A Student Guide to Using Canvas

Prepared by Academic Affairs

Missouri Western State University

2024

Accessing Canvas:

Canvas can be accessed in a variety of ways from https://www.missouriwestern.edu/

- Missouri Western Homepage: Under Quick Links at the bottom of the page
- A-Z menu: Located under C-Canvas
- Goldlink: Technology Resources card

Note: Single sign-on to Goldlink, Canvas, or Email with your Missouri Western username and password will automatically sign you in to all three systems.

For assistance with username or password, contact Technology Services at 816-271-4555

or

helpdesk@missouriwestern.edu

Multi-Factor Authentication (MFA):

Starting Fall 2024, MFA is being used by all ECA students and facilitators. MFA is designed to limit the number of phishing and hacker attempts on your university account. ALL university students, faculty and staff must use MFA.

You must first download and install the Microsoft Authenticator app on your phone before you can use MFA. This is the app you must use:


Once enabled, you will use MFA any time you log in to a Missouri Western single sign-on application such as Gmail, Goldlink, and Canvas. A pop-up notification will appear on your phone or tablet device prompting you to approve the sign in with a number code you must approve before you have access.

For assistance setting up or managing your MFA, please contact the MWSU Helpdesk directly at 816-271-4555 8:00am-4:30pm Monday-Friday.

Navigating Canvas

Once logged in you will see all of the course you are registered for the current semester on your Canvas Dashboard.
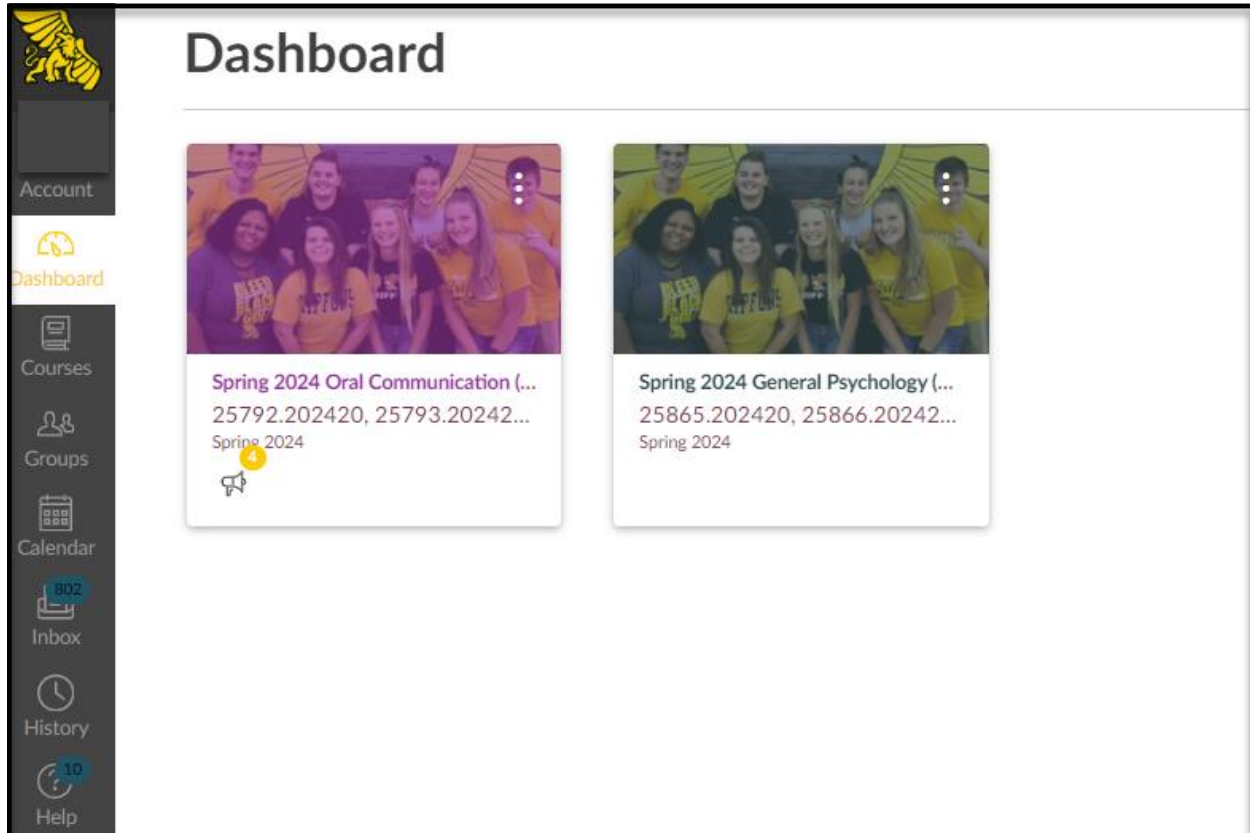
Global Navigation Bar: Located on the far left side of the page under the yellow Griffon icon

