

Introduction

The Canvas Learning Management System (LMS) is used to host a number of classes at Fullerton College. In order to use Canvas you should learn some fundamental skills. These include:

- Logging into Canvas
- Submitting Assignments
- Doing Quizzes

Logging into Canvas

The canvas web site for Fullerton College is:

1. Go to the web site at **http:// fullcoll.instructure.com**
2. Enter your Banner ID number (**without** the @) and your banner password
3. Click the Login button to log into canvas (Figure 1)

The screenshot shows a web browser window with the address bar displaying <https://sso.nocccd.edu/login?service=https%3A%2F%2Ffullcoll.instructure.com%2Flogin%2Fcas>. The page header includes the NOCCCD logo and the text "NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT" and "NOCCCD Central Authentication Service (CAS)". The main content area contains a login form with the following elements:

- Username:** Input field containing "00007034".
- Password:** Input field containing masked characters ".....".
- Buttons:** "LOGIN" and "CLEAR" buttons.
- Links:** "Forgot username?" and "Forgot password?" links.
- Text:** "For security reasons, please logout and **exit** your web browser when you are done accessing services that require authentication!"

To the right of the login form, there is a section titled "NOCCCD CAS provides authentication for our district services and campuses" with logos for Cypress College, Fullerton College, and School of Continuing Ed. A red arrow points to the "Forgot password?" link.

Figure 1

4. After logging in you may see a list of Classes you are currently enrolled in. Locate your class and click the class name as shown in Figure 2.

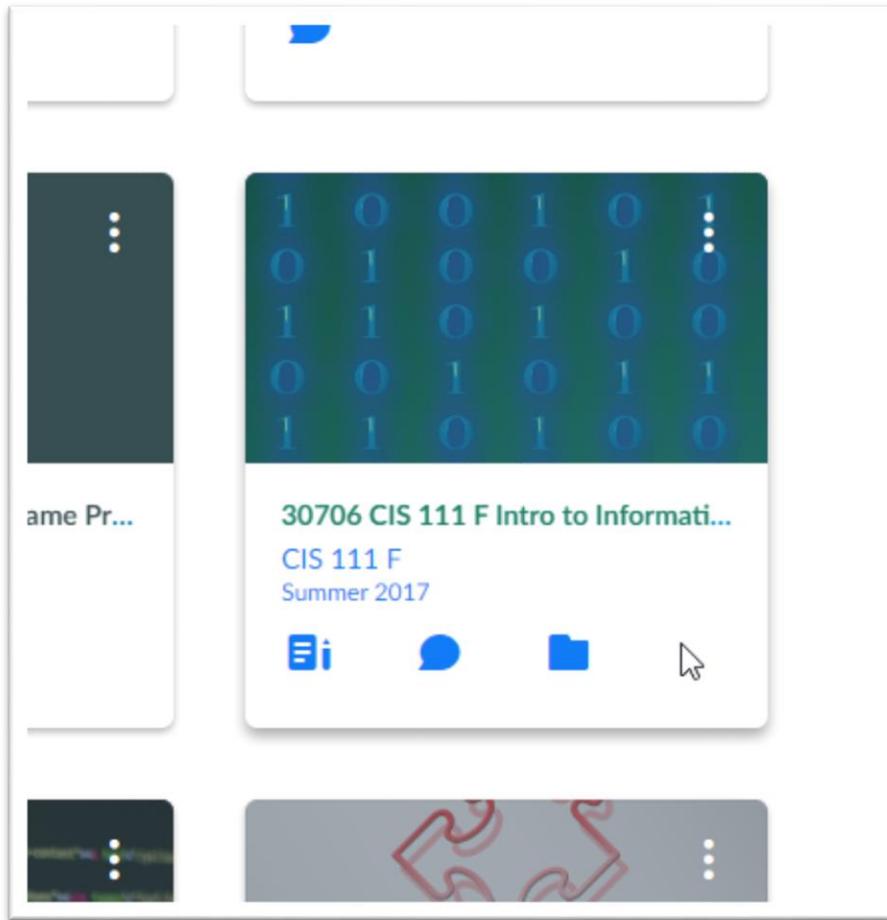


Figure 2

Once you have logged into your class you see several areas on your screen (Figure 3).

