

# CANVAS QUICK HELP GUIDE



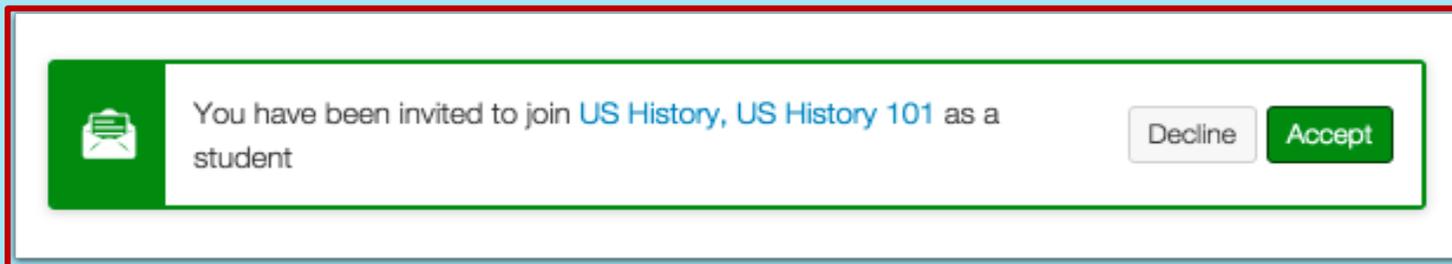
Lake Michigan College

# CANVAS VIDEO GUIDES FOR STUDENTS

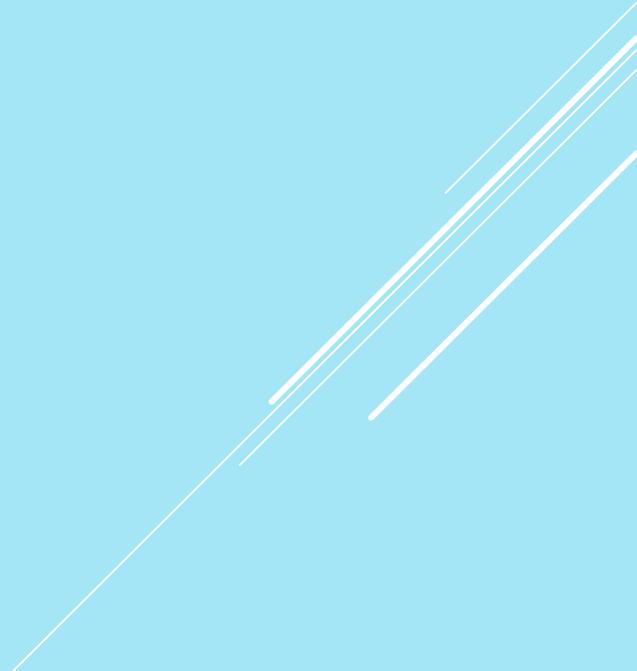
- ▶ [Canvas Student Guides link](#) – A resource guide to Canvas questions

# 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.



# HOW DO I ACCESS LMC'S CANVAS SITE?

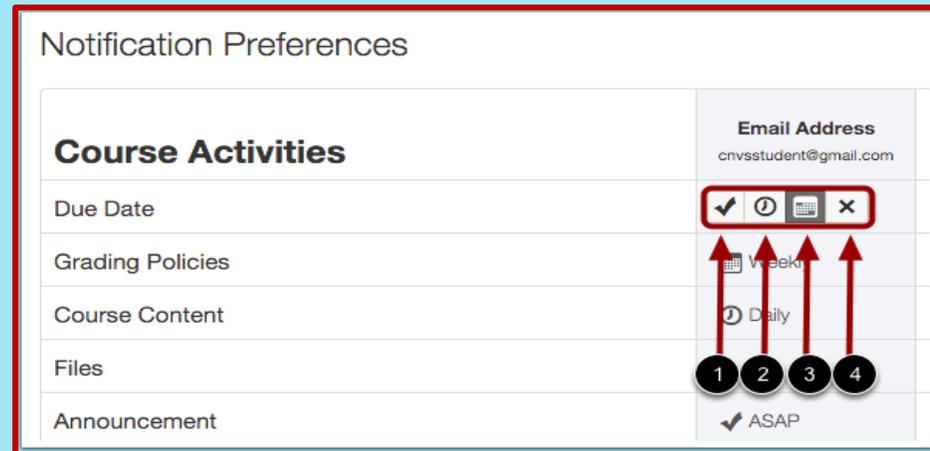
- ▶ Go to [Lake Michigan College Homepage](#)
  - ▶ Click myLMC at the top of the page and
  - ▶ Click the Canvas logo.
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against a light blue background.

