STUDENT TUTORIAL

CANVAS
BY INSTRUCTURE

WHAT'S IN THE TUTORIAL

Overview of Canvas

- Log in information
- Canvas Guides - Help

First Look

- Dashboard
- Global Navigation Pane
- Sidebar

Additional Information

- Respondus Lockdown Browser
- Infobase
- Best Practices
- Canvas Support

WHAT IS CANVAS

CANVAS - Hampton University's new Learning Management System

- **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 instructor

HOW TO ACCESS CANVAS

Website: hamptonu.instructure.com

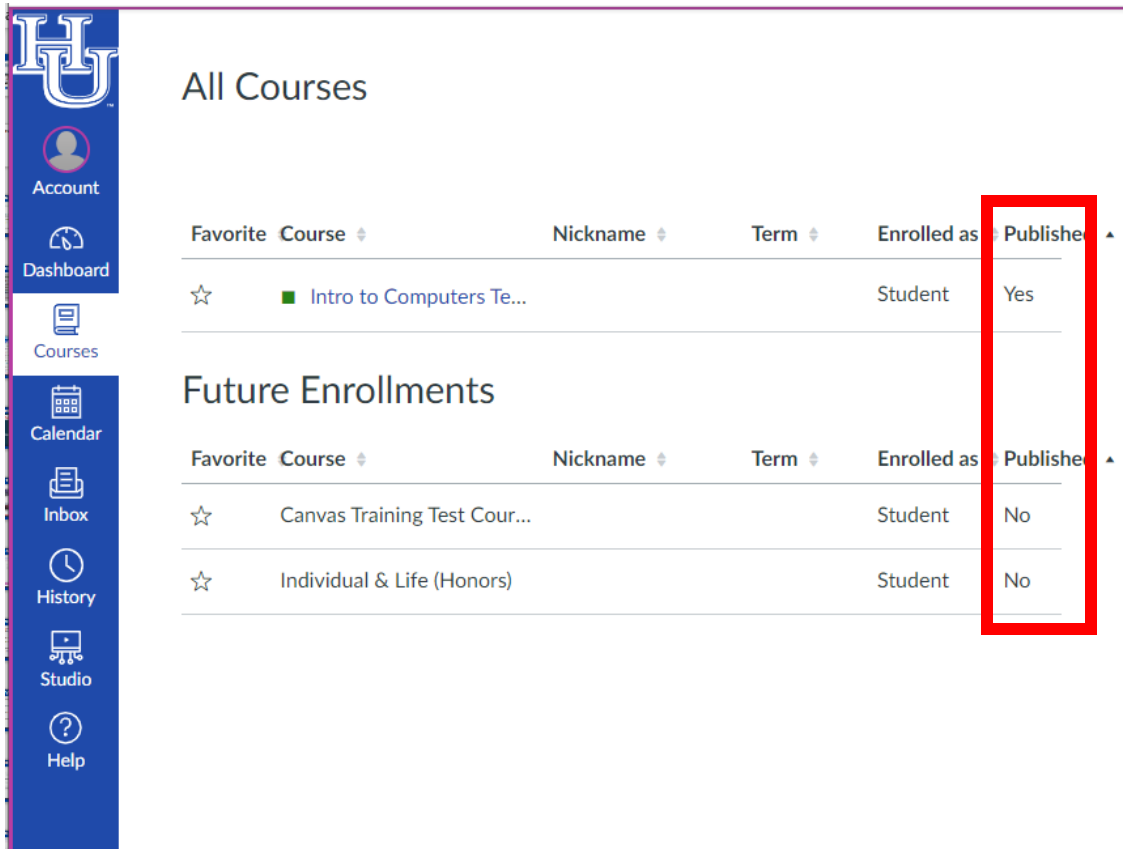
Username: HU Email Address

Password: [first initial of first name (lowercase)] + [first initial of last name (lowercase)] + [8- digit HU ID] + [two exclamation points]

(*Example for individual named John Doe and HU ID of 00054321, initial password would be: jd00054321!!)*

This password must be changed after the initial login for security purposes. You can do this through the settings menu in Canvas.

