# How do I login to canvas using my school email & accept an invitation to join a Canvas course as a student?

1. Login to your school email using your school email given to you in the form e.g erock.ebot@enkoschools.com using the password: 12345678 on www.gmail.com.
2. When you login for the first time you will now reset your password to a desired password.
3. When in your email account click on the **nine dots** as shown on the screenshot below.
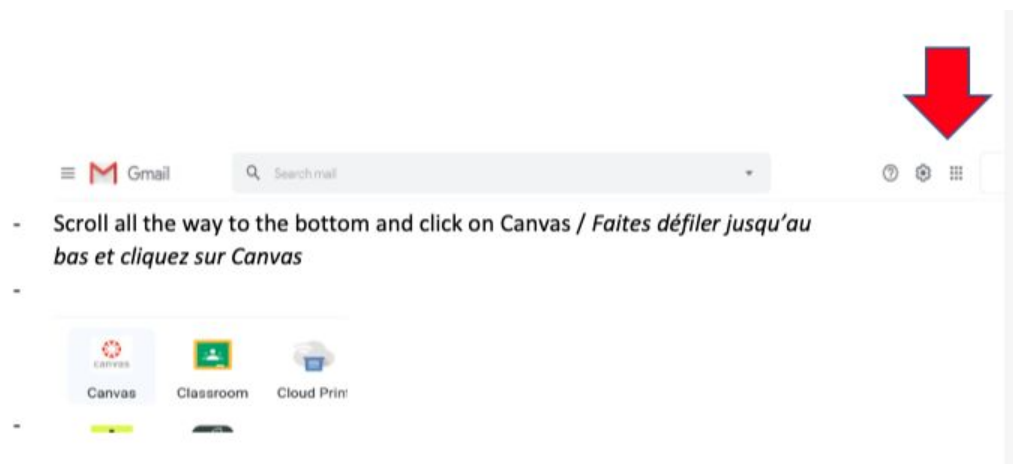
5. Scroll down and click on the **canvas app**. If you do not see the canvas app for the first time click on "**more from G suite marketplace**" and repeat step 4 you will now see the app.
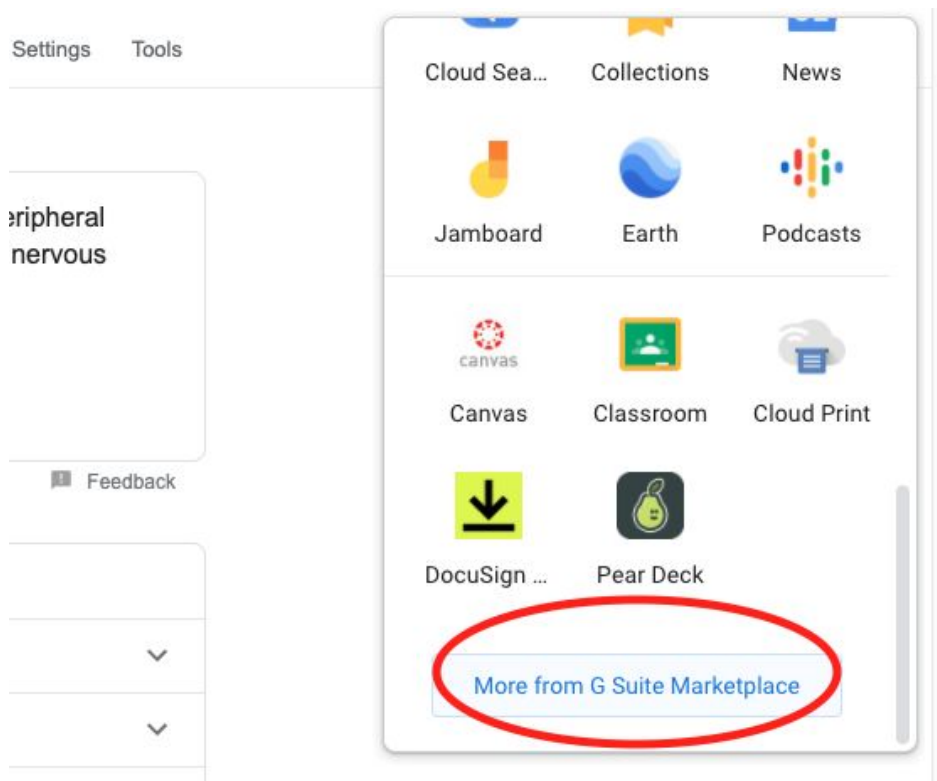
6. It will prompt you to select an account to login with, select your enkoschools.com email account and you will land on your dashboard with your available published course courses you are enrolled in.
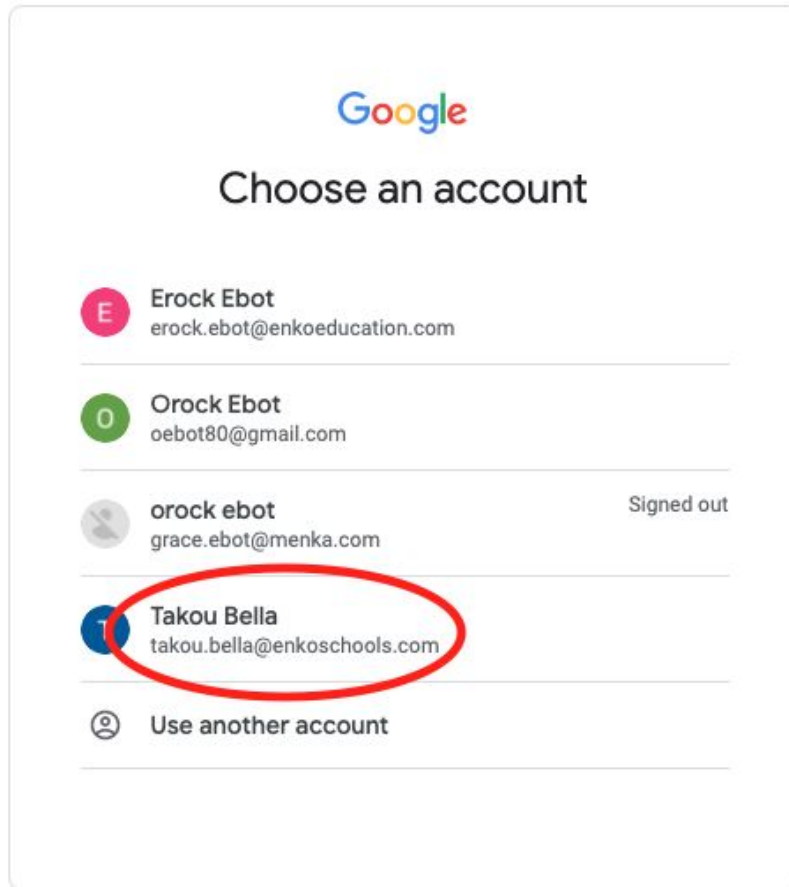
You will land on your Dashboard in Canvas / *Vous atterrirez sur votre tableau de bord dans Canvas*

