ACCESSING CANVAS

- (Newer versions of) Firefox and Chrome are the recommended browsers. Safari and Edge will work, but may not have full Canvas functionality and/or may not work reliably. Do <u>not</u> use IE (Internet Explorer), as it is no longer a supported browser.
- To access Canvas type **http://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 User 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. Instructions 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 click the **Log Out** button. For security reasons, it is important to log out every time to ensure that no one else has access to the Canvas account.
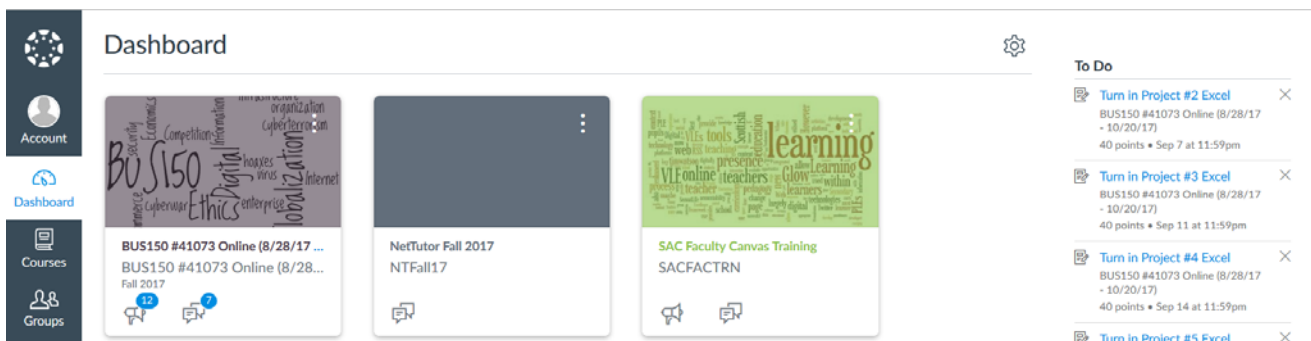

GLOBAL NAVIGATION MENU

The Global Navigation Menu is always located on the left side. The **Global Navigation Menu** provides links to the **Account**, **Dashboard**, **Courses**, **Calendar**, **Inbox**, **Commons**, and **Help**.
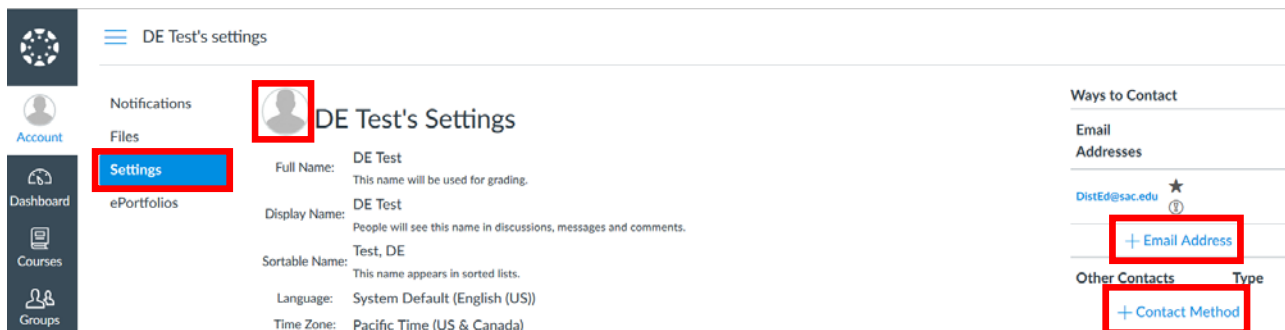
DASHBOARD

The Dashboard is the first screen displayed in Canvas. The Dashboard displays course tiles for new and favorite courses. **Courses can be accessed by clicking on the Course Tile**. The right side bar menu shows the "To Do" list, "Coming Up" list (due in the next week), and the "Recent Feedback."
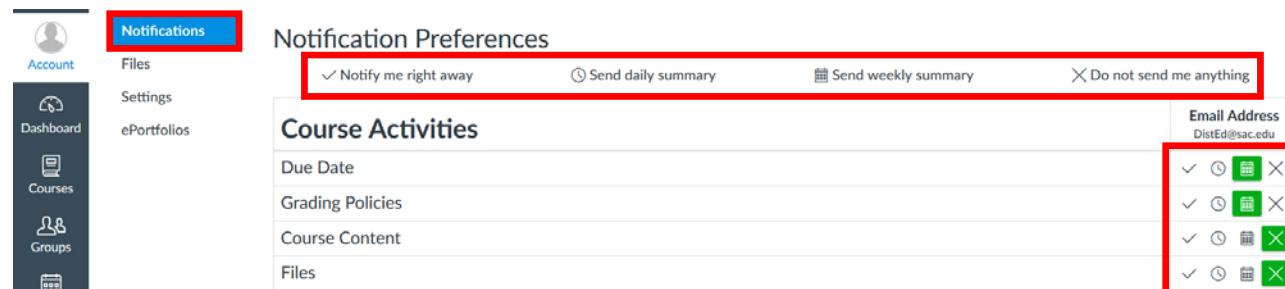
CANVAS ACCOUNT SETTINGS

Users can access the Canvas Account Settings by clicking the **Account** link on the Global Navigation Menu, and select **Settings** from the menu. In the account settings, users can add a profile picture by clicking the icon next to the name. Users can also add a secondary Email address and cell phone number for text notifications.

CANVAS NOTIFICATION SETTINGS

Canvas Notification Settings control how and when Canvas notifies users. Notification Settings can be customized. To access the Notification Settings, click the **Account** link on the Global Navigation Menu, and select **Notification** from the menu. Click the notification option to select for each item.

CANVAS HELP & SUPPORT

- **24/7 Live Canvas Help & Support Phone Number:** Click the **Help** button on the Global Navigation Menu to find the Help number. 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**:
  - Canvas Information for Faculty: www.sac.edu/Canvas
  - Canvas Information for Students: www.sac.edu/CanvasStudent
- **Online Training** is available for both Faculty and Students:
  - SAC Faculty Canvas Training workshop
  - 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:
  - Directly at http://Guides.CanvasLMS.com
  - From Canvas by clicking the **Help** button on the Global Navigation Menu, then selecting **Search the Canvas Guides** from the menu.