CANVAS QUICK HELP GUIDE

Lake Michigan College
CANVAS VIDEO GUIDES FOR STUDENTS

- Canvas Student Guides link – A resource guide to Canvas questions
HOW DO I SIGN UP FOR A CANVAS ACCOUNT AS A STUDENT?

- Enroll in an online course.
- Receive an email that contains LMC’s Canvas link, your email address, and username.
- Click the **Get Started** button in the email that takes you to LMC’s Canvas site.
- Log in where you will login with your LMC credentials. Click the **Accept** button.

You have been invited to join US History, US History 101 as a student
HOW DO I ACCESS LMC’S CANVAS SITE?

- Go to Lake Michigan College Homepage
- Click myLMC at the top of the page and
- Click the Canvas logo.
HOW DO I LOG IN TO CANVAS?

- Use your LMC account to log in to LMC’s Canvas site
  - If you are unable to log in to Canvas and need help, please contact Mr. Mark Kelly at the TLC (Ph. No: 269-927-6118).
- The Canvas login page opens. Type in your username and password provided to you by LMC.
HOW DO I SET MY PROFILE AND USER SETTINGS?

- Click on Account and then Notifications.
- Select the Check mark icon to be notified immediately of any change for the activity.
- Select the Clock icon to be notified daily of any change for the activity.
- Select the Calendar icon to be notified weekly of any change for the activity.
- Select the Remove icon to remove the notification preference.
The Dashboard course view includes a course card for each course. Each card has tabs for student course activity: Announcements, Assignments, Discussions etc.

The Dashboard includes a sidebar, which show upcoming events in your courses.

The Global Navigation Menu on the side provides quick links to all main Canvas content areas.

Click on Courses or Dashboard to access all courses.
VIEW COURSE HOME PAGE

- Clicking a Course card from the Dashboard opens the Course Home page.
- The Course Home Page includes Course Navigation, the content area/Homepage, and the sidebar.
VIEW COURSE NAVIGATION

▶ Course Navigation includes links to get to specific locations within the course.

▶ The availability of these links depends on how your instructor has designed the course.

▶ The Modules page will also have access to specific locations within the course.
WHAT ARE CONVERSATIONS?

- Conversations are messages sent to your Inbox.
- In Global Navigation, click the **Inbox** link.
- The number in the **Inbox** link is the unread Conversations messages in your Inbox.
- The number disappears after reading the messages.
The Conversation Inbox is organized chronologically from newest to oldest.

Select a message from the side-bar to read the whole message.
CONVERSATION INBOX AND COMPOSING MESSAGES

- To start a new message, click the Compose icon.
- In the Courses drop-down menu, select the course.
- To add recipient in the To field search for the recipient name in the Course Roster.
- In the subject line field, enter a subject line for your message.
- In the message field type your message.
- When you are finished, click the Send button.
HOW CAN I REPLY TO A MESSAGE?

- In Global Navigation, click the **Inbox** link.
- Click the Conversation you want to respond to.
- Click the **Reply** icon in the toolbar.
- Type your reply in the message field.
- When you are ready, click the **Send** button.
In Course Navigation, click the **Assignments** link.

If **Assignments** link is unavailable, access it from the dashboard, the Syllabus, Calendar, Modules, or the To Do sidebar list.

Click the name of the assignment.

The assignment details and instructions page opens. The details would include due date and maximum points.

Work on the assignment as instructed and save the file.

Click the **Choose File** button. Browse for your file and select it.

Click **Submit Assignment** button to submit your work.

OR type in the text box and click **Submit Assignment**.
HOW DO I VIEW MY GRADES IN A COURSE?

- In Global Navigation, click the Courses link, then click the name of the course.
- In Course Navigation, click the Grades link.
Grades are arranged by assignment due date.

Each row consists of the name of the assignment, the assignment due date, the score earned, and the total point value of the assignment.
VIEW COMMENTS

- Click the comment icon.
- Comments are organized chronologically.
- To close comments, click the **close** link.
The sidebar shows the information about how your grades are calculated.

If your assignment groups are weighted, the sidebar will show the breakdown of weighted assignment groups.
HOW DO I USE THE CALENDAR?

- The Calendar show all student activities for all courses in one place.
- Calendar events can be seen by day, week, month, or agenda list.
- The Calendar displays all events since you enrolled.
- By default, the calendar appears in Month view.
- The sidebar shows a quick-view calendar with the list of courses and groups.
- Each item on the calendar is color-coded to match the courses or calendars in the sidebar.
Assignments are shown with an icon next to the assignment title.

The icon reflects the assignment type: Discussion [1], Assignment [2], Quiz [3], or Events [4].
HOW DO I REPLY TO A DISCUSSION AS A STUDENT?

- In Course Navigation, click the **Discussions** link.
- Click the title of the Discussion.
- Click the **Reply** button.
- Write your response in the space provided. Add links, attach files, photos, or media.
- Once done, click the **Post Reply** button.
HOW DO I REPLY TO A COMMENT IN A DISCUSSION THREAD

- Read the comment posted.
- Click the **reply button** below the post.
- Write your response in the space provided.
- Once done, click the **Post Reply** button.
HOW DO I VIEW QUIZZES AS A STUDENT?

- Not all instructors have quizzes in their courses.
- Click the Quizzes link in Course Navigation.
- If the Quizzes link is not available, go to the Modules page to access the Quiz.
- Click the Quiz link.
- The Quiz page opens. Click the Take the Quiz button.
TAKING QUIZ AS A STUDENT

- Complete the quiz per your instructor's instructions.
- Quizzes can either have all the questions on one page or have one question per page.
- There can be different types of questions, true-false, multiple choice, fill in the blanks, short answer etc.
- Questions answered will have a checkmark icon.
- Timed quizzes will show the running time and counts down until time expires.
HOW DO I SUBMIT A QUIZ?

- Answer all the questions and then click the Submit Quiz button.
FOR FURTHER HELP, CONTACT

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