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

MySWC

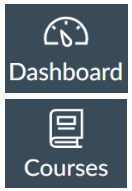
Forgot Password? Select *forget password* or contact Admissions for assistance.

2. Select the ***Canvas*** tile.

Trouble? It takes a few hours for Canvas to receive your registration. If you still can't access Canvas after 24 hrs, contact Online Learning Center (OLC).

▼ My Courses

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



Tip! Global Navigation Menu consists of quick access links to ***Dashboard, Courses, Calendar, Inbox, and Help*** 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 pronouds to your profile under ***Edit Settings.***
- Register additional emails under ***Ways to Contact*** to receive notifications.
- Register your SWC Google Drive under ***Web Services*** to easily upload files.

▼ Notifications

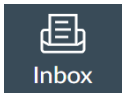
To set notification preferences, go to ***Account*** in the Global Navigation Menu and then ***Notifications***.

Go through the list of Canvas items and enable notifications by selecting the notification setting icon under contact method(s)

Tip! Choose ***Notify Immediately*** for Announcement and Conversation/Inbox Messages to get important course info right away!

▼ Inbox

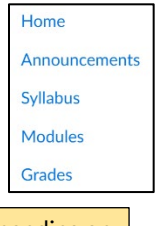
Open ***Inbox*** in the Global Navigation Menu to view all messages from your instructors or classmates. You can also send messages to them. Checking your ***Inbox*** is just as important as checking your ***SWC email***.



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 your ***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, Grades.***



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

▼ Canvas Assignments, Discussions, Quizzes

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

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

▼ Submitting Assignments

Go to the Assignment page, select ***Start Assignment***. Depending on the assignment, you may be asked to ***upload a file*** or ***submit a text, audio, or video*** response.

▼ Participating in Discussions

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

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

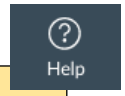
▼ Checking Grades & Feedback

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*** button in the Global Navigation menu to: contact your instructor, start Canvas Live Chat (24/7), or report problem to the OLC.



Note: For other support/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.