Introducing HCC Students to Canvas in Five Essential Steps

Your Canvas (also known as MyHCC) courses may be simple or complex, depending on how your instructors have set them up. Here is a list of important information to help you get off to an easier start using Canvas.  Hint: Click on the links to be directed to the Canvas guide for the linked item.

1. Getting to know Canvas.
   - When you first log into Canvas, you will start off at the User Dashboard. The User Dashboard allows you to view course related activities and “To Do” lists. It also provides access to your Canvas e-mail (Conversations), profile and notification settings, courses, grades, and calendar.
   - The Global Navigation Menu is the menu next to the MyHCC logo at the top-left of any page within Canvas. It provides links to courses, grades, calendar, and Hawkmail.
   - The Course Dashboard will be the first page you land on within a Canvas course. On this page, you will find areas for items such as course content and course navigation links.
   - Canvas offers Course Navigation Indicators. This allows you to know when you have new grades posted without having to access the gradebook.
   - The Course Activity Stream allows you to view recent activities within a course. If your instructor has included it, this feature may be present on your course home page when you enter the course; otherwise, it can be accessed through the View Course Stream button in the sidebar to the right of the page.

2. How can I set up my profile and notification preferences?
   - Edit your Canvas profile – You can add a picture, change your display name, and more.
   - Edit your Canvas notification preferences - By default, all Canvas notifications are sent to your Hawkmail e-mail address (Note: The default notification setting cannot be changed or deleted.). In addition to the Hawkmail account, you can choose to receive course notifications through:
     1. An additional e-mail account,
     2. Text messages, or
     3. Social media such as Twitter and Linkedin

   In this way, you can schedule the notifications frequency that works best for you. This is done on the set up menu. You can change settings to receive notifications for different activities including Announcements, Conversations, and Discussions. Notification Preferences (Video)

3. Where do I submit my assignments? How can I see my grades?
   - In your course site, check the Modules or Pages link to find your assignments, course files, readings, etc. (Note: Depending upon your instructor’s course settings, you may also have direct access to the Assignments link in the left navigation pane.)
   - If your instructor has created assignments in Canvas, you may be able to submit them online. Open the assignment, and look for the Submit Assignment link at the top of the panel on the right side of the page.
   - You can view grades for all of your courses on the Grades link at the top of any Canvas page. There’s also a Grades link in each course site’s navigation menu.
   - You can enter What-if grades for ungraded assignments to see what the impact may be on your total course grade. Just click in the empty grade field and enter a score; it won’t save an actual assignment grade, and your instructor won’t see it.
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4. How do I Take a Quiz or Test?
   - Quizzes can be viewed in Canvas either through the Quizzes link in the Course Navigation or, if your instructor has hidden this link, through a link in a Module or on a Page.
   - To take a quiz, click on the link for the quiz that you need to take, and you will be redirected to a page that contains information for that quiz (e.g. due date, points, instructions) and a blue Take the Quiz button.
   - Once you have completed a quiz, you can submit the quiz by clicking on the Submit Quiz button.
   - If your instructor allows students to retake quizzes, when you click on a quiz link for a quiz that you have already submitted, you will see a Take the Quiz Again button.

5. How can I get help if I have questions?
   - Check out the online Canvas Student Quickstart Guide and more comprehensive Student Guide; they are always up-to-date.
   - All HCC Canvas users can get technical support 24 x 7 x 365. Click the Help link in the upper right corner of any Canvas screen. You’ll see options for online instructions, and live support via phone, Web form, and chat.

More Resources
   - Canvas Video Guides for Students
   - Canvas Text-based Guides for Students

Canvas (MyHCC) on Mobile Devices (or, Can I do my work on my phone while at the beach?)
Canvas is a very mobile friendly Learning Management System (LMS); however, if you choose to access your courses via your mobile device, there are some differences in how Canvas looks in the mobile app as compared to a desktop browser. For this reason, you will want to browse the below listed tutorials to get a feel for the differences you may find between platforms.

   - Will Canvas work on my mobile device?
   - Canvas mobile features comparison matrix
   - How do I access Canvas using a mobile browser on my Android device?
   - How do I access Canvas using a mobile browser on my iOS device?
   - How do I find my institution’s URL to access Canvas apps on my mobile device?
   - How do I view quiz results in the Canvas app on my Android tablet?
   - How do I view quiz results in the Canvas app on my iPad?
   - How do I view quiz results in the Canvas app on my Android phone?
   - How do I view quiz results in the Canvas app on my iPhone?
   - How do I take a quiz in the Canvas app on my Android tablet?
   - How do I take a quiz in the Canvas app on my iPad?
   - How do I take a quiz in the Canvas app on my Android phone?
   - How do I take a quiz in the Canvas app on my iPhone?
   - How do I submit Assignments in the Canvas app on my iPhone?
   - How do I submit Assignments in the Canvas app on my iPad?
   - How do I set my Notifications preferences in the Canvas app on my Android tablet?
   - How do I turn in Assignments in the Canvas app on my Android tablet?
   - How do I turn in Assignments in the Canvas app on my iPhone?
   - How do I get help with the Canvas app on my Android tablet?
   - How do I view the To-Do List in the Canvas app on my Android tablet?
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- How do I view the To-Do List in the Canvas app on my Android phone?
- Which Course Navigation links are currently not supported within the Canvas app on my Android tablet?
- Which Course Navigation tabs are currently not supported within the Canvas app on my iPhone?
- Which Course Navigation links are currently not supported within the Canvas app on my iPad?
- Which Course Navigation links are currently not supported within the Canvas app on my Android phone?