



STUDENT TUTORIAL

WHAT'S IN THE TUTORIAL

Overview of Canvas

- What is Canvas
- How to Access Canvas
- Student Overview & Help
- Navigating Canvas

First Look – HU Canvas

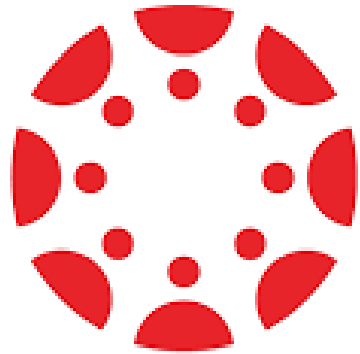
Explore a Course - Content Links

Additional Information

- Respondus Lockdown Browser
- Infobase
- How to Access Infobase
- Canvas Best Practices
- Canvas / [HU](#) Support

WHAT IS CANVAS

Hampton University's **NEW** Learning Management System



CANVAS
BY INSTRUCTURE

What can **YOU** do on Canvas?

- **Access content** for courses, such as your course syllabus and lectures
- Submit **assignments** and take online **exams**
- Participate in **online discussions** with your instructors and classmates
- View **grades** and **comments** from your instructors
- Create and manage educational **ePortfolios**
- Join course related **groups** for peer collaborations

HOW TO ACCESS CANVAS

1

HAMPTON
UNIVERSITY

Email

2

Password

3

Stay signed in

Log In

[Forgot Password?](#)

[Help](#) [Privacy Policy](#) [Cookie Notice](#) [Acceptable Use Policy](#)

[Facebook](#) [X.com](#)

 INSTRUCTURE

Meet the Instructure Learning Platform:

[Canvas LMS](#) [Mastery Connect](#) [Elevate Analytics](#) [Impact](#)

ACCESS HU CANVAS:

1. Access Canvas site: **Hamptonu.instructure.com**
2. Username/Email: HU Email Address
3. Password: [first initial of first name (lowercase)] + [first initial of last name (lowercase)] + [8- digit HU ID] + [two exclamation points]

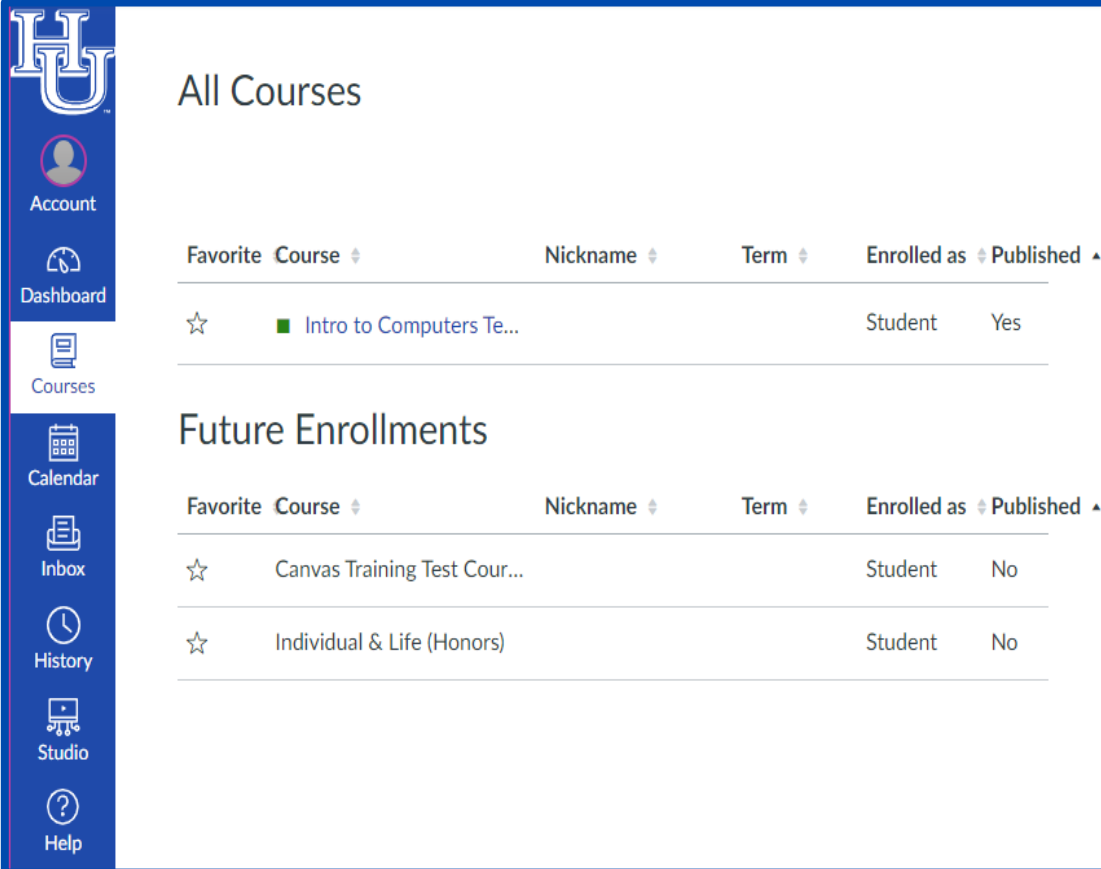
** After initial login, this password must be changed for security purposes. You can do this through your account settings in Canvas.*

