GETTING STARTED ON CANVAS AT SAC

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ACCESSING CANVAS

- The recommended browsers are the newer versions of **Chrome** and **Firefox**. Safari and Edge will work, but may not have full Canvas functionality and many not work reliably. Do <u>not</u> use IE (Internet Explorer) as it is no longer a supported browser.
- To access Canvas type **https://rsccd.instructure.com** in the browser address window.
- Log on using your **Web Advisor User ID and Password**.
  - First time users will need to accept the Canvas Use Agreement
  - Canvas requires users to have an Open CCC account. Users who do not have one will be prompted to create on prior to being directed to Canvas. Instruction for creating an Open CCC account can be found on the DE website (www.sac.edu/DistEd).

LOG OUT OF CANVAS

To log out of Canvas, click the **Account** link on the Global Navigation Menu on the left, then select **LogOut**. For security reasons, it is important to log out every time to ensure that no one else has access to your Canvas account.

ACCESSING A CANVAS COURSE

To access a course in Canvas, click on the Course Name on the **Dashboard**. The Dashboard is the first screen displayed after logging into Canvas. Courses can also be accessed by clicking the **Courses** link on the Global Navigation Menu to the left. Click on the course name from the list, or click "All Courses" to view a list of all present and past courses.

NAVIGATION IN CANVAS

The **Global Navigation Menu** is always located on the left side of the screen, and contains links to access the Canvas Account, Dashboard, Courses, Calendar, Inbox (Messages), and Help. The **Course Navigation Menu** will be to the left of the screen next to the Global Navigation Menu, and contains links to the Home page, Modules, (Canvas) Syllabus, Grades, Announcements and Discussions. These menus are used to navigate through Canvas.

SAC FACULTY CANVAS TRAINING

- The SAC Canvas Faculty Training workshop is a self-paced, online workshop designed to teach faculty the technical skills needed to create and manage a course on Canvas.
  - It is <u>not</u> necessary for instructors to read every single document, view every video, click every link, and complete every exercise. Instructors should only do what is necessary for them to learn the skill in Canvas. If they have already mastered the skill, they are not required to go through all the material.
  - The training workshop has three <u>training</u> levels: Bronze – intended for all instructors (traditional, hybrid, and online), Silver – intended for hybrid and online (and advanced traditional), and Gold – intended for hybrid and online. However, faculty are

encouraged to explore the training and click on any topics that interest them, and are welcome to complete all levels regardless of the format they teach.
- o The training workshop has two <u>certification</u> levels: Bronze – intended for traditional instructors who want to use Canvas for their course(s), and Silver – <u>required</u> for all hybrid and online instructors who will be using Canvas for their course(s).

SAC CANVAS COURSE TEMPLATE

- **Use of the SAC Canvas Course Template is <u>mandatory</u>. Instructors <u>must</u> notify SAC Distance Education with their intention to use Canvas prior to running a live course**. The purpose of the template is to provide students with consistent navigation from course to course, and make it easier for them to find their course work.
- Students want "one stop shopping" for course work - meaning <u>one</u> place to go to find everything that they need to complete or do for the week for a class.
- Instructors should personalize the Home Page, Complete the Course Information Module (specifically the Instructor Contact Page), and update the Canvas Syllabus.
- Content should be organized into Modules, with each module representing what a student would need to complete in a week. It is recommended that modules begin with an Introduction/Instruction page, and end with a Module Summary page.
  - o All content can be built directly in a Module, there is no need to build content pages, assignments or tests prior to creating the module.

CANVAS HELP & SUPPORT

- **24/7 Live Canvas Help & Support Phone Number: (844) 612-7428**. Canvas experts are standing by to answer any Canvas questions and help resolve any Canvas issues. Both Faculty and students are encouraged to use the Canvas Help & Support line as their first line of support for Canvas.
- **Distance Education Website**:
  - o Canvas Information for Faculty: www.sac.edu/Canvas
  - o Canvas Information for Students: www.sac.edu/CanvasStudent
- **Online Training** is available for both Faculty and Students:
  - o SAC Faculty Canvas Training workshop
  - o SAC Student Canvas Training workshop
- **Canvas Open Lab** dates and times can be found on the Distance Education website (www.sac.edu/Canvas). The open labs are a great place to start working on your Canvas training or on your course in Canvas, and get help from a faculty mentor.
- **Self-Help Canvas Guides:** The Canvas Guides provide Faculty and Students with self-help, "How To" documents and videos on a wide variety of Canvas topics. The Canvas Guides can be accessed:
  - o Directly at http://Guides.CanvasLMS.com
  - o From Canvas by clicking the **Help** button on the Global Navigation Menu, then selecting **Search the Canvas Guides** from the menu.