

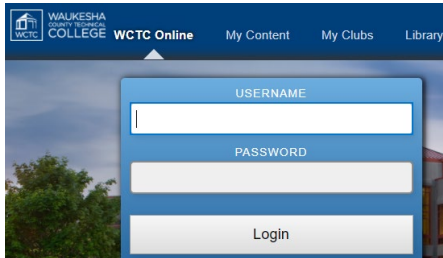
Student Quick Start Guide for Canvas



Accessing Your Courses in Canvas

Canvas Login

1. Go to the **myWCTC** portal link from the college homepage, login and then click on the Canvas icon OR go directly to <https://wctc.instructure.com>
2. Enter your username and password to login.



Username = is typically your first initial and last name followed by a number (e.g., jsmith4) to make it unique.

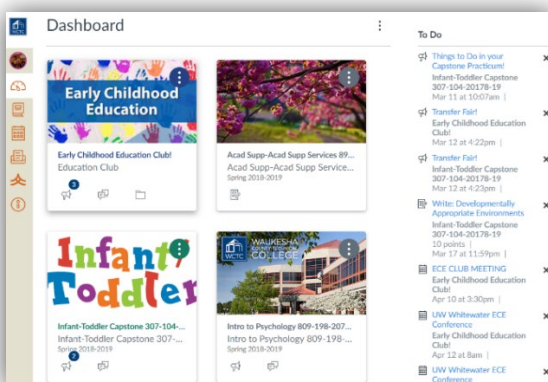
Password = your default password is your 9 digit student ID number. Please change it right away.

Technical Support for Login

For username and password assistance for logging into your Canvas courses, contact the **WCTC Service Desk** at **262-691-5555**.

Canvas Dashboard

Logging into Canvas takes you to the **Dashboard** where you will find a list of courses that are open for your access. WCTC provides a Canvas course environment for all campus-based, online or hybrid/blended courses. When your courses open, they will be displayed on the **Dashboard** page.



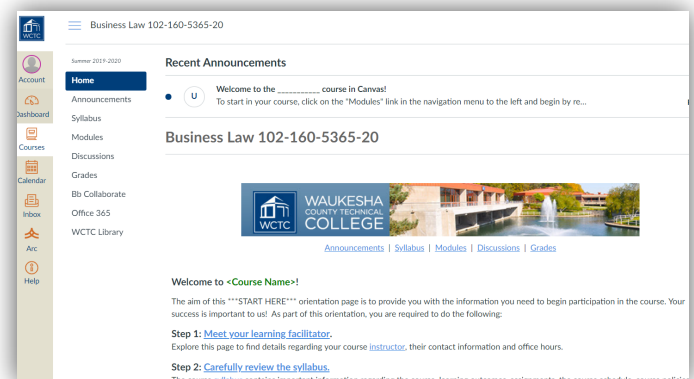
Course Availability

Courses in Canvas become available when your instructor publishes the course to make it available. Once your course is open and visible on the **Dashboard**, you can click on the course icon to enter your course. For specifics regarding your course and when it opens, check with your instructor.

Course Navigation

Getting Started

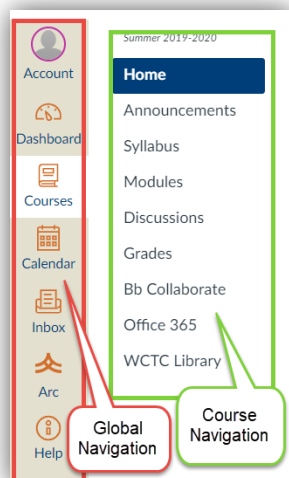
When entering your Canvas course you will land on the course homepage. Each course may look a little different depending upon your instructor's design. Here you may find course information from your instructor and navigation links to the various course resources and tools that will be used.



Course tip - Login and frequently check your courses, news and announcements. To be successful you must keep up with all assignments and due dates.

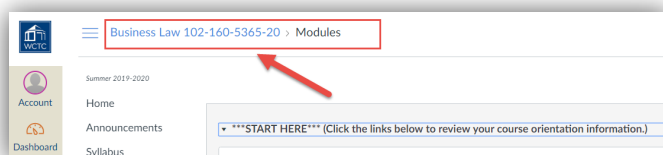
Course Menu

You will use the Canvas course menu and click on the navigation buttons to access your course materials and the online learning tools. Your course menus are designed by your instructor and may have different layouts and button names from course to course.



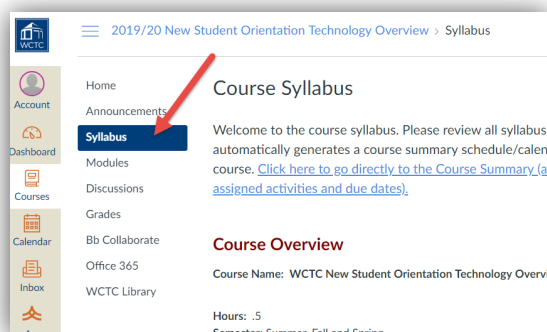
Navigation Path (Bread Crumbs)

Course navigation is simplified by using the “bread crumb trail” that appears at the top of the course page display to help you keep track of your current location. To go back to a prior page, select the corresponding hyperlink within the listed navigation path.



Syllabus

Your course syllabus is a very important document that outlines learning outcomes, class policies, assignments, due dates and expectations for all students. The syllabus should be looked at as a contract between you and your instructor.



