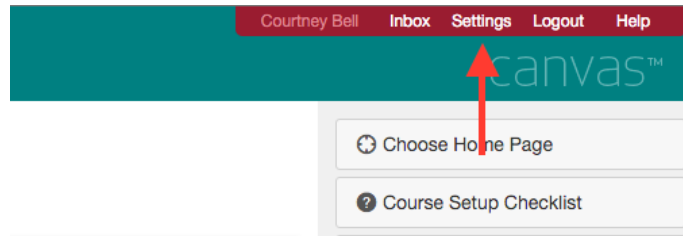




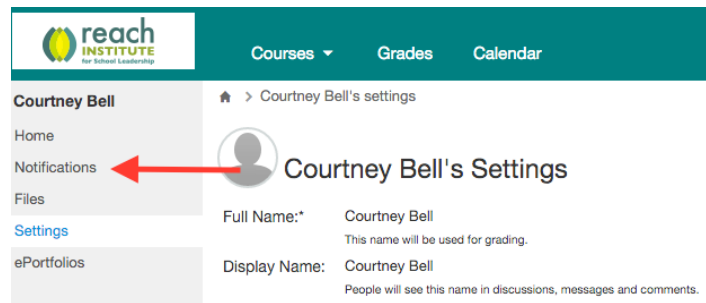
Induction Canvas User Support

Check Email Settings

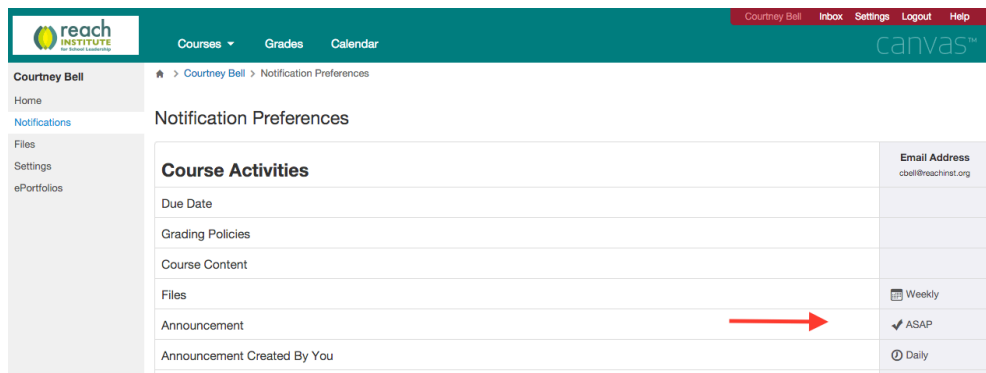
- 1) Click on the “Settings” link on the top right-hand corner of the page.



- 2) Click on the “Notifications” link in the left-hand navigation menu to view and change when you receive Canvas notifications by email.

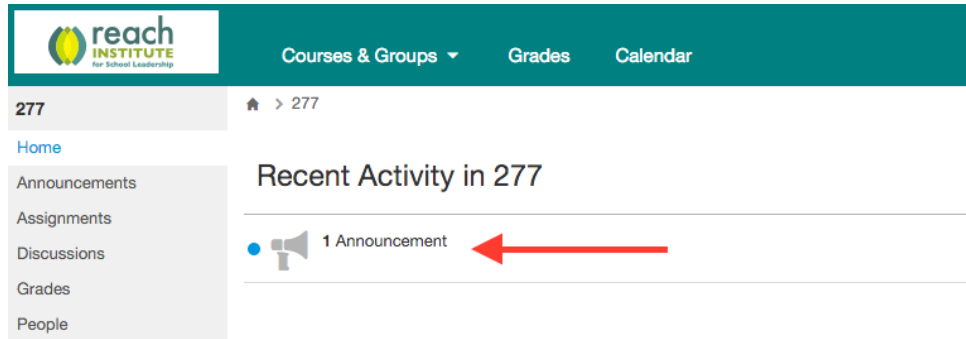


- 3) You can change the notification setting for each option by hovering your mouse over the right-hand column next to an option and selecting one of the following notification settings:
 - a. ASAP: Notify me right away
 - b. Daily: Send me a daily summary
 - c. Weekly: Send me a weekly summary
 - d. Do not send me anything.