# 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.

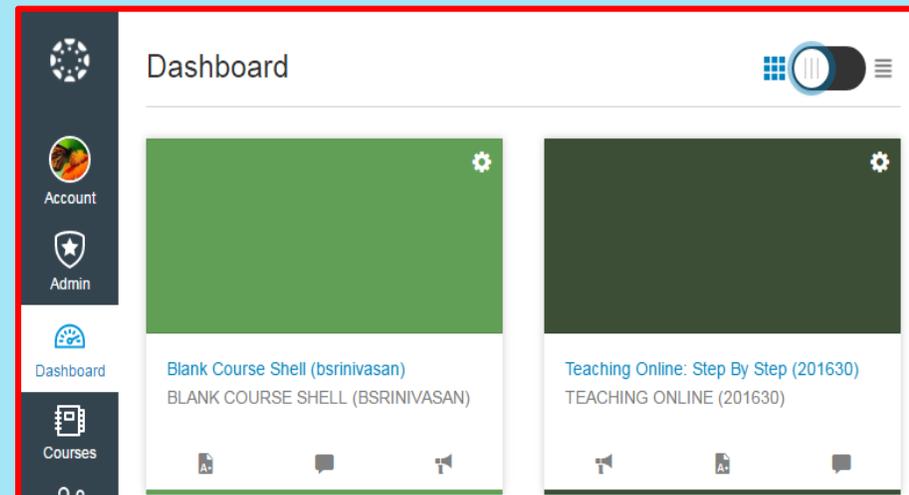
# HOW DO I SET MY PROFILE AND USER SETTINGS?

- ▶ 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



# VIEW DASHBOARD

- ▶ 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

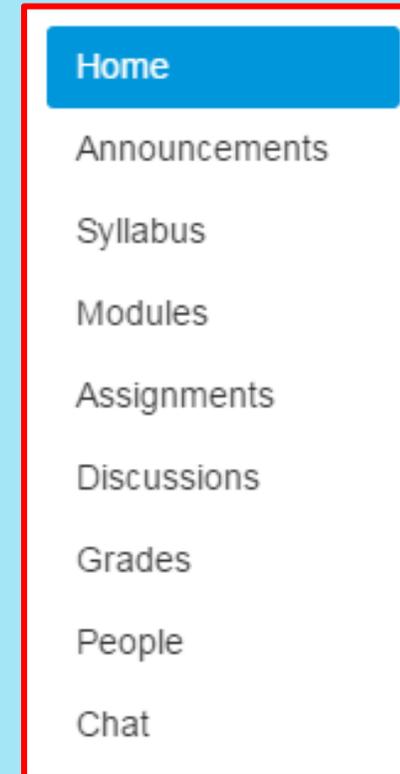
- ▶ Clicking a Course card from the Dashboard opens the Course Home page.
- ▶ The Course Home Page includes Course Navigation, the content area/Homepage, and the sidebar.

The screenshot displays a course home page interface. On the left is a sidebar with a navigation menu. The main content area is divided into sections for 'Introduction', 'Unit 1: Pre-Colonial to 1789', 'Overview', and 'Content'. On the right is a sidebar with a 'To Do' list, 'Course Groups', 'Coming Up', and 'Recent Feedback' sections. Three numbered callouts are present: '1' points to the 'Assignments' link in the sidebar; '2' points to the 'Unit 1: Pre-Colonial to 1789' header; and '3' points to the 'Turn in Unit 2 Assignment' item in the 'To Do' list.