6. Check your **total number of courses** by counting the number of cards you have on your dashboard and report any problems to : erock.ebot@enkoeducation.com by email or http://wa.me/237650426101 by whatsapp.

Accept Course Invitation as a Student

If you've enrolled in or been invited to a Canvas course, you will receive a notification that on your Canvas Dashboard. To accept the course invitation, click the Accept button as below.

How do I use the Dashboard as a student?

The Dashboard is the first thing you will see when you log into Canvas. The Dashboard helps you see what is happening in all your current courses.

You can return to your User Dashboard at any time by clicking the Dashboard link in Global Navigation.

Changing Your Dashboard View

There are three Dashboard views you can choose from;

**Card View**: Displays course cards for quick access to all your favorite courses.

List View: Displays all course to-do items in an agenda view.

Recent Activity: Shows you important recent activities from all of your courses including announcements, discussions, assignments, and conversations.

To change the view of your Dashboard, select the options menu and choose the view of the Dashboard that you would like to display.
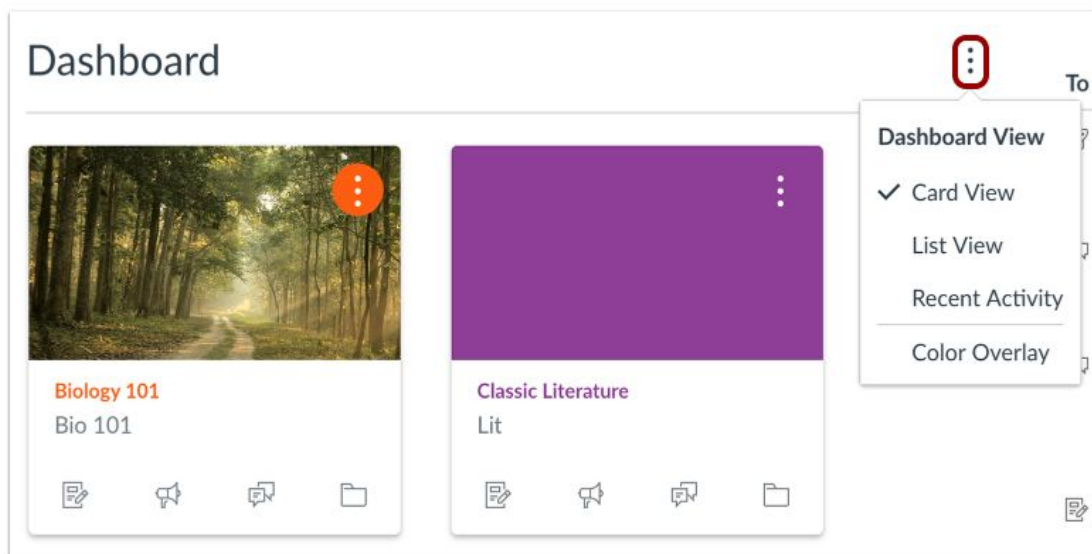
How do I use the Calendar as a student?

