in a group *discussion*, only members of your group and the professor will have access to view them.

Peer Reviews for Assignments and Discussions

Your professor may require you to submit a peer review of another student's assignment or discussion. To complete the assignment, you must review another student's submission and add a comment in the comment sidebar.

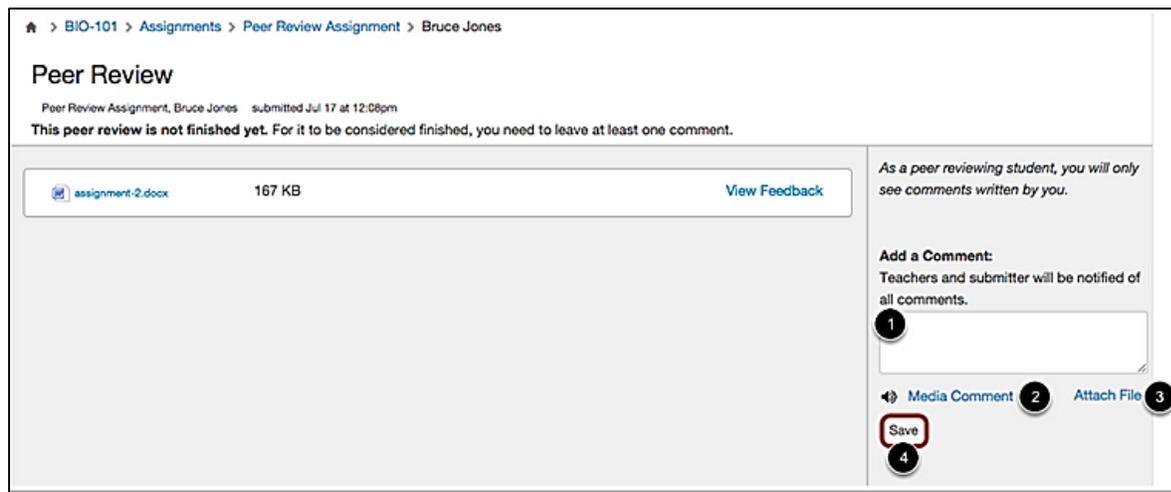


When you open a **Peer Review assignment**, you will see a list of peer reviews assigned to you. Click on the name of the peer whose work you will be reviewing.

When you open a **Peer Review discussion**, click on the **Review Now** link to make your comments.



Type a comment in the comment field [1], leave a media comment [2], or attach a file [3]. Click on the **Save** button [4].



You may also be required to assign points to the assignment or discussion with a rubric attached by the professor.

Collaborations

The Collaborations feature allows students to work collaboratively using Google Docs in real time.

Note: You are required to register your Massasoit Google Drive in Canvas in order to use this feature. (See **User Settings** section on page 3.)

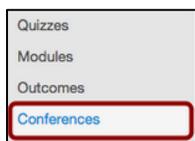


Click on the **Collaborations** link in the Course Navigation to use this feature.

For more information about Collaborations, view a tutorial video at <https://community.canvaslms.com/videos/1126>.

Conferences

The Conference feature uses a program called *Big Blue Button* and allows the class to meet in real time, using their webcams or microphones. In these types of sessions, the professor may lead a class lecture or discussion.



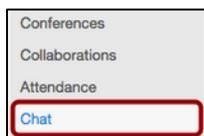
Click on the **Conferences** link in the Course Navigation and then select the conference in which you are participating. Conferences will be listed as *New* and *Concluded*.

For more information about conferences, go to <https://community.canvaslms.com/docs/DOC-1830>.

Chat

Chat is a text-based communication tool that allows students and professors to interact in real time, all in one place. Chat can be used to give students an opportunity to attend virtual office hours, and have group discussions or student sessions.

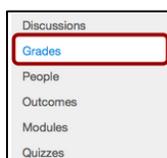
Note: Chat comments cannot be deleted.



Click on the **Chat** link in the Course Navigation. You will be directed to a Chat room, where you can add text at the bottom of the screen.

For more information about chat, watch a video at <https://community.canvaslms.com/videos/1125>.

Viewing Grades and Feedback from Your Professor



You can view your grades by clicking on the **Grades** link in the left navigation menu in your course.

You will be directed to a listing of your graded quizzes, assignments, and discussions. You can click on any of the boxes to the right of the grades to view comments, rubrics (assignment criteria), or Turnitin results.

Name	Due	Score	Out of
Assignment #1 - Section 1 - Analyzing Data Using Excel	Sep 28, 2014 by 11:59pm		50
Assignment #2 - Section 1 - Analyzing Data Using Excel		47	50
Ed Puzzle		-	0
Section 1 Quiz		100	100
TURNITIN LTI 03-03-15		-	100
Turnitin Assignments		N/A%	0% of Final
Midterm		94%	20% of Final
Final		N/A%	25% of Final
Quizzes		N/A%	25% of Final
Quizzes		100%	15% of Final
Total		96.57%	

View Assignment Details

Assignment	Due	Score	Out of	Feedback
Unit 1 Quiz	Feb 17 by 11:59pm	10	10	
Unit 2 Discussion	Mar 3 by 11:59pm		15	
Unit 3 Assignment	Mar 7 by 11:59pm	18	20	

You can also view feedback from your professor through the **View Feedback** button.

Click on the title of an assignment.

Click on the **View Feedback** button.

View the annotated comments from your professor [1]. To reply to a comment, hover over the comment and click on the Reply button [2]. You can also make your own annotations on your assignment.

You can also access your feedback on the front page of your course in the **Recent Feedback** section located on the right sidebar.

Recent Feedback

- Week 1 Assignment**
80 out of 100
- Week 1 Assignment B**
100 out of 100 - "Per our discussion on 7/15, I a..."
- Week 1 Discussion**
75 out of 100 - "Ok, but you did not explain wh..."
- Week 2 Quiz**
75 out of 100

[2 more in the past two weeks ...](#)