Section	Item	Status
Content	Pre-Colonial Era	Viewed ✓
	Colonial Period	Viewed ✓
	Formation of the United States	Viewed ✓

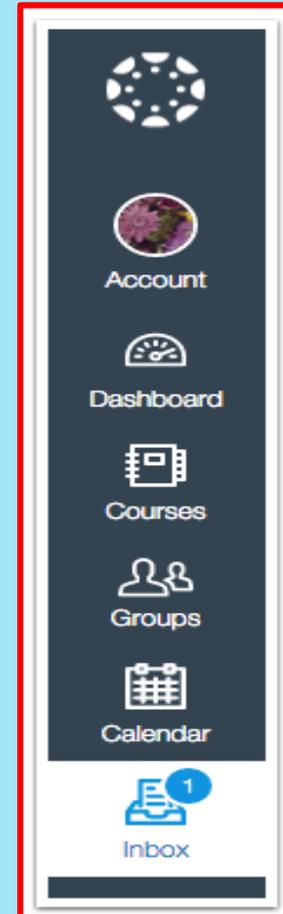
# VIEW COURSE NAVIGATION

- ▶ 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.



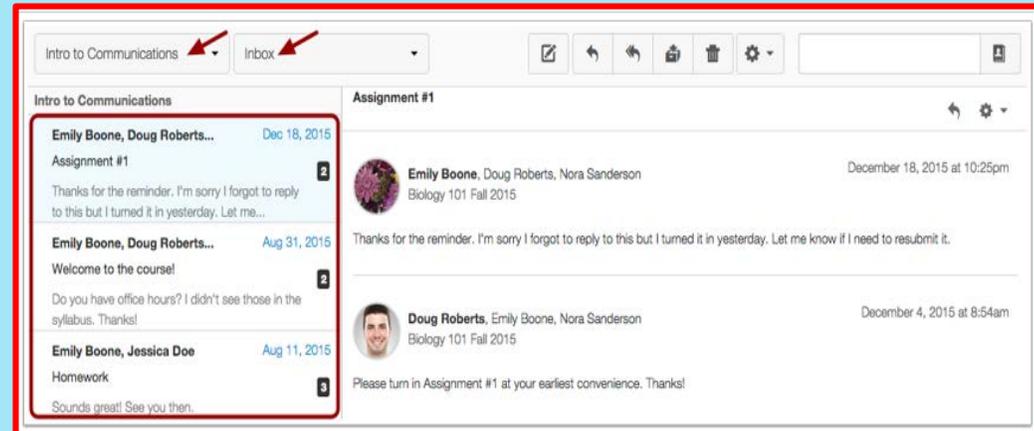
# WHAT ARE CONVERSATIONS?

- ▶ 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.



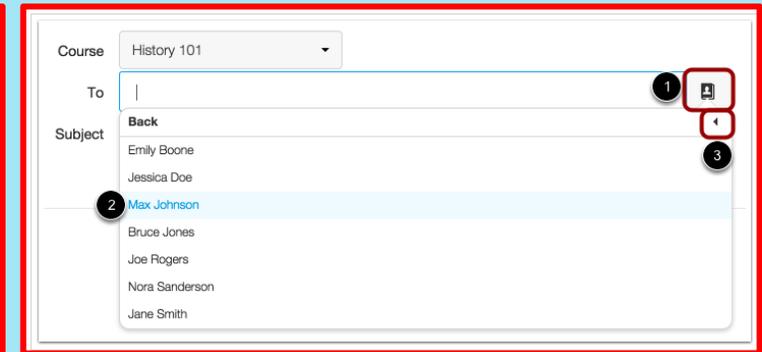
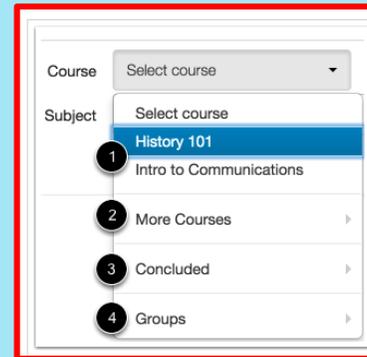
# CONVERSATION INBOX

- ▶ The Conversation Inbox is organized chronologically from newest to oldest.
- ▶ Select a message from the side-bar to read the whole message.



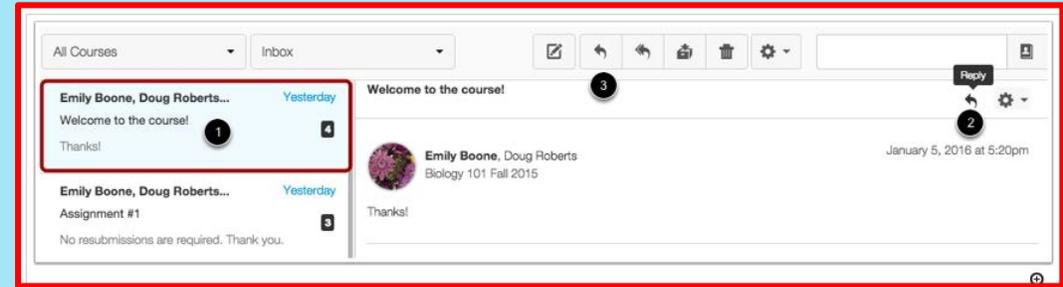
# CONVERSATION INBOX AND COMPOSING MESSAGES

- ▶ 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.



