

Canvas Quick Reference Guide



Welcome to NWTC's online learning tool, **Canvas**! The College uses Canvas for student learning and communication with faculty. This guide will help you get started!

Learn Canvas

Canvas Orientation & Guides

Take the [Canvas Student Orientation](#)

Search the [Canvas Guides](#)

Technology 101 Videos

Watch our very short instructional videos at:
[Tech 101 Videos](#)

Getting Started

Logging into Canvas

Log in using [this Canvas link](#) or the tile in the Student Portal. You can also go to www.nwtc.edu, click the Student Login button at the top of the screen, scroll to the Technology Resources section, and click the Canvas link.

Your username is your 8-digit student id number@nwtc.edu. Example:
12345678@nwtc.edu.

Then enter your NWTC password. You can reset your password on the Student Portal login page by clicking "Forgot Your Password?"

Multi-Factor Authentication

If you are accessing Canvas from off-campus, you may need to verify your identity in a second way. Click **Next** if you see the security message.

If you already set up your security method, you may get a security code sent to your phone or a

notification from the Microsoft Authenticator app after you click Next.

If you have not secured your NWTC account yet, choose how you want to be notified and click **Set Up** to start the process.

[Learn more about multi-factor authentication.](#)

If you do not have the technology needed, contact the [NWTC Student Help Desk](#) at 920-498-6900.

The Dashboard

When you successfully log in to Canvas, you land on the Canvas Dashboard.

Global Navigation

The Global Navigation bar on the left provides shortcuts to Canvas tools such as the Calendar, Inbox, Studio, and Help.

The Sidebar

On the right side of the dashboard, the sidebar links to your to-do list, upcoming events, and recent feedback.

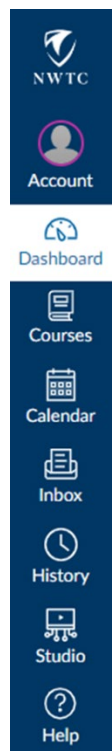
Account/Notifications

Select the Account icon to edit your Profile Information and set up your Notifications.

Click on Notifications to change how you are notified by Canvas. Click the icons on the right side to modify the notification type.

Select from the email list how you would like to be notified – Immediately, Daily, Weekly, or no notification.

Note: Changes to notifications affect ALL your Canvas courses.

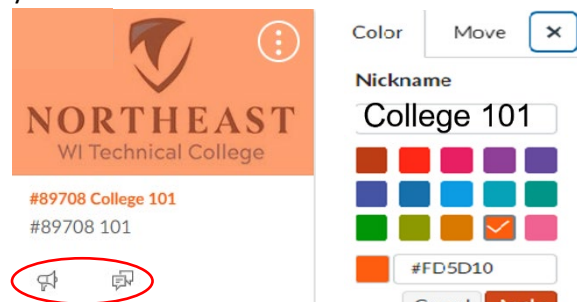






You will want to be notified immediately for Due Dates, Announcements, Grading, Invitations, Late Grading, Submission Comments, Added to Conversation, and Conversation Messages.

Course Cards

The course cards can be rearranged by dragging and dropping to a different location.

The three vertical dots icon on each course card allows you to assign a Nickname for the course and choose a different color that will show in your Calendar for that course.



Each card can include up to four tabs, which represent the four main Canvas features for student course activity: Announcements , Assignments , Discussions , and Files. .

Calendar

The calendar allows you to view everything for all your courses in one place.

Click on Calendar in the Global Navigation. The right-hand side lists all the calendars available to you. These include your personal calendar and a calendar for any course or group you are enrolled in. The top calendar is your personal calendar and is only accessible to you.

Enable or disable calendars by selecting the color tile to the left of the name.

The colors are synced with the color course tiles on your dashboard. Make sure that each course is a different color by selecting the three vertical dots to the right of the course name.


Each item on the calendar is a live link that will navigate you to the assignment. Assignments are shown with an icon next to the assignment title.

Once you submit an assignment, it will show as crossed out on the calendar.

Inbox

The Inbox is an area for conversations within your courses. This is not an external email system, and you cannot contact anyone outside of the users in your courses.

Access the Inbox from the Global Navigation bar. You can filter conversations using the toolbar across the top.

Compose messages by clicking the Compose icon. 

A blue circle next to the conversation indicates it has not yet been read.

When you select a conversation, all messages in the thread appear in the right conversations panel.

Within a conversation, you can reply, reply-all, forward, or delete either an individual message or the entire conversation thread.

History

The History tool shows where you have been in Canvas.

Studio

Studio allows you to upload, create, edit, manage, share, and discuss audio and video files.

Help

Click the Help icon in the lower left corner to access the Canvas Guides, Welcome Tour, Orientation Course, and Student Support.