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. The calendar also includes access to the Scheduler, which is an optional scheduling tool in Canvas.

In Global Navigation, click the Calendar link.

The Calendar spans all courses and displays information for each of your enrolled courses and groups. In the navigation bar, you can choose to view the calendar in Week, Month, or **Agenda view [1]**. The view you choose dictates the style of the **calendar window [2]**. By default, the calendar appears in Month view.

To view the calendar by week, click the Week button. The Week view shows all calendar items by date and time. Note that some assignments may be due at 11:59 pm, which appear at the bottom of the calendar view.

To view all your calendar items in an agenda (or programed after the current date) format, click the Agenda button.
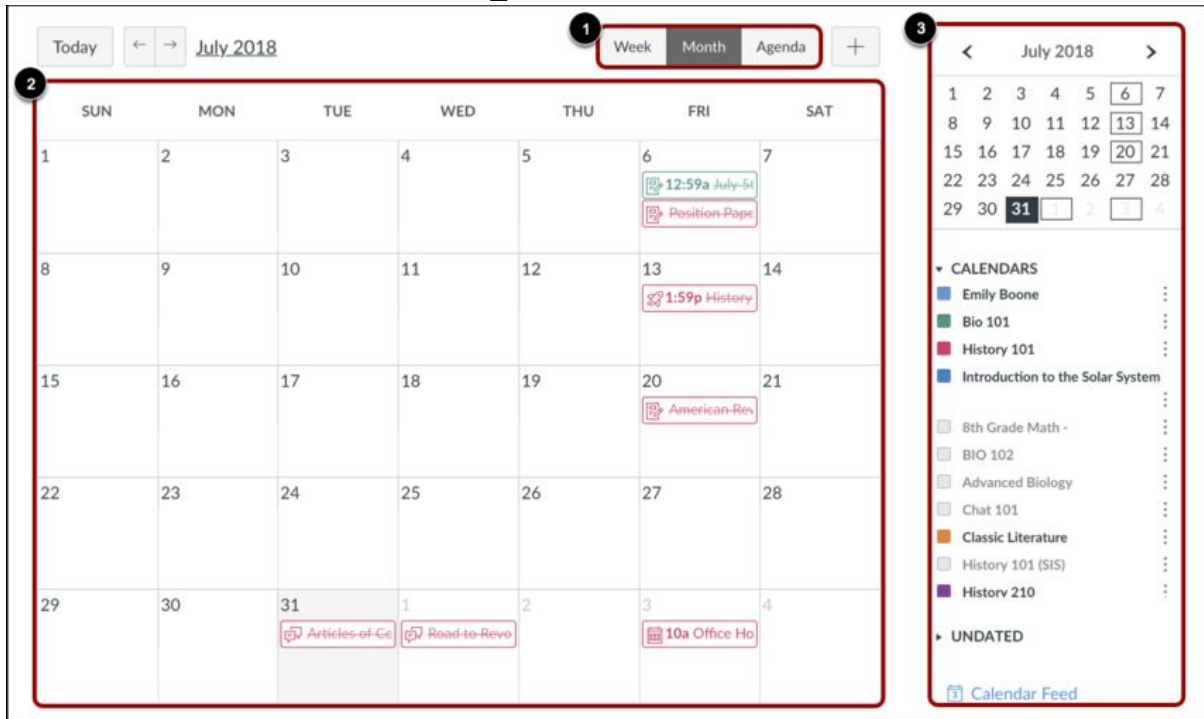
Each calendar view shows any **assignments or events that have been added** to the calendar. You can add events and to-do items to your personal calendar at any time in the navigation bar by clicking the Add button.
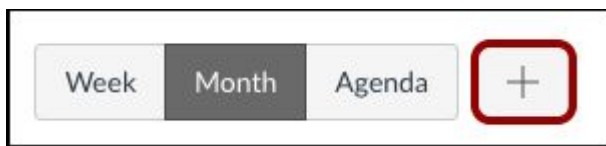

View Assignments and Events

Assignments are shown with an icon next to the assignment title. The icon reflects the assignment type: Discussion [1], Assignment [2], Quiz [3], or Events [4]. **Non-graded items** with a to-do date may display in the calendar for a course.

Each item on the calendar is color-coded to match the courses or calendars in the sidebar.

To view full details for an assignment or event, hover over the item [5].