Example:

- Student Name: John Doe
- Student HU ID: 00123456
- Email: John.Doe@my.hamptonu.edu
- Password: jd00123456

CAN'T LOG INTO CANVAS OR ACCESS YOUR COURSE(S)

IF YOU ARE RUNNING INTO ISSUES WITH LOGGING IN CANVAS PLEASE BE SURE TO CHECK:



The screenshot shows the Canvas LMS interface. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Studio, and Help. The main content area is titled "All Courses" and contains a table of enrolled courses. Below this is a section titled "Future Enrollments" with another table of courses that are not yet published.

Favorite	Course	Nickname	Term	Enrolled as	Published
☆	Intro to Computers Te...			Student	Yes

Favorite	Course	Nickname	Term	Enrolled as	Published
☆	Canvas Training Test Cour...			Student	No
☆	Individual & Life (Honors)			Student	No

1. You are using Canvas' supported browsers:

- Chrome [versions 126 | 127]
- Firefox [versions: 127 | 128]
- Edge [versions: 126 | 127]
- Respondus LockDown Browser
- Safari [versions: 16 | 17]

2. You are officially registered for courses:

- You will **NOT** gain access to canvas until you officially registered for courses.

3. Your instructor has officially published the course(s):

- You will **NOT** be able to access your course(s) until your instructor(s) has published the course(s) (*typically 1st day of class*). The course(s) will still appear in your course list but marked not published.

STUDENT OVERVIEW & HELP

Help

Little lost? Try here first!

Search the Canvas Guides
Find answers to common questions

OTHER RESOURCES

- Chat with Canvas Support (Student)
Live Chat with Canvas Support!
- Chat with Canvas Support (Faculty)
Live Chat with Canvas Support!
- Canvas Support Hotline
+1(855)414-0778
- Report a Problem
If Canvas misbehaves, tell us about it
- COVID-19 Canvas Resources
Tips for teaching and learning online
- Training Services Portal
Access Canvas training videos and courses
- Ask the Community
Get help from a Canvas expert
- Video Conferencing Guides for Remote Classrooms
Get help on how to use and configure

1. Locate the **Help** option in the global navigation
2. Click on the **Search the Canvas Guide** link:
3. From the dropdown menu click on the first option: **Canvas LMS**
4. On the right side of the viewer's screen under **Canvas LMS Role Resources**:
 - a) Click on the **Student** icon to view Canvas student guides
 - OR
 - b) Click on **Student Resources** link to view student guided videos

CANVAS LMS

ASK A QUESTION VIEW ALL RESOURCES

New User Resources

- Find your Institution's Canvas URL
- Logging into Canvas
- Canvas Basics
- Canvas Overview Video
- Getting Started: Students
- Getting Started: Instructors
- Getting Started: Admins
- Getting Started: Observers/Parents

Additional Canvas LMS Resources

- Canvas Basics
- Canvas for Elementary
- Canvas Troubleshooting
- Video Guides

Canvas LMS Role Resources

User Role Guides

- Student**
- Instructor
- Admin
- Observer/Parent

User Role Resources

- Student Resources**
- Instructor Resources
- Admin Resources
- Observer/Parent Resources
- Instructional Designer Resources

NAVIGATING CANVAS

1

Dashboard

Account

Dashboard

Courses

Groups

Calendar

Inbox

History

Help

Play

Basic Written Communications
BWC 101

Behavioral Psychology
PSY302

History 101
HIST 101

Introduction to Geology -
Intro Geology

1. **Global Navigation:** The Global Navigation panel is where students can view their:
 - **Account** - Access notifications, profile, files, settings, shared content, folio, QR for mobile, global announcement
 - **Dashboard** – The default landing page students will see once logged into Canvas.
 - **Courses** - view all courses, published and unpublished
 - **Groups** - Students are registered in via Canvas
 - **Calendar** - view weekly, monthly, create events, view assignments with due dates
 - **Inbox** - view messages between students and other users
 - **History** - View previous Canvas course pages you've visited in the last three [3] weeks
 - **Studio** – contains Canvas' recording tool and video repository
 - **Help** – access resources for assistance, including Canvas Guides

NAVIGATING CANVAS (CONT.)