- Account: Edit profile and account settings, notifications, files, and eportfolios
- Dashboard: All courses are listed for the current term
- Courses: View 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
- History: View recent Canvas course pages you have visited (within the past three weeks)
- Help: Search for solutions to Canvas issues, submit support ticket for reporting problems

Course Navigation Bar: Menu of available links within the Canvas course, listed next to Global Navigation menu on left (options will vary depending on the course)

- Home: The first page seen upon entering a Canvas course
- Syllabus: A chronological summary of course activities
- Announcements: Information shared to student from the instructor
- Grades: Where students can access grades on course activities and course total
- Modules: Segmented sections of a course
- Assignments: A list of assignments available to students
- Discussions: Forums for topics or assignments to share ideas and information
- Quizzes: Exams and quizzes for students to access and complete
- Panopto Recordings: Recorded lectures or segments from instructors to enhance learning (may vary by course).

Depending on the course, students may access content in a variety of ways. Typically, course material is distributed in *Modules* by week or unit. Each module contains all of the necessary materials and activities for students to access and/or complete.

Some modules and activities may be hidden from student view until the appropriate time where the instructor then makes them available for students to access. Each course is designed differently so the student experience may vary from course to course.

There are three areas of graded activities that students may be required to do in a Canvas course: *Assignments, Discussions and Quizzes.*

Assignments: Most assignments are designed where students must upload a file attachment in the assignment submission area.

To submit an assignment, the assignment be within the time frame that the submission button is available (Available From/Until)

The diagram below illustrates what students can expect to see when submitting an assignment:
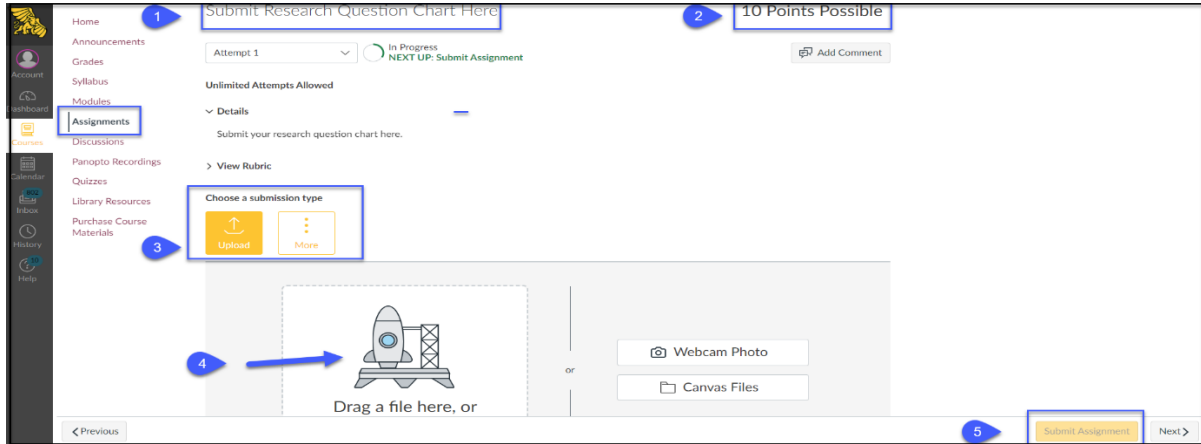
1. The assignment title
2. Total points possible for assignment
3. Choose a submission type: *Upload* means you will attach a file from your local computer or *More* allows you to search for files on your *Google Drive* if this is the platform where you completed your work.
4. Click on the rocket ship icon to search your computer for the file to attach or you can simply drag and drop the file into the submission area.
5. Click the yellow *Submit Assignment* button to turn in your assignment.