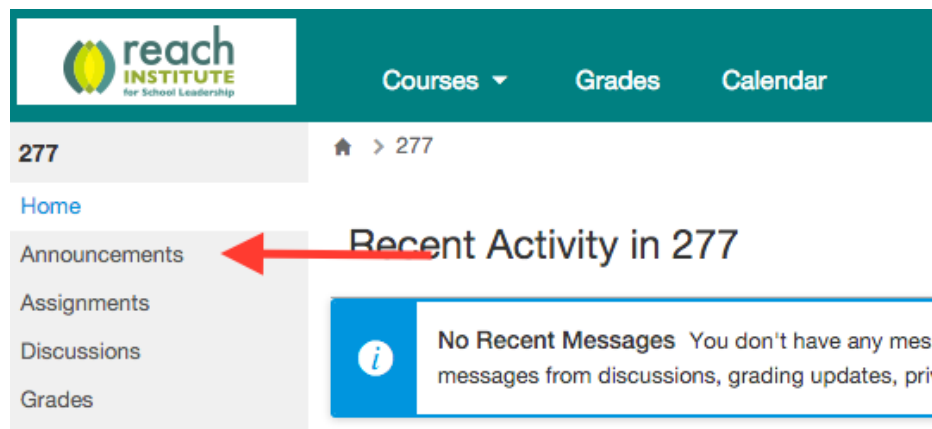


Check the Announcements

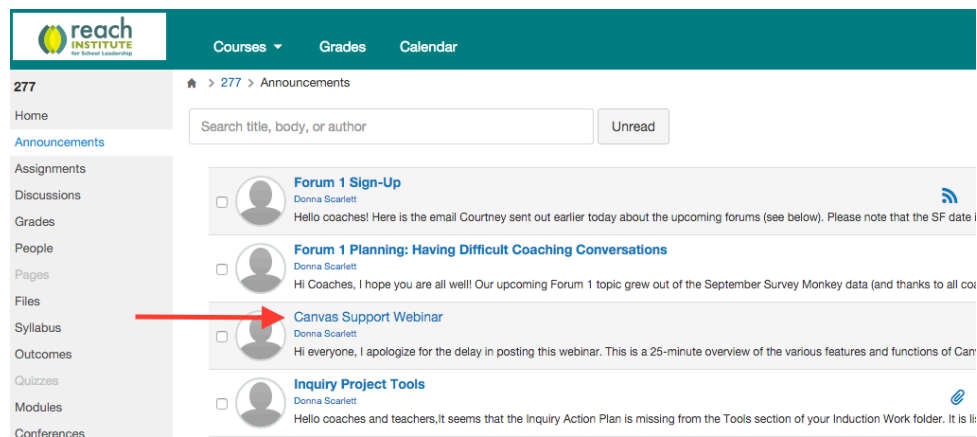
- 1) From the course homepage, click on the “Announcements” banner to view the recent announcements.



- 2) You can also navigate to the announcements by clicking on the “Announcements” link in the left-hand navigation menu.

