



STUDENT TUTORIAL



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

HAMPTON
UNIVERSITY

Email

Password

☐ Stay signed in

[Forgot Password?](#)

Log In

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

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

 INSTRUCTURE

Meet the Instructure Learning Platform:

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

Website: hamptonu.instructure.com

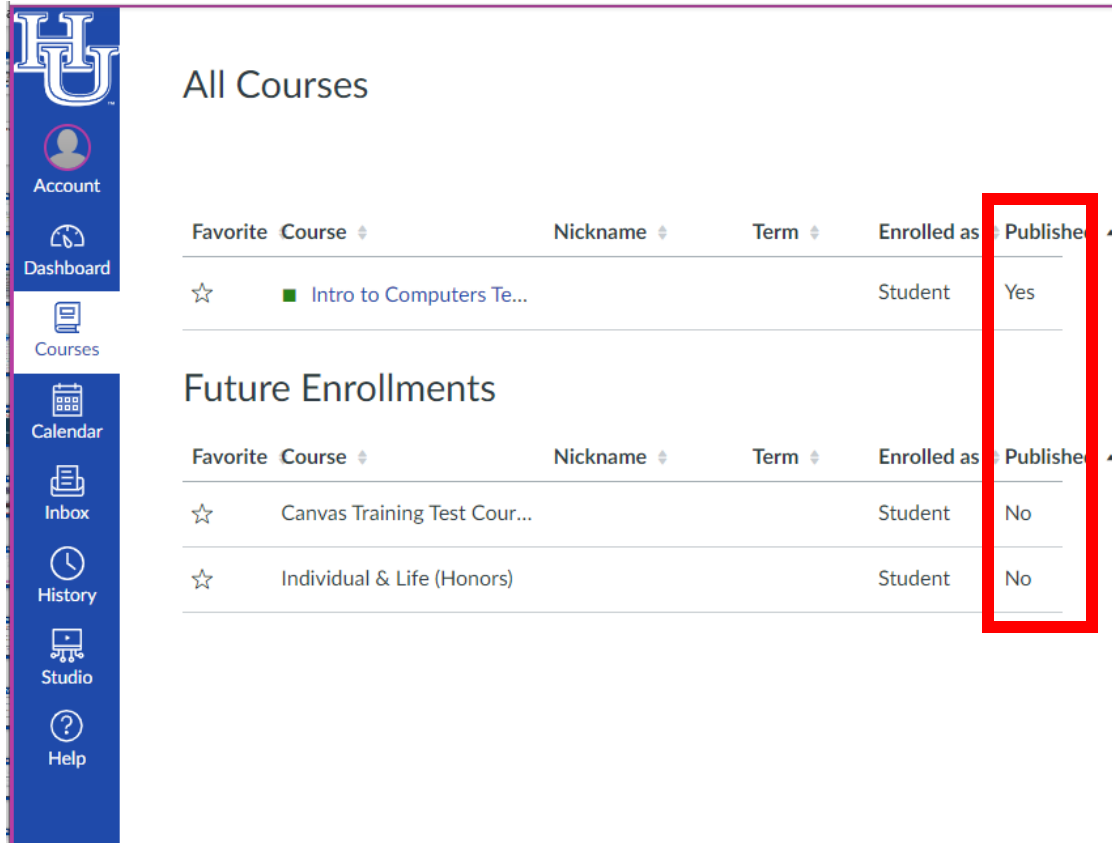
Username: HU Email Address

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)



The screenshot shows the Canvas LMS interface. On the left is a blue sidebar with navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, Studio, and Help. The main content area is titled 'All Courses' and contains two tables. The first table, 'All Courses', has columns for Favorite, Course, Nickname, Term, Enrolled as, and Published. It lists one course: 'Intro to Computers Te...' with a status of 'Yes' in the Published column. The second table, 'Future Enrollments', has the same columns and lists two courses: 'Canvas Training Test Cour...' and 'Individual & Life (Honors)', both with a status of 'No' in the Published column. A red rectangular box highlights the 'Published' column of the 'Future Enrollments' table.

