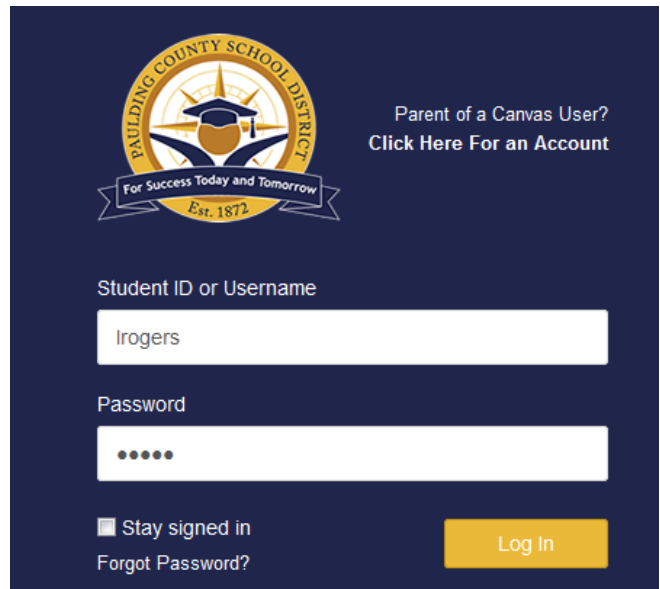


Canvas LMS

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 school – do not include the @paulding.k12.ga.us.
- Enter the password you use for the computer at school.
- Click login.



The screenshot shows the login interface for Paulding County School District's Canvas LMS. At the top left is the school district 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: "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

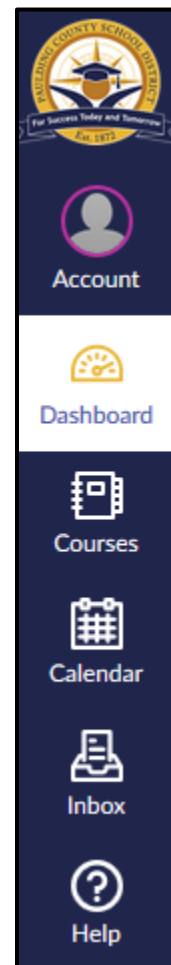
The user dashboard is the first thing you see when you log in. The dashboard defaults to the course view which helps you see what is happening in all of your courses. The sidebar shows information for your courses such as a To Do list, upcoming events, and feedback.

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:

- Account – click to access your profiles, settings, notifications, and files and to log out of Canvas
- Dashboard – click this link from any area in Canvas to return to the dashboard
- Courses – click to access your courses
- 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
- Help – click to get help at any time

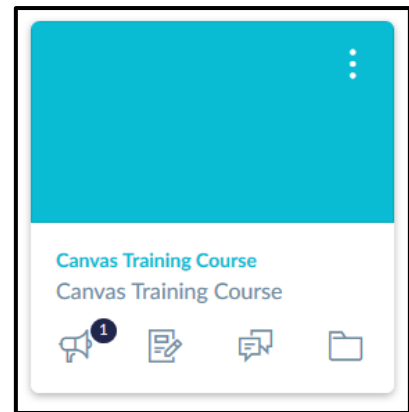


Course Cards

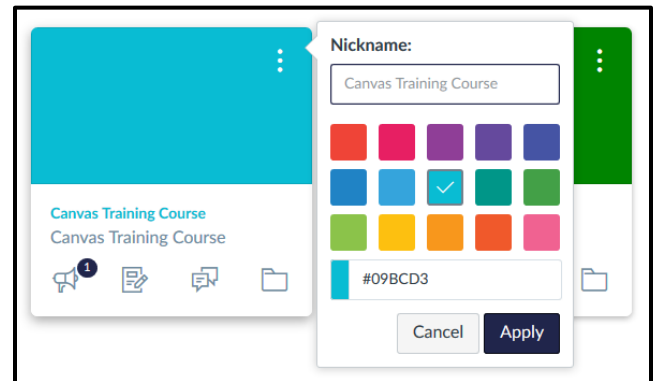
- The dashboard displays up to 20 course cards for those courses you've favorited.

- The icons on 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.

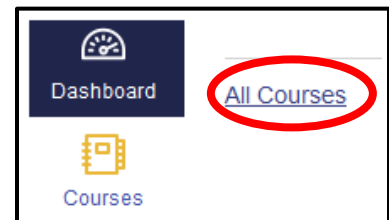


- To change the color, click the gear icon in the top right hand corner, select a new color, and click apply. The course card color is synced with the course color on the calendar.

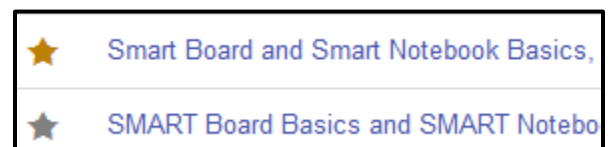


- To “favorite” a course so it always appears on your dashboard,

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

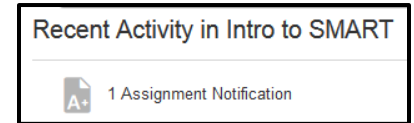


- click the star in front of a course name to add the course to the dashboard.

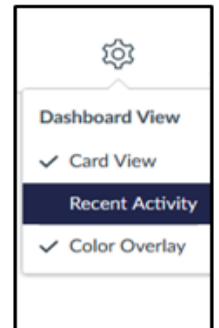


Recent Activity

- 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 dashboard icon and select **Recent Activity**.
- To view the course cards, click the dashboard icon and select **Course Cards**.



Sidebar

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

- To Do – lists assignments that are due in the next 7 days; items remain in the To Do section for 4 weeks
 - Click the **X** to remove an item from the list
- Coming Up – shows a list of activities coming up in the next 7 days; if the assignment has already been graded, the assignment score will display
- Recent Feedback – shows students assignment feedback from the instructor during the last 4 weeks
- View Grades –click to view grades for all active courses

