CANVAS: QUICK START

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| **Logging In:** * Go to [losmedanos.instructure.com](https://losmedanos.instructure.com/) (or through the link on the [InSite](http://www.4cd.edu/insite/default.aspx) portal)
* Use your Insite ID & password
* Login troubles?
	+ ProgrammerCall Admissions & Records: (925) 473-7500
 | **Finding Your Courses:*** This is your dashboard
* If you don’t see your course cards, click on the book icon, “Courses” on the left-hand side
* Click on the link “All Courses”
* Press the “star” icon to make sure your courses appear on your dashboard
* *Note:* Your courses may not appear until the first day of class.
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| **Setting Your Profile:** * Click on “Account” then “Profile” from your dashboard
* Click on “Edit Profile” to add a bio (optional)
* Move your mouse over your image to make the pencil appear. Upload a student-friendly & professional looking image (optional, but nice!)
 | **Checking Your Settings:*** From “Profile” click on “Settings”
* Your default email will be your @insite.4cd.edu
* You can add “ways to contact”
* Smart PhoneAdd alternate email addresses: choose the email you look at regularly
* Add other contacts including your cell phone if you want!
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| **Creating Notifications:*** You can create notifications to alert you of due dates, announcements, and grades for all of your courses. *This is recommended!*
* From “Account” choose “Settings” and then click on “Notifications” on the left-hand side
* For each of the items, adjust the frequency of the alert so that it best fits your needs
* We recommend setting: Due Dates, Announcements, and Grades
 | **Using Canvas Student Guides:*** Consider watching the “[Canvas Overview for Students](https://vimeo.com/74677642)” video for a quick overview
* Use the “[Canvas Student Guides](https://community.canvaslms.com/docs/DOC-10701)” to access a ton of extra resources
* Here’s a curated list of info we think you’ll find most helpful:
	+ [View my grades](https://community.canvaslms.com/docs/DOC-16532-4212829286)
	+ [View announcements](https://community.canvaslms.com/docs/DOC-10608-421276772)
	+ [Upload a file for an assignment](https://community.canvaslms.com/docs/DOC-10663-421254353)
	+ [View assignment feedback](https://community.canvaslms.com/docs/DOC-10542-4212352349)
	+ [Use calendar](https://community.canvaslms.com/docs/DOC-10576-4212710322)
	+ [Embed an image in a discussion](https://community.canvaslms.com/docs/DOC-10700-4212190965)

**CANVAS 24/7 STUDENT HELPLINE:****(844) 303-5586** |