Calendar assignments can also be crossed out [6], which is a simple way to keep track of assignments. Assignments are crossed out once the assignment has been submitted. However, assignments that have been awarded a grade but do not contain an actual submission will not be crossed out.
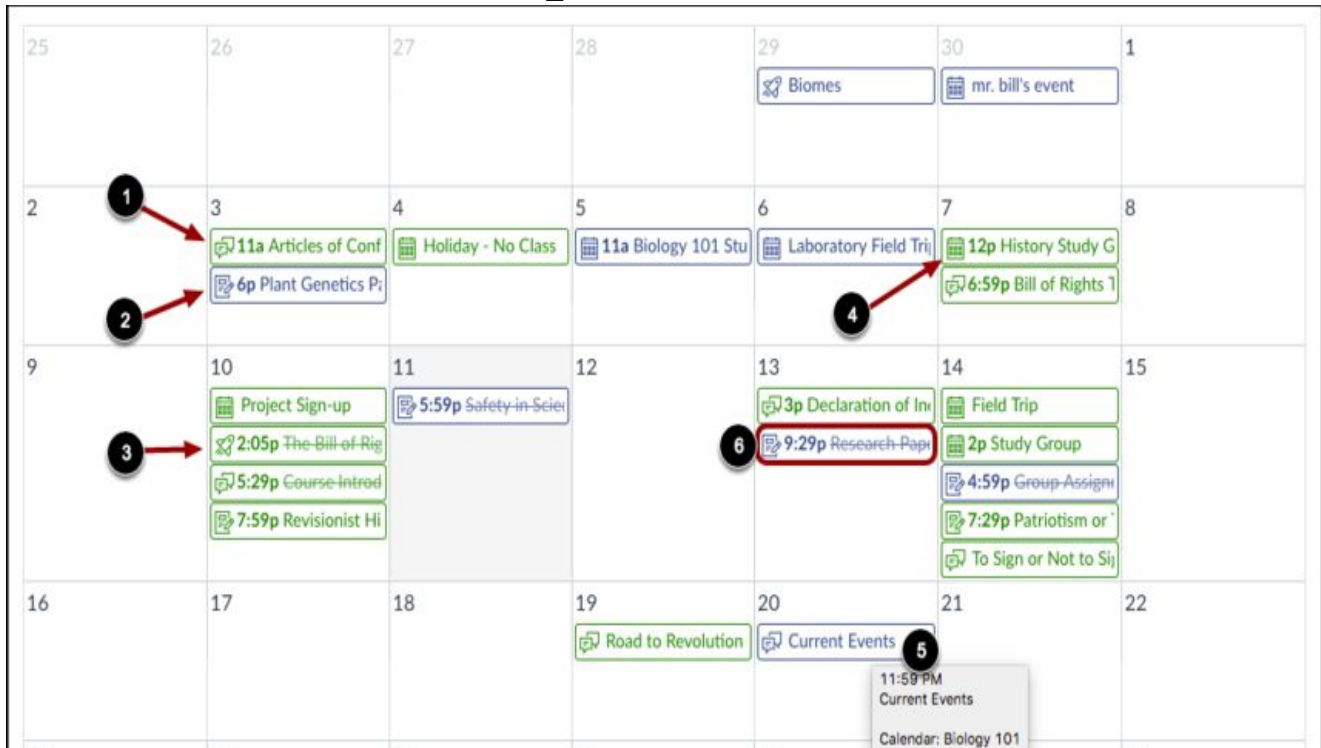
How do I use the to-do list for all my courses in the List View Dashboard as a student?

The List View Dashboard displays all course **To Do** items in an agenda view to help you easily manage tasks across all of your courses. The To Do list contains graded as well as any non-graded To Do items your instructor designates for a course To Do list. You can also add and view your own To-Do items in the Dashboard. The List View Dashboard also displays calendar events and course announcements.

