

STUDENTS:

GETTING STARTED WITH CANVAS AT SAC

Santa Ana College Distance Education, Cesar Chavez Building Room A-101, (714) 564-6725, DistEd@sac.edu

Canvas Access

Canvas can be accessed by typing the following URL or address in a web browser: <https://rsccd.instructure.com>

Recommended Browsers

For optimal functionality, SAC recommends using **only Chrome or Firefox** as the browser for Canvas. IE, Edge and Safari do not work consistently with all Canvas features and functions.

Canvas Log In

Use your **Web Advisor User ID and Password to log into Canvas**. If you receive a log in error, log into Web Advisor. If you are able to log into Web Advisor, try resetting your password. Wait 15 minutes then try logging into Canvas again with the new password. If you are not able to log into Web Advisor, use the "What is my User ID?" and/or "What is My Password?" self-help links to reset your password. If you are still unable to reset your password contact the [Admissions & Records Office](#) at (714) 564-6005.



Three (3) unsuccessful log in attempts will lock your account for 15 minutes. Accounts will automatically unlock 15 minutes after the last log in attempt. Do not attempt a log in on any College application (e.g. Web Advisor, Canvas, etc.) during the 15 minutes or the account will not unlock.

Canvas User Agreement

First time Canvas Users are required to agree to the Terms of Use. Click the check box next to "I agree to the terms of use and privacy policy" to select it, then click the "Submit" button.

Canvas Log Out

To log out of Canvas, click the **Account** button on the Global Navigation Menu on the left, then select **Log Out** from the menu. It is important to always log out of Canvas.

Canvas Mobile App

Canvas provides users with a Mobile App for both iOS and Android systems. Users can access and participate in their Canvas courses on mobile devices using the App.



It is recommended that students not complete assignments or quizzes using the Canvas Mobile App. Mobile devices can have unstable internet connectivity which can result in errors, timeouts, and other problems when completing an assignment or quiz. Assignments and quizzes should be completed using a desk top or laptop computer.

Accessing & Navigating a Course in Canvas

To access a course in Canvas, click the Course Name on the Dashboard. The Dashboard is the first page displayed after logging onto Canvas. The **Global Navigation Menu** is always located on the left of the screen. The **Course Navigation Menu** will be to the left of the page next to the Global Navigation Menu, and contains

links to the Home page, Modules, (Canvas) Syllabus, Grades, Announcements, and Discussions. Buttons and links on the home page can also be used for Course Navigation.

Notification Preferences

Canvas Notification Preferences determines how users will receive communications from Canvas. While there are default notification settings, users can customize how and when they receive communication from Canvas. To modify the notification preferences, click the "Account" link on the Global Navigation Menu. Select "Notifications" from the menu. There are four (4) delivery types for Canvas notifications: (1) Notify Me Right Away, (2) Daily Summary, (3) Weekly Summary, and (4) Don't Send. Users can click on the notification option to select it.

Notification Preferences							
✓ Notify me right away		🕒 Send daily summary		📅 Send weekly summary		✗ Do not send me anything	
Course Activities	Email Address emily.boone.canvas@gmail.com	Email Address emboone86@gmail.com	Push Notification For All Devices	Email Address email@email.com	Cell Number 1234567890@tmomail.net		
Due Date	1 ✓	🕒	📅 ✗	✓	🕒	📅 ✗	✗
Grading Policies	2 🕒	📅 ✗	✓	🕒	📅 ✗	✓	✗
Course Content	✓	3 📅	✓	🕒	📅 ✗	✓	✗
Files	✓	🕒	4 ✗	✓	📅 ✗	✓	✗



Students are **required** to have an active "Notify Me Right Away" setting for **Announcements** and **Conversation Messages**.

Canvas Help, Support & Training

- **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. Students are encouraged to use the Canvas Help & Support line as their first line of support for Canvas.
- **Your Class Instructor is the best resource for a course.** Any questions about content, where to find content, how to navigate through the class, or questions on any assignments should be directed to the instructor first.
- **Canvas Self-Help Guides:** The Canvas Guides provide students with self-help "How To" documents and videos on a wide variety of Canvas topics. The Canvas Guides can be accessed directly at <http://Guides.CanvasLMS.com> or in Canvas by clicking the **Help** button on the Global Navigation Menu, then selecting **Search the Canvas Guides** from the menu.
- **SAC Website** – Canvas Information for Students can be accessed at www.sac.edu/CanvasStudent. The website has information on accessing Canvas, technical requirements, how to access and navigate through a course, how to access and complete assignments, discussions, and quizzes, as well as access and view course grades.
- **Online Canvas Training is available to all students on Canvas.** Access the **SAC Student Canvas Training** course from the Canvas Dashboard. The SAC Student Canvas Training course is a self-paced online workshop designed to teach students the technical skills needed to successfully complete a course on Canvas. **Online training is optional, not required, will not appear on any transcripts, or impact student grades.**
- **Distance Education Office** can answer general student questions about online learning and the Learning Management System (LMS). Students can contact the Distance Education Office at DistEd@sac.edu or by calling (714) 564-6725.