Getting Started with Canvas for Students

1 — Accessing Your Canvas Courses

➢ From **Current Students** page of **uncfsu.edu,** click **Canvas Login** or **FSU Engage.** Enter your **network username** & **password.**
➢ In Global Navigation, click **Courses**, then **All Courses**.
➢ To open, click the **name** of the course.
➢ Click the **Star** on the left of the course name to **favorite** your course & have it appear on your Dashboard.

2 — Modifying Your Canvas Settings & Profile

➢ In **Global Navigation**, click **Account**, then **Settings**.
➢ Click the icon to the left of your name to add a **Profile Image** that represents you.
➢ Click **Update Settings** to save your changes.

3 — Customizing Notifications

➢ In **Global Navigation**, click **Account**, then **Settings**.
➢ Under **Ways to Contact** on the right, add an SMS Text number & **Register** as directed.
➢ Click **Notifications** on the left. Review each item & select how & where you want to be notified.***Notification preferences apply to all of your courses.

6 — Engaging in Discussions

➢ Locate the **Discussion** in the **Modules** then click the **name** of the Discussion to open.
➢ Click **Reply,** write or upload your response, then
➢ click **Post Reply.**

5 — Viewing Announcements

➢ In **Course Navigation**, click **Announcements**.
➢ To view, click the **name** of the announcement. New announcements appear first & older ones towards the bottom.

4 — Using the Canvas Calendar

➢ The Calendar is a great tool to view everything you have to do for your courses in one place. It displays everything for all courses you're enrolled in.
➢ In **Global Navigation**, click **Calendar.**

7 — Submitting Assignments

➢ Locate the **Assignment** in the **Modules,** then click the **name** to open.
➢ Click **Start Assignment** & complete it following the instructions.
➢ Click **Submit Assignment** when ready.

8 — Submitting Quizzes

Locate the **Quiz** in the **Modules,** then click the name to open.
Click **Take the Quiz** to begin & follow the instructions.
Canvas will save the Quiz as you go. When finished, click **Submit Your Quiz.**

9 — Checking Grades

➢ In Course Navigation, click **Grades.**

10 — Getting Help with Canvas

➢ In **Global Navigation**, click **Help.**
➢ **Report a Problem**-submit Canvas problems to our Support Team.
➢ **Ask Your Instructor a Question**-send a message from inside Canvas.
➢ **Search Canvas Guides**-guides & video tutorials about the using Canvas features & tools.
➢ **Submit a Feature Idea**-share ideas about how to improve Canvas.