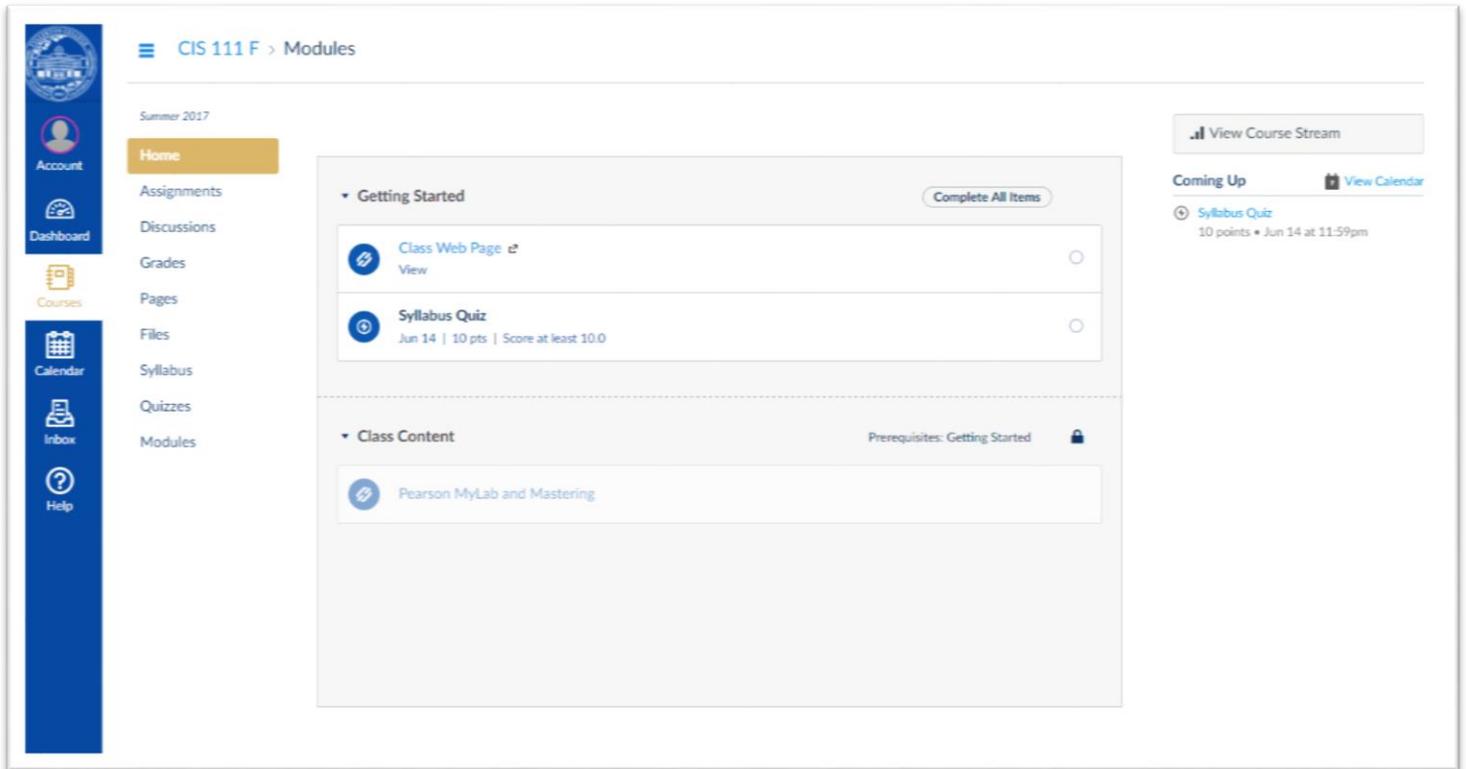


Figure 3

The links along the left side of the screen (under the Fullerton College logo) are labeled with Account, Dashboard, Courses, Calendar, Inbox, and Help (Figure 4).

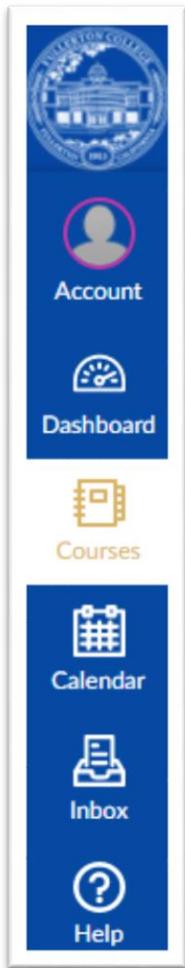


Figure 4

These links activate the following:

- Account – this is used to set personal information including your picture.
- Dashboard – this takes you to the initial screen where you selected the course.
- Courses – this allows you to choose a course to enter (all your courses are listed)
- Calendar – this takes you to the course and personal calendar where assignments and other information is posted
- Inbox – this takes you to the Canvas email system.
- Help – this takes you to the Canvas help system with tutorials on how to perform tasks in Canvas.

To the right of these links are the class links as shown in Figure 5.

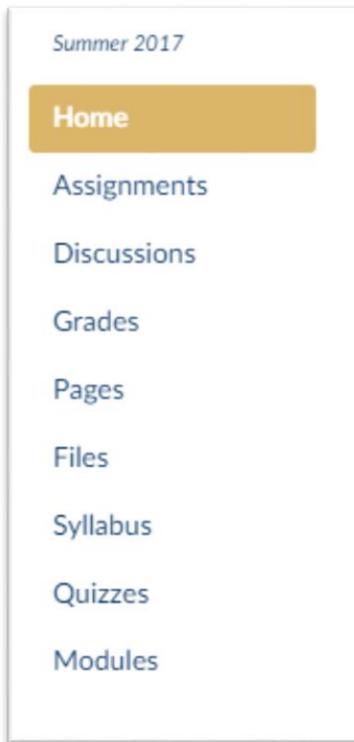


Figure 5

These links take you to the following:

- Home – this is the starting page for the class
- Assignments – this page displays the class assignments
- Discussions – this page displays the class discussions
- Grades – this page displays the class grades
- Pages – this page displays class pages
- Files – this page displays any files the Instructor has uploaded to the class.
- Syllabus – this page displays the class syllabus (if there is one)
- Quizzes – this page displays the quizzes for the class.
- Modules – this page displays class modules.

