



A Student's Guide to Canvas at Penn State Fayette

A quick look at...

Logging into Canvas

1. psu.instructure.com
2. Click **WebAccess**
3. Use your Penn State **UserID** and **access password**.

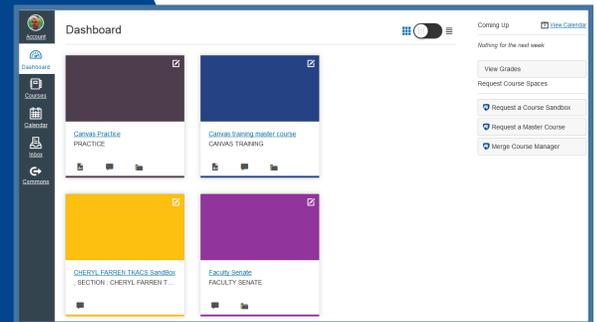


The Dashboard

The Dashboard contains your courses for the current semester. If you do not see a course, it is probably because the instructor has not published the course for students to view.

Each block is a course and icons below the course name indicate whether the course has announcements, new course material or messages.

Click on the block to enter the course.



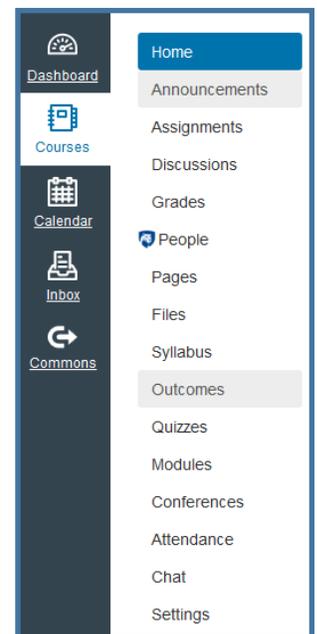
Course Navigation

Once you click on the course, you will have a navigation pane on the left to access the different sections of the course. For most courses, the bulk of the material will be found organized on the **Modules** tab.

Instructors have the option to hide tabs they are not using. If you do not see one of the tabs in the picture in your course, it may be hidden from student view. Your instructor will explain how to use Canvas in their course.

Assignments, Discussions, Files, and Quizzes can be found on both the individual tabs as well as the **Modules** tab.

Students can access their grades for all assignments on the **Grades** tab. Individual assignment grades and comments can also be found when clicking on the assignment on the appropriate tab: discussions, quizzes, assignments, etc.

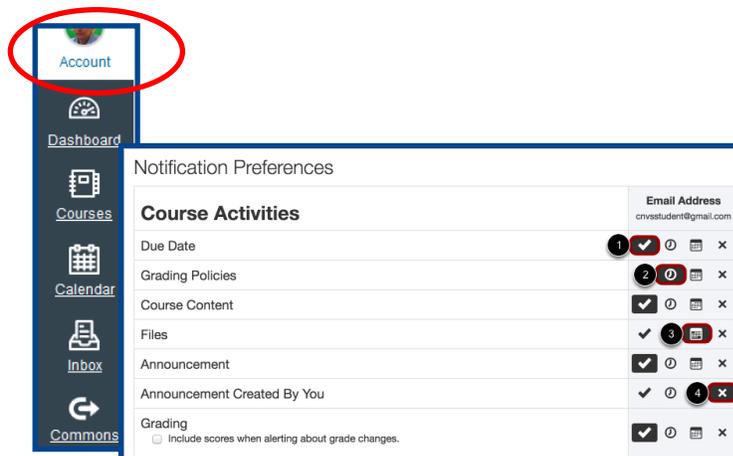


Notifications

Canvas includes a set of default notification preferences you can receive for your courses. The **default email contact** is your **Penn State** email. To add other email address, click **Account** and then select **Settings**.

Notifications are sent as one of four delivery types: send right away, daily summary, weekly summary, or don't send. Notification settings apply to all of your courses; you cannot change settings for individual courses.

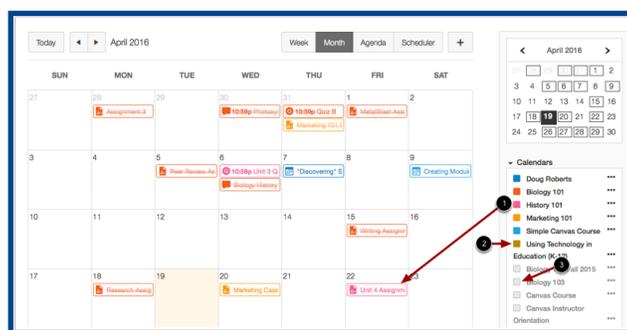
Click **Account** then **Notifications**. Change any default settings for contact method. To receive notifications immediately, click the **check mark** [1]. To receive a daily notification, click the **clock icon** [2]. To receive a weekly notification, click the **calendar icon** [3]. If you do not want to receive a notification, click the **remove icon** [4].



Calendar

The Calendar is a great way to view everything you have to do for all your courses in one place. You can view calendar events by day, week, month, or agenda list.

Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Associated assignments for each course or group will appear within the calendar view for each calendar

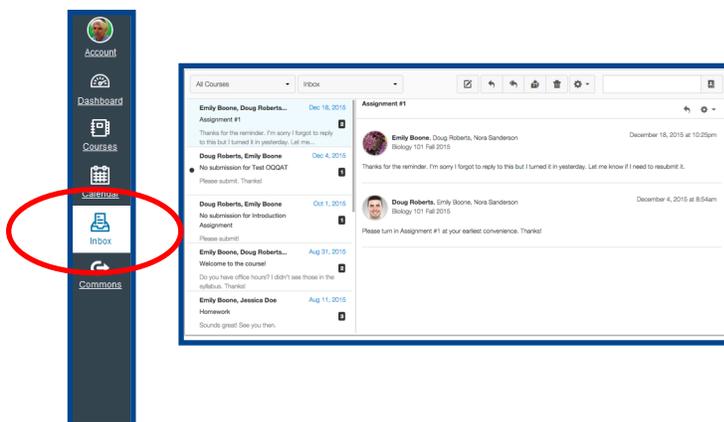


Inbox

Conversations is the messaging tool used instead of email to communicate with a course, a group, an individual student, or a group of students. You can communicate with other people in your course at any time. **Messages from all your courses are located in one area.**

Use Conversations to:

- Send a message to someone in your course or group (instructor or student)
- Send a message to your entire class (if allowed) Reply to messages from others in your course



Web Browsers

Canvas supports the last two versions of every browser release. We highly recommend updating to the newest version of whatever browser you are using as well as the most up-to-date Flash plug-in.

1. Internet Explorer 11 and Edge
2. Chrome 50 and 51
3. Safari 8 and 9
4. Firefox 45 and 46 (Extended Releases are not supported)
5. **Flash 20 and 21 (used for recording or viewing audio/video and uploading files)**