To open Dashboard List View, click the Options icon [1] and select the List View option [2]
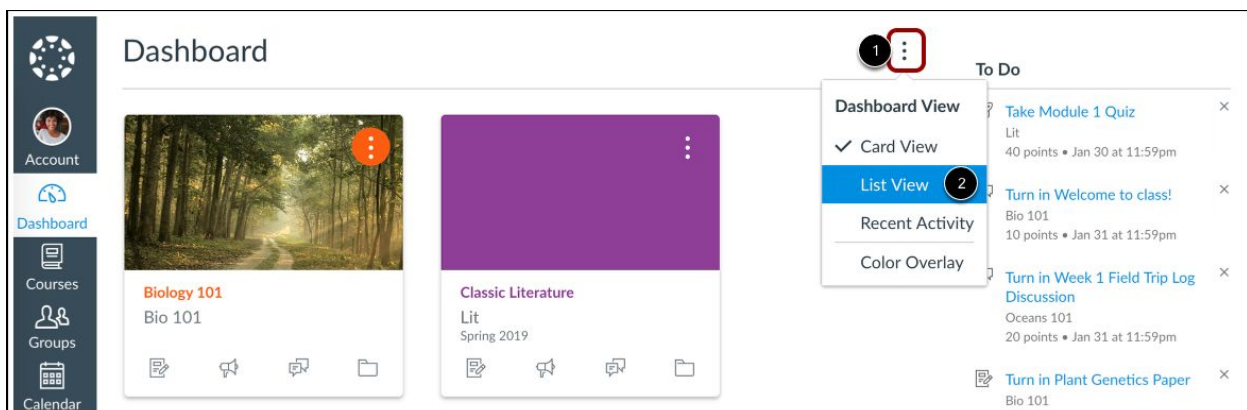
List View includes labels and icons to quickly communicate an item's status and activity.
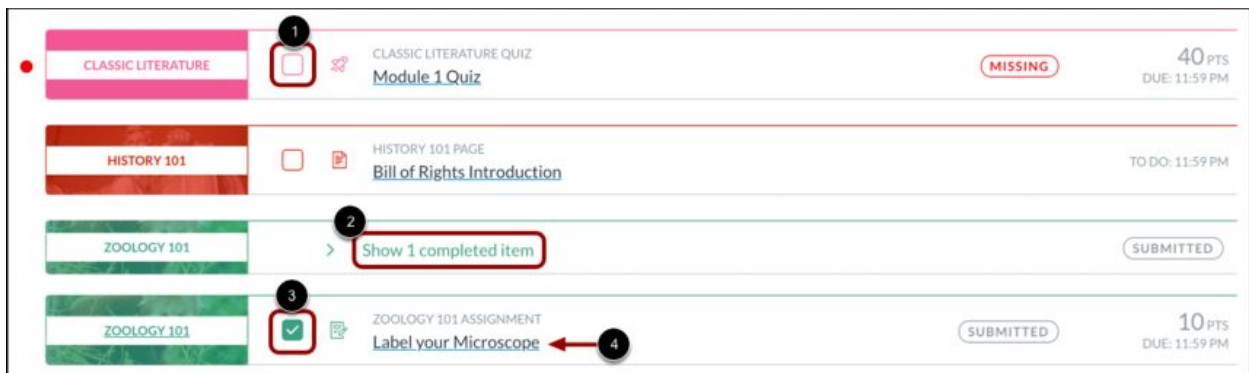
Once a graded item is past the due date, the item displays a **Missing indicator** [1] and a **Missing label** [2].

Missing items submitted after the due date display a **Late label** [3].

Items with new activity display an Unread indicator [4] and include an activity label. New activity can include one or all of the following labels:

- **Graded** [5]: a submission is graded
- **Replies** [6]: an announcement or discussion has new replies
- **Feedback** [7]: a graded item has new instructor feedback via submission comments (does not display if feedback is only via DocViewer annotations)
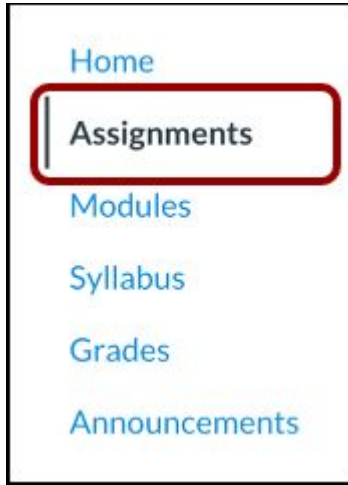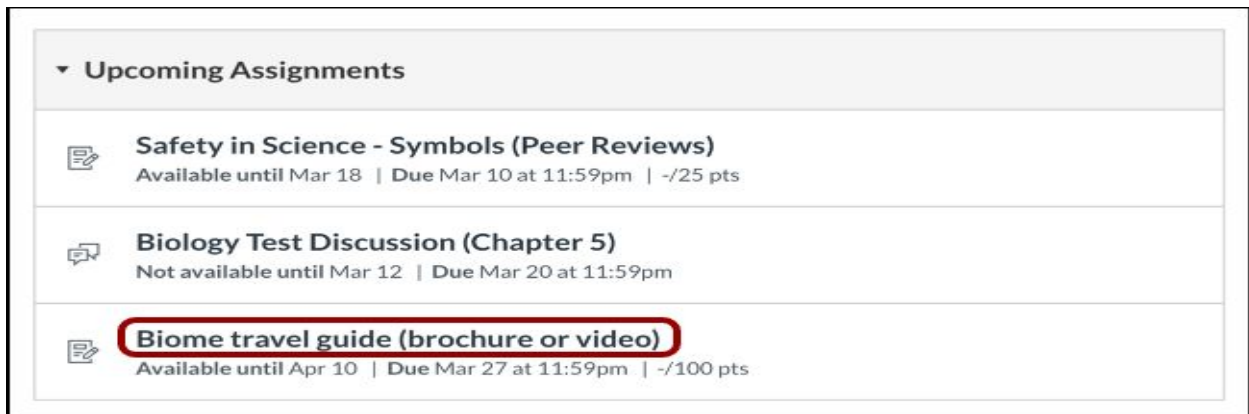

How do I submit an assignment?

1. **Open Assignments**: In Course Navigation, click the Assignments link.

   Note: You can also access your Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.

