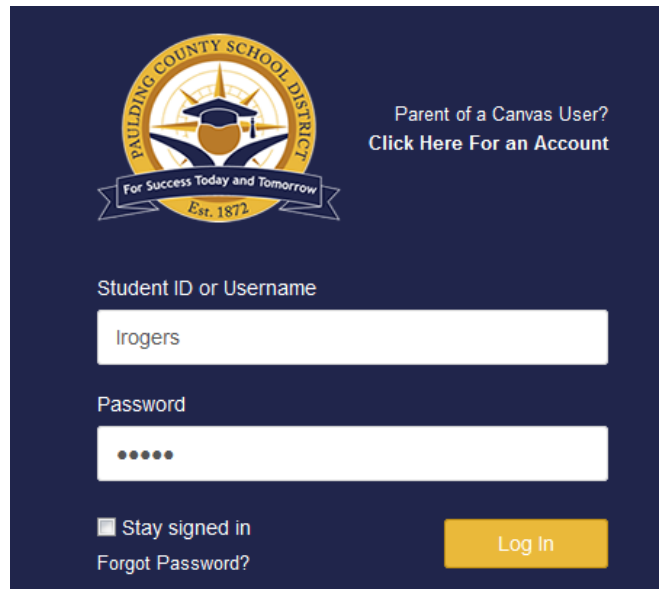


Canvas LMS

Logging in and User Dashboard

Logging in to Canvas

- In your browser (preferable Firefox or Chrome), type <https://paulding.instructure.com>.
- Your account is automatically created in the system so you will not need to create an account.
- In the **Student ID or Username** field, enter the user name you use to log in to the computer at work – do not include the @paulding.k12.ga.us.
- Enter the password you use for the computer at work.
- Click login.



The screenshot shows the login interface for Paulding County School District's Canvas LMS. At the top left is the school district's logo, which includes a graduation cap and the text "PAULDING COUNTY SCHOOL DISTRICT", "For Success Today and Tomorrow", and "Est. 1872". To the right of the logo, there is a link for "Parent of a Canvas User? Click Here For an Account". Below the logo, there are two input fields: "Student ID or Username" with the text "Irogers" entered, and "Password" with five dots representing masked characters. At the bottom left, there is a checkbox labeled "Stay signed in" and a link "Forgot Password?". At the bottom right, there is a yellow "Log In" button.

The Canvas User Dashboard

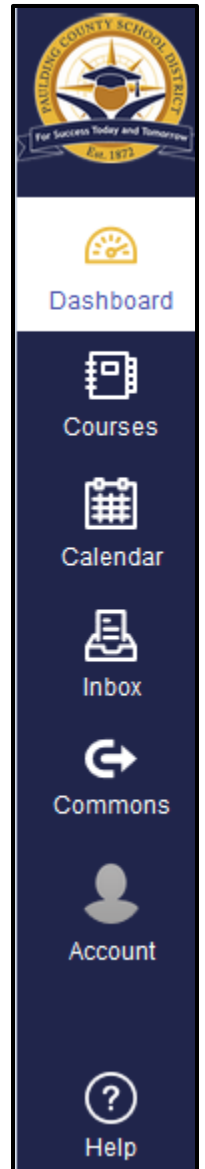
The user dashboard is the first thing you see when you log in. The dashboard defaults to the course view which helps you see what is happening in all of your courses. The sidebar shows information for your courses such as a To Do list, upcoming events, and feedback.

You can return to your dashboard at any time by clicking the Dashboard link in the Global Navigation column on the left.

Global Navigation

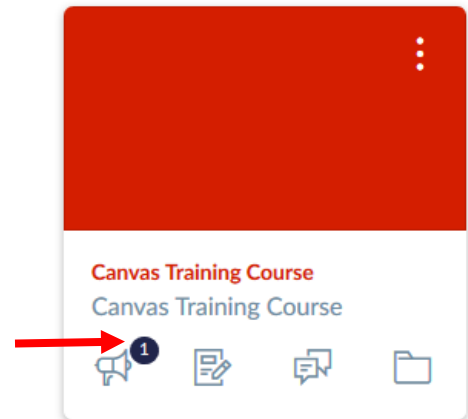
The Global Navigation menu contains quick links to the main Canvas areas:

- Dashboard – click this link from any area in Canvas to return to the dashboard
- Courses – click to access your courses
- Groups – shows any groups you’ve been added to
- Calendar – click to go to the calendar page where you can view and make changes to your calendar
- Inbox – click to go to your conversations inbox
- Commons – click to access a digital library full of educational content; teachers can find, import, and share resources here
- Account – click to access your profiles, settings, notifications, and files and to log out of Canvas
- Help – click to get help at any time



