

Canvas by Instructure

Student User Guide



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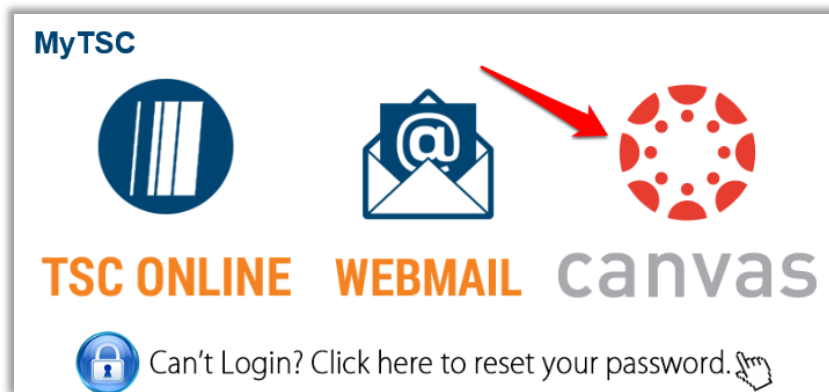
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Login to Canvas

1. Type: <http://tsc.edu/> in the address bar of your web browser to display the Texas Southmost Website. **Click** on *MyTSC*.



2. Once you click on MyTSC, you will be prompted to the page below. **Click** on the *Canvas icon*. <https://texassouthmostcollege.instructure.com/>



3. Next, you will be directed to the Texas Southmost College account login page. **Enter** your TSC *Username* and *Password*.



4. Once you are signed-in, you will be directed to the Canvas Dashboard.

Interface Canvas

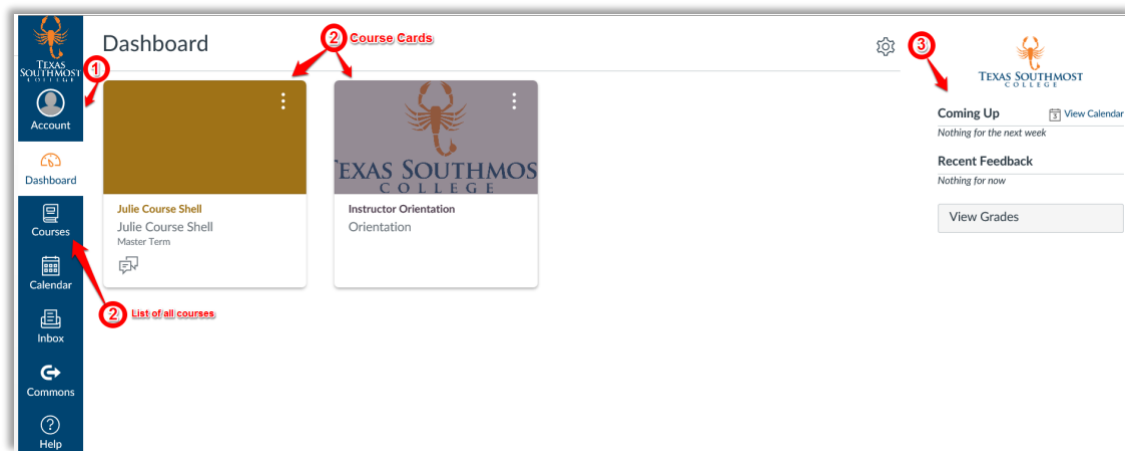
The Canvas User Interface will allow access to a variety of components.

- Dashboard
- Global Navigation
- Status Bar
- Navigation links
- Course Content
- Sidebar Navigator
- Help?
- Access to Canvas Overview Tutorials including (Canvas Guides, Canvas Community or Canvas Support).

Canvas Dashboard

Canvas Dashboard allows users to access three main components.

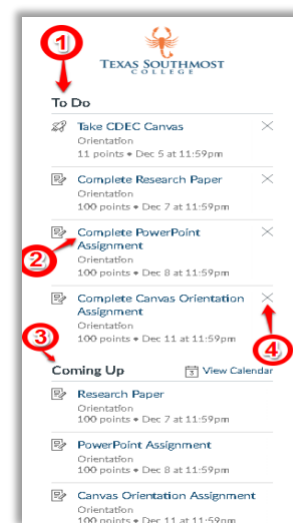
1. Global Navigation (direct access to courses and other information in Canvas)
2. Course Content (individual course cards or list of all your courses)
3. Sidebar (Coming Up Feed, To-do list, Recent Feedback and View Grades)