2. View Course Assignments

Click the name of an assignment.

To submit an assignment, click the Submit Assignment button to submit your work.

Note: If you cannot see the Submit Assignment button, your instructor may not want you to submit your assignment online or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.

Biome travel guide (brochure or video)

Submit Assignment

Due Tuesday by 11:59pm   **Points** 100
Submitting a text entry box, a website url, a media recording, or a file upload
Available Oct 12 at 12am - Dec 20 at 11:59pm 2 months

Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics?

The end product must use the informing not the persuading tone.

Types of Submissions

1. Submit a File Upload

To upload a file from your computer and submit it as your assignment, select the File Upload tab.

File Upload   Text Entry   Website URL   Media

Upload a file, or choose a file you've already uploaded.
File: Choose File   No file chosen

＋ Add Another File
Click here to find a file you've already uploaded
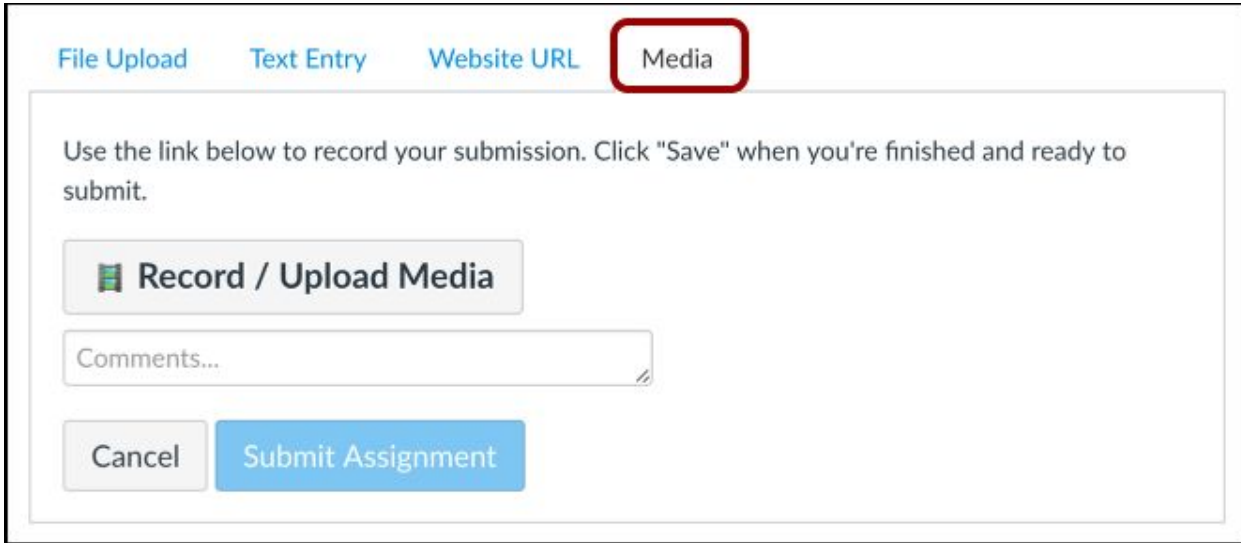
Comments...

Cancel   Submit Assignment

2. Submit a Text Entry

To submit a text entry assignment, select the **Text Entry** tab.

