Canvas Quick Reference for Students

What is Canvas?

Canvas is a course management system that supports online learning and teaching. It allows instructors to share information, communicate, and assess students as well as post grades. Canvas is the Learning Management System used at Cuesta College.
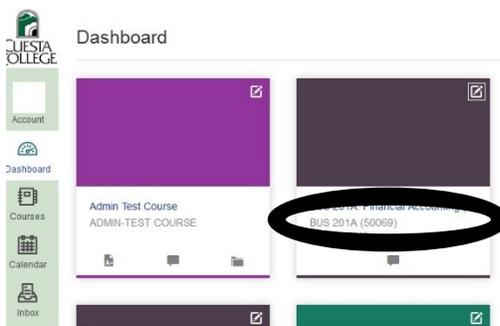
Access your Course

1. Log into mycuesta, then click on the resources tab. Then in the Online Learning Block, click on Canvas to access your course. It will take you directly to https://cuesta.instructure.com/


2. Canvas and mycuesta are linked together and if you access the link from mycuesta you will not need to sign on again (single sign-on). However if you use the direct link https://cuesta.instructure.com/ then you will need to sign on using the same sign-on and password you use for mycuesta (ie: FirstName_LastName)

3. Click on the desired course to enter your online classroom from your Canvas Dashboard.

Edit your profile/notifications/settings

Let people know a little about you, set how you want to be notified about activity in the course and other settings to be successful.

1. Click on Account in the left navigation.
2. Click on profile, notifications or settings, Click edit.
3. Make the changes you desire.
4. Click Save at the bottom.
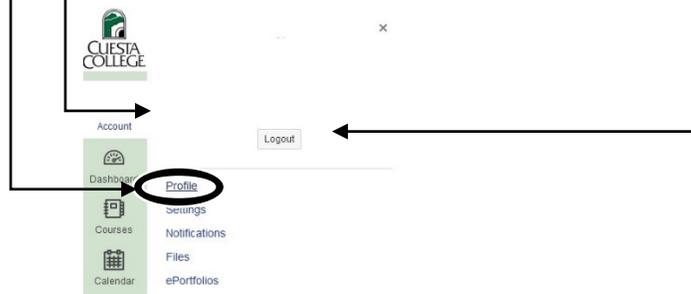
5. IMPORTANT: When you are finished working in your Canvas Course, make sure you click Logout under your account settings, and then close the internet browser to ensure your account log out is complete!

Navigate your course

1. Click on a link in the course navigation to access the material.
2. Use the breadcrumbs to return to the previous screen.
3. Click on links in your course content to access the material.
4. Click on your calendar in the Canvas Navigation to see your assignments and activities.
5. Click on the Inbox in the canvas navigation to read/send mail from/to your instructor and other classmates.

Resources:

Canvas Student Getting Started Guide

Communication

Read and Reply to messages

1. Click on the Inbox in your Canvas Navigation Window.
2. Click on a message in the list of messages on the left to read the message in the message pane on the right hand side.
3. Read the message
4. Click the arrow to reply to the message
5. Type you message
6. Click send
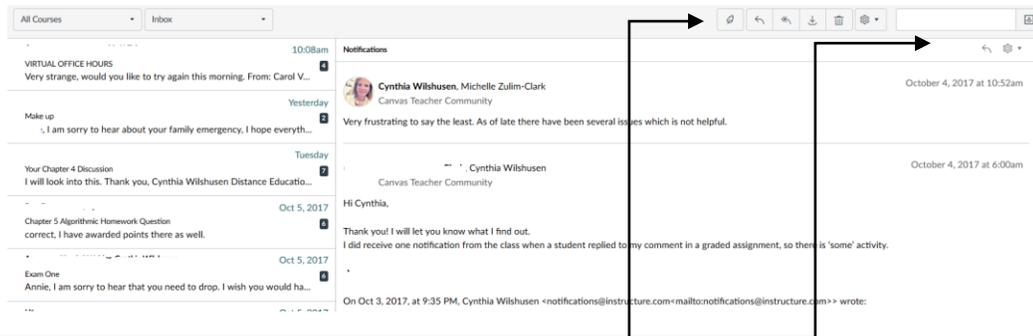
Send a Message

1. Click on the compose new message
2. In the message window, select the course you wish to send a message in
3. Then select the recipient for the message
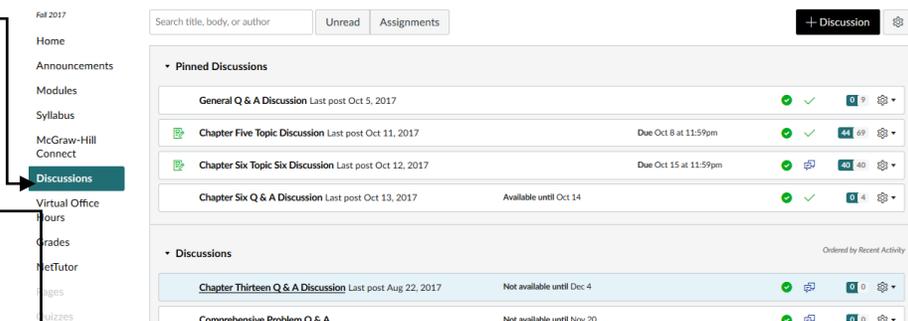4. Type your message in the text block
5. Click Send

Discussion Boards

A discussion is an activity where students and teachers can exchange ideas by posting comments.

Read / Review a Discussion

1. Click on the discussion in the navigation bar (if activated by your instructor or click on the discussion link in the topic / weekly module or page provided for you.
2. Read the discussion instructions or topic then at the bottom of the discussion click on the reply to respond to your classmates or instructor.
3. Type your response in the text box, then click post reply.
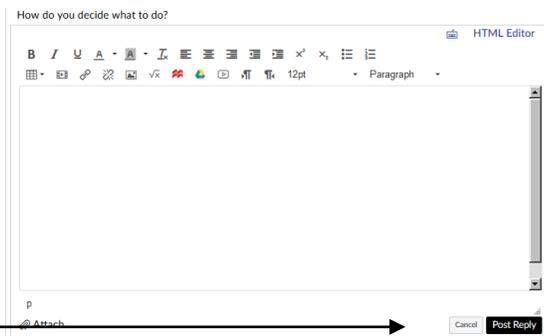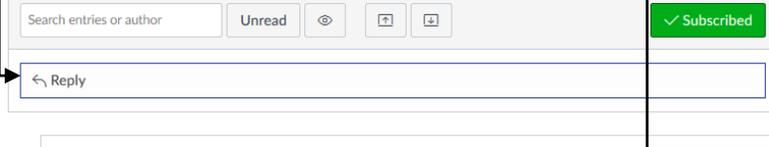
Note: Be sure to click the Reply button and WAIT for a confirmation. If you leave the screen prematurely or click Cancel, the Reply button will no longer be available! The fix? Refresh the browser screen!