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

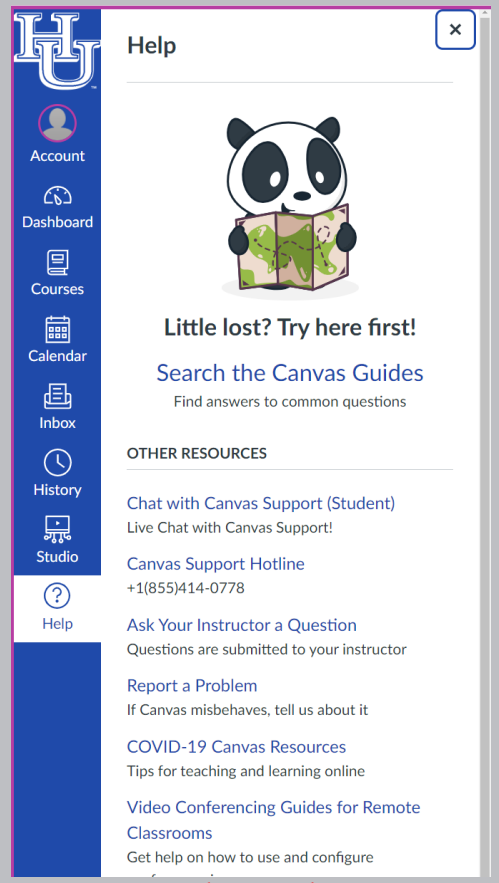


You will **NOT** gain access to Canvas until you are officially registered for courses.

- If you are dropped/unenrolled/dismissed from your courses, you will lose access to Canvas until your registration is restored. (All content submitted will be restored once your registration is reinstated.)

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



To access the video series and for additional assistance, use the Canvas Guides located in Help.