Sidebar

The Sidebar gives you access to different items, which include:

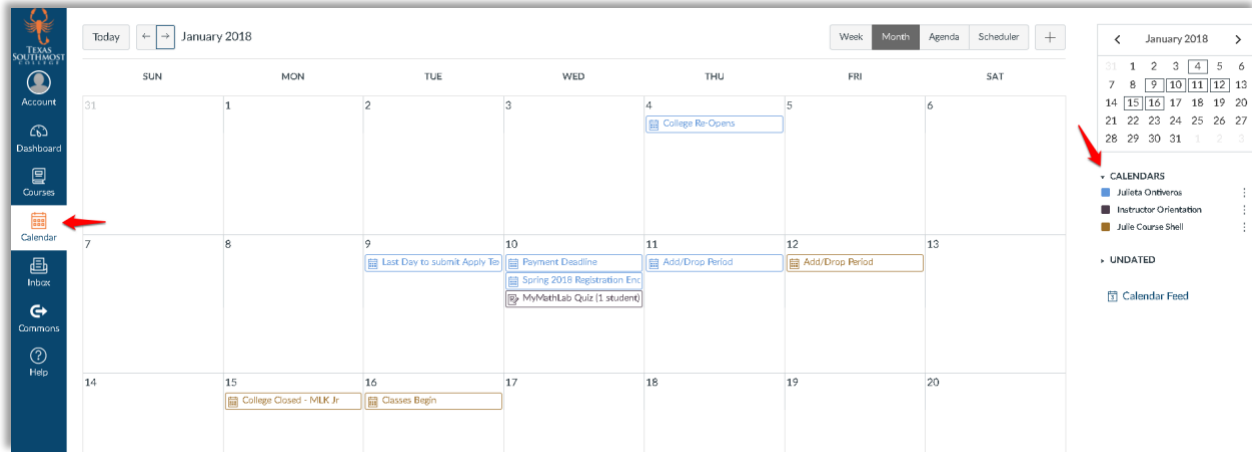
1. To Do List
2. Completed assignments
3. Upcoming assignments
4. You can also remove items from your to do list



Calendar

The Calendar allows you to keep track of assignments, upcoming events or activities in your courses. Each course will be coded with a different color. These items may be filtered by course:

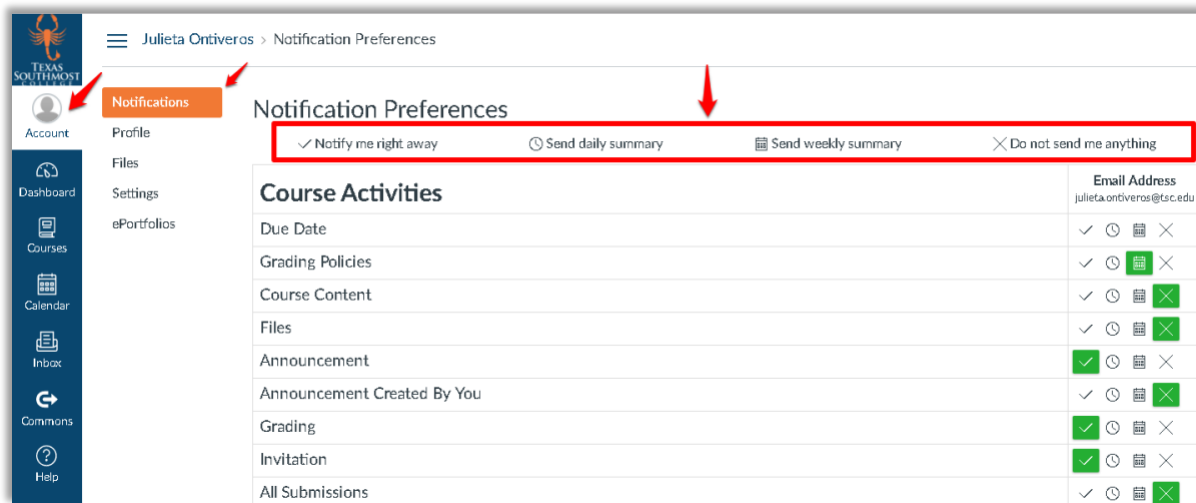
- Assignments
- Activities
- Scheduled appointments



