

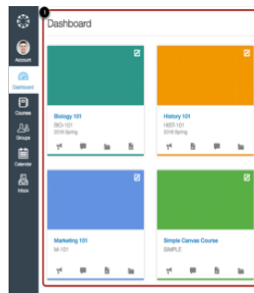
CANVAS: QUICK START



Logging In:

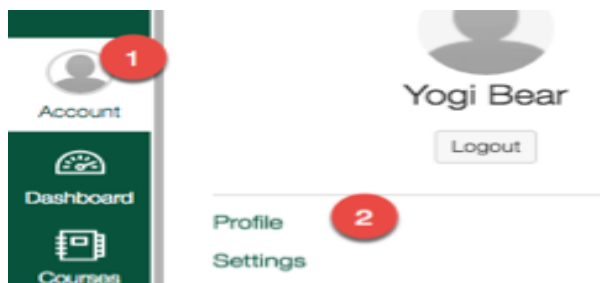
- dvc.instructure.com (or go to the Canvas link on the [Insite Portal](#)).
- Use your Insite ID & password
- Login troubles?
 - Call District IT: 925-229-6888
 - OR Call DVC Admissions: 925-685-1310

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: If your instructor has not published the course, it will not appear

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 picture (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"
- Add alternate email addresses...if you want!
- Add other contacts including your cell phone...if you want!

Creating Notifications:

Due Date	✓	🕒	📧	✕
Grading Policies	✓	🕒	📧	✕
Course Content	✓	🕒	📧	✕
Files	✓	🕒	📧	✕
Announcement	✓	🕒	📧	✕

- You can create notifications to alert you of due dates, announcements, and grades for all your courses (not course specific)
- From "Settings," 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 this ["Getting to Know Canvas"](#) video for a quick overview
- Use the ["Canvas Student Guides"](#) to access a ton of extra resources
- Here's a curated list of info we think you'll find most helpful: ["View my grades"](#); ["View announcements"](#); ["Upload a file for an assignment"](#); ["View assignment feedback"](#); ["Use calendar"](#); ["Embed an image in a discussion"](#)

CANVAS 24/7 STUDENT HELPLINE:
1-844-303-5586