

GETTING STARTED WITH CANVAS

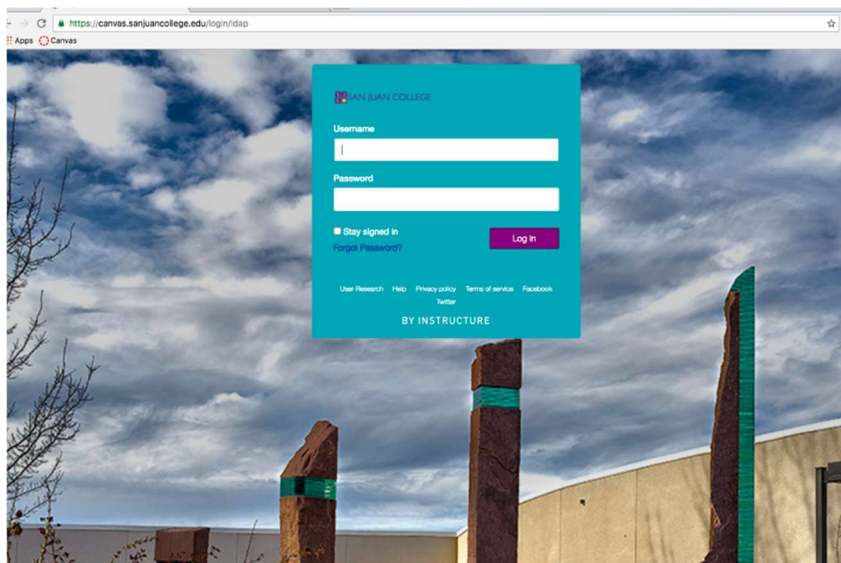
A BEGINNERS GUIDE

Welcome to Canvas. This user guide will help you get started using Canvas in your San Juan College classes.

Note: Canvas runs best in Google Chrome, although Safari and Firefox also work.

Finding and Logging into Canvas:

1. In the URL bar of the browser, type in canvas.sanjuancollege.edu or click Canvas on the San Juan College home page or in the student portal. This is the home page to Canvas.

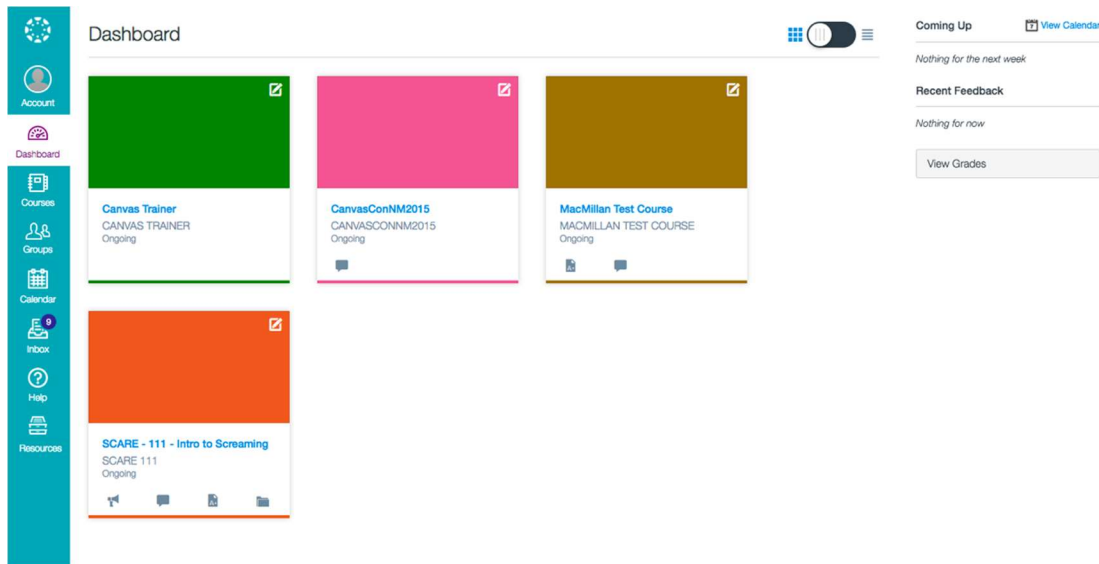


2. Enter your San Juan College credentials. By default they are:

Username: first letter of first name+ first letter of middle name+ last name+ last 2 of social security number