Notifications

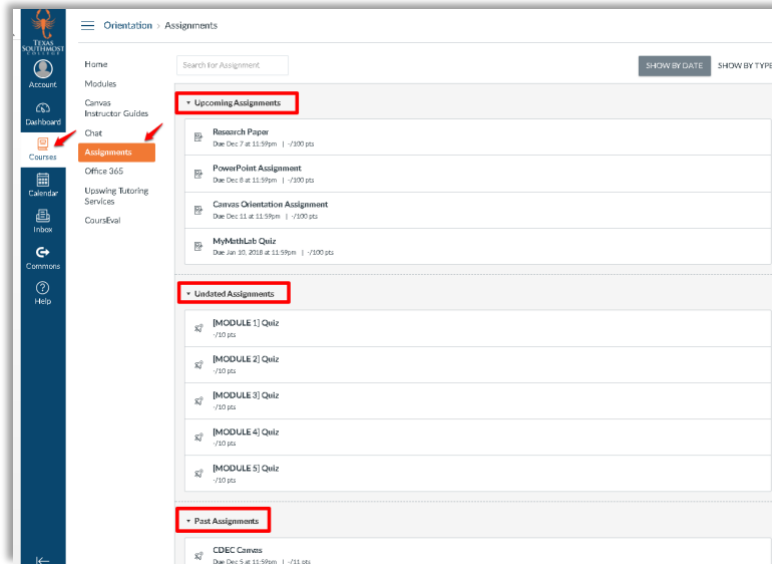
The navigation menu gives you access to *Notifications Preferences*. You can select to be notified immediately, daily, weekly or elect not to be notified. Notifications include:

- Course Activities
- Discussions
- Conversations
- Scheduling
- Groups
- Alerts
- Conferences

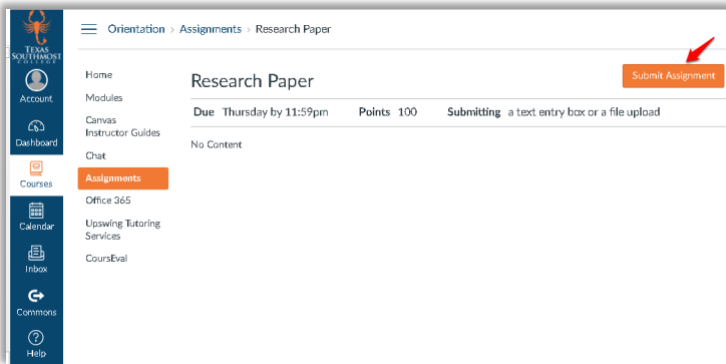


Submit Assignment

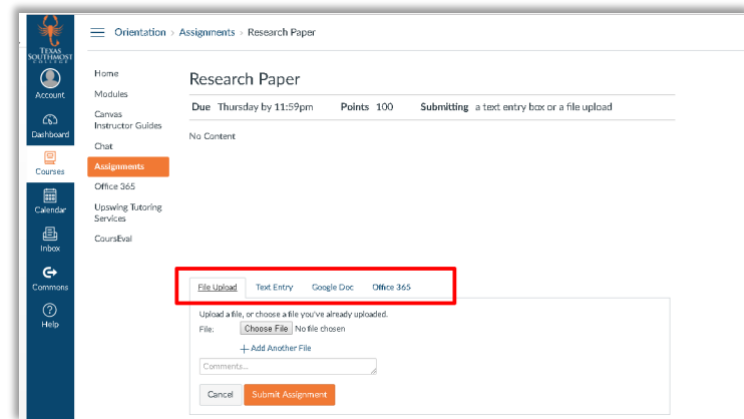
1. To submit an assignment, **click** on *Courses* in your global navigation bar. Then select the course you want to submit an assignment for. Click on the *Assignments* tab and then you will see a list of *Upcoming*, *Undated* or *Past* assignments; select the one you are wanting to submit.



