



New Student Guide: Intro to Canvas

Overview:

Welcome to Simpson University, Red Hawks!

In this guide, you will learn how to access and use **Canvas**, Simpson University's learning management system. Canvas is where you will locate and participate in all your Simpson courses.

Within Canvas, you can access content such as your syllabus and course resources, view course announcements, complete and submit assignments and quizzes, participate in discussions, and keep track of your grades, etc.

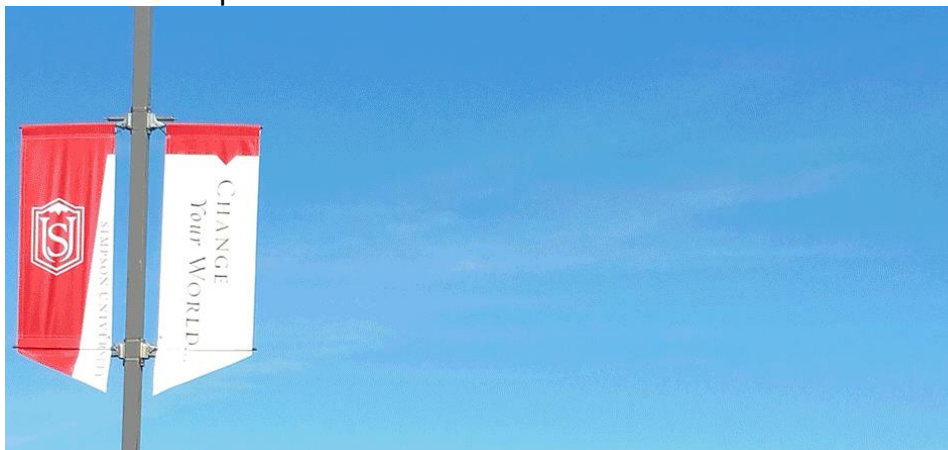
To learn how to sign into Canvas, either click the following link to view a brief video tutorial and/or review the written sign in instructions below (at the beginning of the video you will briefly see an Incognito Google Chrome window): [Logging into Canvas for Students - Simpson University](#)

Logging into Canvas:

Open a web browser (Google Chrome works best. Safari is not recommended).

Type portal.simpsonu.edu into your web browser search engine bar.

You should see the following Simpson University page appear. Sign in with your Simpson username and password.



Once logged into the Portal, select the Canvas link in the apps listed for students:

For Students

A
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Email



Canvas



CSS Financial
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If you cannot log into the Student Portal, type simpsonu.instructure.com into your web browser to go directly to Canvas.

If you have not received your Simpson credentials yet, please contact IT by email (helpdesk@simpsonu.edu) or phone (530.226.4940).

Navigating the Canvas Dashboard (Home Page):

Once you log onto Canvas, the first thing you will see is your Dashboard. Your Dashboard contains all your current courses listed in card view for quick access!

Click on your course to access and engage with the course materials. If you do not see your courses listed in card view, follow this link to learn how to change your Dashboard view: [How do I use the Dashboard as a student?](#)

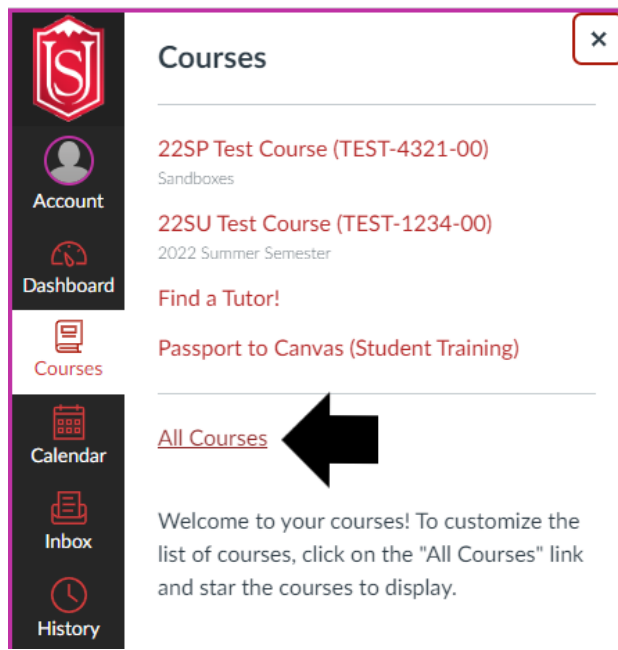


You should see a [Passport to Canvas \(Student Training\) course](#). This course is simply a resource for students to learn more about how to navigate and use Canvas! It is not required. If you do not see this course, email abarber@simpsonu.edu and you will be added.

If the semester has not officially begun yet, and you do not see your upcoming course on your Canvas dashboard, do not worry! Your professor is most likely still preparing your course and will publish it soon. You can always email your professor to ask about your course. If you cannot reach your professor, please email abarber@simpsonu.edu.

Viewing All Your Courses on Canvas:

To view all your course enrollments (past, present, and future), click the **Courses** tab on the left-hand global navigation menu, and select the [All Courses](#) link. You will be able to see all your published and unpublished courses listed. Follow this link for more specific instructions on how to view all courses: [How do I view all my Canvas courses as a student?](#)



If the semester has begun, and you still do not see your course on your dashboard, please email the Director of CELT (abarber@simpsonu.edu), the Registrar (registrar@simpsonu.edu), and/or your professor directly to ask about your course.

Canvas Student Mobile App?