Note: The assignment submission Rich Content Editor includes a word count display below the bottom right corner of the text box.
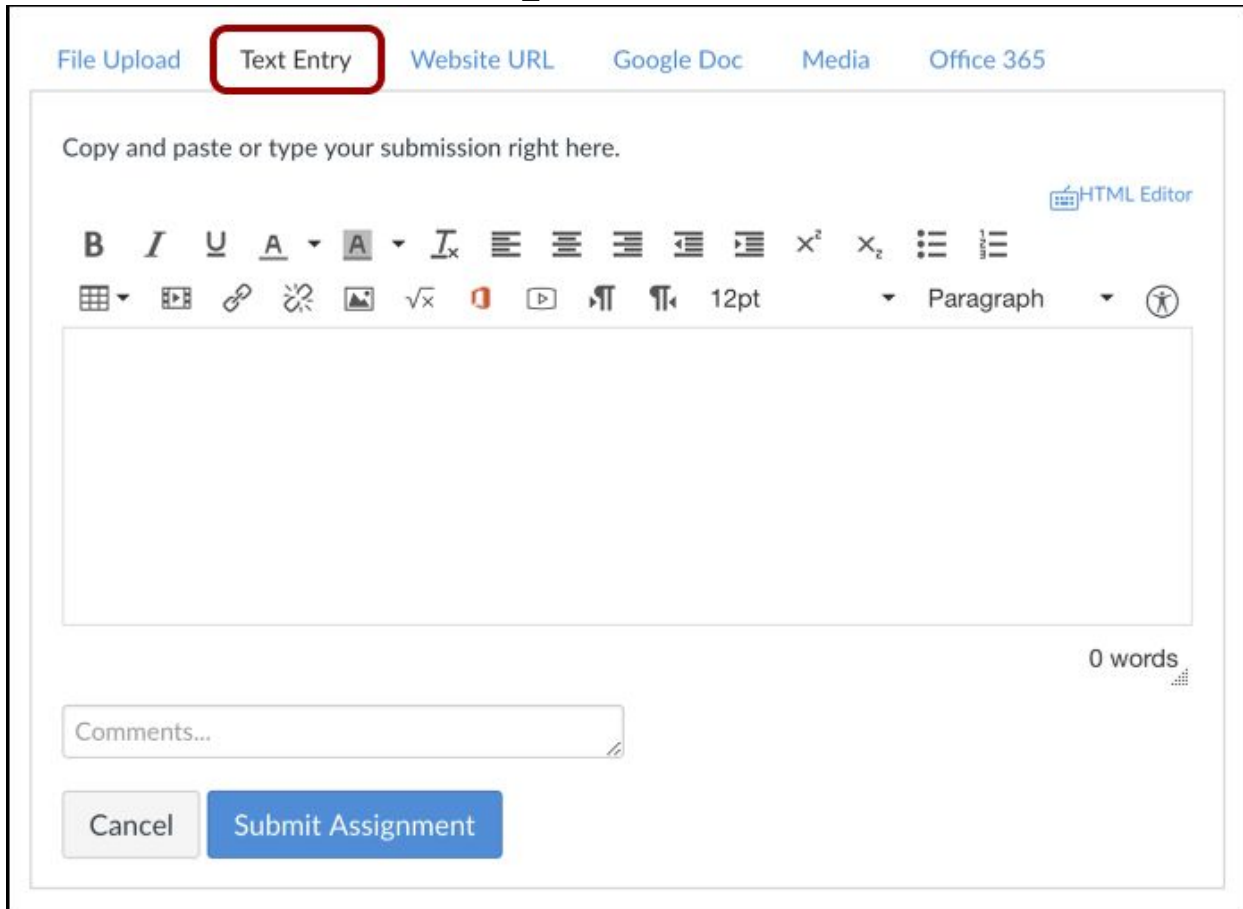
Add Media During Text entry

As part of your text entry assignment submission, you can record a video or upload a video file [1].You can also record audio or upload an audio file.

You can also embed images from Canvas or from the web in your text entry assignment submission [2]. Canvas also allows you to embed images from Flickr in your text entry assignment submissions.

Any files added as part of a graded assignment submission are also copied to your user files but are not counted against your user quota. However, once the file has been uploaded as a submission, you cannot delete the file. Files are stored in the Submissions folder.

3. Submit Website URL

To submit a website URL, select the Website URL tab.

4. Submit Media Recording

To submit a media recording, select the Media tab.

Submit Assignment

When you are ready to submit your assignment, click the Submit Assignment button.

Note: Large files submitted using the File Upload tab display a submission status indicator.

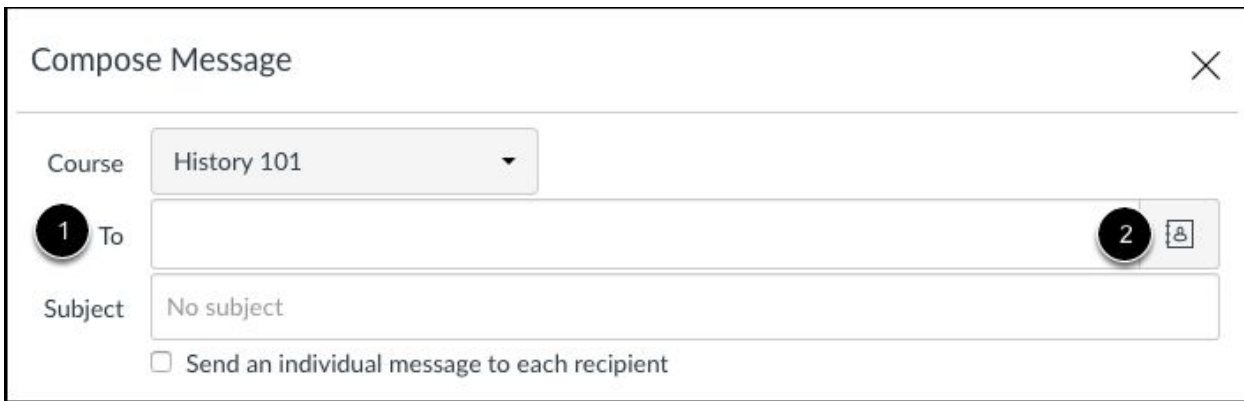## How do I send a message to a user in a course in the Inbox as a student?

In the Inbox, you can send a message to one user or multiple users in a course.
In Global Navigation, click the Inbox link.

Click the Compose icon.

