Student Canvas Training   *You can find this document on the OC Distance Education page*

Apple users can scan QR codes with camera and launch website. Android users need to use QR app.

**Get logged in**
- **Portal** (how to find it and login video)
- **Canvas** (how to find it video)

**Account Navigation Menu** (These links take you to “How to” videos or instructional sheets)
- **Account info** (your photo goes here)
- **Change notifications**
- **Dashboard** (To DO, Card Layout, List Layout)
- **Courses** (here you can access previous courses, “star” courses)
- **Groups**
- **Calendar**
- **Email** (Conversations)
- **Questions 24/7 Help call (844) 603-4262**

**Course Navigation**
- **Home Page** - look for instructions from your instructors here on how to navigate their courses, or Look for the modules layout
- **Modules** - this is where you will find your instructor’s lessons, activities, discussions, quizzes, assignments, etc.
- **Assignments** - How to submit an assignment
  - Dropbox, Google Drive, Computer
  - Specific file type
- **Discussion Boards** - **Video** using Rich Content Editor tool
  - **YouTube** embedded video
  - Type (min word, Grammar check)
  - **Embed image**
- **Quizzes** - Time limit
  - Selecting questions
  - **Flagging questions**
  - Submitting
  - Data that is tracked
- **Files** - **How to access, manage your user files in Canvas**
- **Email** - how to email your teacher
- **Grades** - **How to check your grades**
  - **How to see instructor feedback** on your assignments
  - **How to comment**

**Course Status**
- View Course Stream (Announcements)
- Calendar
- To Do list

**Canvas Overview Video**
**Canvas Student Tour Videos**
**Common Areas to Look in Canvas Student**