Getting Around Canvas

Since Canvas is a web-based system navigating pages is much like browsing web sites. Canvas has a “bread-crumbs” listing of your current position with the site, which is located at the top of the screen (Figure 6).

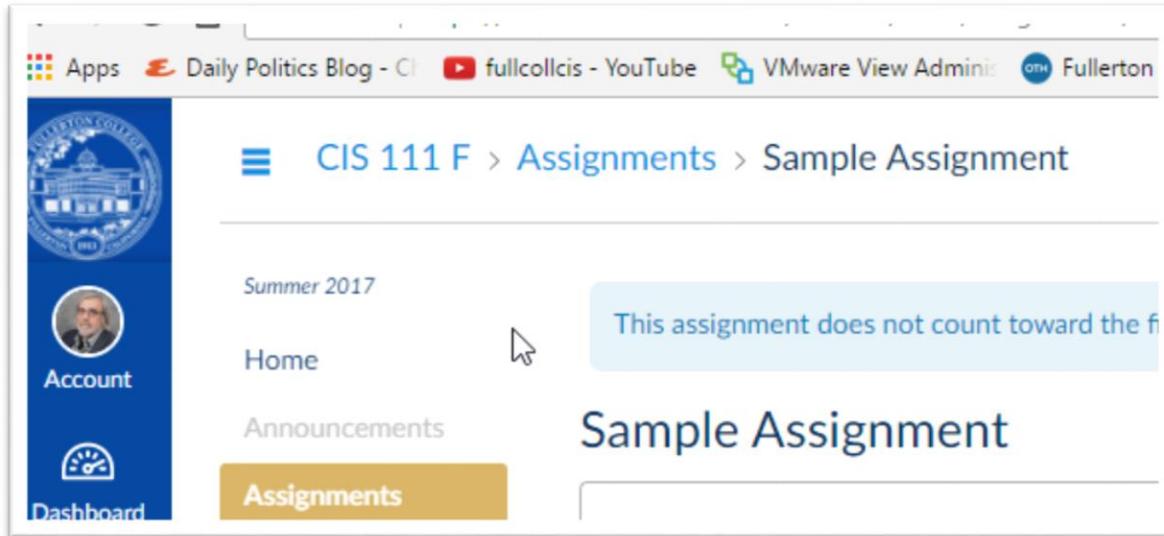


Figure 6

Clicking the class title (in this case CIS 111 F) takes you back to the Home screen. The > Assignments indicator shows that you were in the Assignments window and the > Sample Assignment shows your current window.

Submitting Assignments – Uploading Files

An assignment is something you are assigned by the Instructor. Assignment typically have due dates and can include things like uploading files, entering text, taking quizzes, and so forth.

One type of assignment is a file upload assignment. In this case you will have to access the assignment and upload a file.

1. Click the Assignments link. You see the assignments page (Figure 7).

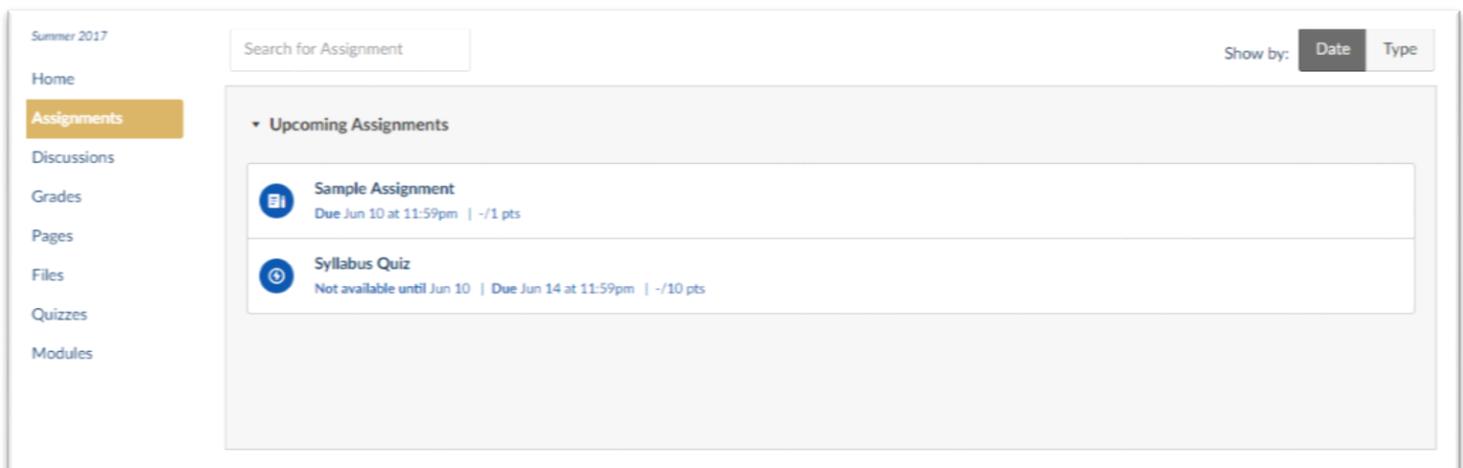


Figure 7

Notice that you can sort the assignments by due date or by type using the buttons (Date and Type) in the upper right corner.