Password: sjcp**** (the last four digits of your student ID number)

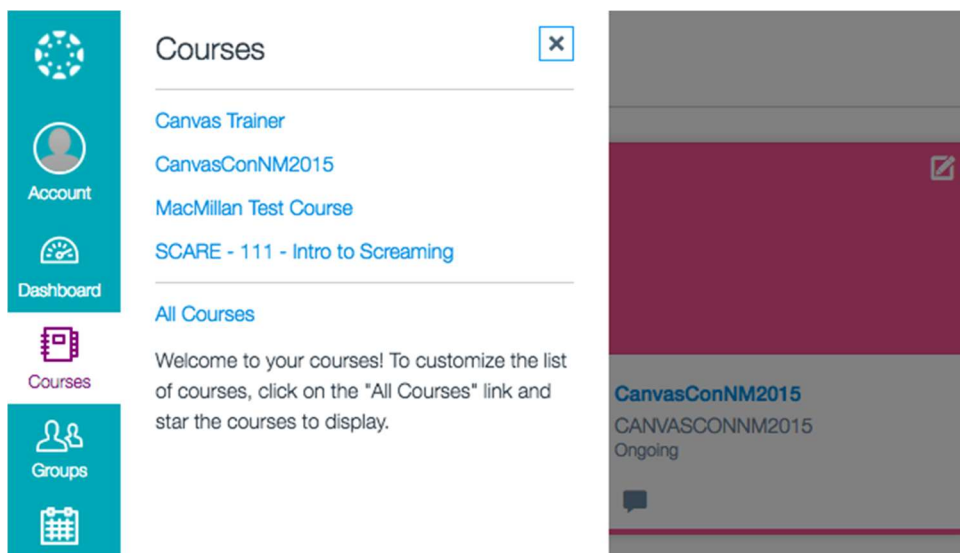
- Once logged in to Canvas, the Canvas Dashboard is displayed. The courses in which you are enrolled display here.



Navigating Canvas:

On the left hand side of the dashboard is the “Global Navigation”. The account icon is where your picture and notifications will be updated.

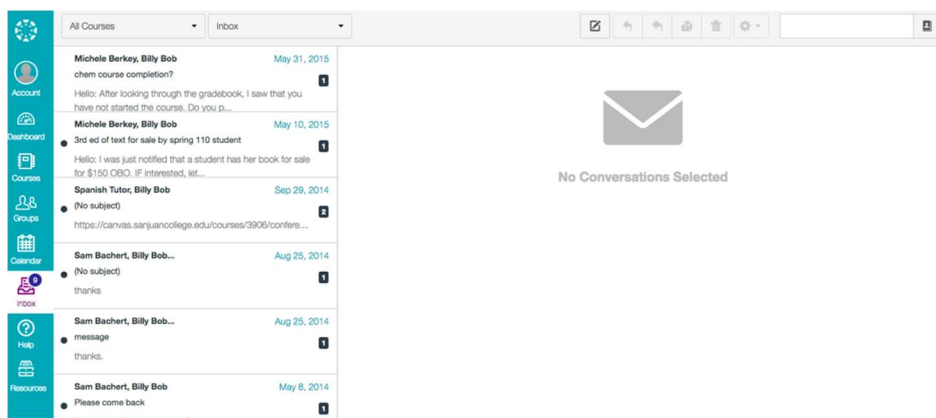
There is also the Courses icon. This is another view of the courses. If for some reason you don’t see the courses that you are enrolled in, click on the “all courses” link.