2. Once you select your assignment, **click** on *Submit Assignment*.

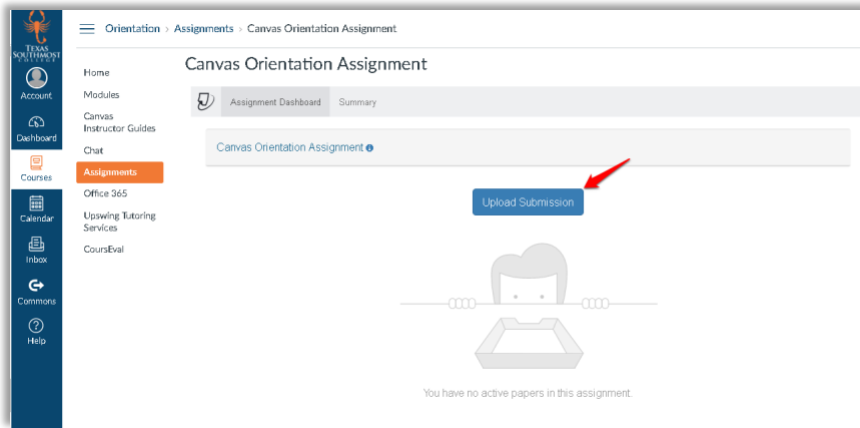


3. You will then be prompted to select how you would like to submit your assignment.

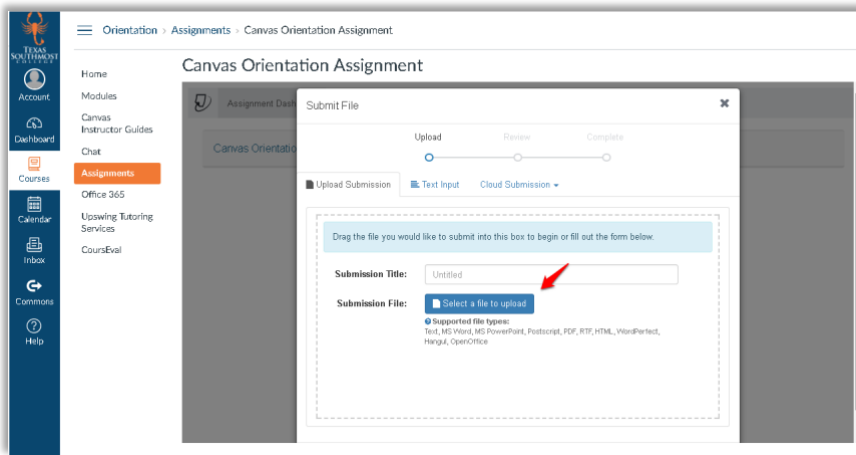


Turnitin

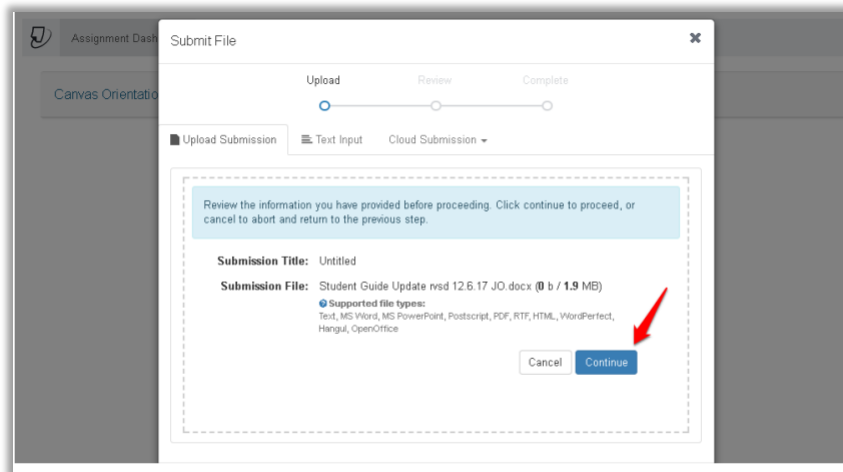
1. Submission of an assignment via Turnitin is similar to *file upload*. Once you select your assignment **click** on the blue *Upload Submission* button.



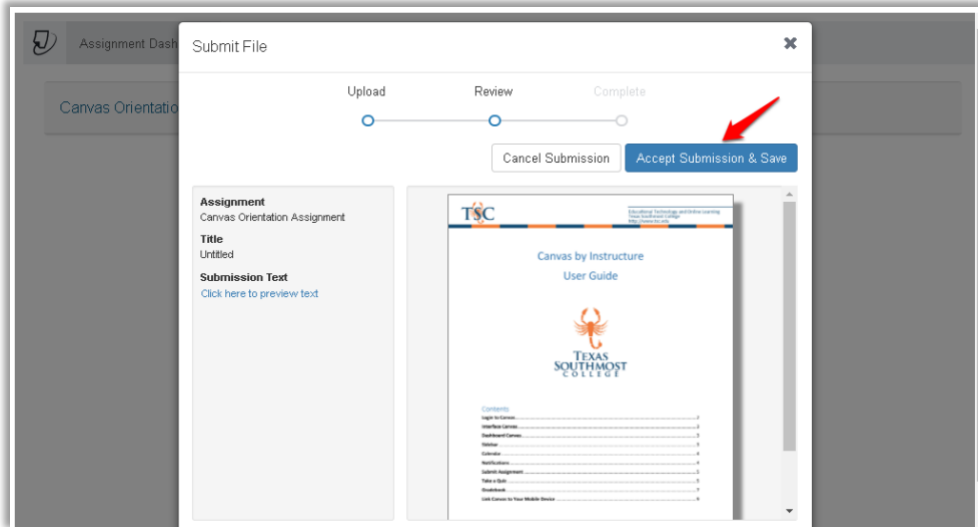
2. **Click** on *Select a file to upload*.