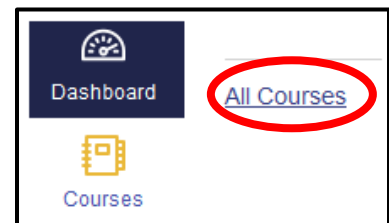
Course Cards

- The dashboard displays a course card for each course you've favorited.
- The icons at the bottom of the card show course announcements, assignments, discussions, and files as long as the instructor has enabled them for the course.
- A number next to an icon shows there's a new announcement, assignment, discussion or file available for the course.

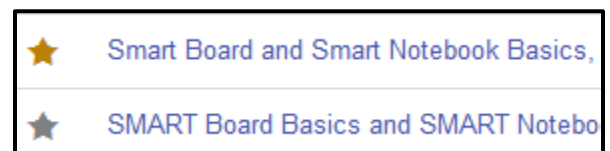


- To change the color, click the 3 dots in the top right hand corner, select a new color, and click apply. The course card color is synced with the course color on the calendar.
- To “favorite” a course so it always appears on your dashboard,

- click **Courses** in the Global Navigation pane and select **All Courses**.

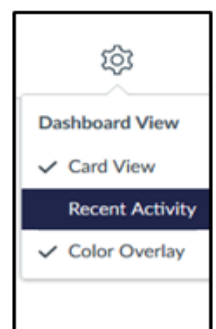


- click the star in front of a course name to add the course to the dashboard.



Recent Activity

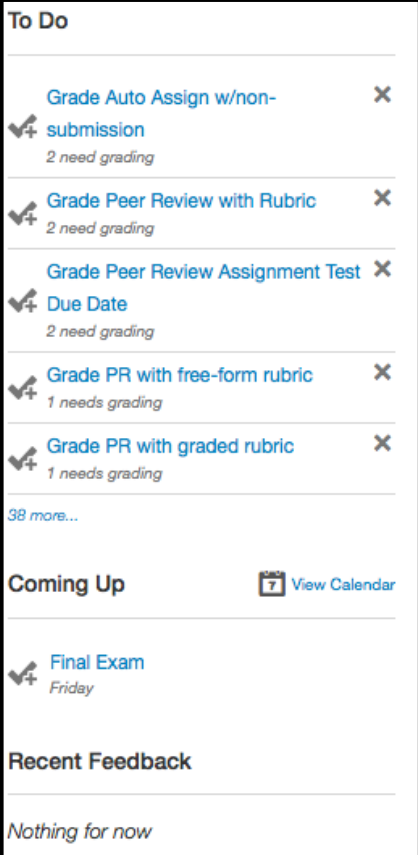
- The dashboard will show either a course view or a recent activity view which shows activity for all of your courses.
- To switch to a list of recent activities on your dashboard, click the gear icon and select **Recent Activity**. Click the gear and select **Card View** to view the course cards for the courses you've favorited.



Sidebar

The sidebar shows what you need to do next across all your courses and displays the following:

- To Do – lists assignments or events that need your attention such as items that need grading; items remain in the To Do section for 2 weeks
- Coming Up – shows a list of activities coming up in the source schedule within the next 7 days
- Recent Feedback – shows students assignment feedback from the instructor; this section appears for instructors but does not show any content
- View Grades – students and teachers can click to view grades for courses



The screenshot displays the 'To Do' section of a sidebar. It is organized into three main categories: 'To Do', 'Coming Up', and 'Recent Feedback'. The 'To Do' section lists five items, each with a checkmark icon, a plus sign, and a close button. The items are: 'Grade Auto Assign w/non-submission' (2 need grading), 'Grade Peer Review with Rubric' (2 need grading), 'Grade Peer Review Assignment Test Due Date' (2 need grading), 'Grade PR with free-form rubric' (1 needs grading), and 'Grade PR with graded rubric' (1 needs grading). Below these items is a link for '38 more...'. The 'Coming Up' section has a 'View Calendar' link. The 'Recent Feedback' section is currently empty, showing 'Nothing for now'.

Task	Status
Grade Auto Assign w/non-submission	2 need grading
Grade Peer Review with Rubric	2 need grading
Grade Peer Review Assignment Test Due Date	2 need grading
Grade PR with free-form rubric	1 needs grading
Grade PR with graded rubric	1 needs grading