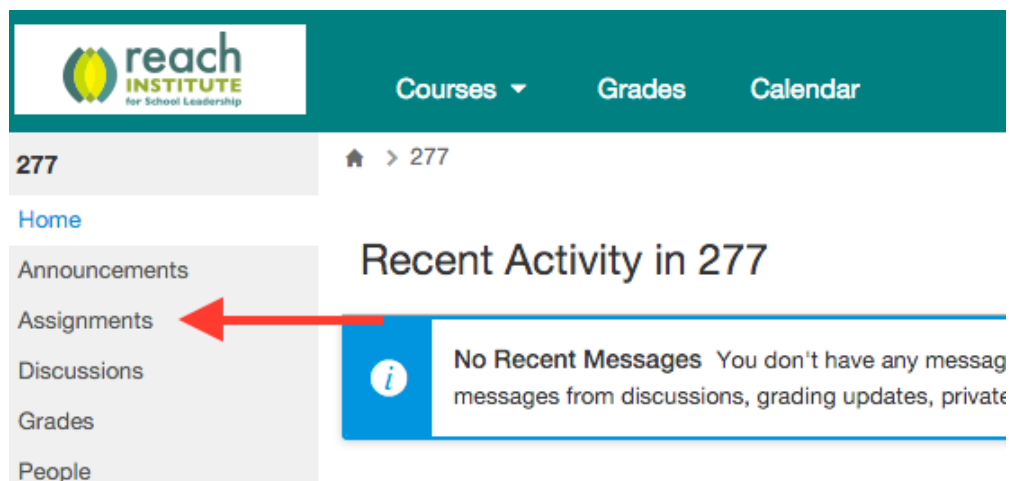


- 3) Click on the title of the announcement to view all of the details.

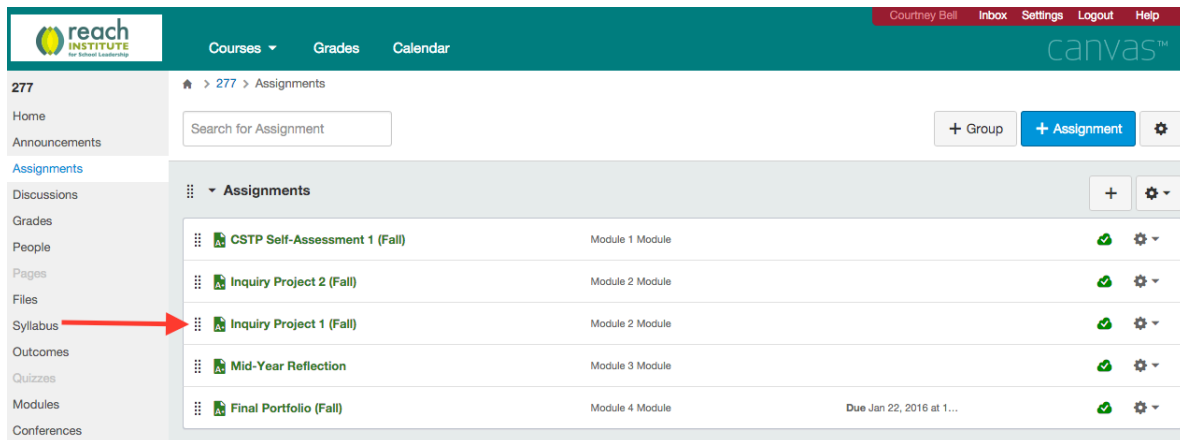


Uploading an Assignment

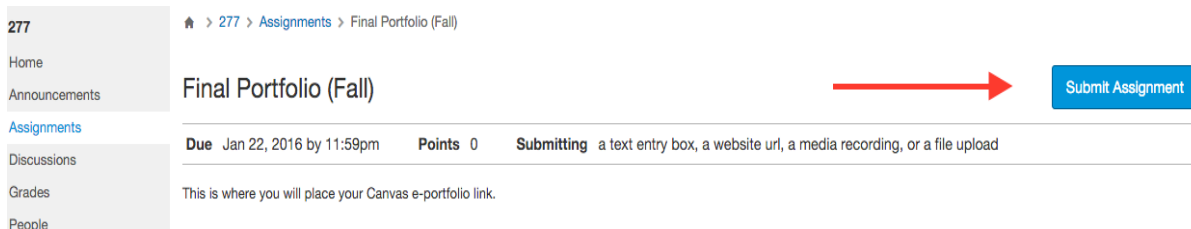
- 1) Click on the “Assignments” link in the left-hand navigation menu.