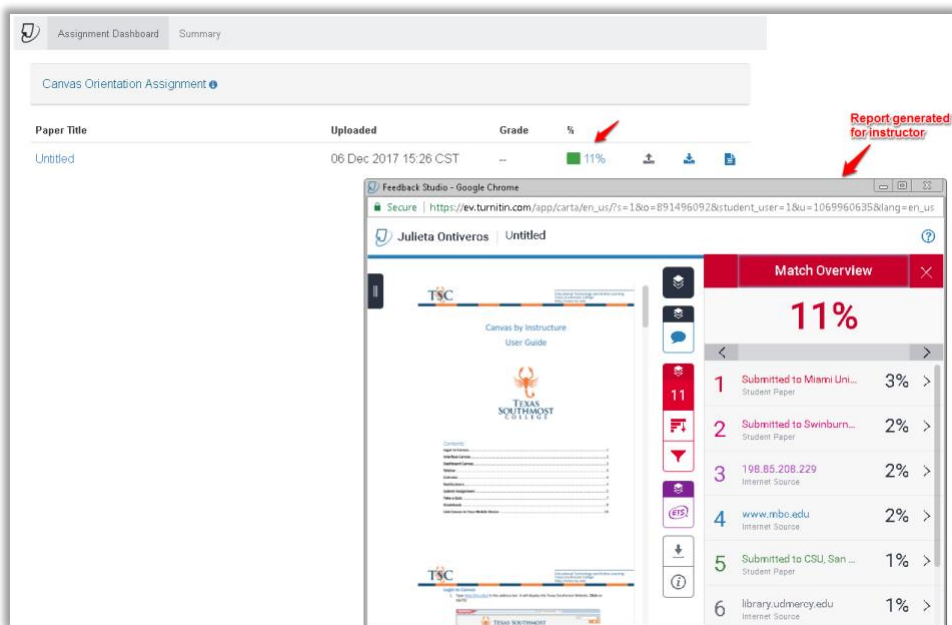
3. Once you select your file, **click** on *Continue*.



- Turnitin will upload your document and generate a preview for your review. Once you are satisfied with your upload, **click on the *Accept Submission & Save* button.**



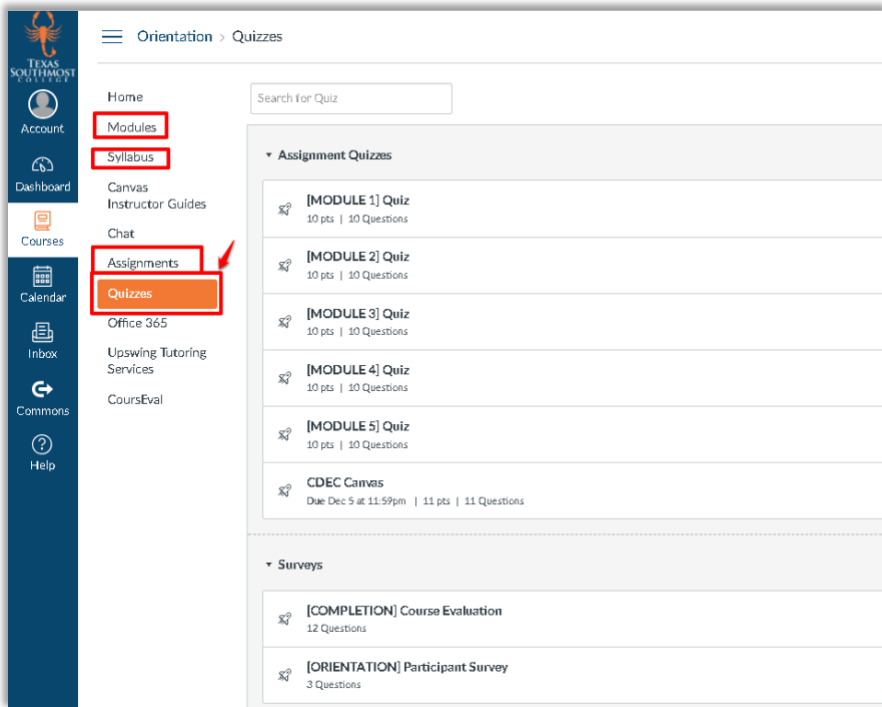
- A few minutes after submission a report for your instructor will be generated identifying any similarities there may be in the Turnitin database.