2. Click on the assignment you want to open (Figure 8).

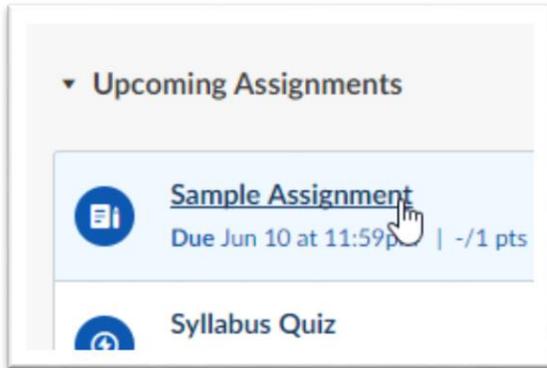


Figure 8

You see the Assignment page (Figure 9).

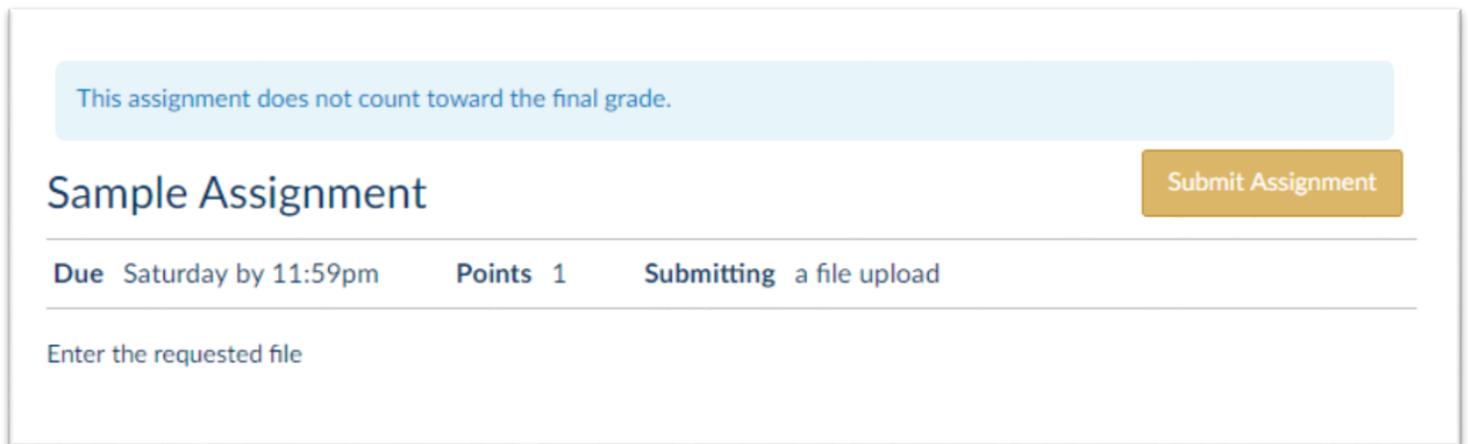


Figure 9

This shows you the Due Date, the point value, and the assignment title (after the word *Submitting*). Below this information are the instructions for the assignment, in this case *Enter the requested file*.

3. Click the Submit Assignment button. You see an area open at the bottom of the page allowing you to upload a file (Figure 10).

This assignment does not count toward the final grade.

Sample Assignment

Due Saturday by 11:59pm **Points** 1 **Submitting** a file upload

Enter the requested file

File Upload Office 365

Upload a file, or choose a file you've already uploaded.

File: No file chosen

[⊕ Add Another File](#)

Comments...

Figure 10

4. Click the Choose File button. This opens a window to your own computer.
5. Browse to the file you wish to upload, choose the file, and click Open (Figure 11).

