

A Student Guide to Using Canvas

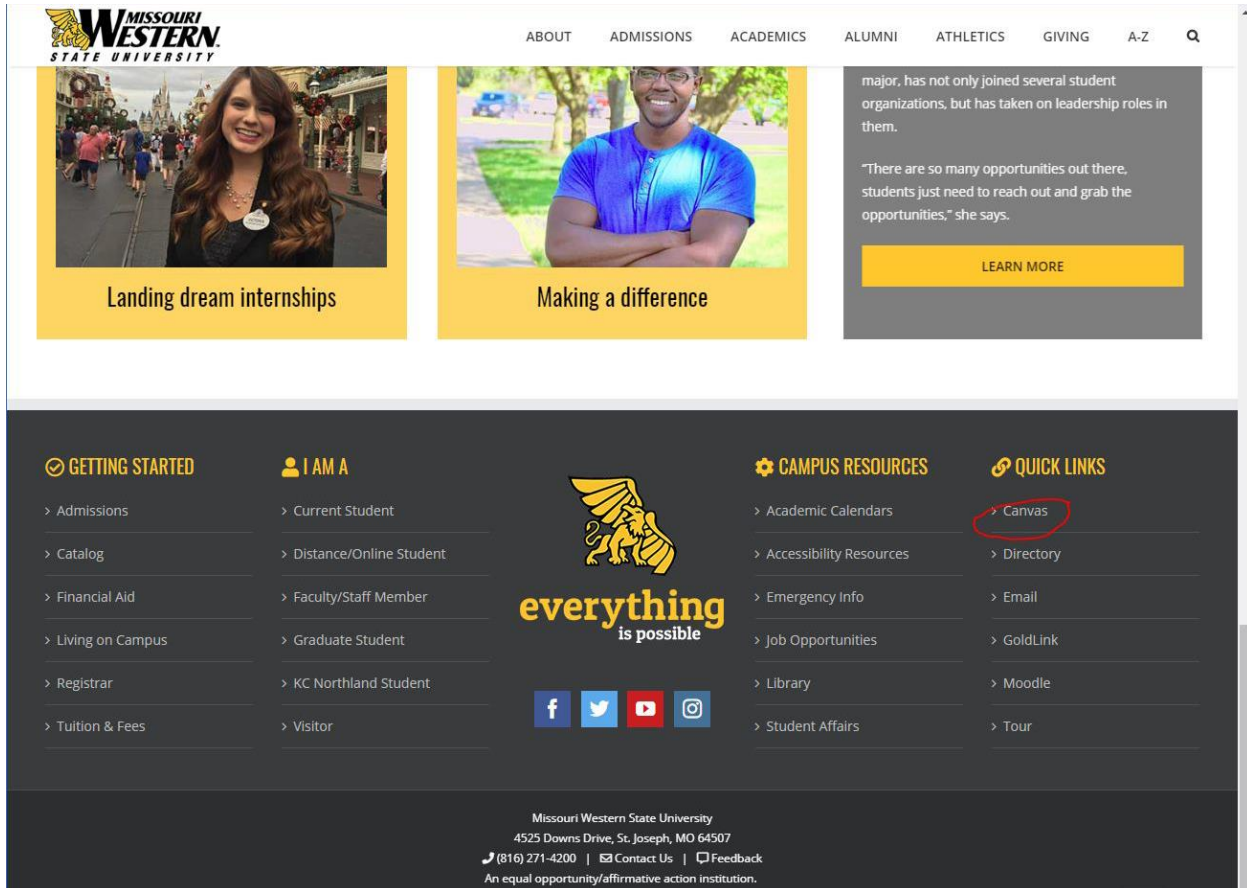
Prepared by the Instructional Media Center

of

Missouri Western State University

How to Log In to Canvas

1. Go to the MWSU Homepage (www.missouriwestern.edu) and scroll to the bottom of the page. On the right side, under Quick Links is the link to Canvas:



The screenshot shows the Missouri Western State University homepage. At the top, there is a navigation menu with links for ABOUT, ADMISSIONS, ACADEMICS, ALUMNI, ATHLETICS, GIVING, and A-Z. Below the navigation menu, there are three featured images: a woman with long brown hair, a man in a blue shirt, and a quote from a student. The quote reads: "major, has not only joined several student organizations, but has taken on leadership roles in them. 'There are so many opportunities out there, students just need to reach out and grab the opportunities,' she says." Below the quote is a yellow button labeled "LEARN MORE".

At the bottom of the page, there is a dark grey footer with four main sections: GETTING STARTED, I AM A, CAMPUS RESOURCES, and QUICK LINKS. The QUICK LINKS section is highlighted with a red circle around the "Canvas" link. Other links in the QUICK LINKS section include Directory, Email, GoldLink, Moodle, and Tour.

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2. Enter your official MWSU username and password. It is the same login as Goldlink.



The screenshot shows the MWSU login page. At the top, there is the Missouri Western State University logo. Below the logo, there are two input fields: "Students" and "Password". Below the input fields is a "Sign In" button. Below the "Sign In" button, there are links for "Forgot My Password", "Change Password", "Activate your Goldlink account", and "Having problems logging in? Contact the IT Help Desk at (816) 271-4200".

In case of a forgotten username and password: Contact IT support at 271-4354 for assistance

Navigating Canvas

Global Navigation Bar - Located on the far left side of the page under the yellow Griffin icon.

Account: Edit profile and account settings, notifications, files, and eportfolios

Dashboard: All courses are listed for current term

Courses: View all other courses you have been associated with

Calendar: View due dates and other scheduled events for all of your courses

Inbox: Allows you to communicate with instructor and other class members

Help: Search for solutions to Canvas issues, report problems, provides user support

Course Navigation Bar - Within a course, located next to the Global Navigation bar (options may vary depending on the course)

Home: The first page seen upon entering the course

Syllabus: A chronological summary of course activities.