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

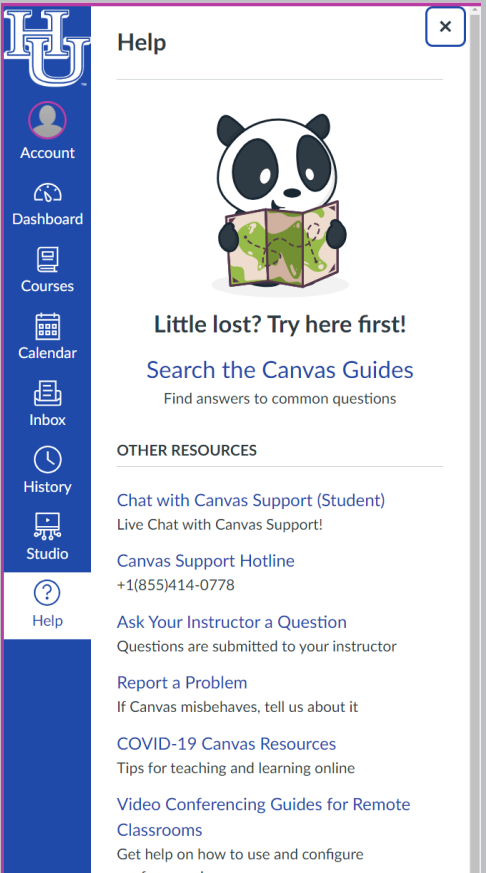
Favorite	Course	Nickname	Term	Enrolled as	Published
☆	Canvas Training Test Cour...			Student	No
☆	Individual & Life (Honors)			Student	No

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



The image shows a screenshot of the Canvas LMS 'Help' window. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Studio, and Help (which is highlighted). The main content area of the 'Help' window features a cartoon panda holding a book, the text 'Little lost? Try here first!', a search bar for 'Canvas Guides', and a section titled 'OTHER RESOURCES' containing links for 'Chat with Canvas Support (Student)', 'Canvas Support Hotline', 'Ask Your Instructor a Question', 'Report a Problem', 'COVID-19 Canvas Resources', and 'Video Conferencing Guides for Remote Classrooms'.

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

Tutorial Video Series

- STUDENT -

Canvas Overview

The screenshot displays a learning management system interface. A red border highlights three main sections: the Global Navigation sidebar on the left, the Dashboard content area in the center, and the Sidebar on the right.

Global Navigation Sidebar (Left):

- Account (User profile icon)
- Dashboard (Selected, Gear icon)
- Courses (Book icon)
- Groups (People icon)
- Calendar (Calendar icon)
- Inbox (Envelope icon with 2 notifications)
- History (Clock icon)
- Help (Question mark icon)
- Play (Play button icon)

Dashboard Content Area (Center):

Dashboard

The dashboard displays four course cards:

- Basic Written Communications BWC 101**: Includes a pen writing on paper image and icons for document, announcement, chat, and folder.
- Behavioral Psychology PSY302**: Includes a lavender flowers image and icons for announcement, document, and chat.
- History 101 HIST 101**: Includes a statue of Abraham Lincoln image and icons for document, announcement (1 notification), chat (2 notifications), and folder.
- Introduction to Geology - Intro Geology**: Includes a mountain landscape image and icons for document, chat, and folder.

Sidebar (Right):