Yes! There is a Canvas app for students! Want to access your course content from anywhere or check your grades at any time? Go to your device's app store and download the **Canvas Student** App! [What is the Canvas Student App?](#)

Click "Find My School", type in **simpsonu** and hit "Enter", then sign in with your Simpson username and password.



Canvas Student

Education

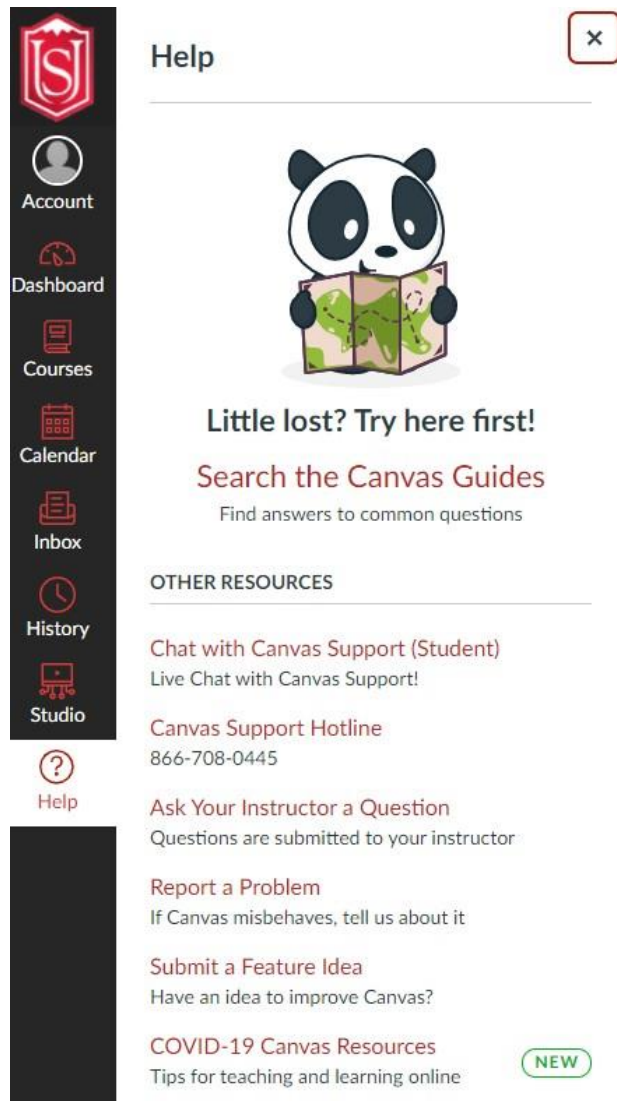
★★★★★ 2.4M

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Getting Help with Canvas:

If you encounter difficulty navigating or using Canvas, or have a general question, there are a few ways to get help!

Reach out to live 24/7 Canvas support directly through the Help tab in Canvas:



The screenshot shows the Canvas user interface. On the left is a dark sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Studio. The 'Help' icon, represented by a question mark, is highlighted. The main content area is titled 'Help' and features a cartoon panda holding a map. Below the panda, the text reads: 'Little lost? Try here first! Search the Canvas Guides Find answers to common questions'. Underneath is a section titled 'OTHER RESOURCES' with several links: 'Chat with Canvas Support (Student) Live Chat with Canvas Support!', 'Canvas Support Hotline 866-708-0445', 'Ask Your Instructor a Question Questions are submitted to your instructor', 'Report a Problem If Canvas misbehaves, tell us about it', 'Submit a Feature Idea Have an idea to improve Canvas?', and 'COVID-19 Canvas Resources Tips for teaching and learning online' with a 'NEW' badge.

You can also email abarber@simpsonu.edu for assistance with Canvas.

If you experience trouble with Canvas, **always let your professor know** so they are aware of your situation. Frequent communication with your professors is key to success in your courses.

See links to guides on using Canvas on the next page!

FAQs about Canvas:

- How do I use the Dashboard as a student?
- How do I view Modules as a student?
- How do I view the rubric for my assignment?
- How do I submit an online assignment?
- How do I submit a text entry assignment?
- How do I enter a URL as an assignment submission?
- How do I submit a media file as an assignment submission?
- How do I upload a file as an assignment submission in Canvas?
- How do I use my webcam to take a photo for an assignment submission in Canvas?
- How do I upload a file from Microsoft Office 365 as an assignment submission?
- How do I know when my assignment has been submitted?
- How do I know when my instructor has graded my assignment?
- How do I submit a cloud assignment with Microsoft Office 365?
- How do I view assignment comments from my instructor?
- How do I view all my Canvas courses as a student?
- How do I use the Calendar as a student?
- How do I view Discussions as a student?
- How do I reply to a discussion as a student?
- How do I view my grades in a current course?
- How do I use the Inbox as a student?
- How do I reply to a message in the Inbox as a student?
- How do I view my favorite courses in the Card View Dashboard as a student?
- How do I take a quiz?
- How do I take an assessment in New Quizzes?
- How do I submit a quiz?
- How do I use the menu bar in the Rich Content Editor as a student?
- How do I upload and embed a media file from my computer in the Rich Content Editor as a student?
- How do I record media using the Rich Content Editor as a student?
- How do I upload and embed media from an external source in the Rich Content Editor as a student?
- How do I embed media files from Canvas into the Rich Content Editor as a student?
- How do I upload a document in the Rich Content Editor as a student?
- How do I embed a document from Canvas into the Rich Content Editor as a student?
- How do I select content from an external app in the Rich Content Editor as a student?
- How do I create a hyperlink from Microsoft Office 365 in the Rich Content Editor as a student?
- How do I get help with Canvas as a student?
- How do I log out of Canvas as a student?