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. |
| **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! |
| **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** |