Take a Quiz

To take a quiz **click** on *Quizzes* in the navigation menu. Quizzes may be accessed in four different ways: *Quizzes, Syllabus, Assignments or Modules*.

1. Select the appropriate quiz type from the *quizzes tab*.
2. Follow the on-screen instructions to take and submit your quiz.



Orientation > Quizzes

Search for Quiz

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Assignments

Office 365

Upswing Tutoring Services

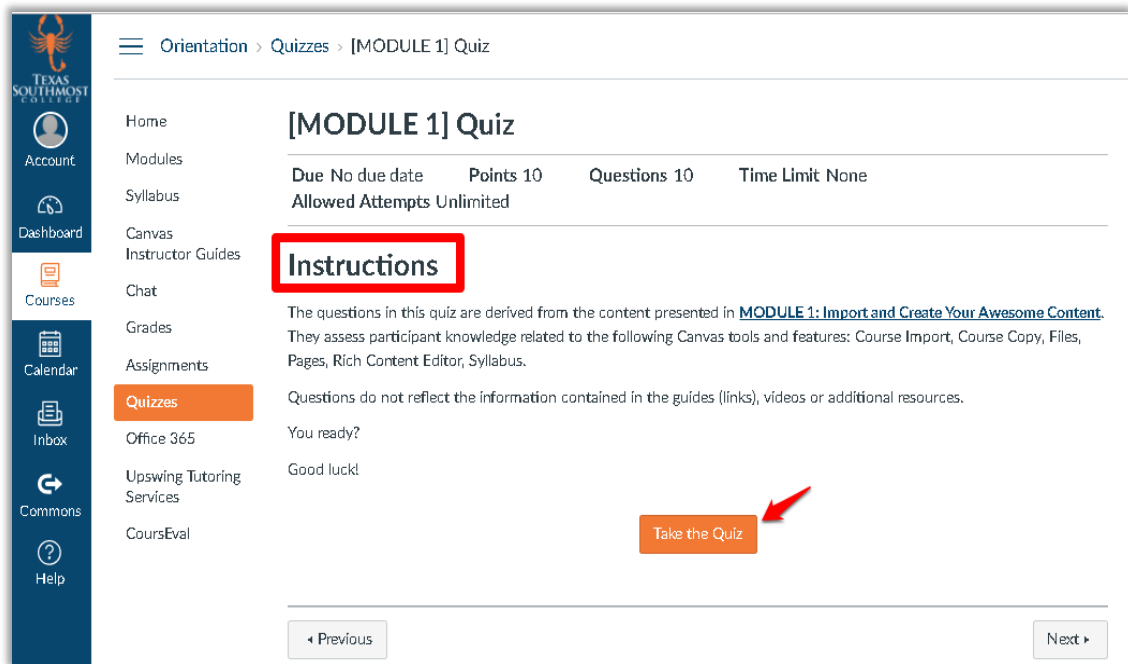
CoursEval

Assignment Quizzes

- [MODULE 1] Quiz
10 pts | 10 Questions
- [MODULE 2] Quiz
10 pts | 10 Questions
- [MODULE 3] Quiz
10 pts | 10 Questions
- [MODULE 4] Quiz
10 pts | 10 Questions
- [MODULE 5] Quiz
10 pts | 10 Questions
- CDEC Canvas
Due Dec 5 at 11:59pm | 11 pts | 11 Questions

Surveys

- [COMPLETION] Course Evaluation
12 Questions
- [ORIENTATION] Participant Survey
3 Questions



Orientation > Quizzes > [MODULE 1] Quiz

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[MODULE 1] Quiz

Due No due date Points 10 Questions 10 Time Limit None

Allowed Attempts Unlimited

Instructions

The questions in this quiz are derived from the content presented in [MODULE 1: Import and Create Your Awesome Content](#). They assess participant knowledge related to the following Canvas tools and features: Course Import, Course Copy, Files, Pages, Rich Content Editor, Syllabus.

