Getting Started with Canvas: A Student Guide

Accessing Canvas

Open your preferred web browser (Google Chrome or Mozilla Firefox) In the address bar, type:
 https://rcc.instructure.com/.
Press Enter to access the Canvas login page.

1

Logging In

Enter your RCC (Roxbury Community College) username and password. Click the "Login" button.

2

Navigating the Dashboard

Upon logging in, you'll be directed to your Canvas Dashboard. Your courses will be listed here. Click on a course card to access its content.
See **Canvas Guide on Dashboard**

3

Exploring Course Content

Inside each course, you'll find modules, assignments, discussions, and more.
Navigate through the course menu on the left to access different sections.
See **Canvas Guide - Overview**

4

Interacting with Course Materials

Click on module titles to view content and resources. Download documents, watch videos, and explore learning materials provided by your instructor.
See **Canvas Guide on Modules**

5

Participating in Discussions

Engage with your peers and instructors through discussion boards.
Click on a discussion to read and post comments.
See **Canvas Guide on Discussions**

6

Submitting Assignments

To submit assignments, click on the "Assignments" tab within the course. Find the assignment you want to complete and follow the instructions provided.
Click on "Submit Assignment" to upload your work.
See **Canvas Guide on Submitting Assignment**

7

Checking Grades and Feedback

Access your grades by clicking on the "Grades" tab within the course.
View scores and feedback on assignments and assessments.
See **Canvas Guide Grades Overview**

8

Using Calendar and Notifications

Keep track of important dates using the Calendar. Customize notification settings to receive updates about due dates, announcements, and more.
See **Canvas Guide Using Calendar**
See **Canvas Guide Notifications**

9

Getting Help

For technical assistance, contact the IT Help Desk at **helpdesk@rcc.mass.edu** or call **857-701-1555**.
If you need course-specific help, reach out to your instructor via Canvas messaging.
Canvas is designed to enhance your learning journey, so don't hesitate to explore its features and make the most of your educational experience.

See **Canvas Guide- Getting HELP**

10

For questions or issues about Canvas contact the Canvas Support Hotline

☎ **1 (877) 921-7680**

For questions or issues with your RCC user name and password contact the IT Help Desk

☎ **857-701-1555** | **helpdesk@rcc.mass.edu**

Quick Tips for Success in Taking a Course on Canvas

1. **Stay Organized:** Keep track of due dates, assignments, and discussions by using the Canvas Calendar and To-Do List.
2. **Check Announcements Regularly**: Instructors often share important updates and information through announcements. Make it a habit to check them regularly.
3. **Engage in Discussions**: Participate actively in discussion boards to connect with peers and gain different perspectives on course topics.
4. **Manage Your Time**: Plan a study schedule that works for you. Allocate dedicated time for course activities and assignments.
5. **Use the Mobile App**: Download the Canvas mobile app to access your courses on the go. Stay connected and manage your coursework from your smartphone.
6. **Submit Assignments Early**: Aim to complete and submit assignments ahead of their deadlines. This gives you time to address any technical issues that might arise.
7. **Reach Out for Help**: If you have questions, don't hesitate to ask your instructor. Use the Canvas messaging system to communicate effectively.
8. **Explore Resources**: Take advantage of course materials, videos, and readings provided by your instructor. They can enhance your understanding of the subject matter.
9. **Utilize Peer Interaction**: Collaborate with classmates through group projects and peer reviews. Sharing ideas and feedback can deepen your learning experience.
10. **Review Feedback:** After submitting assignments, review the feedback provided by your instructor. Learn from your mistakes and improve as you progress.
11. **Stay Tech-Savvy:** Familiarize yourself with Canvas features such as quizzes, discussions, and file submissions. This will help you navigate the platform smoothly.
12. **Regularly Log In**: Make it a habit to log in to Canvas daily. This way, you won't miss any updates or opportunities to engage with your course.

Remember, successful online learning takes self-discipline and active engagement. Embrace these tips to ensure a fulfilling and productive experience on Canvas. Good luck!