SVGS CANVAS

ABOUT

CANVAS is a cloud-based system SVGS uses to make learning easier by being adaptable, customizable, mobile, and easy to use. Using CANVAS is a critical part of accessing course materials and learning activities at SVGS.
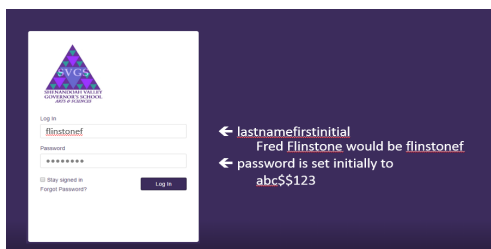
Let's Get Started!

STEP 1 : ACCESS CANVAS LINK

→ Use a computer and the browser Chrome or Firefox.
→ Access SVGS CANAVS log-in at website **https://svgs.instructure.com/login/canvas**.

You may also access the SVGS CANVAS log-in screen at the school website under "STUDENT>CANAVS" or simply googling "SVGS Instructure".
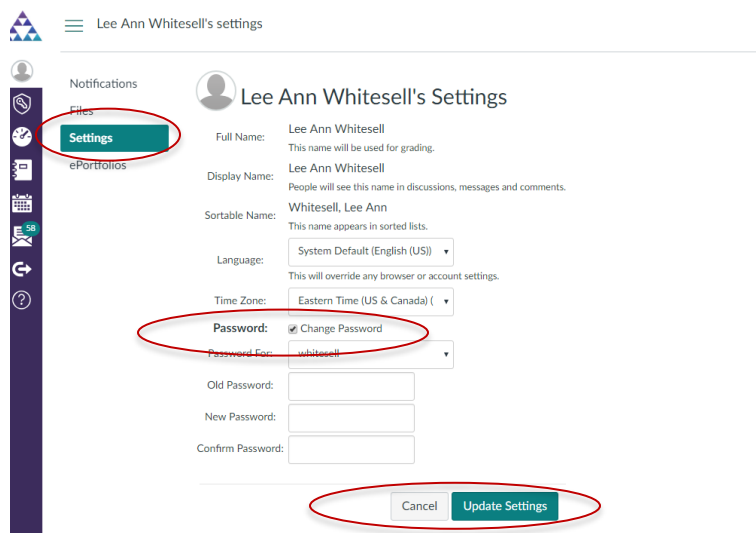
STEP 2: LOG IN

→ From a computer, log into SVGS CANVAS.
→ Your **log-in** will be your **user ID** (last name first initial of your legal first name).
→ Your initial **password** will be *abc$$123*.

← lastnamefirstinitial
Fred Flinstone would be flinstonef
← password is set initially to abc$$123

STEP 3: CHANGE YOUR PASSWORD

→ Click on " **ACCOUNT**" and then click on "**SETTINGS**".
→ On the right side of the screen, click on "**EDIT SETTINGS**".

→ Check the box labeled "**PASSWORD: Change Password**" and follow instructions.
→ Be sure to click on the **UPDATE SETTINGS** button.
→ See screen shot below.

If you forget your CANVAS password, you may reset by clicking on "Forgot Password" on the log-in screen. Follow instructions. A link to change your password will be sent to your SVGS email (or any other email you have listed as the default in CANVAS).

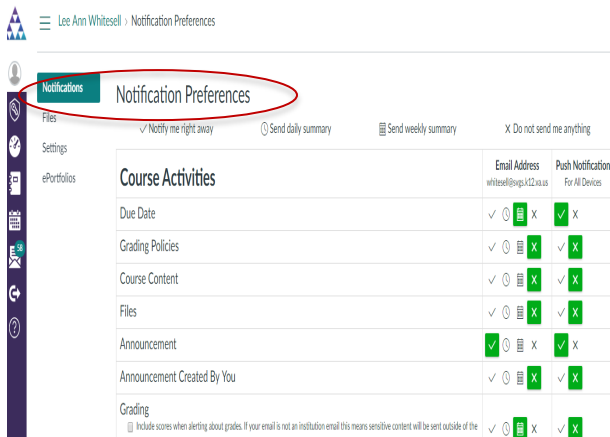## STEP 4: EDIT CONTACT INFORMATION (optional)

If you wish to add an additional email address as your default contact or add your phone as a way to get notifications, look on the right side of the screen for "**WAYS TO CONTACT**". You may add additional contact information and result default contacts as you wish. This will be used to reset your password if you forget.

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STEP 5: SET NOTIFICATION PREFERENCES

Every time something occurs in Canvas, you can be notified. This is a great feature that can help you keep track of your assignments, grades, and other course items.

The NOTIFICATIONS page is where you can set your preferences for when you are notified. We have recommended that you set your preferences as shown.

You can customize your settings on your own, but the settings below are a good place to start.

Notify Me Right Away: Announcements, Invitations, Submission Comment, Added to Conversation, Conversation
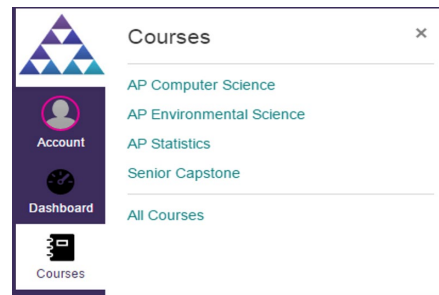
Send Daily Summary: Due Date, Course Content, Grading, Discussion Post

Do Not Send Anything: Grading Policies, Files, Discussion, All items with "created by you"
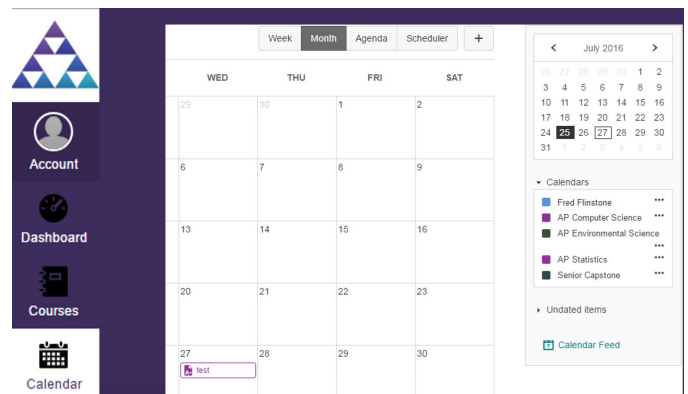
STEP 6: USING CANVAS

On the left side of screen of your screen, you will access your "**COURSES**". Teachers will posts all

materials, many assignments and feedback on your assignments for your classes on CANVAS.

If you click on your courses and do not see anything, your teacher has not published the course and will do so before school starts. If you have the wrong course listed, please contact me.

On the left side of screen of your screen, the "**CALENDAR**" is a way to see upcoming assignments for all your SVGS classes in one place. You can use this to plan ahead and stay on track with your assignments.

The "**INBOX**" will let you send messages to your instructor and your classmates. Recipients will get a notification in their e-mail account when you use this feature (as long as the notifications are set properly).

The "HELP" item will allow you to send a message through CANVAS quickly to your teacher or to access resources for using CANVAS.

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ACCESS FROM MOBILE (PHONE/TABLET)

A Mobile Portal app, CANVAS STUDENT, is available. However, not all Canvas features may be available on the app at this time and some features may not function as expected compared to viewing Canvas in a fully supported web browser.

Note: You can access Canvas from any browser on your Android/iOS device. You may wish to create a *link* on your mobile device to the web version for easy access and full functionality instead of using the mobile app.