Once you submit your assignment, you will see a date and time stamp confirming you have successfully uploaded your assignment. You will also see the submission you uploaded. If you submitted the wrong document, and if the instructor is allowing for additional attempts, you may resubmit another document. The original submission is still there and there will be another date and time stamp with the most recent submission.
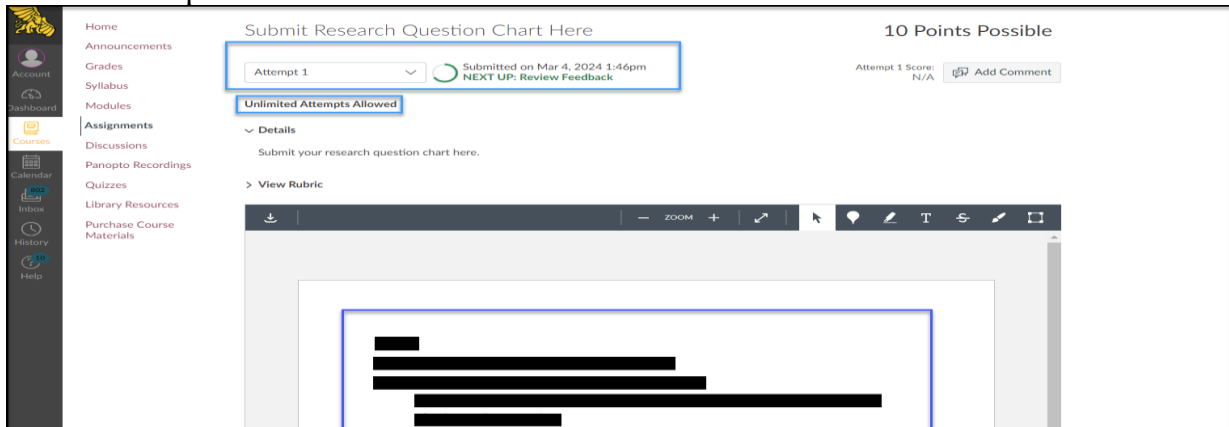
Discussions: *Discussions* is a place where students post topics about a particular subject or reply to prompts by the instructor. Students post replies about specific subjects and respond to other classmate's responses.