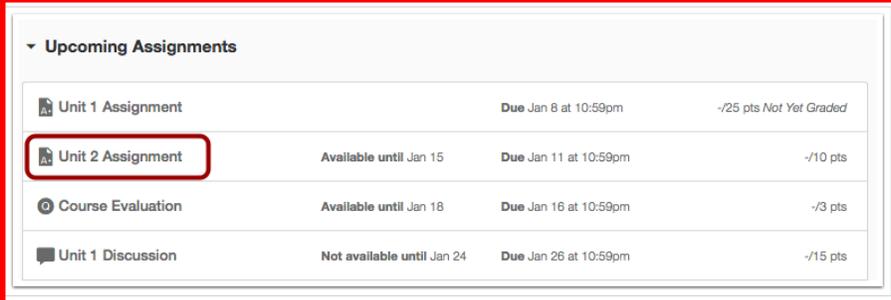
# HOW CAN I REPLY TO A MESSAGE?

- ▶ 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.



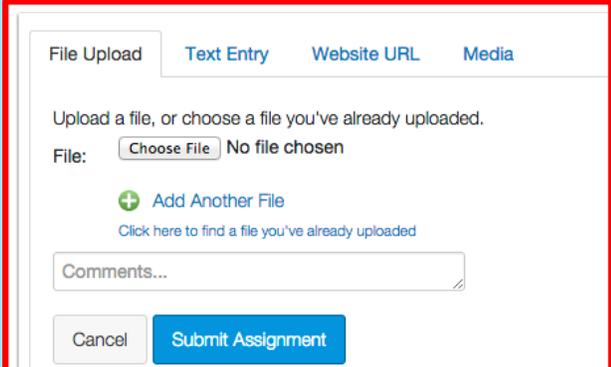
# HOW DO I SUBMIT AN ONLINE ASSIGNMENT?

- ▶ 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**.



The screenshot shows a table titled "Upcoming Assignments" with four rows. The second row, "Unit 2 Assignment", is highlighted with a red box. The table columns are: Assignment Name, Available until, Due date, and Points.

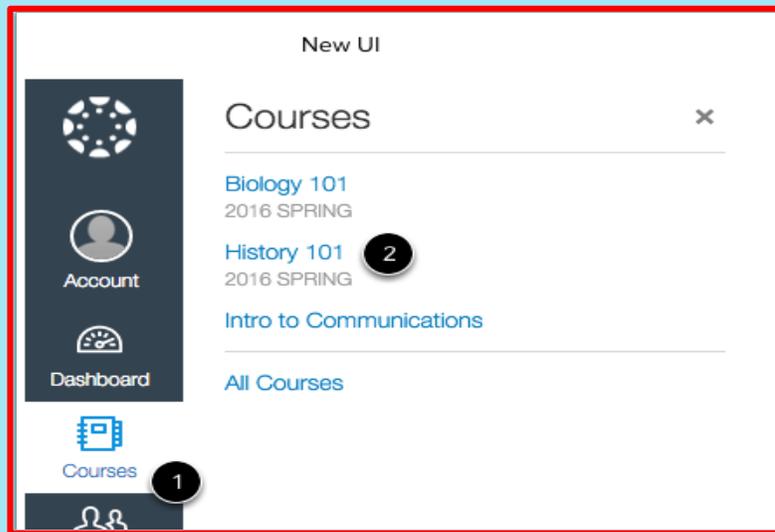
Upcoming Assignments			
Unit 1 Assignment		Due Jan 8 at 10:59pm	-/25 pts Not Yet Graded
Unit 2 Assignment	Available until Jan 15	Due Jan 11 at 10:59pm	-/10 pts
Course Evaluation	Available until Jan 18	Due Jan 16 at 10:59pm	-/3 pts
Unit 1 Discussion	Not available until Jan 24	Due Jan 26 at 10:59pm	-/15 pts