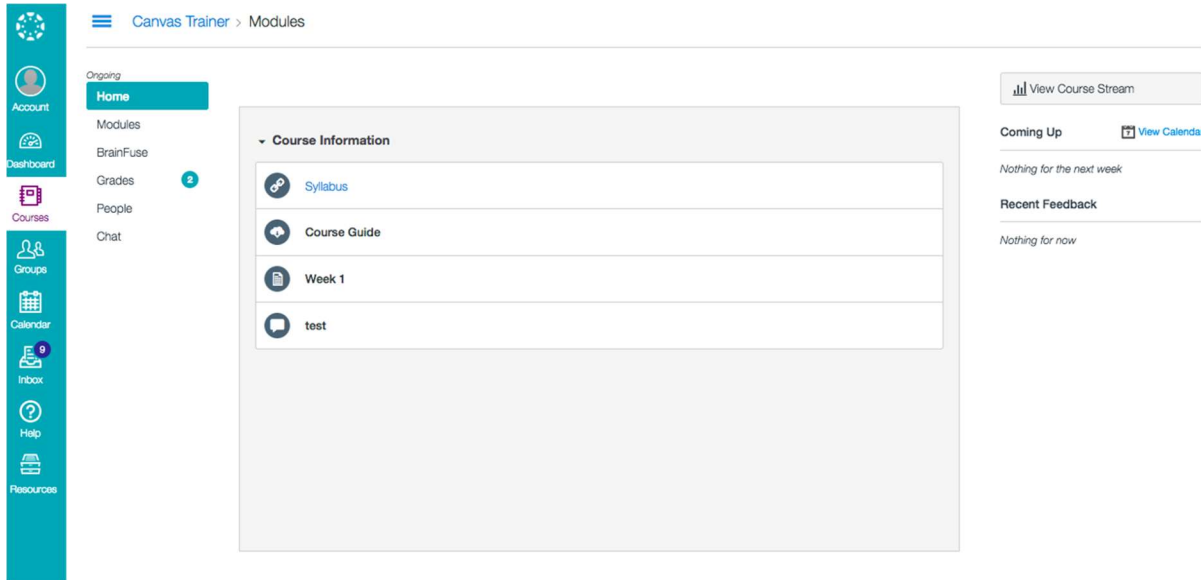
This will bring up the course list page with all current, past, and future enrollments. To the left of each course is a star icon. A gold star indicates that the course will display on the dashboard. If a course for the current semester has a white star, the white star will need to be clicked to turn gold and be shown on the dashboard.

Course	Nickname	Term	Enrolled as	Published
☆ ENGL 111 - Freshman Composition - Section 601 - 2013FA		2013FA	Student	No
☆ BIOL_121_605_2013FA		Ongoing	Student	Yes
★ Canvas Trainer		Ongoing	Student	Yes
★ CanvasConNM2015		Ongoing	Student	Yes
★ MacMillan Test Course		Ongoing	Student	Yes
☆ OS 100 - Clean Course		Ongoing	Student	Yes
☆ OS 100 - SpeedGrader		Ongoing	Student	Yes
☆ ProctorU/Text		Ongoing	Student	Yes
☆ PTAP_116_601_SectionTest		Ongoing	Student	Yes
☆ Ryan's Sandbox		Ongoing	Student	Yes
★ SCARE - 111 - Intro to Screaming		Ongoing	Student	Yes

The Inbox icon will open your personal Canvas Inbox. This is where instructors and students can communicate with each other in a private messaging system. Please note: this is not an email tool. This is a conversation tool much like Facebook Messenger. These messages are stored in Canvas and can be forwarded to a personal email. Setting for forwarding are done in the notifications portion of the account.



On the dashboard, each of the course tiles that are shown are links to a particular course. Clicking on a tile opens the course.



This is the individual course view. Note that the turquoise Global Navigation is still present. There is also a Course Navigation to the right of the Global Navigation. The links on the Course Navigation pertain only to the course that is currently shown. Most instructors prefer the student to work in “Module” view. Modules are organized by weeks, chapters, or units and are a logical way to navigate through the course.

To see grades for the current course, click on “Grades” from the course navigation.

Grades for Billy Bob

For the course: Canvas Trainer Arrange by: Due Date

Name	Due	Score	Out of
• Homework 2	Jan 29 by 11:59pm	90	100
• Homework 1		75	100
Homework		82.5%	10% of Final
Quizzes		N/A%	25% of Final
Exams		N/A%	40% of Final
Labs		N/A%	25% of Final
Total		82.5%	

Total: 82.5%

Assignments are weighted by group:

Group	Weight
Homework	10.0%
Quizzes	25.0%
Exams	40.0%
Labs	25.0%
Total	100%

Calculate based only on graded assignments

Click any score and enter a new value to see how the change will affect your total.