





# CCPS CANVAS

QUICK START GUIDE FOR STUDENTS



## HOW TO LOGIN TO CANVAS

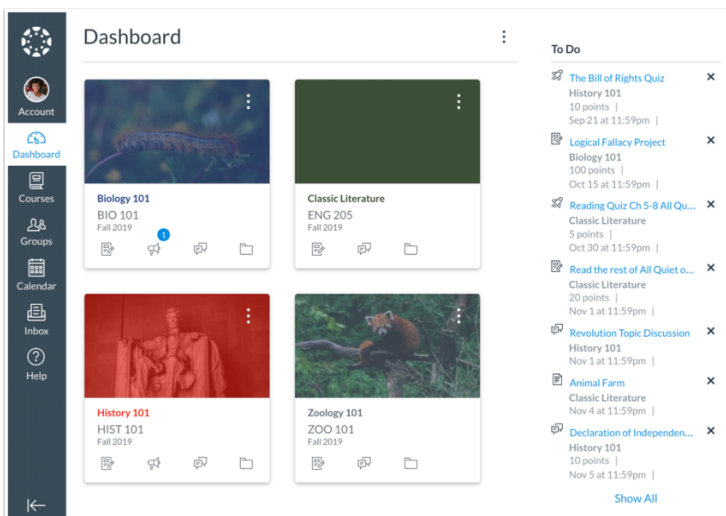
### CANVAS CAN BE ACCESSED SEVERAL WAYS:

1. **Recommended log in for CCPS Devices:** Click Google Chrome  , Open the More Options icon  located in the top right-hand-corner, Scroll to the bottom, Open the Canvas icon  , when prompted, select student's gmail and enter password, if required, to log in.
2. **Recommended log in for CCPS iPads:** Click to open Canvas mobile app for Students  , when prompted, select student's gmail and enter password, if required, to log in.
3. **Direct Link:** <https://covington.instructure.com>, when prompted, log in to student's gmail.
4. **Canvas mobile app for Students** download the app for free on Android and IOS devices, like personal cell phones and ipads.

\*Note: It is recommended that users avoid accessing Canvas through Google Search or any other search engine. There are other schools using their own version of Canvas and this may direct users to the wrong site.

## OVERVIEW OF THE CANVAS DASHBOARD

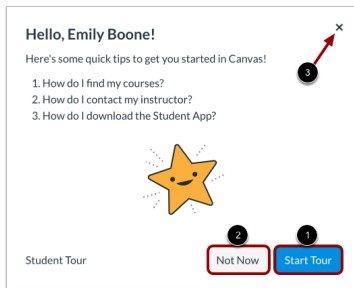
Once logged in to Canvas, you will be in an area called **DASHBOARD**. From the Dashboard, you can:



- Access any class you are enrolled in.
- View notifications for upcoming assignments in the to-do list.
- Access items in the Global Navigation Menu, including:
  - +Account - adjust personal settings
  - +Courses - view current courses
  - +Calendar - calendar for your course
  - +Inbox - communicate with teacher
  - +Studio - upload & store video files
  - +Help - view options for help

## OVERVIEW OF WELCOME TOUR

Canvas provides a **WELCOME TOUR** which provides quick tips to getting started with a Canvas course. The Canvas Welcome Tour shows you how to find your course, contact your instructor, download the Canvas student app, and get help with Canvas. This tour will appear automatically the first time you open your course.



To start the Canvas Welcome Tour, click the **START TOUR** button. (Recommended)

To dismiss the Canvas Welcome Tour, click the **NOT NOW** button.

If you previously dismissed the Canvas Welcome Tour, you can re-open the tour by clicking the **HELP** link in Global Navigation and clicking the **SHOW WELCOME TOUR** link.

## OVERVIEW OF A CANVAS COURSE SITE

Although there is some variation between courses, the images below are representative of the layouts of typical course sites in Canvas. Areas of the **COURSE HOMEPAGE** include:

- **Tools Menu** found on the left-hand-side of the page. Tools will vary depending on the teacher and course. Some tool items may be hidden from student view or relocated within the homepage.
- **Welcome Message, Course Links, Modules, and/or Buttons** to course material can be found in the center of the page.
- **Course Notifications**, like the Calendar, To-Do List, and/or Recent Feedback, can be found on the right-hand-side of the page. If not visible, students will have the option to view the course stream and course calendar by clicking the link in the top right corner.

### HIGH SCHOOL EXAMPLE 1 MODULE HOMEPAGE

### HIGH SCHOOL EXAMPLE 2 SYLLABUS HOMEPAGE

## ELEMENTARY / MIDDLE SCHOOL EXAMPLE BUTTON HOMEPAGE



Hello! This is where you will welcome your students to your page!  
If you have any questions for your teacher, use the INBOX button on the left.

<a href="#">Class Information</a>	<a href="#">Announcements</a>	<a href="#">Student Grades</a>
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<b>First 3 Days</b> Sept 9-11	<b>Week 1</b> September 14-18	<b>Week 2</b> September 21-25	<b>Week 3</b> Sept. 28 - Oct. 2	<b>Week 4</b> October 5-9
<b>Week 5</b> October 12-16	<b>Week 6</b> October 19-23	<b>Week 7</b> October 26-30	<b>Week 8</b> November 2-6	<b>Week 9</b> November 9-13

### CANVAS RESOURCES AND TECHNICAL SUPPORT

#### OVERVIEW VIDEOS (RECOMMENDED VIEWING)

- **CANVAS OVERVIEW FOR STUDENTS** (4 min 21 sec)  
<https://vimeo.com/74677642>
- **STUDENT EXPERIENCE VIDEO** (18 min 30 sec)  
<https://instructure.instructuremedia.com/embed/622f1ff9-566b-4f69-94b9-9f5b5b9824c8-184>

#### ADDITIONAL RESOURCES

- **CANVAS TUTORIAL** (Getting Started with Canvas, located on homepage of every course site)
- **CANVAS STUDENT GUIDE** <https://community.canvaslms.com/t5/Student-Guide/tkb-p/student>  
(Frequently Asked Questions - How to Guides)

#### CANVAS MOBILE APP

- The Canvas mobile app for Students is available for free on Android and iOS devices.
- **Canvas Mobile App for Students Video Tutorial**  
<https://community.canvaslms.com/t5/Video-Guide/Canvas-Student-App/ta-p/384213>

#### CANVAS & TECHNOLOGY SUPPORT FOR STUDENTS

- **Having Trouble with your CCPS issued technology?** Using their 21stcenturylearning email, Students can email the CCPS IT staff at [technologyhelpdesk@21stcenturylearning.info](mailto:technologyhelpdesk@21stcenturylearning.info).  
Hours: 8:00 am - 3:30 pm (Emails received after hours will be addressed the following morning.)
- **Having Trouble with your Coursework or Canvas?** Students can use the Inbox on the Canvas Dashboard or their gmail account to email their instructor for guidance.