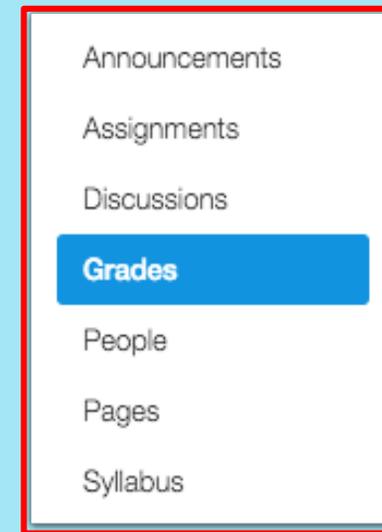
The screenshot shows the submission interface for an assignment. It has four tabs: "File Upload" (selected), "Text Entry", "Website URL", and "Media". The main area says "Upload a file, or choose a file you've already uploaded." Below this, there is a "File:" label, a "Choose File" button, and the text "No file chosen". There is also a green plus icon and a link "Add Another File" with the subtext "Click here to find a file you've already uploaded". At the bottom, there is a "Comments..." text box and two buttons: "Cancel" and "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.



# VIEW GRADES

- ▶ 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.

For the course, **History 101**

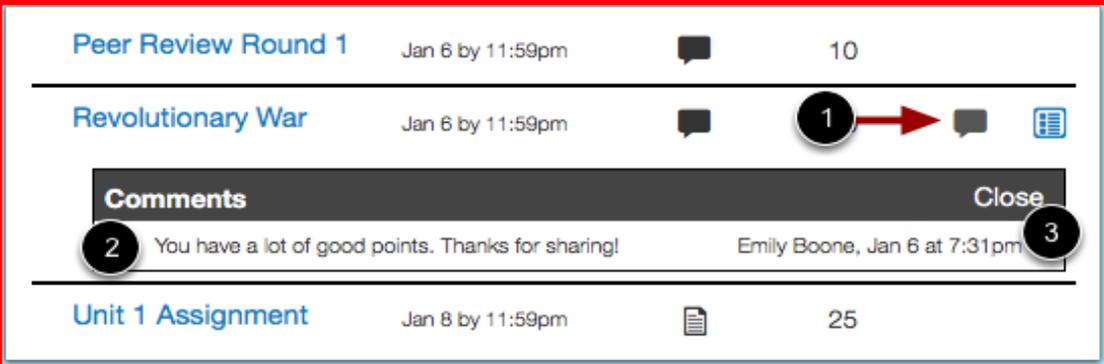
<b>1</b> Name	<b>2</b> Due	<b>3</b> Score	<b>4</b> Out of	<b>5</b>
Information Survey	Jan 4 by 10:59pm	5	5	
Pre-Test	Jan 4 by 10:59pm	-	5	
Expectations	Jan 5 by 10:59pm	13	15	
Peer Review Round 1	Jan 6 by 10:59pm		10	
Revolutionary War	Jan 6 by 10:59pm		10	
Unit 1 Assignment	Jan 8 by 10:59pm		25	
Unit 2 Assignment	Jan 11 by 10:59pm	-	10	
Course Evaluation	Jan 16 by 10:59pm	-	3	
Unit 1 Discussion	Jan 26 by 10:59pm	-	15	
Unit 1 Quiz	Jan 27 by 10:59pm	<input type="text" value="0"/>	10	
Video Assignment	Jan 28 by 10:59pm	-	15	
<b>Assignments</b>		<b>90%</b>	25% of Final	
<b>Discussions</b>		<b>N/A%</b>	20% of Final	
<b>Quizzes</b>		<b>N/A%</b>	50% of Final	
<b>Total</b>		<b>90%</b>		

Group	Weight
Assignments	25%
Discussions	20%
Quizzes	50%
<b>Total</b>	<b>95%</b>

Calculate based only on graded assignments  
Click any score and enter a new value to see how the change will affect your total.

# VIEW COMMENTS

- ▶ Click the comment icon.
- ▶ Comments are organized chronologically.
- ▶ To close comments, click the **close** link.



The screenshot displays a list of items in a learning management system. The items are:

- Peer Review Round 1**: Jan 6 by 11:59pm, 10 comments.
- Revolutionary War**: Jan 6 by 11:59pm, 1 comment. This item has a comment section open, showing a comment from Emily Boone dated Jan 6 at 7:31pm. The comment section has a 'Close' link.
- Unit 1 Assignment**: Jan 8 by 11:59pm, 25 comments.