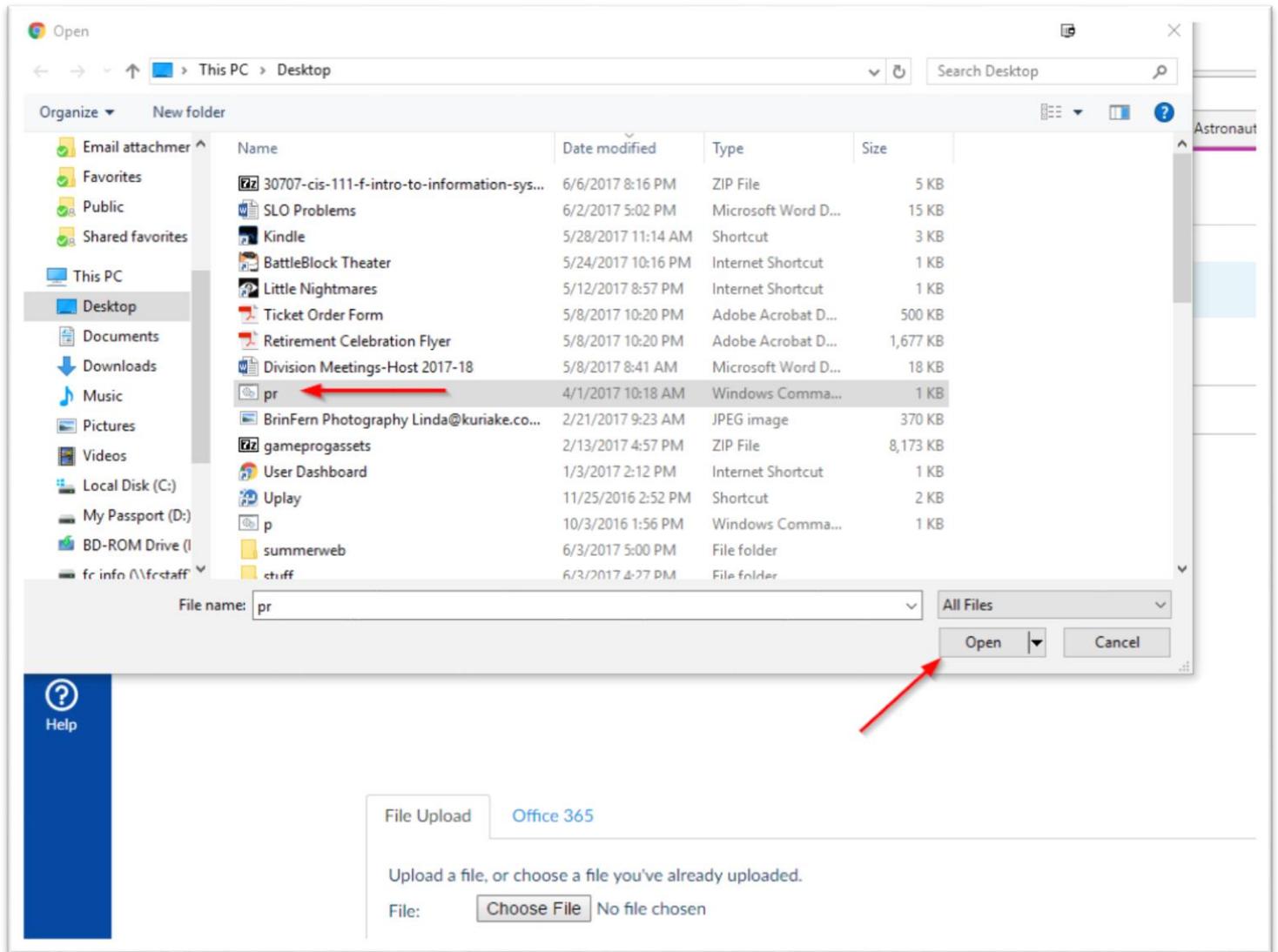


Figure 11

You see the file name of the selected file listed after the Choose File button (Figure 12).