Questions do not reflect the information contained in the guides (links), videos or additional resources.

You ready?

Good luck!

Take the Quiz

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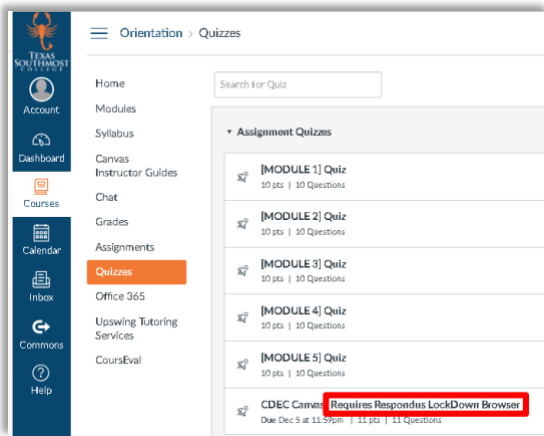
Respondus LockDown Browser

LockDown Browser is a custom browser that locks down the testing environment within our learning management system. The open labs on campus already have LockDown Browser installed. If you plan to use your own computer for exams, please download and install LockDown Browser via the link below:
<http://www.respondus.com/lockdown/download.php?id=966247420>

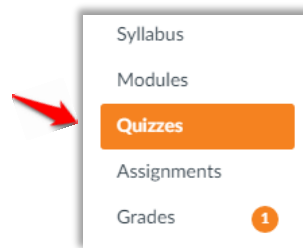
LockDown Browser:

- Prevents access to other applications including messaging, screen-sharing, virtual machines, and network monitoring applications
- Print, Print Screen and screen capture functions are disabled
- Copying and pasting anything to or from an assessment is prevented
- Right-click menu options, function keys, keyboard shortcuts and task switching are disabled
- An assessment cannot be exited until the student submits it for grading
- Browser menu and toolbar options are removed, except for Back, Forward, Refresh and Stop

If a quiz or exam requires LockDown Browser, it will be stated in the title:



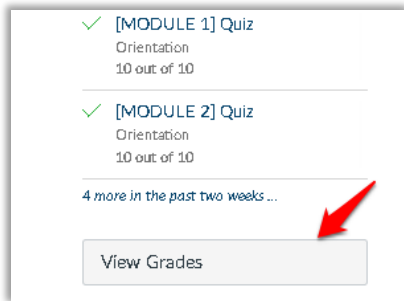
1. Open the LockDown Browser application. This should be located in your Start menu (Windows), Launch Pad (Mac), or as a desktop shortcut icon.
2. Login to Canvas using your TSC credentials.
3. Enter your course and navigate to the Quizzes tab.
4. Select the quiz you wish to take.
5. Click **Take the Quiz**.



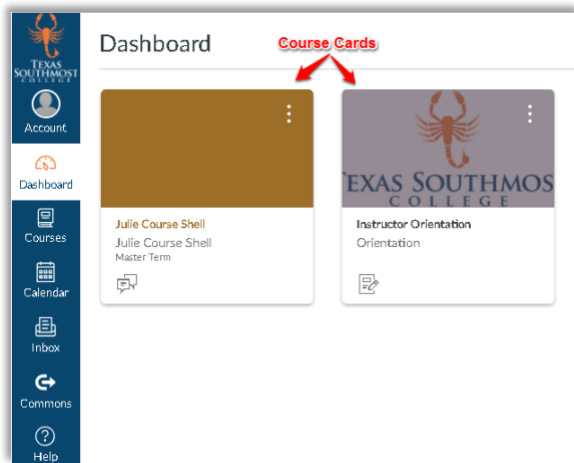
****An assessment cannot be exited until student submits for grading. Exiting an exam early will send a notification to student’s instructor.**

Gradebook

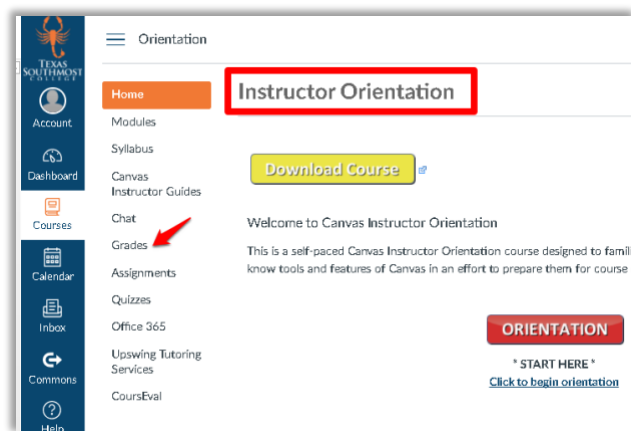
- To view grades for all your courses, **click** the *View Grades* tab located at the end of your sidebar:



- You can also access grades from the *Dashboard*; **click** on the specific *course card* you want to view your grade details for:



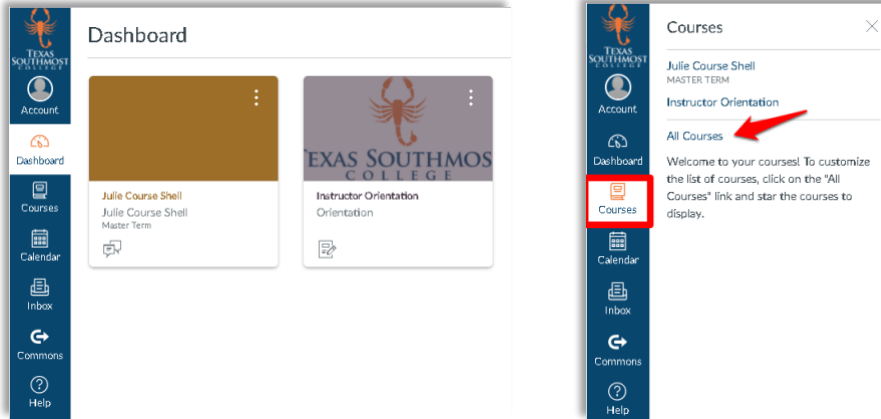
- Then **click** on *grades* icon.



Hiding a Course in Canvas Dashboard

You can hide or make courses available in your Dashboard using the Courses menu. You will still be able to access them via the Courses tab.

1. Click on the *Courses tab* in the global navigation menu, then click on *All Courses*.



A new page will load...

2. Using the star icons, select your “favorite” courses. These courses will be shown in your Dashboard. These changes are saved automatically.



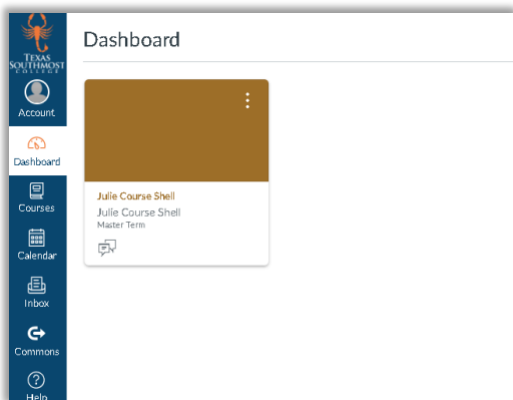
A blank star will remove course from your Dashboard.



A filled star will leave course on your Dashboard.



3. Return to the Dashboard to view your changes.

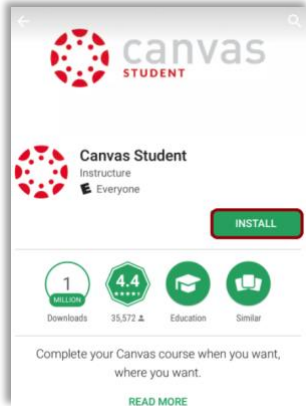


Link Canvas to Your Mobile Device

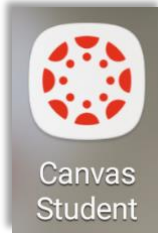
To access Canvas on your mobile device you must download the *Canvas by Instructure* app.

1. Install and Download the Canvas Student App.
2. Once app is downloaded and installed onto your device, **click** on the *Canvas app icon* to open it
3. **Click** on *Find my school* bar to open search field and type in our institution's name as follows: *texassouthmostcollege* then **click** on *next*.
4. Login using your TSC credentials.

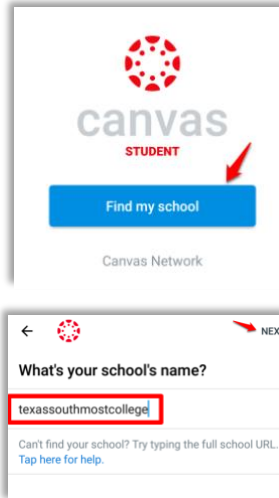
1) Install & Download



2) App Icon



3) Find your school



4) Login