Tutorial Video Series

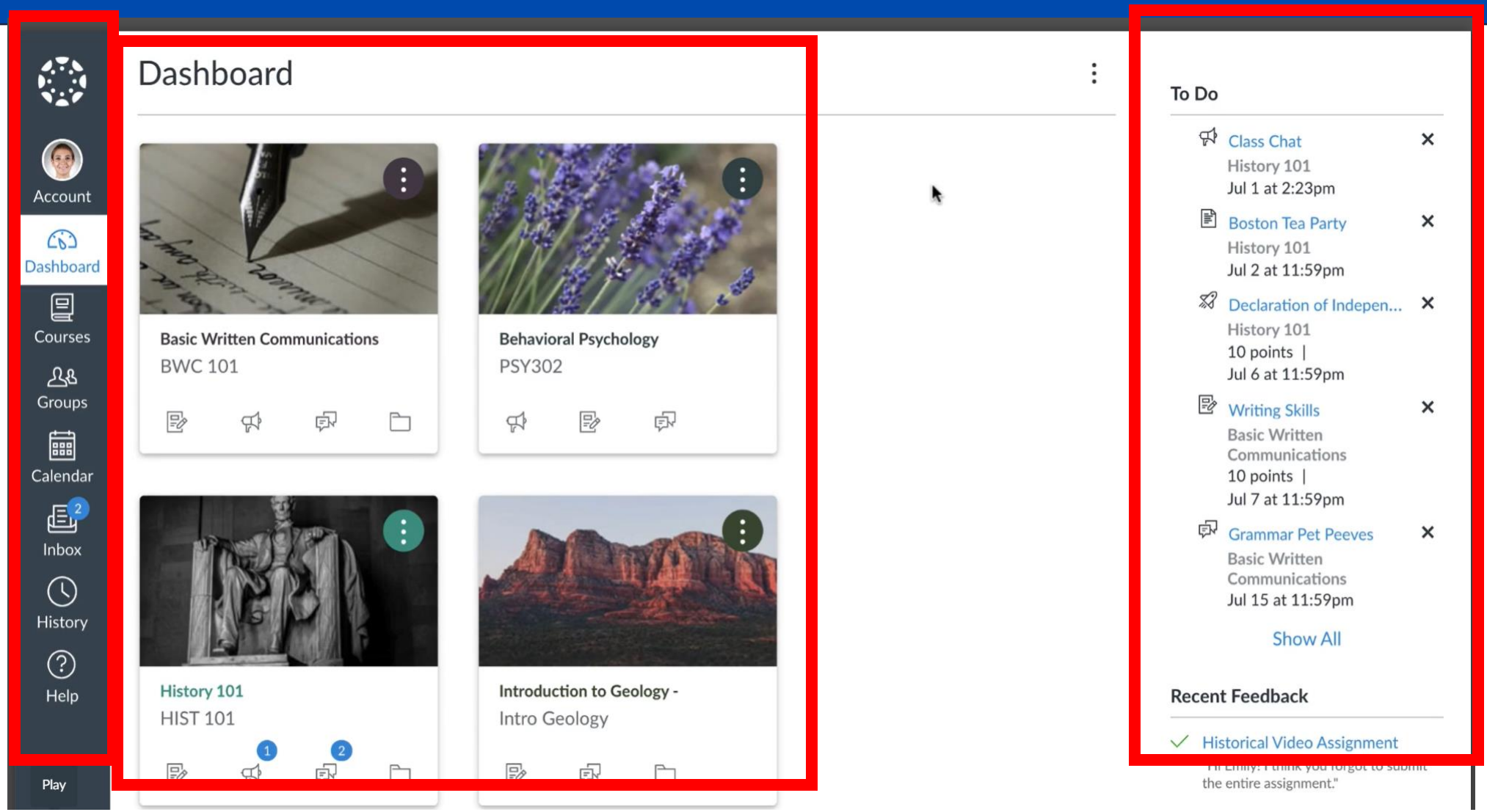
- STUDENT -

Canvas Overview

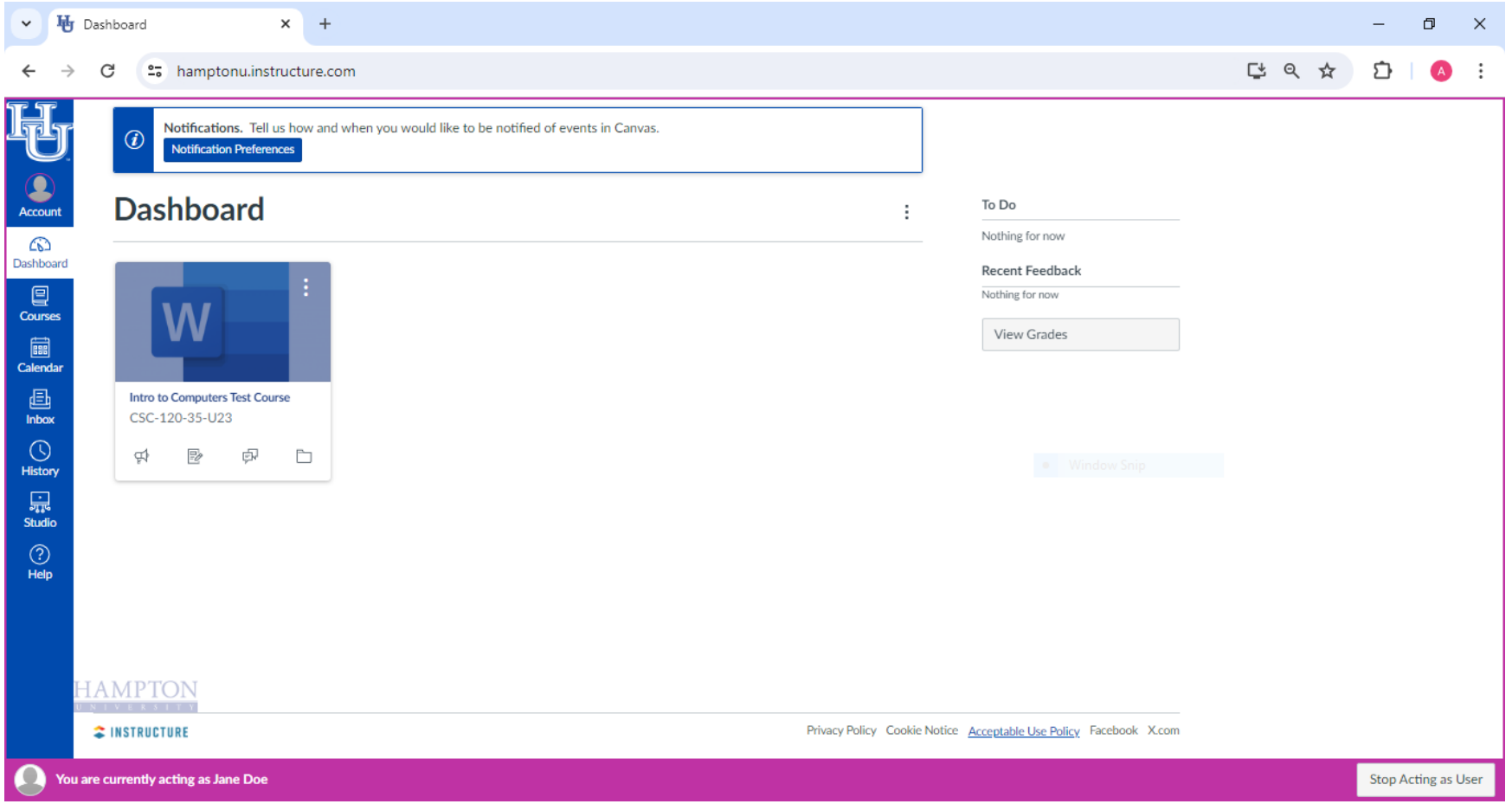
Global Navigation

FIRST LOOK

Sidebar

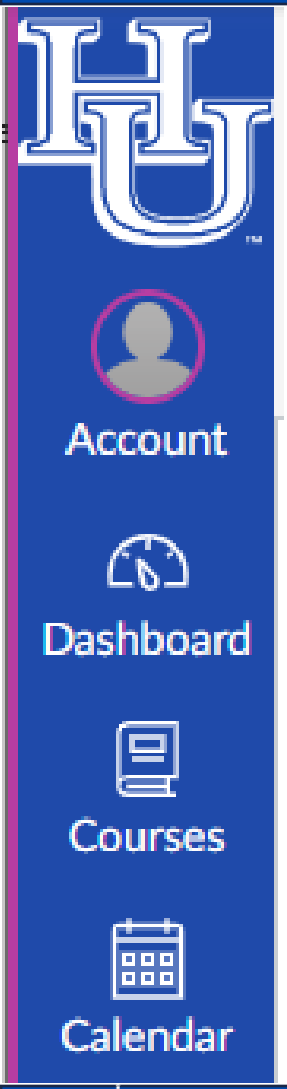


THE DASHBOARD



- Arrange cards in the order preferred
- Designate colors and/or nicknames for courses
- Explore other Dashboard views

GLOBAL NAVIGATION PANE

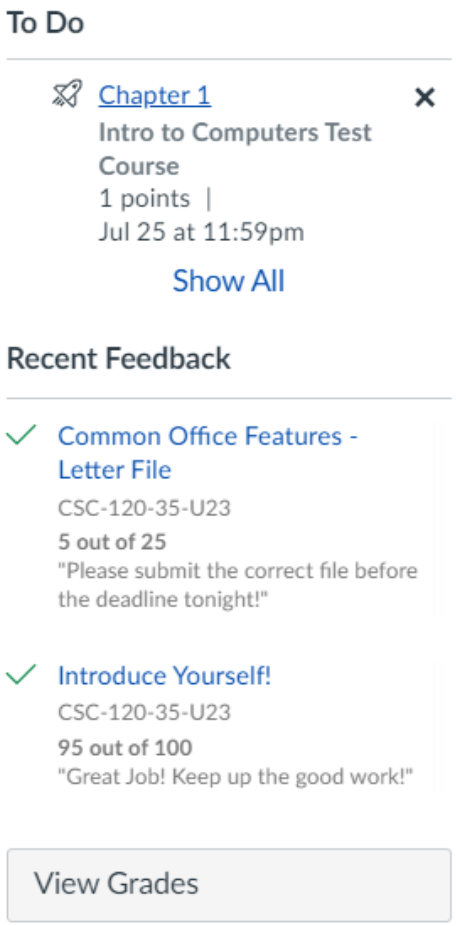


- **Account** – access notifications, profile, files, settings, shared content, folio, QR for mobile, global announcements
- **Dashboard** – view a list of current courses
- **Courses** – view all courses, published and unpublished
- **Calendar** – view weekly, monthly, create events, view assignments with due dates

GLOBAL NAVIGATION PANE

- **Inbox** – view messages between students and other users in Canvas
- **History** – view recent Canvas course page view in last three weeks
- **Studio** – contains Canvas' recording tool and video repository
- **Help** – access resources for assistance, including Canvas Guides

SIDEBAR



To Do Section

Recent Feedback Section

View Grades

RESPONDUS LOCKDOWN BROWSER & MONITOR

Respondus Monitor:

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

Respondus®

Respondus Lockdown Browser:

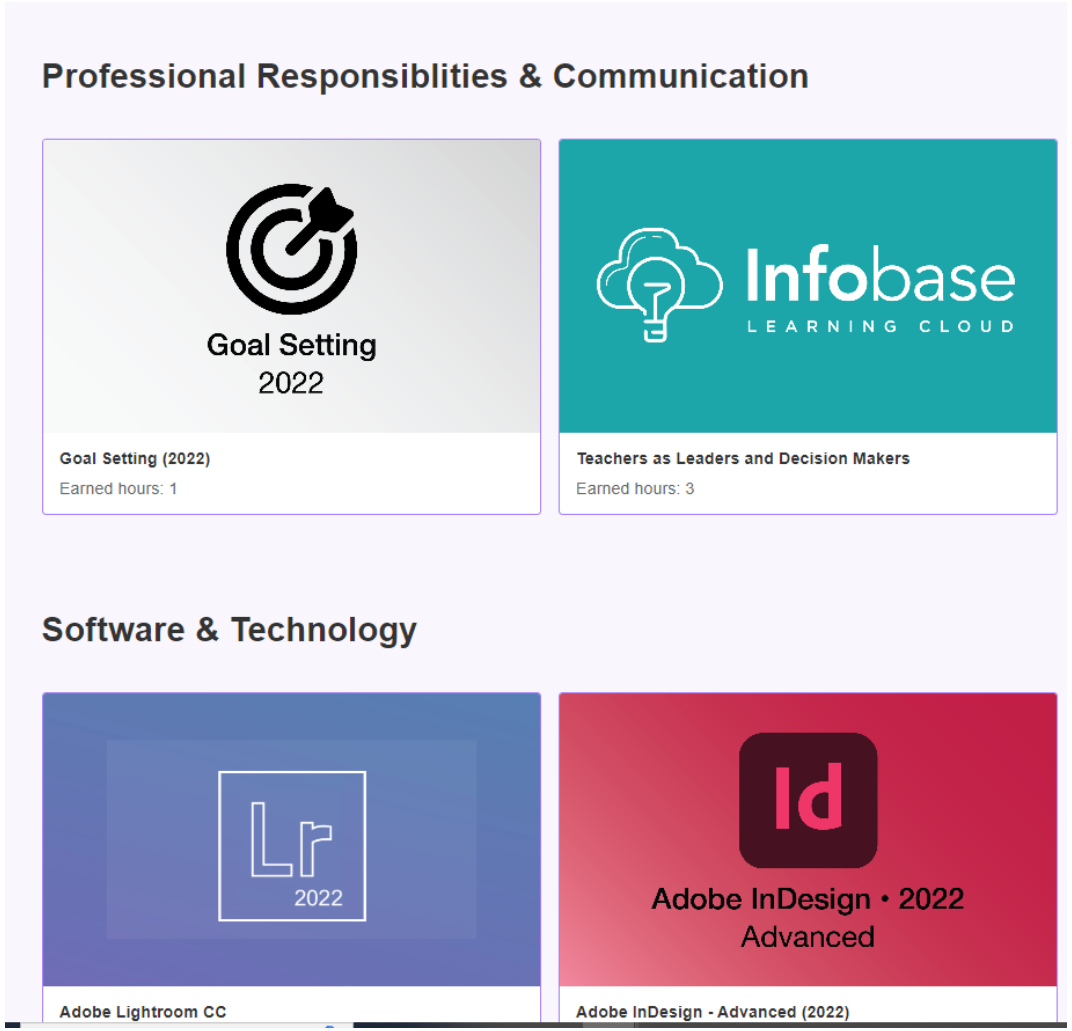
- Installs on your device
- Locks down testing environment
- Prevents outside actions
  - Printing
  - Copying
  - Accessing outside content

WHAT IS INFOBASE

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

- **made available by your instructor**
- **located within a course module**

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 24/7 Hotline:** 1-855-414-0778
  (This method is preferred)
- **HU Canvas Support:**
  - **Email:** hucanvashelp@hamptonu.edu
    (Allow 24-hour response)
  - **Phone:** 757-728-5290
    (Monday-Friday 9:00 AM-5:00 PM, send email after hours)
- **Contact the Help Desk for Technical Questions, to include accessing the myCampus Portal**
  - **Email**: helpdesk@hamptonu.edu or **Phone**: 757-728-6931