The screenshot shows the Canvas LMS dashboard interface. On the left is a sidebar with navigation icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, History, Help, and Play. The main content area is titled 'Dashboard' and contains a grid of course cards. A red box highlights the main dashboard area, with callouts 2, 3, and 4. Callout 2 points to the 'Dashboard' title. Callout 3 points to a course card for 'Basic Written Communications BWC 101'. Callout 4 points to the 'To Do' list on the right. Annotation 'a' points to a menu icon on a course card, and annotation 'b' points to the feature icons at the bottom of a course card. The 'To Do' list includes items like 'Class Chat', 'Boston Tea Party', 'Declaration of Independ...', 'Writing Skills', and 'Grammar Pet Peeves'. The 'Recent Feedback' section shows a message about a 'Historical Video Assignment'.

2. Dashboard

- [a] View, organize and customize registered courses to user liking with card view, list view, or recent activity view.

3. Course Cards

- The course cards shows an overview of course information including course name, course code and if enabled, the semester term.
- [b] Each course card can include up to 4 main features for the student's specific course:

-  Assignments
-  Announcements
-  Discussions
-  Files

4. Sidebar

- Located in the dashboard view on the right side of the user's screen. View course **To Do's**, **Recent Feedbacks** and **grades** from instructor's assignments or courses.

FIRST LOOK – HU CANVAS

The screenshot displays the Hampton University Canvas LMS interface. Three red boxes highlight key navigation areas:

- 1. Global Navigation:** A vertical sidebar on the left containing icons and labels for Account, History, Dashboard, Studio, Courses, and Help.
- 2. Dashboard:** The main content area showing a course card for "Intro to Computers Test Course" (CSC-120-35-U23) with a Word document icon and a "View Grades" button.
- 3. To Do/Recent Feedback:** A sidebar on the right showing "To Do" (Nothing for now) and "Recent Feedback" (Nothing for now) sections, with a "View Grades" button.

At the bottom of the page, the Hampton University logo and "INSTRUCTURE" are visible, along with links for Privacy Policy, Cookie Notice, Acceptable Use Policy, Facebook, and X.com.

Hampton University Canvas Navigation

1. Global Navigation
2. Dashboard
3. Sidebar

EXPLORE A COURSE

The screenshot shows a web browser window with the URL `hamptonu.instructure.com/courses/3786/modules`. The page title is 'CSC-120-35-U23 Modules'. A sidebar menu on the left is highlighted with a red box and numbered '2', listing options: Home, Announcements, Syllabus, Modules, Assignments, Quizzes, Discussions, Grades, People, Pages, Files, BryteWave Course Materials, and Office 365. The main content area is titled 'Syllabus/Course Info' and contains a list of items: 'CSC 120 Intro to Computers Summer 2023 Syllabus', 'Exploring Microsoft Office 2019, Introductory' (highlighted), 'Course Description and Objectives', 'Tentative Daily Assignment Schedule', and 'Course Withdrawal Form'. Below this is a 'Faculty Information' section with a 'Contacts' link. At the bottom, a status bar indicates 'You are currently acting as John Doe' and a 'Stop Acting as User' button.

1. Explore A Course

Each registered course will have a guided menu to view and complete assignments, quizzes and more.

2. Click on the links to explore your courses:

- Home (course homepage)
- Announcements
- Syllabus
- Modules
- Assignments
- Quizzes
- Discussions
- Grades
- People
- Pages
- Files

RESPONDUS LOCKDOWN BROWSER & MONITOR



Respondus Monitor:

- Utilizes Lockdown Browser & webcam
- Requires a functional webcam
- Records both video and audio by default

Respondus Lockdown Browser:

- Installs on your device
- Locks down testing environment
- Prevents outside actions
 - Printing
 - Copying
 - Accessing outside content

WHAT IS INFOBASE




Infobase:

- The cloud-based educational solutions database
- Video tutorials on commonly used software and apps
- Webinar workshops
- Technology integration projects
- 24/7 access from campus or home
- Flexible learning opportunities

HOW TO ACCESS INFOBASE

Professional Responsibilities & Communication



**Goal Setting
2022**


Goal Setting (2022)
Earned hours: 1



Infobase
LEARNING CLOUD

Teachers as Leaders and Decision Makers
Earned hours: 3

Software & Technology



Lr
2022

Adobe Lightroom CC



Id

Adobe InDesign • 2022
Advanced

Adobe InDesign - Advanced (2022)

Infobase content is:

- Made available by your instructor
- Located within a course module

CANVAS BEST PRACTICES

Use Google Chrome

Ensure reliable and consistent internet connection

Verify assignments and assessments are submitted successfully

Keep lines of communication open

NEED CANVAS ASSISTANCE



CANVAS SUPPORT

CANVAS 24/7 HOTLINE
[Direct & Preferred Method]

Phone: 1-855-414-0778

HU CANVAS SUPPORT

Email: hucanvashelp@hamptonu.edu
[24/7 Response]

Phone: 757-728-5290

[Phone Support: Monday – Friday 9:00AM – 5:00PM]

HU TECHNICAL SUPPORT

For technical questions and accessing MyCampus Portal

HU Help Desk

Email: helpdesk@hamptonu.edu

Phone: 757-728-6931