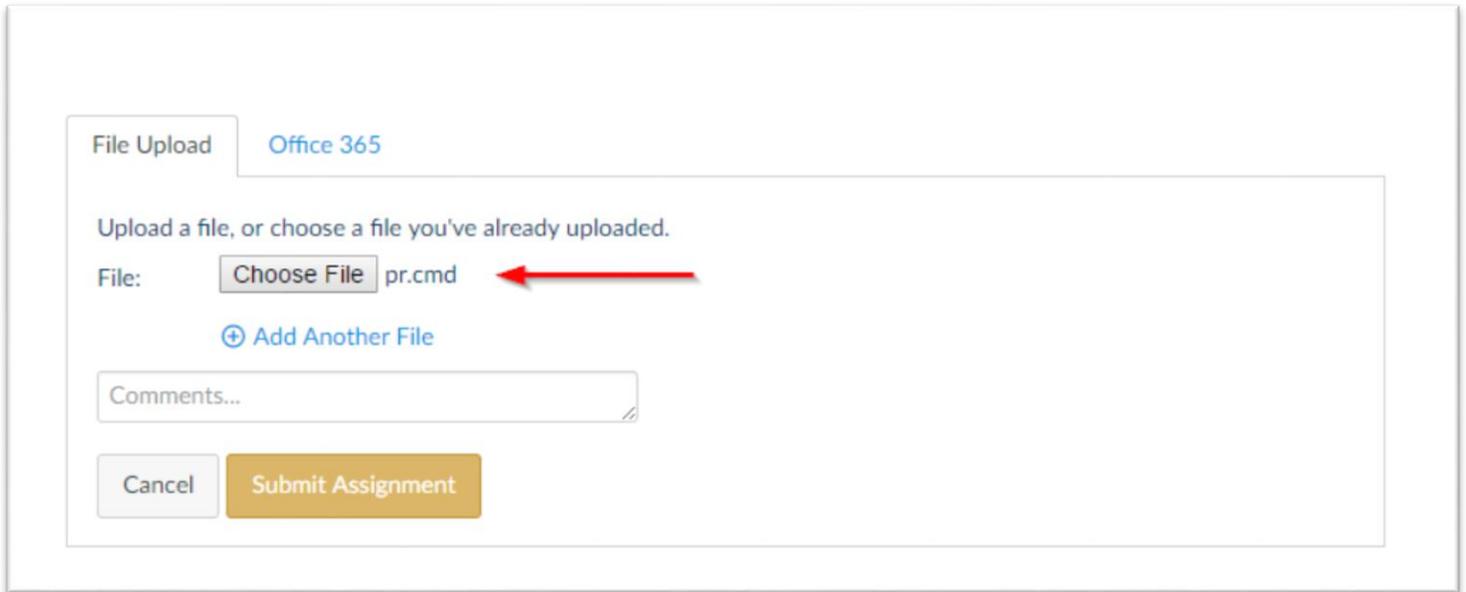


Figure 12

You can click the Choose File button again to add additional file.