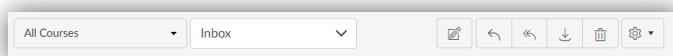
Email Communication

Canvas contains an internal messaging feature that allows you to easily send messages in Canvas to your

instructor or other students. The **Inbox** icon on the navigation menu opens the Canvas “Conversations” message system.

To send an email from Canvas follow these steps:

1. From your course click the **Inbox** tool on the global navigation menu.
2. Select the course from the dropdown box you wish to read or send messages\.
3. In your Inbox list click the message you wish to open and read OR click the Compose icon (pencil



icon) to create a new message.

4. To compose a new message, select the course the message pertains to and then select the **To** menu dropdown to choose the recipient.
5. Enter the topic of the message in **Subject** field.
6. Enter the email text in blank message field.
7. Click the paper clip icon to add an attachment (browse to locate the file, click **Open** to attach).
8. Click **Send** to send your message. The recipient will get a copy of the message in Canvas and in their college email account.

Course Materials and Resources

Your instructors will include a variety of course related materials, web links, learning resources and support materials that are pertinent to your area of study. Each instructor organizes their course differently and you will find materials in the Modules area of the course. Your course modules may contain learning activities, assignments, discussion forums and assessments.

Learning Activities

Learning activities in your courses are designed to introduce you to subject matter content and engage you in exercises that promote understanding and application of the knowledge or skills you’ve studied. Learning activities can be graded or non-graded and may include readings, discussion forums, games, videos, journals and more.

Assignments

Course assignments are typically graded activities that provide you with practice in applying the newly learned knowledge and/or skill to a real world application. Assignments often require you produce and upload a written document, media file or other file for evaluation

by your instructor to assess your competency development in the subject area.

Submitting Assignments

Instructors will request that you submit many types of homework assignments online through Canvas. These assignments will be graded and then your score and any feedback will be posted in your Canvas **Grades** area.

1. To submit an assignment, navigate to the Module area and click on the text link for the assignment that is due.



LearnSmart - Chapter 1. Accounting— Present and Past
Jan 31 | 10 pts

2. Carefully review the assignment instructions to ensure that you've addressed all the assignment requirements before you submit it.
3. Upload your assignment file by clicking the blue **Submit Assignment** button. Next select **Choose File** button to search for your assignment file on your local computer or USB thumb drive.
4. Click **Submit Assignment**.



Assignment tip - Always create your written assignments using a tool like MS Word rather than the built-in Canvas text editor.

This will prevent you from losing your work if you lose WIFI or your browser shut down unexpectedly.

Discussion Forums

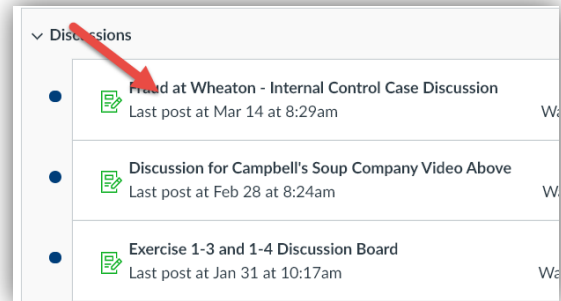
A discussion forum is the online equivalent of an instructor guided in-class discussion except that they are asynchronous... meaning you join and contribute when convenient for you. Online discussions can be graded or non-graded. Your instructor will structure discussions to support deeper learning of the subject matter and to promote the development of critical thinking and communication skills. Discussion forums can also be used to have students introduce themselves, discuss related current events, conduct peer-review of homework, facilitate teamwork or as a way for students to ask questions of the instructor. Students are expected to actively participate in discussion forums that may be included in a course.

Posting to a Discussion Forum

1. To participate in a discussion forum, navigate to the **Discussion Forum** on the course navigation

menu or to the discussion link that may be provided in the course module area.

2. Click on the discussion topic to read and reply to your instructor and/or classmates.



3. To add a posting click the **Reply** icon

Learning Assessments

Learning assessments are graded exercises where you demonstrate or apply the knowledge and skills obtained through the study of the subject area. Learning assessments may include written papers, essays, case studies, or projects that you submit as a file in Canvas. Other assessments listed in your course syllabus may include tests or quizzes that are given throughout the course.

Quizzes and Tests

Taking quizzes or tests in Canvas is very easy. You must begin your assessment prior to the due date outlined in your syllabus. Questions may include true/false, multiple choice, short answer, essay or others types.

To begin your Canvas quiz/test:

1. Navigate to the lesson folder or content area communicated by your instructor to find the quiz/test.
2. Click on the link next to the quiz/test icon to begin.



Problem 2-25 (Complete HERE in Canvas)
Feb 14 | 10 pts

3. Read the instructions carefully.
4. Many quizzes and tests are timed and you may only have one opportunity to complete it.
5. Only click on the Save and Submit button when you have completed all questions.

Submit Quiz

Test taking tip – Before starting a quiz or test make sure you have reliable Internet/WIFI service. If you lose WIFI service while taking a test you may be locked out and you will have to contact your instructor to continue.



Grades

The Canvas gradebook provides you with an easy way to access your grades for assignments and quizzes/tests that you have submitted in your Canvas course. Instructors will use the gradebook to post your assignment and/or quiz/test scores as well as to share performance feedback with you.

Viewing Grades

To view your course grades visit your course homepage and click on the **Grades** link in the navigation menu. Select a graded assignment to view the grade details as well as any feedback provided by your instructor.

Logging Out

For security purposes, you should always logout at the end of your Canvas session. To end your session click your **Account** icon in the upper left hand corner of the Canvas window and then click **Logout** and then close your browser.