Numbered callouts in the image indicate the following steps:

- 1: Click the comment icon for the 'Revolutionary War' item.
- 2: Click the comment text 'You have a lot of good points. Thanks for sharing!'.
- 3: Click the 'Close' link in the comment section.

# VIEW GRADE CALCULATIONS

- ▶ 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.

The screenshot displays a grade calculation interface. On the left, a table lists various assignments with their due dates, current scores, and maximum possible scores. On the right, a sidebar provides a summary of the total grade and a breakdown of weighted assignment groups.

Assignment	Due Date	Current Score	Max Score
Information Survey	Jan 4 by 11:59pm	5	5
Pre-Test	Jan 4 by 11:59pm	-	5
Expectations	Jan 5 by 11:59pm	14	15
Peer Review Round 1	Jan 6 by 11:59pm		10
Revolutionary War	Jan 6 by 11:59pm	10	10
Unit 1 Assignment	Jan 8 by 11:59pm		25
Unit 2 Assignment	Jan 11 by 11:59pm	-	10
Course Evaluation	Jan 16 by 11:59pm	-	3
Unit 1 Discussion	Jan 26 by 11:59pm	-	15
Unit 1 Quiz	Jan 27 by 11:59pm	10	10
Video Assignment	Jan 28 by 11:59pm	29 / 30	15

**Assignments** 96.67% 25% of Final  
**Discussions** N/A% 20% of Final  
**Quizzes** 100% 50% of Final  
**Total** 98.89%

Total: 98.89% (4.0)  
Show All Details

Assignments are weighted by group: 1

Group	Weight
Assignments	25%
Discussions	20%
Quizzes	50%
<b>Total</b>	<b>95%</b>

Calculate based only on graded assignments

Click any score and enter a new value to see how the change will affect your total.

# 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.

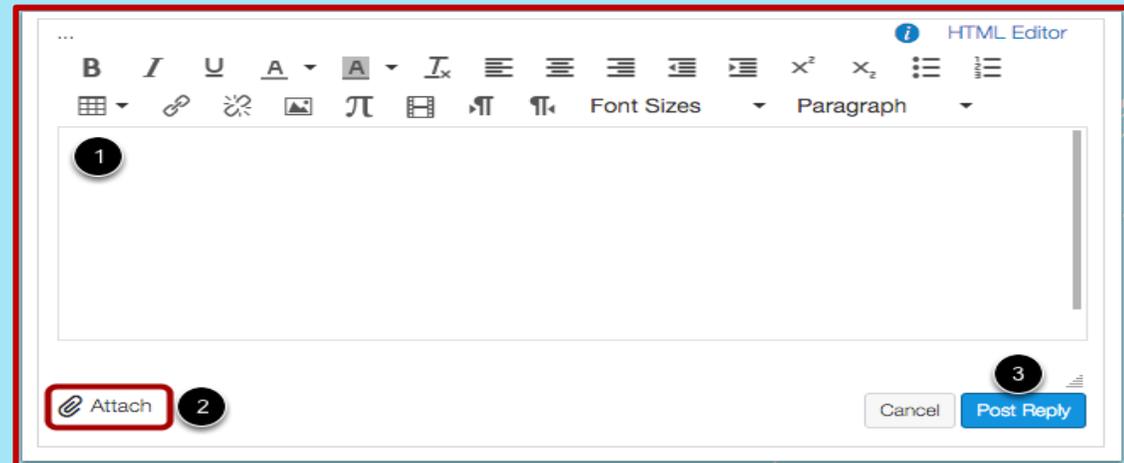
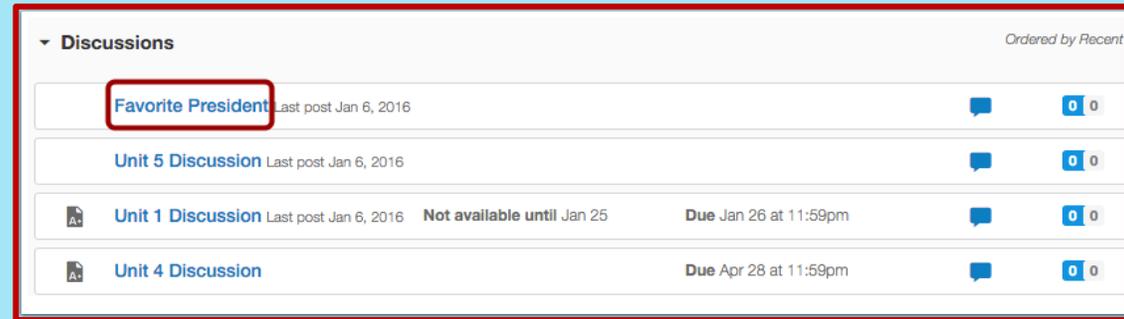
# VIEW DUE DATES

- ▶ 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].

