

Canvas Quick Reference Student Guide

▼ Technical Requirements

- Operating system that can run the latest compatible web browsers
- Up-to-date browser (Google Chrome & Mozilla Firefox are recommended)
- Minimum Internet speed of 512kbps

▼ Logging into Canvas

1. Login to your SWCCD portal at <https://my.swccd.edu>.



Forgot Password? Select *forget password* or contact Admissions for assistance.

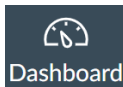
2. Select **Campus Apps** and then **Canvas**.



Trouble? It takes a few hours for Canvas to receive your registration. If you still can't access Canvas after 24 hrs, contact onlinelearning@swccd.edu.

▼ My Courses

Once logged in, you'll land on Canvas **Dashboard**. You can see a list of active courses you're enrolled in. If you don't see all of your courses, select **Courses** and **All Courses** in the Global Navigation Menu.



Tip! The Global Navigation Menu consists of quick access links to **Dashboard**, **Courses**, **Calendar**, **Inbox**, **Help**, and **Student Support** resources.

▼ My Profile


To add a profile picture, select **Account** in the Global Navigation Menu, and then **Profile**.

Hover over the profile picture icon and select the **pencil**. Choose to upload a picture or take one using your webcam. Select **Save Profile**.




▼ Account Settings

To customize your account, select **Account** on the Global Navigation Menu and then **Settings**:

- Add pronouns to your profile under **Edit Settings**.
- Register additional email and smartphone info under **Ways to Contact** to receive notifications.
- Register your SWC Google Drive account under **Web Services** to easily upload files. 

▼ Notifications

To set notification preferences, go to **Account** in the Global Navigation Menu and then **Notifications**.

Review the list of Canvas notification types and enable notifications and message delivery frequency by clicking the setting icons. 



Tip! Choose **Notify Immediately** for Announcement, Conversation Messages (Inbox), Grading, and Submission Comment to get course news!

▼ Inbox

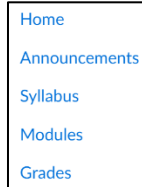
Open **Inbox** in the Global Navigation Menu to view all messages from your instructors or classmates. You can also send messages to them. Checking your Canvas **Inbox** is just as important as checking your **SWC email**.



Tip! If you enable email notification for Conversation messages, you can receive and reply to messages directly from your registered email.

▼ Course Navigation

Locate your course from **Dashboard** or **Courses** in the Global Navigation Menu. Inside your course, use the **Course Menu** located on the left-hand side to get to different areas in your course: **Home**, **Announcements**, **Syllabus**, **Modules**, and **Grades**.



Note: **Course Menu** items may vary depending on your instructor's setup. **Assignments**, **Discussions**, **Quizzes**, and **Zoom** may be enabled as well.

▼ Canvas Assignments, Discussions, Quizzes

When completing these activities, check for due dates, details and instructions, and rubrics (if made available).



Tip! Rubrics list the criteria for how activities will be graded. Remember to review them!

▼ Submitting Assignments

Select **Start Assignment**. Depending on the assignment set up, you may be asked to **upload a file**, **provide a URL**, or **submit a text, audio**, or **video** response.

▼ Participating in Discussions

1. Go to the Discussion.
2. Read the prompt thoroughly.
3. Select **Reply** to respond & add your message.
4. Select **Post Reply** to submit your post.



Tip! You may not see others' responses until you make your first post.

▼ Checking Grades & Feedback

Go to **Grades** in the **Course Menu** to check for assignment statuses, grades, and rubrics.



Tip! In **Grades**, select the **chat bubble icons** to view instructor comments and the **clipboard icons** to view rubrics.



▼ Help

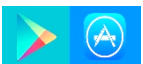
Access **Help** in the Global Navigation Menu to contact your instructor, start Canvas Live Chat (24/7), or report a problem to the OLC.



Note: For other support or inquiries, contact the OLC at onlinelearning@swccd.edu.

▼ Canvas Mobile App

Download **Canvas Student App** from the [Apple](#) or [Google Play Store](#) when using iOS or Android devices.



Note: Search for **Southwestern College** and use your MySWC credentials to login using the App.