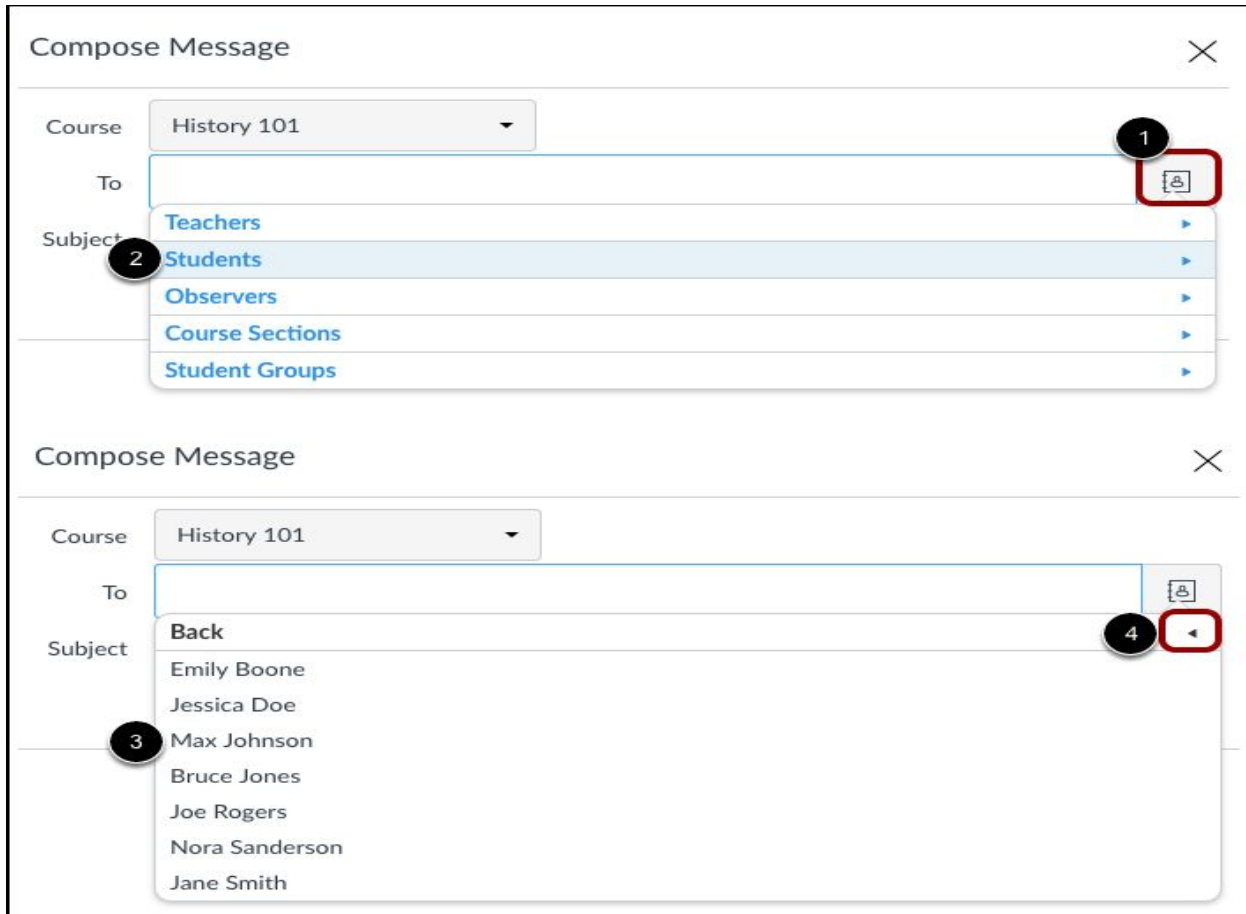To add a user, you can search for the user in the To field [1] or you can use the Course Roster [2].

To search for a user, type the user's name in the To field. Canvas will automatically populate matching names. If multiple names appear, use the arrow key to select the user's name. Then press the **Enter** key. The user's name will appear in the To field, highlighted in light blue.

To send a message to multiple users, type the names of the users in the To field.

To select a user from the course roster, click the **Address Book** icon next to the To field [1]. From the address book, locate the user's role [2] and then select the user's name [3]. Names are arranged by last name.

Send Message

In the subject line field [1], enter a subject line for your message.

If you are sending your message to multiple users, but you do not want each user to see who else was included in the message, click the **Send an individual message to each recipient** checkbox [2]. If your message includes over 100 recipients (including you as the sender), this checkbox will be selected by default.

In the message field [3], type your message. All content is sent in plain text. Note that if you include a URL in your message, the URL will automatically become a clickable link after you send the message.

If you want to include an attachment or media file, click the attachment or media file icons [4].

When you are finished, click the **Send** button [5].

Compose Message ✕

Course | History 101   ▾ |

To | Jessica Doe   Max Johnson   🔲 |

Subject | No subject **(1)** |

(2) ☐ Send an individual message to each recipient

(3)

(4) 📎 ▣   Cancel   **Send** **(5)**