

Cañada Canvas Quick Reference Guide for Students

Accessing Courses

The first page you see when you log into Canvas is your Dashboard, which shows all of the courses that you are currently enrolled in. Click on the box, or “course card” that corresponds to the course that you wish to access.

Edit Profile

1. Under “**Account**,” select “**Profile**,” then “**Edit profile**”
2. **Biography** – share a little about yourself with your instructors and classmates.
3. **Profile Picture** – Hover over the profile picture icon, then click the pencil. Upload an appropriate picture of yourself, or take one using your computer.
4. Click **Save Profile**.

Settings

1. Under “**Account**” select “**Settings**”
2. **Email address** – Your my.smccd.edu is already connected to your account and can’t be changed, but you can add another email if you like.
3. **Language** – Click on Edit Settings to be able to change the default language in Canvas.

Inbox

Click on Inbox on the left global navigation menu to see all messages sent to you in Canvas and to send messages to your classmates or your instructors.

Navigating in Canvas

- The dark grey menu to the far left is your global navigation menu. This menu stays in place no matter where you go in Canvas. You can always get back to your home page by clicking on Dashboard here.
- You can also click on Courses and then All Courses to get to a list of all of your current and previous Canvas courses.
- When you click into a course, a new course-specific navigation menu will appear to the right of your global navigation menu and may be different for each of your courses. Use the links in this menu to navigate through your course.

Submitting Assignments

1. Click on the assignment you need to submit.
2. Click on the Submit Assignment button.
 - **Text Entry**—type in your response and click Submit Assignment
 - **File Upload**—click Browse to find your file and click Submit Assignment at the bottom.
3. **Comments**—use the comments field to address any questions, or issues that you had with the assignment with your instructor. Don’t paste your assignment in this field though.

Participating in Discussions

1. Click on the Discussion you need to respond to and click Reply under the prompt.
2. Enter your response in the text box and click Post Reply at the bottom left of the box.
3. Click the 3 dots icon to the left of your discussion post and click Edit to edit your post.
4. If you’d like to get email notifications of new posts, click the green Subscribe button. Click it again to turn off notifications.

Checking Your Grades

1. Click on Grades on the left of your course.
2. Click on the comment icon to the right of an assignment to see your instructor’s comments. Click on the assignment name to see feedback.
3. Uncheck the box to the right called ‘Calculate based only on graded assignments’ to see an accurate grade.

Getting Help

Click on the Help icon on the left in Canvas, or go to <https://smccdhelp.zendesk.com/hc/en-us>. You can also get help by calling 833-715-2285 on weeknights and weekends.

Canvas Mobile App

Look for the ‘Canvas Student App’ in the iTunes Store or Google Play Store. Once you’ve installed the app, search **San Mateo Community College**, not your specific college, to be able to log in to the app.