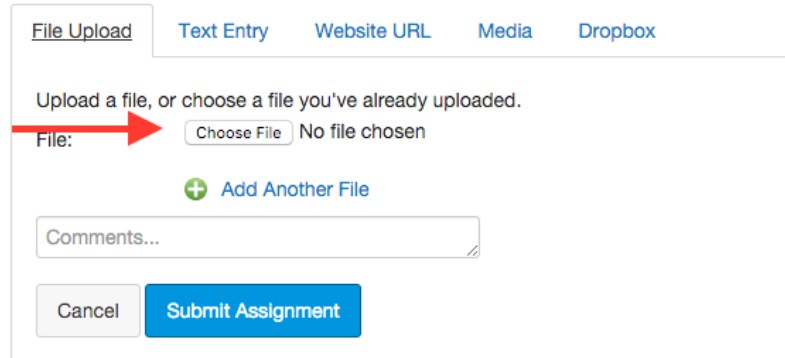
- 2) Click on the title of the assignment that you are submitting.



- 3) Click the blue “Submit Assignment” button in the top right-hand corner of the page.

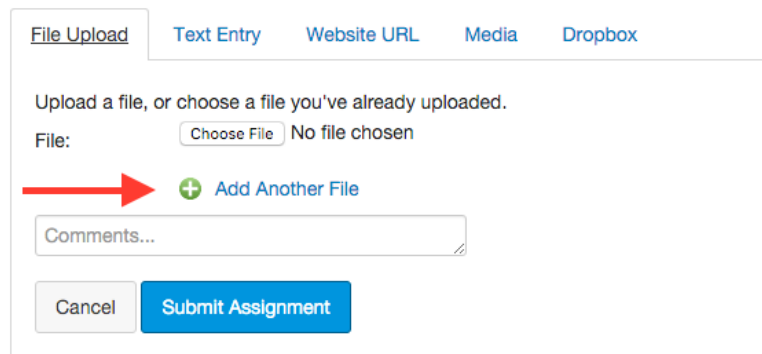


- 4) Click the “Choose File” button. Navigate to the file you wish to upload and click the “Open” button. You can also share a Google Drive folder and/or video link, etc. instead of uploading the portfolio to Canvas.



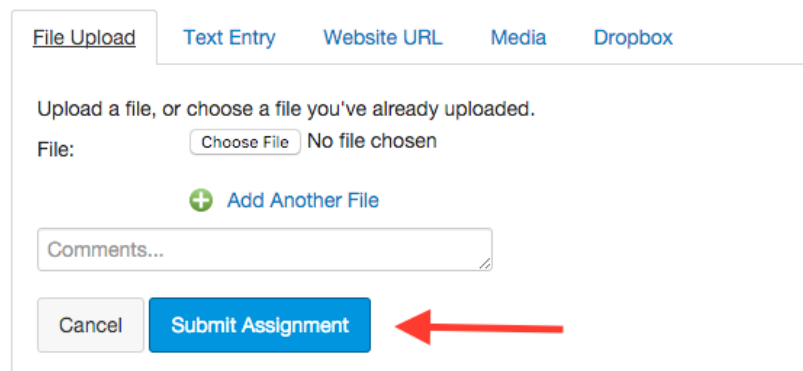
The screenshot shows the Canvas File Upload interface. At the top, there are tabs for "File Upload", "Text Entry", "Website URL", "Media", and "Dropbox". Below the tabs, the text reads "Upload a file, or choose a file you've already uploaded." Underneath, there is a "File:" label followed by a "Choose File" button and the text "No file chosen". A red arrow points to the "Choose File" button. Below this, there is a green plus icon followed by the text "Add Another File". At the bottom, there is a "Comments..." text area and two buttons: "Cancel" and "Submit Assignment".

- 5) Click the “Add Another File” link to upload multiple documents at once.



The screenshot shows the Canvas File Upload interface. At the top, there are tabs for "File Upload", "Text Entry", "Website URL", "Media", and "Dropbox". Below the tabs, the text reads "Upload a file, or choose a file you've already uploaded." Underneath, there is a "File:" label followed by a "Choose File" button and the text "No file chosen". A red arrow points to the "Add Another File" link, which is represented by a green plus icon followed by the text "Add Another File". Below this, there is a "Comments..." text area and two buttons: "Cancel" and "Submit Assignment".