To post a response click the *Reply* button underneath the discussion prompt:
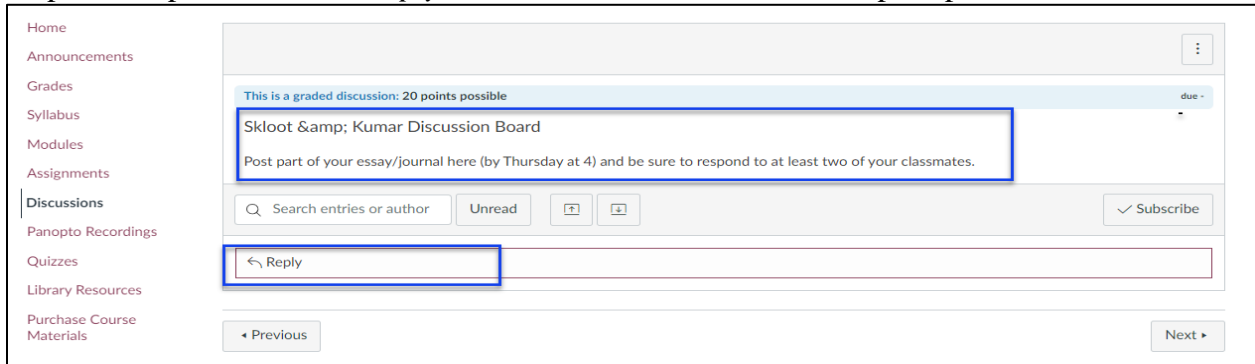
Then either type in your response or you can copy/paste the text from a word processor document. Click the **Post Reply** button once you have entered your response.
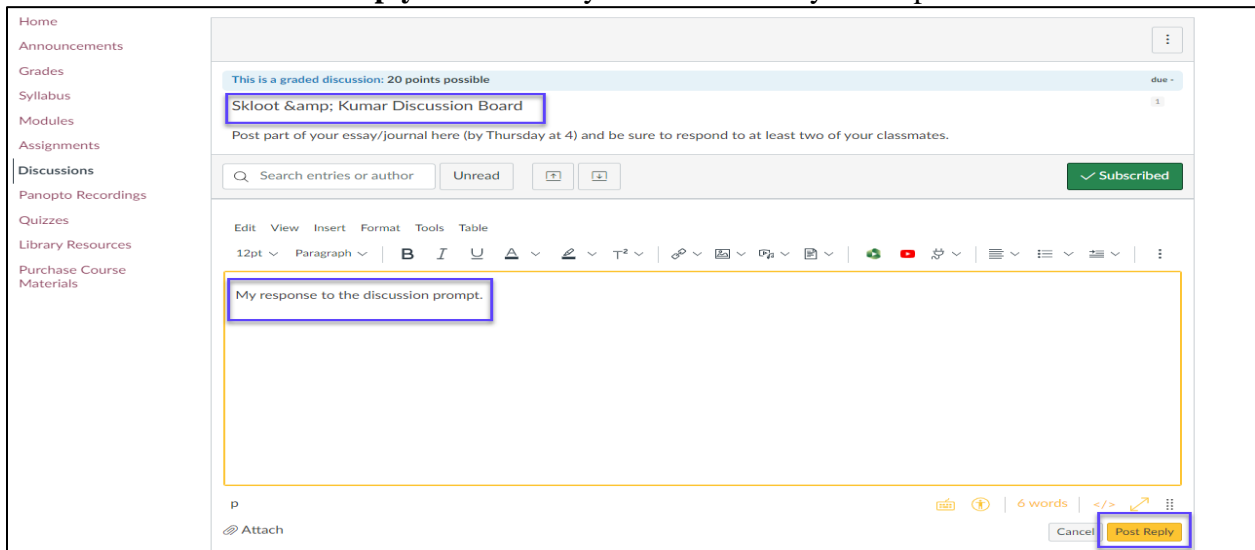
Once you have responded to the discussion prompt, you are likely going to be required to respond to other student posts. Click the smaller *Reply* button under another student's discussion post to add your input to their post:
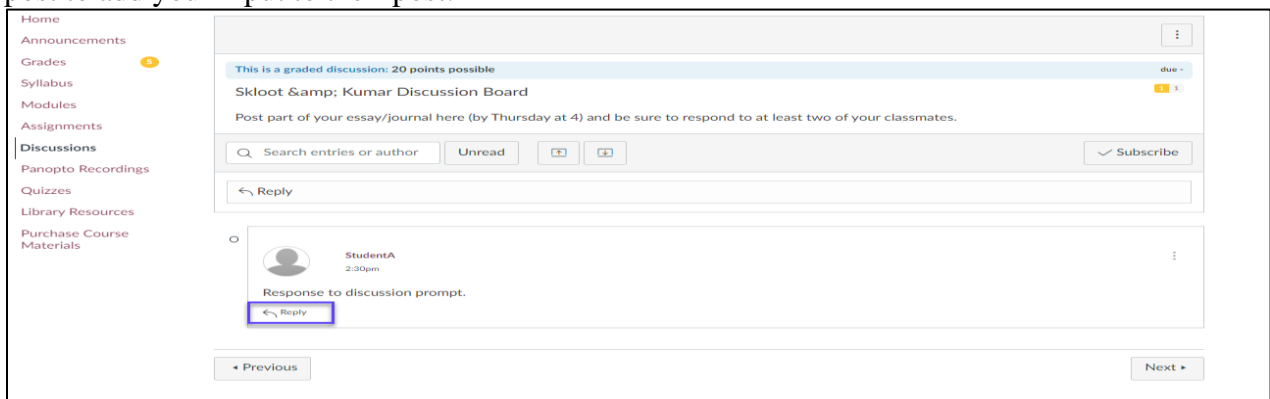
<u>Quizzes:</u> Quizzes in Canvas are where students take exams online. Quizzes may also be used as assignments as well, depending on how the instructor sets up the learning activity.

1. Quizzes may be listed under Quizzes link or under a weekly/unit module.
2. Quizzes can be mid-term or final exams, weekly quizzes, or created as an assignment
3. Most quizzes have availability dates when the quiz is available for students to access and many are timed once the quiz begins.
4. Once a timed quiz is started, the timer begins and once the date/time expires, the quiz is automatically submitted and all unanswered questions are mark as incorrect.

