CANVAS
BY INSTRUCTURE

STUDENT TUTORIAL

WHAT'S IN THE TUTORIAL

Overview of Canvas

- What is Canvas
- How to Access Canvas
- Student Overview & Help
- Navigating Canvas
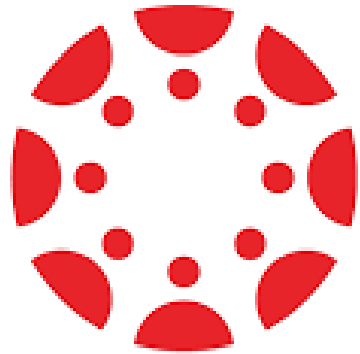
First Look – HU Canvas

Explore a Course - Content Links

Additional Information

- Respondus Lockdown Browser
- Infobase
- How to Access Infobase
- Canvas Best Practices
- Canvas / HU Support

Hampton University's NEW Learning Management System

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
U N I V E R S I T Y

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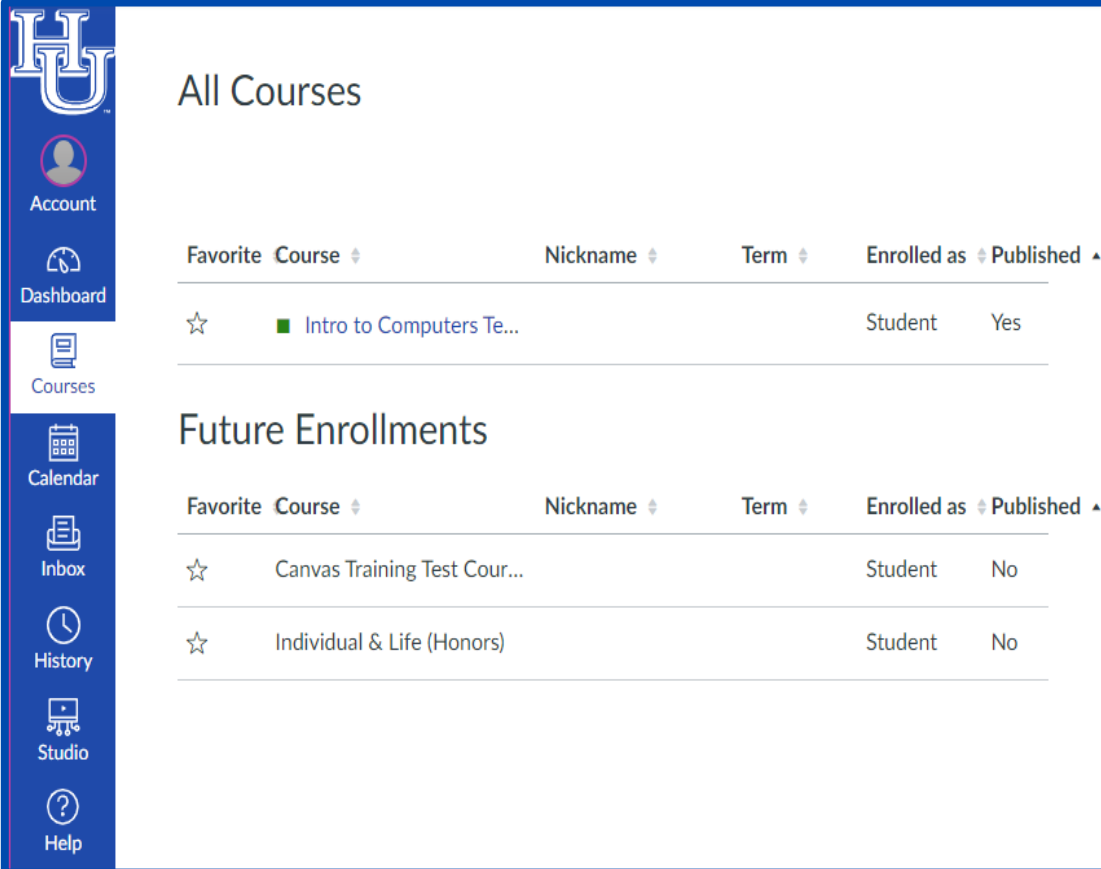
* After initial login, this password must be changed for security purposes. You can do this through your account settings in Canvas.

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:

1. **You are using Canvas' supported browsers:**

   - Chrome [versions126 | 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

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

NAVIGATING CANVAS

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

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NAVIGATING CANVAS (CONT.)

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

Hampton University Canvas Navigation

1. Global Navigation

2. Dashboard

3. Sidebar

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:

- Installs on your device

- Locks down testing environment

- Prevents outside actions
  - Printing
  - Copying
  - Accessing outside content

Respondus Monitor:

- Utilizes Lockdown Browser & webcam

- Requires a functional webcam

- Records both video and audio by default

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

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