6. Click the Submit Assignment button to submit your assignment.

Taking a Quiz

1. Click the Quiz link to display a list of quizzes (Figure 13).

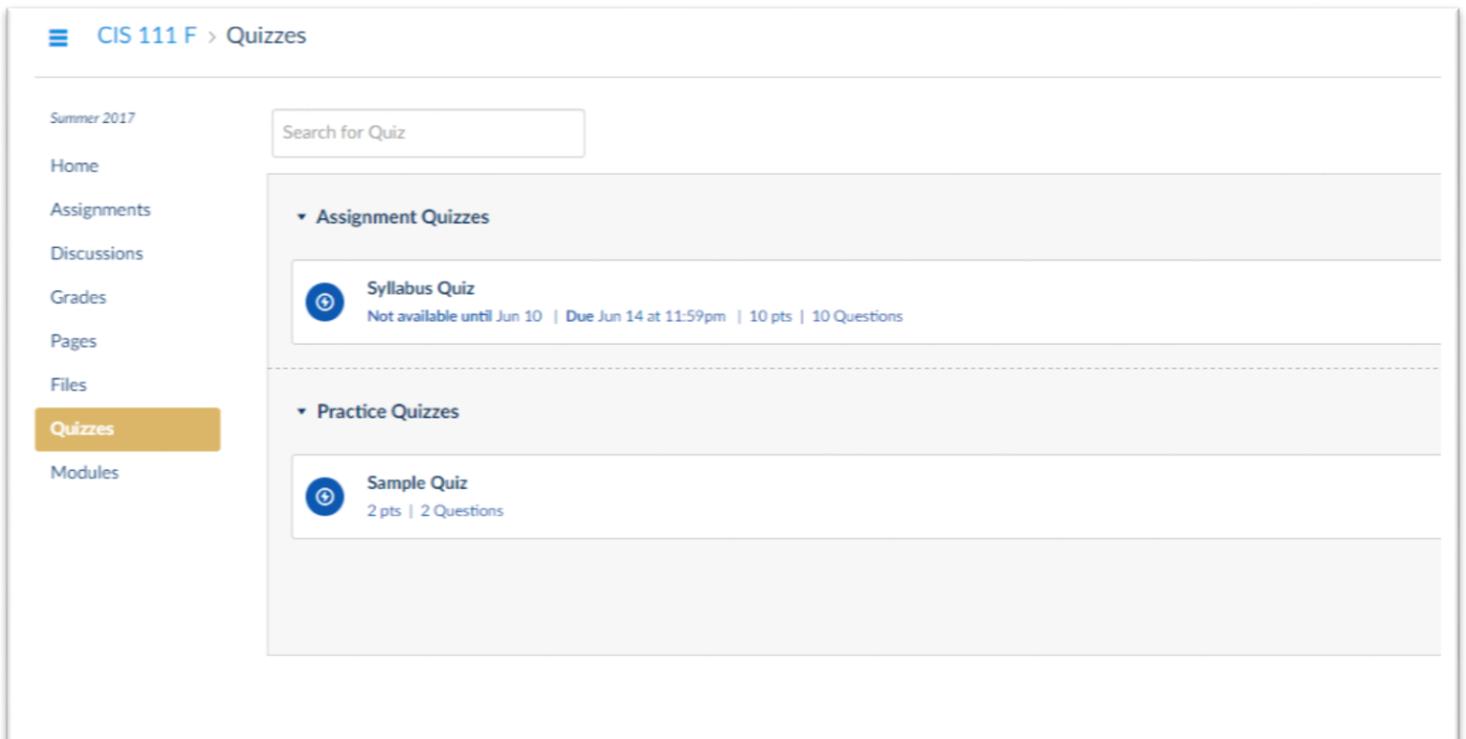


Figure 13

2. Click the Quiz you wish to take (Figure 14).

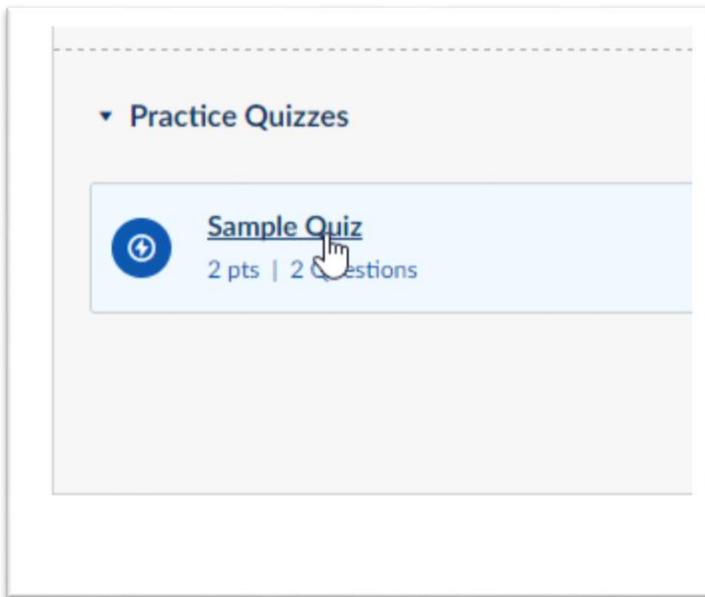


Figure 14

You see the Quiz screen (Figure 15).