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3 Quiz-A	4 Group Projec	5 3	6 Quiz 4	7
8	9 Assignment-2	10 1	11 10:59p Photo	12	13 MetalBlast As	14
15	16 2	17 Peer Review .	18 Biology Histo	19 4	20 4p Study Gro	21
22	23 Research Ass	24	25	26	27 10:59p Quiz-B	28

# 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.



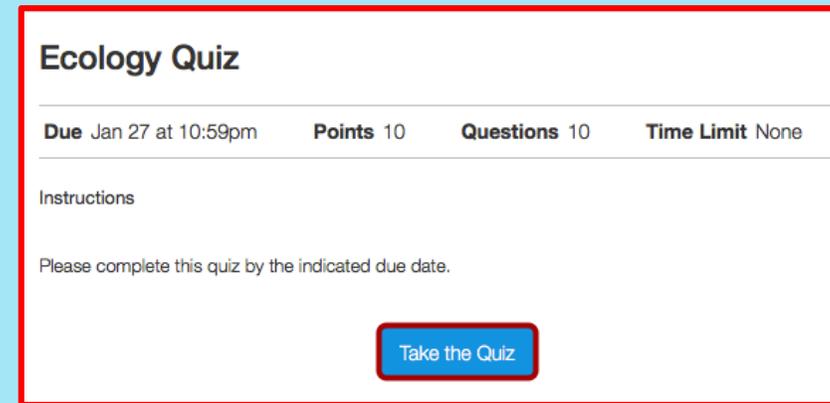
# HOW DO I REPLY TO A COMMENT IN A DISCUSSION THREAD

- ▶ 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.

A screenshot of a quiz page titled "Ecology Quiz". The page has a white background with a red border. At the top, the title "Ecology Quiz" is displayed. Below the title, there is a table with four columns: "Due", "Points", "Questions", and "Time Limit". The "Due" column shows "Jan 27 at 10:59pm", "Points" shows "10", "Questions" shows "10", and "Time Limit" shows "None". Below the table, the word "Instructions" is followed by the text "Please complete this quiz by the indicated due date." At the bottom center, there is a blue button with the text "Take the Quiz".

Due	Points	Questions	Time Limit
Jan 27 at 10:59pm	10	10	None

Instructions

Please complete this quiz by the indicated due date.

[Take the Quiz](#)

# 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.

The screenshot shows a quiz interface with the following elements:

- Ecology Quiz** (Title)
- Started: Jan 5 at 5:32pm
- Quiz Instructions**
- Please complete this quiz by the indicated due date.
- Questions** (List of 10 questions, all marked with checkmarks)
- Time Elapsed: [Hide](#)
- Attempt due: Apr 30 at 12am
- 6 Minutes, 6 Seconds
- Question 1** (1 pts)
- Many animals have the ability to maintain a relatively constant level of chemicals in their body fluids. This property is referred to as
- communication
- homeostasis
- evolution
- metabolism
- Question 2** (1 pts)

# HOW DO I SUBMIT A QUIZ?

- ▶ Answer all the questions and then click the **Submit Quiz** button.

A screenshot of a quiz submission interface. It features a white rectangular area with a thin grey border. On the right side of this area, the text "Quiz saved at 5:42pm" is displayed in a small, grey font. To the right of this text is a rounded rectangular button with a dark red border and the text "Submit Quiz" in a dark red font. The entire interface is highlighted by a thick red border.

Quiz saved at 5:42pm

Submit Quiz

# FOR FURTHER HELP, CONTACT

Dr. Sribhagyam Srinivasan  
TLC, Ph: 269-926-4296  
[bsrinivasan@lakemichigancollege.edu](mailto:bsrinivasan@lakemichigancollege.edu)

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