The image below represents the appearance of a quiz. In this example it is a timed quiz of 8 minutes. Once the student clicks the ***Take the Quiz*** button, *Time Running* is displayed in the upper right corner:
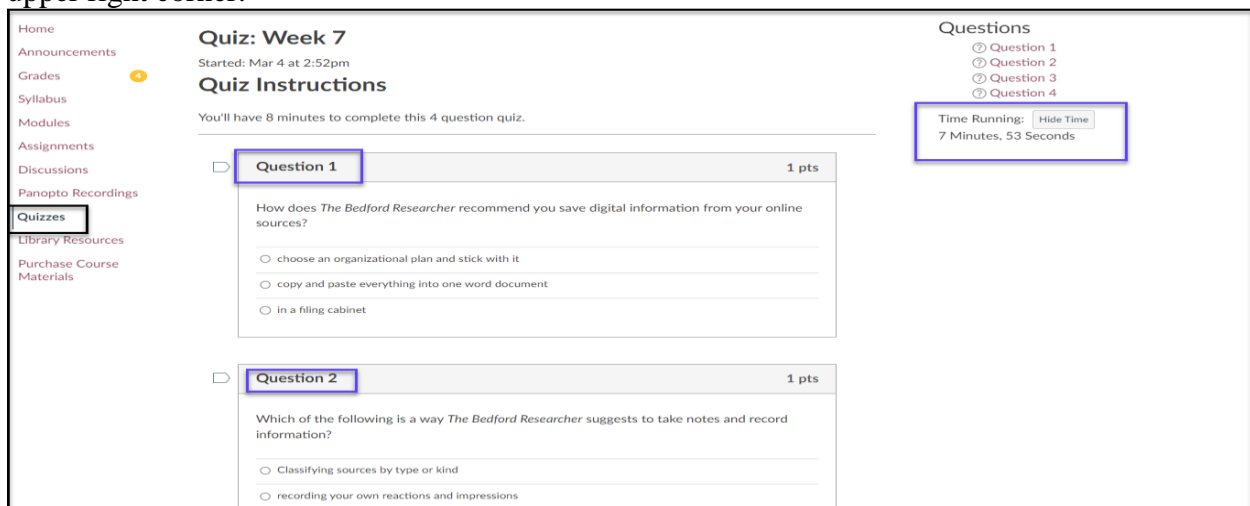
- Students can hide the timer or keep it displayed.
- Students must complete and submit the quiz before the timer expires
- Once the quiz is complete, there is a **Submit Quiz** button to click to submit the quiz.
- After the quiz is submitted, students will automatically see a score and date/time stamp of when the quiz was submitted.
- Instructors have the option to display correct and incorrect answers once the Submit Quiz button is clicked or they can hide this and display later once all students have completed the quiz.

Grades: *Grades* is where students can find grades for work they have completed.

1. This can be found on the Course Navigation menu.
2. Once the instructor evaluates work, they will enter the earned grade under the grade column for that activity.
3. Under *Grades*, students will see the activity title, Due date, date submitted, statue (late, missing, etc.), and Score.
4. If the assignment has not been graded yet, there will be a dash next to the activity total points.
5. If there is an eye icon next to the score, that means the instructor has hidden the grade and will publish once all grades are finished for that activity.
6. At the bottom of the *Grades* page is the course total points earned out of total points available for the course. If instructors are weighting grades or have separate categories for certain activities, you can see the percentage breakdown for each category in relation to the course total.

Below is an example of a sample student's grades. You can see a grade for one assignment (90/100), and below, the percentage distribution (out of 100%) is broken down for each category, and finally the course ***Total*** so far in the course.

Grades	10	WP#2 Here WPs	90 / 100	
Syllabus				
Quizzes		Submit WP#3 & Reflection Essay Here WPs	- / 100	
Modules				
Panopto Recordings				
Google Drive				
Library Resources		Week #1 Quiz Quizzes	6 / 7	
Purchase Course Materials				

Discussions	88.33%	53.00 / 60.00
Assignments	N/A	0.00 / 0.00
Homework	133.33%	20.00 / 15.00
WPs	90%	180.00 / 200.00
Quizzes	91.67%	11.00 / 12.00
Final Exam	70%	35.00 / 50.00
Total	92.67%	