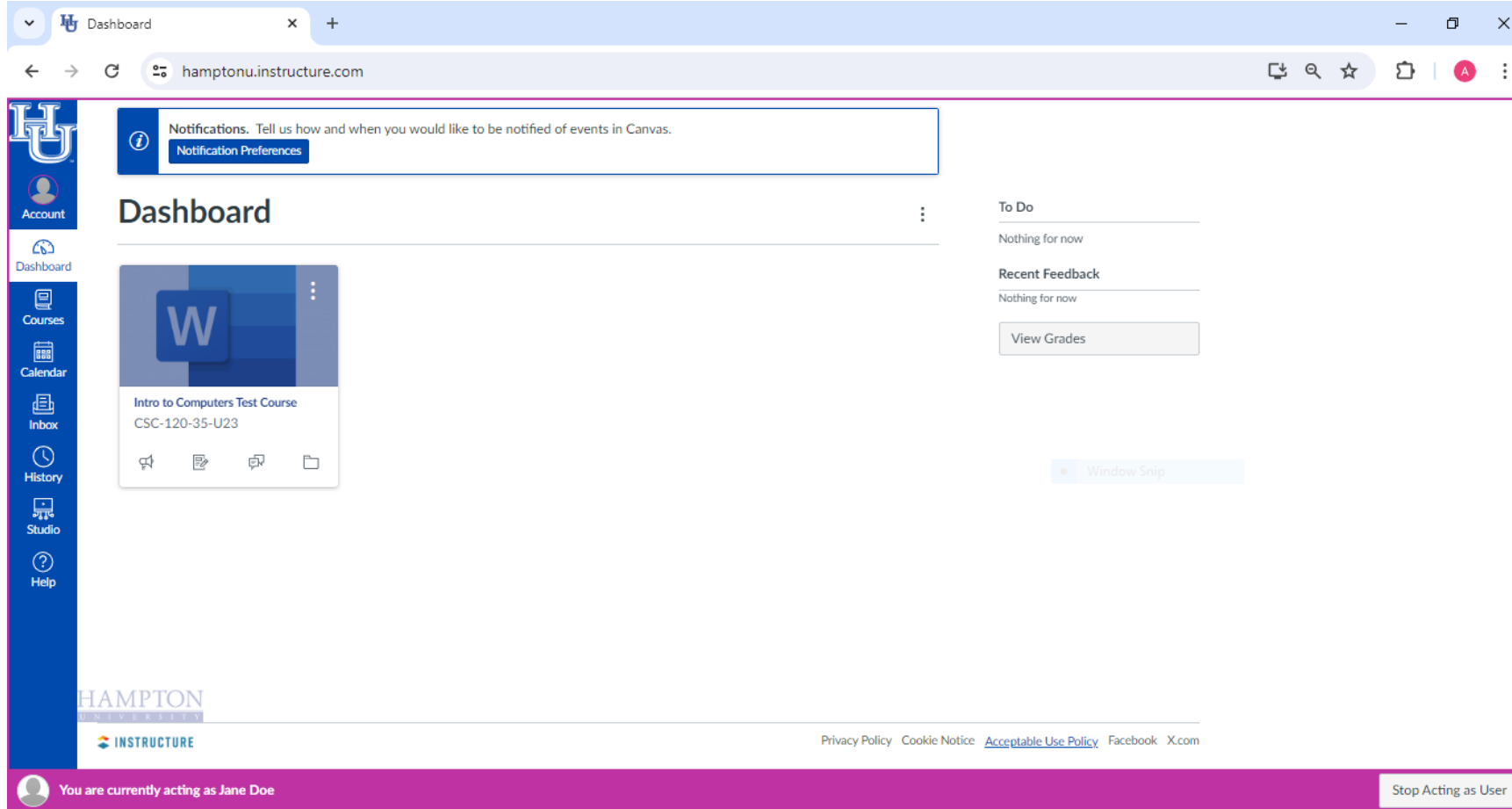
To Do

- Class Chat** (X icon): History 101, Jul 1 at 2:23pm
- Boston Tea Party** (X icon): History 101, Jul 2 at 11:59pm
- Declaration of Indepen...** (X icon): History 101, 10 points | Jul 6 at 11:59pm
- Writing Skills** (X icon): Basic Written Communications, 10 points | Jul 7 at 11:59pm
- Grammar Pet Peeves** (X icon): Basic Written Communications, Jul 15 at 11:59pm
- [Show All](#)

Recent Feedback

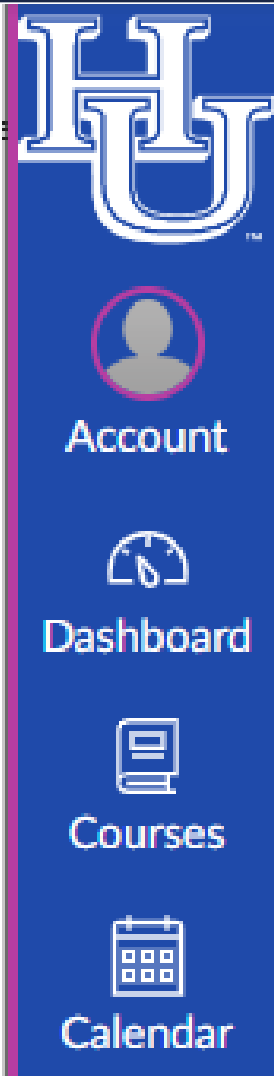
- Historical Video Assignment** (Checkmark icon): "Hi Emily, I think you forgot to submit the entire assignment."