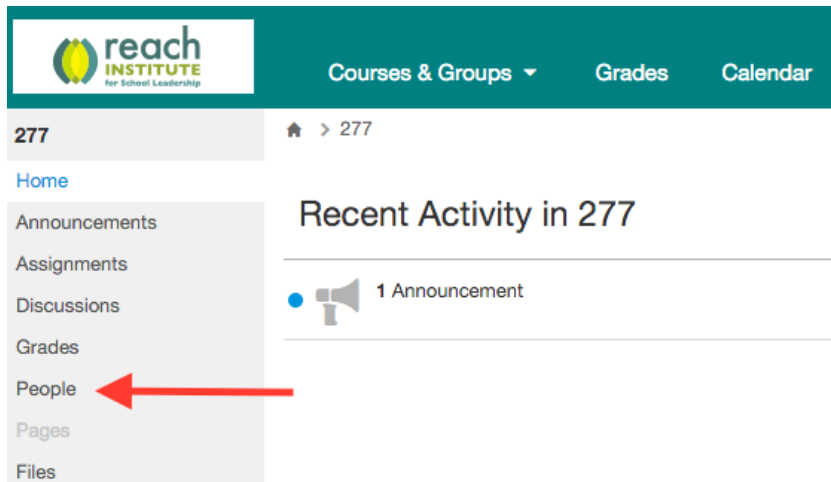
- 6) Add in any comments (optional) and click the blue “Submit Assignment” button.



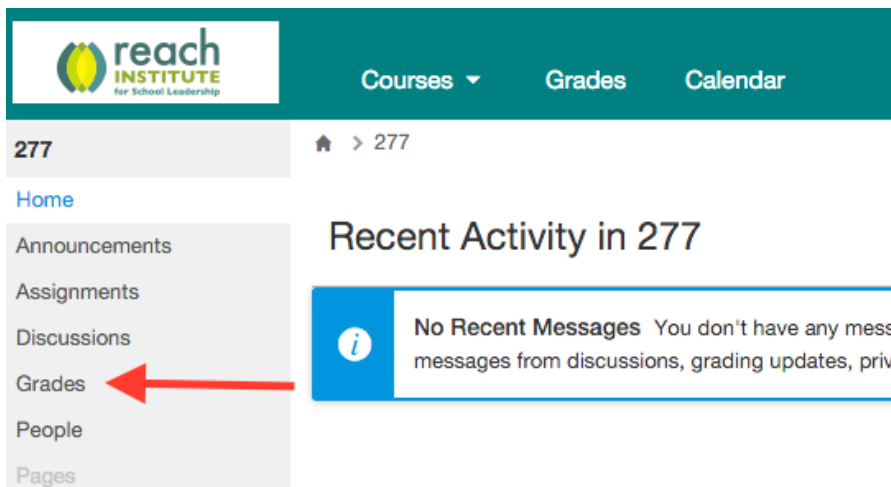
The screenshot shows the Canvas File Upload interface. At the top, there are tabs for "File Upload", "Text Entry", "Website URL", "Media", and "Dropbox". Below the tabs, the text reads "Upload a file, or choose a file you've already uploaded." Underneath, there is a "File:" label followed by a "Choose File" button and the text "No file chosen". Below this, there is a green plus icon followed by the text "Add Another File". At the bottom, there is a "Comments..." text area and two buttons: "Cancel" and "Submit Assignment". A red arrow points to the "Submit Assignment" button.

Check the Status of Your Participating Teacher (for Coaches only)

- 1) Click on the “People” link in the left-hand navigation menu to view a list of teachers that you are coaching.



- 2) Click the “Grades” link in the left-hand navigation menu to view the portfolio pieces that your teachers have submitted.



For additional support, check out the Canvas Student Guide: <https://guides.instructure.com/m/4212>