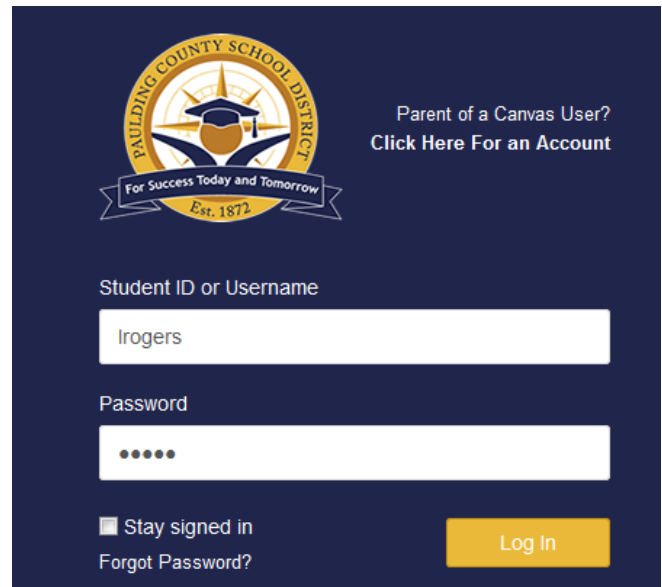


## Canvas LMS

### Logging in and User Dashboard

#### Logging in to Canvas

- In your browser (preferable Firefox or Chrome), type <https://paulding.instructure.com>.
- Your account is automatically created in the system so you will not need to create an account.
- In the **Student ID or Username** field, enter the user name you use to log in to the computer at work – do not include the @paulding.k12.ga.us.
- Enter the password you use for the computer at work.
- Click login.



The image shows the Canvas LMS login page for Paulding County School District. At the top left is the school district's logo, which features a graduation cap and the text "PAULDING COUNTY SCHOOL DISTRICT", "For Success Today and Tomorrow", and "Est. 1872". To the right of the logo is a link that says "Parent of a Canvas User? Click Here For an Account". Below the logo is a form with two input fields: "Student ID or Username" and "Password". The "Student ID or Username" field contains the text "lrogers". The "Password" field is masked with dots. Below the password field are two checkboxes: "Stay signed in" and "Forgot Password?". To the right of these checkboxes is a yellow "Log In" button.

#### The Canvas User Dashboard

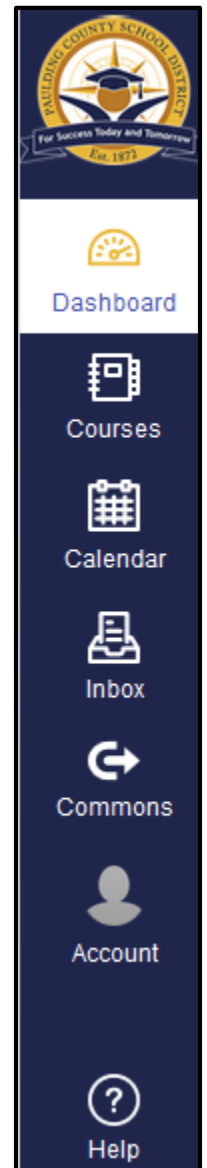
The user dashboard is the first thing you see when you log in. The dashboard defaults to the course view which helps you see what is happening in all of your courses. The sidebar shows information for your courses such as a To Do list, upcoming events, and feedback.

You can return to your dashboard at any time by clicking the Dashboard link in the Global Navigation column on the left.

## Global Navigation

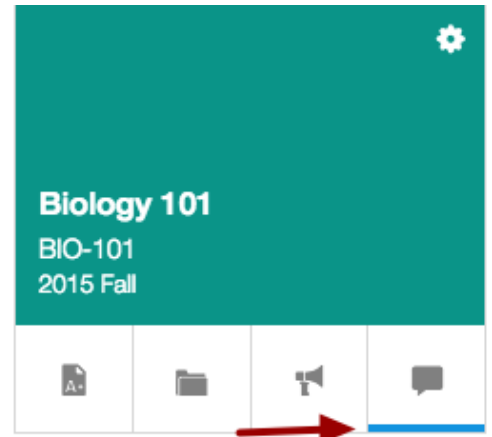
The Global Navigation menu contains quick links to the main Canvas areas:

- Dashboard – click this link from any area in Canvas to return to the dashboard
- Courses – click to access your courses
- Groups – shows any groups you’ve been added to
- Calendar – click to go to the calendar page where you can view and make changes to your calendar
- Inbox – click to go to your conversations inbox
- Commons – click to access a digital library full of educational content; teachers can find, import, and share resources here
- Account – click to access your profiles, settings, notifications, and files and to log out of Canvas
- Help – click to get help at any time

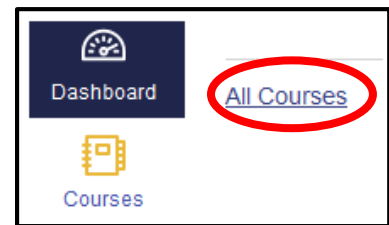


## Course Cards

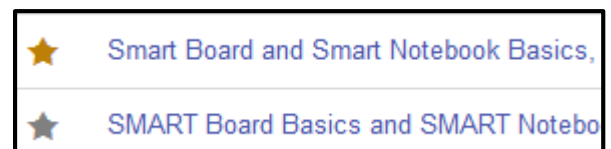
- The dashboard displays a course card for each course you've favorited.
- The tabs on the bottom of the card show course announcements, assignments, discussions, and files as long as the instructor has enabled them for the course.
- A line under a tab shows there's a new announcement, assignment, discussion or file available for the course.
- To change the color, click the gear icon in the top right hand corner, select a new color, and click apply. The course card color is synced with the course color on the calendar.
- To "favorite" a course so it always appears on your dashboard,



- click **Courses** in the Global Navigation pane and select **All Courses**.



- click the star in front of a course name to add the course to the dashboard.



## Recent Activity

- The dashboard will show either a course view or a recent activity view which shows activity for all of your courses.



- To switch to a list of recent activities on your dashboard, click the dashboard icon. This toggles between the two views.



## Sidebar

The sidebar shows what you need to do next across all your courses and displays the following:

- To Do – lists assignments or events that need your attention such as items that need grading; items remain in the To Do section for 2 weeks
- Coming Up – shows a list of activities coming up in the source schedule within the next 7 days
- Recent Feedback – shows students assignment feedback from the instructor; this section appears for instructors but does not show any content
- View Grades – students and teachers can click to view grades for courses