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



History



Studio




Help



- **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

-  [Chapter 1](#) ×
- Intro to Computers Test
Course
1 points |
Jul 25 at 11:59pm
- [Show All](#)

Recent Feedback

-  [Common Office Features - Letter File](#)
- CSC-120-35-U23
5 out of 25
"Please submit the correct file before the deadline tonight!"
-  [Introduce Yourself!](#)
- CSC-120-35-U23
95 out of 100
"Great Job! Keep up the good work!"

View Grades

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 Lockdown Browser:

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

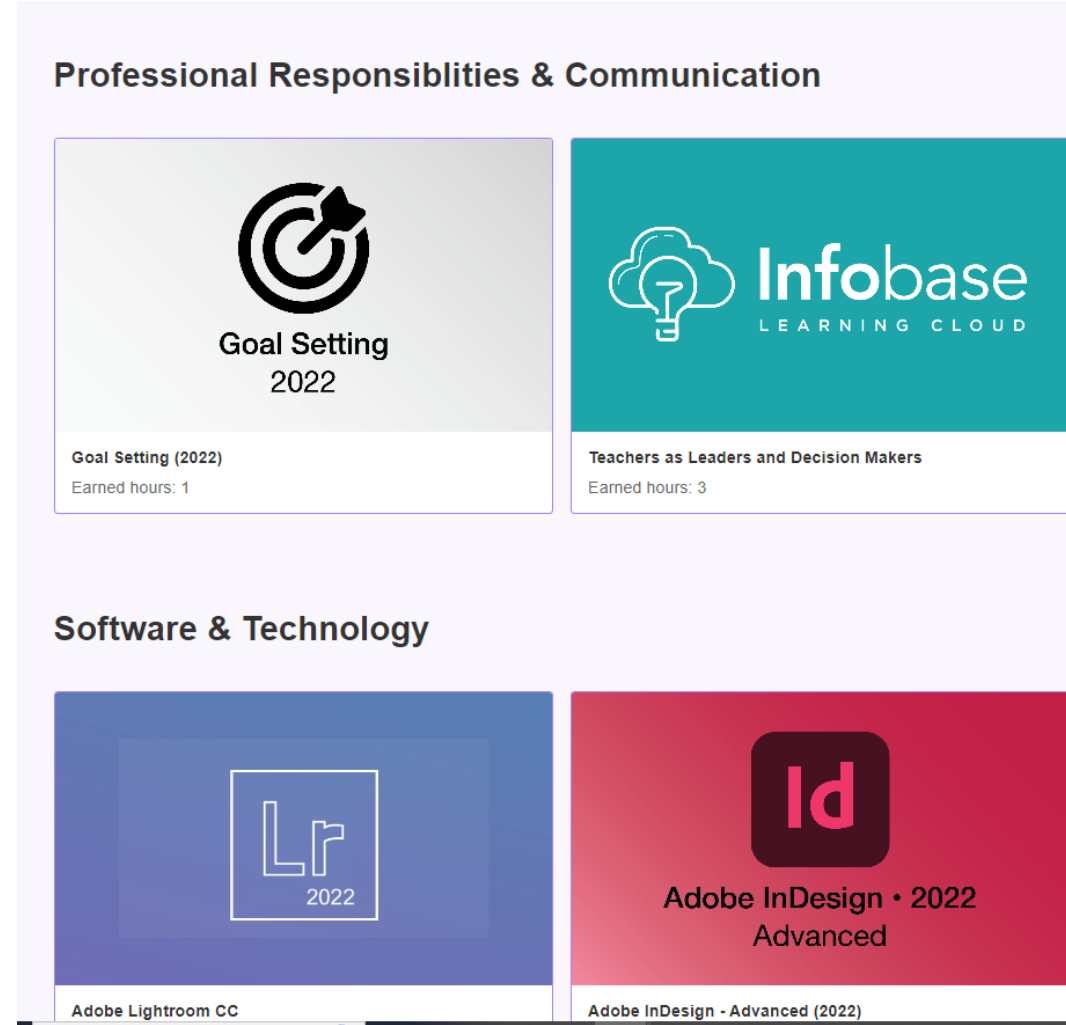
WHAT IS INFOBASE



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**