Course Navigation Menu

The menu is how you get to specific locations in the course. This list is customized by your instructor.

Use the three horizontal lines above the menu to collapse or expand the navigation bar. Breadcrumbs appear above the course content area. Click them to visit course content again.

On the right side of the Home course page is a To Do sidebar section showing assignments with a due date in the next seven days. You can click on the item to go to it.

When you submit an assignment, it will disappear automatically from the list. You can manually remove assignments that do not need to be submitted by clicking the X.

Announcements

View up-to-date information provided by your instructor. To read an announcement, click the name of the announcement.

You can also use the options icon to delete the announcement.

Syllabus

Your instructors will attach or embed a Syllabus class document to let you know what to expect in the course.

You will also see a list of assignments and events (indicated by icons).

Modules

Modules can be accessed via the Course Navigation bar and contain the course content.

Each content item includes an icon indicating the type.

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Home
Announcements
Syllabus
Modules
Assignments
Quizzes
Discussions
Grades

You can advance through module items or return to previous modules or content items using the progression bar at the bottom of the page. Select the Next or Previous buttons to navigate.

Assignments

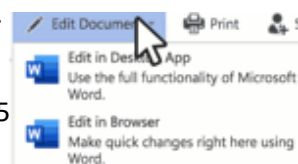
Assignments include all items that can be graded in Canvas. Each assignment includes an icon with the assignment type: assignment, discussion, or quiz. Grading Rubrics are also available. Click on the name of the assignment from the Assignments list or the Modules list. The assignment rubric is shown below the assignment instructions.

Each assignment also displays the assignment name, the due date (if any), and the number of points the assignment is worth. Availability dates, or the range of time that the assignment is accessible to you, may be specified as well.

Microsoft 365 Cloud Assignment

For some assignments, instructors may have a Microsoft 365 Word, Excel, or PowerPoint file already made that you will use for your submission. This is called a Microsoft 365 Cloud Assignment. Open and complete the assignment from the assignment page. Other methods include opening in a separate window or choosing the Word app by clicking Edit Document on the toolbar.

When you open the assignment, Microsoft 365 creates a copy of the file in your OneDrive folder.



Assignment Submissions

You can submit online assignments in Canvas using several submission types. Access your assignments through your To Do list in your Dashboard, Course Home Page, Syllabus, Gradebook, Calendar, or Modules.

There are four submission types:

1. **Upload a file** by locating the file on your computer and submitting it.
2. **Submit a text entry** by copying and pasting or typing your submission in the Text Entry box.
3. **Enter a website URL** by copying and pasting the link to the website.
4. **Submit media** by using the button to record your submission. If you are uploading already existing media, it can be done from there as well.

Note: Canvas does not support file uploads larger than 5GB

Quizzes

Look for the Quizzes icon.



Then select the name of the quiz. View the details before starting the quiz. Quizzes can be locked by Date, Time, or Location. Pay attention to due dates and time limits.

To begin a quiz, click on the [Take the Quiz](#) button at the bottom of the quiz details screen. Upon finishing, click the "Submit Quiz" button.

Discussions

Discussions are organized into three areas:

- **Discussions** are current discussions within the course, ordered by most recent activity.
- **Pinned Discussions** are at the top because your instructor wants you to pay specific attention to them.
- **Closed for Comments** have been manually closed for comments or are past the availability window.

Grades

The Grades page in a course displays all current grades for all course assignments. You can also view scoring details, comments, and rubrics. In the Course Navigation, select the link for Grades and then select the course.

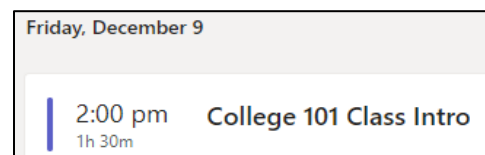
Grades are sorted chronologically by assignment due date. Use the Arrange By menu to sort by module, assignment title, or assignment group. If you have more than one course, you can use the Course Drop-Down Menu to view grades in other courses.

You can view the name of the assignment, the status, the score, and the total point value. You may see various grade icons in the score column indicating the type of assignment you submitted. The icon means that the assignment has not yet been graded by your instructor. Once it is graded, the icon will be replaced by your score.

The Sidebar shows information about how your grades are calculated.

Microsoft Teams Meetings

This link lists the virtual meetings that will be taking place in your course.

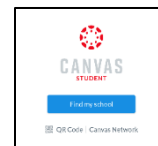


Meetings also appear in a course calendar.

Canvas Mobile App

Work from anywhere!

Download and install the Canvas Mobile app for students from the Apple Store or Google Play store.



24/7 Student Tech Support

Local: (920) 498-6900,

Toll Free: (877) 404-3313

Email: student.helpdesk@nwtc.edu