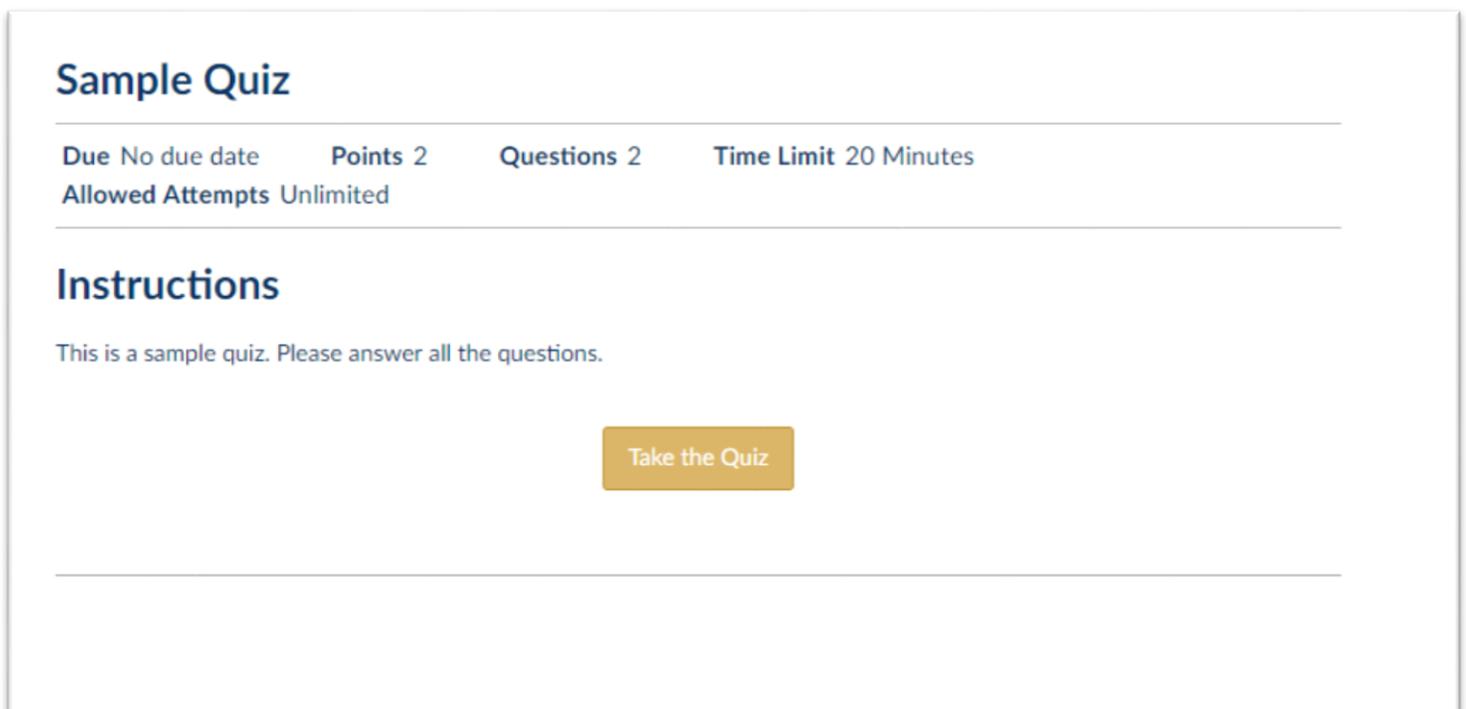


Figure 15

3. Click the Take the Quiz button to start the quiz. You see the Quiz screen (Figure 16).

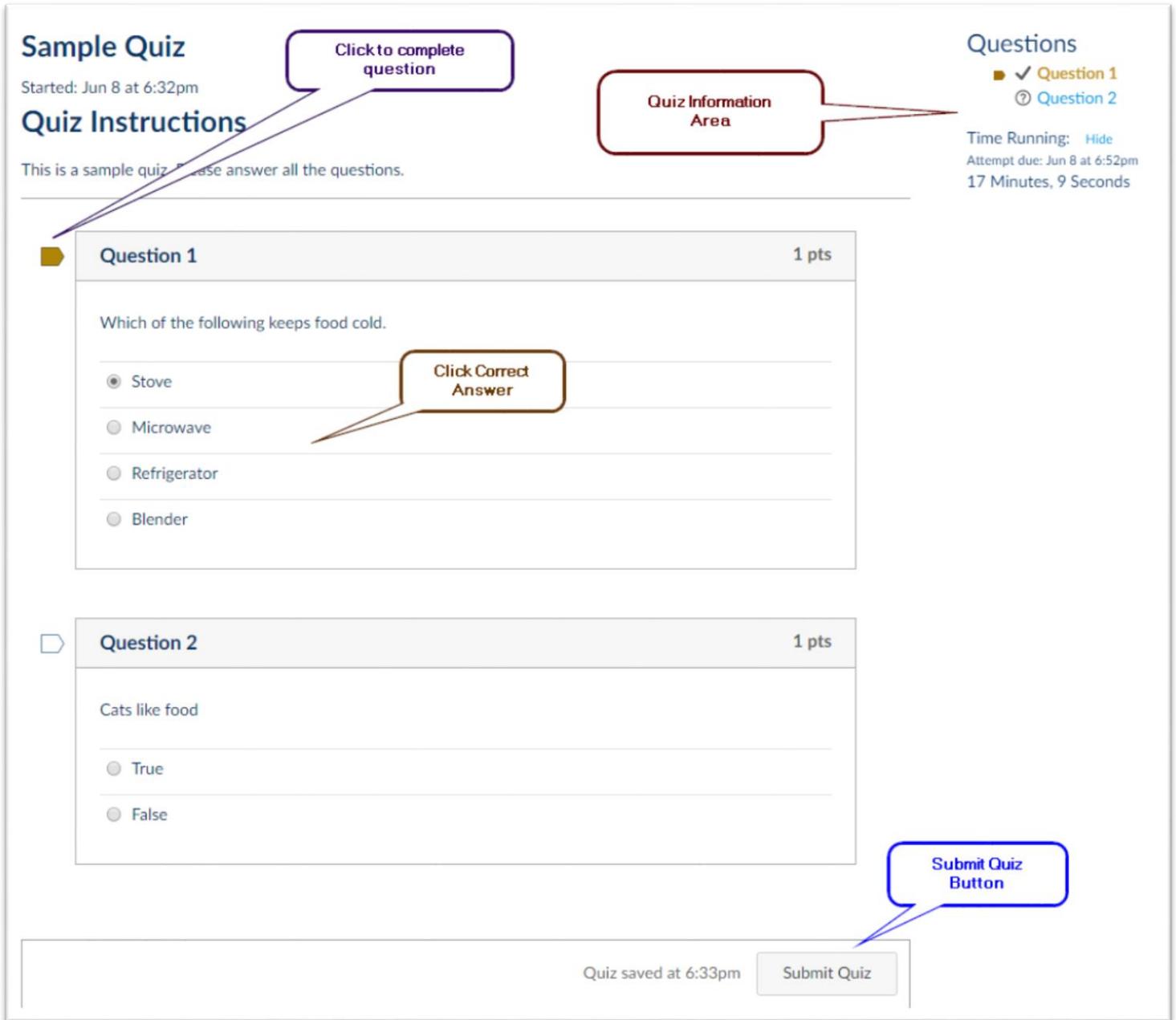


Figure 16

Click the answer in the question area and then click the small symbol next to the question to indicate you have answered the question. Canvas will also automatically accept your answer.

Note the quiz information area in the upper right corner of the quiz screen. This shows the answered questions and the time you have left to complete the quiz (if the quiz is timed).

At the bottom of the screen is the Submit Quiz button to complete the quiz. If you did not answer a question the quiz will let you know before exiting.

4. Click the Submit Quiz button.

5. If the Instructor has turned-on the “show the correct answer” option you may see something like Figure 17.

Attempt History

	Attempt	Time	Score
LATEST	Attempt 1	10 minutes	1 out of 2

Submitted Jun 8 at 6:42pm

Question 1 0 / 1 pts

Which of the following keeps food cold.

- Stove
- Microwave
- Refrigerator
- Blender

You Answered

Correct Answer

Question 2 1 / 1 pts

Cats like food

- True
- False

Correct!

Figure 17