Announcements: Instructors may share important information with you

Modules: Segmented sections of a course

Discussions: Forums for topics or assignments, share ideas and information

Assignments: A list of course assignments available to you

Grades: Where you can access any graded work the instructor has posted

Quizzes: Where you can access available quizzes.

People: All enrolled users within a course section

Submitting Assignments

1. Most assignments are created and uploaded as file attachments
2. To turn in an assignment, under the week/module or within the *Assignments* link, the assignment is posted
3. Click the yellow Submit Assignment button.
4. You will be prompted to upload a file. Click the *Choose File* button, locate your assignment, and double click the file to upload it.
5. Once the file is uploaded, click the *Submit Assignment* button and your assignment will be turned in for grading.

How to Access Discussions

A **Discussion** is a place where students post topics about a particular subject or reply to a prompt by the instructor. A student posts on things regarding to the subject and the other students respond to it.

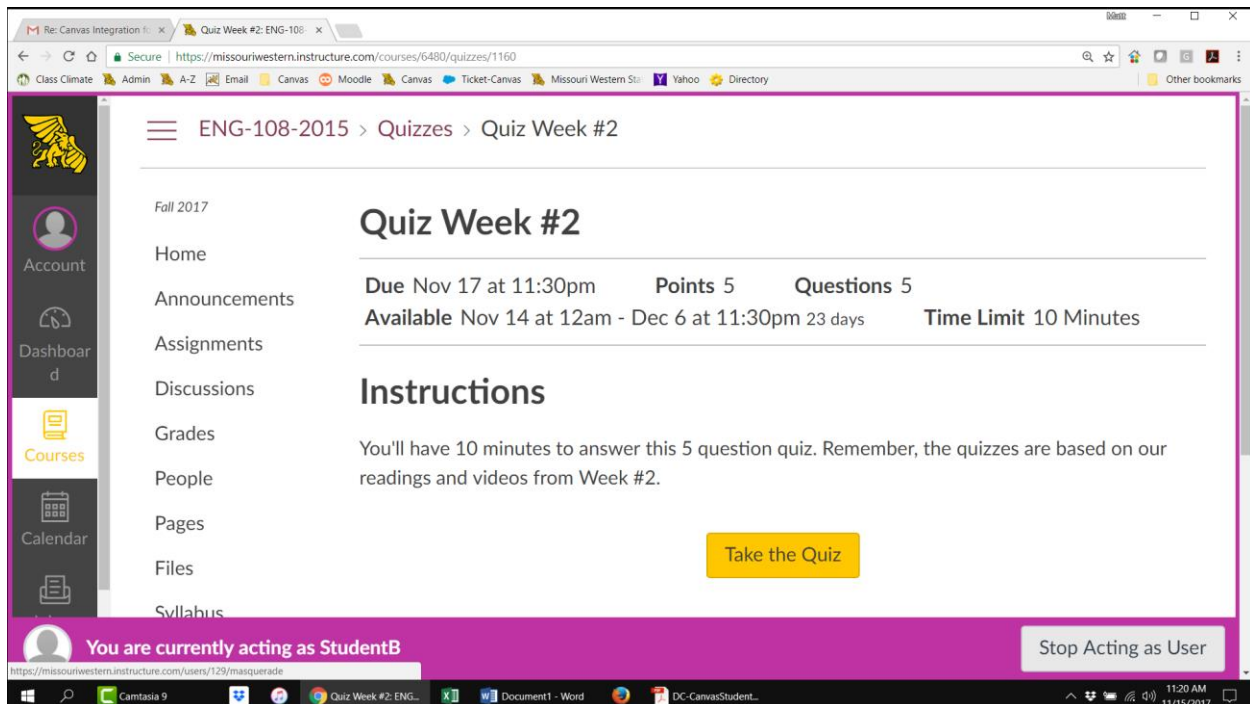
Posting a Response: Enter the name of the subject on the top line. Then enter the message in the box below. Note: Students can upload files on their discussion posts by clicking on the *Browse* button below the message box and look for a file to upload. **Replying to other student**

posts: After reading another students' post, click the Reply link. A text box will appear where you can enter your reply. You may also attach files to a reply. Once you are done writing your reply click the *Post Reply* button.

Taking A Quiz

1. Quizzes will be listed under the Quizzes link or under the week/module it is placed
2. Most quizzes have availability dates and time limits
3. Click on a quiz to attempt it. When "Take the Quiz" is clicked the timer begins, and submissions will not be allowed after time expires.

4. When the date or time expires your quiz closes and all questions, answered and unanswered are automatically submitted.



The above image represents the appearance of a quiz. If the quiz is timed, *Time Running* is displayed at the top right of the page once the quiz begins.

5. Navigate through the questions in the quiz.
6. Click “Submit Quiz” when the quiz is completed.

Grades

1. *Grades* is where you will find grades for the work you have completed. This is located on the Course Navigation bar.
2. Once the instructor evaluates your work they will enter the earned grades under the grade column for that activity.
3. There will be columns for the *Name* of the activity, *Due* date, *Score*, and *Out of*. If there are empty spaces for a particular activity/assignment this simply means your instructor had not yet put the grades in the gradebook.

Additional Resources for Assistance:

Missouri Western Homepage: <https://www.missouriwestern.edu/> Distance Education Website: Canvas Distance Education website: <https://www.missouriwestern.edu/online/>
Student Help page: <https://www.missouriwestern.edu/online/currently-enrolled-students/canvas-help-for-students/>
Canvas Login page: <https://missouriwestern.instructure.com/>