# MyHCC is now Canvas!

## CANVAS QUICKIES – LET'S GET STARTED

### How do I log into Canvas?

**Like a campus class, you access online classes on the FIRST DAY. Log in at MyHCC with your NetID/pswd. You must register your NetID before using it. Go to https://netid.hccfl.edu/.**

### Where is my course?

Look under **Courses.**

If you don't see a course, check your schedule in Hawknet/ WebAdvisor to see if it's listed.

### How can I get help?

Click on **Help** in the right corner of your Canvas screen to:

- Report a problem
- Search the Canvas Help Guides
- Contact the HCC Helpdesk

## MANAGE YOUR ACCOUNT

### How do I edit my settings?

Click on **Settings**, at the top of the screen, then on **Edit Settings** in the right-hand column**.** You can change your preferred name, add a 2$^{nd}$ email or your cell # for text message. Then click **Update Settings** to update.

### How do I add a profile picture?

Click on **Settings**, then click directly on the placeholder profile picture.

Upload a picture >
Choose a picture >
Browse for image >
Click open >
Save.

### How do I set up my notification preferences?

Click on **Settings**, at the top of the screen, then on **Notifications** on the left menu. Cursor over the right-hand columns to choose the way you want to be notified by clicking on one of the icons. Changes take effect immediately.

You can be notified through Twitter or Facebook. Register for these at: **Settings**> **Other Services**.

## STAYED ENGAGED IN CLASS AND KEEP UP WITH YOUR WORK
### (You Can Do It!)

### What is the Recent Activity screen?

You see this screen when you log in to Canvas. It displays the activity of your courses by showing events, announcements, discussions, grade postings and more.

### How do I know if something is due?

Click the **Calendar** link at the top of the screen. Also, once in your course, the **Sidebar** on the right side of the screen, shows: *To Do*, and *Coming Up*.
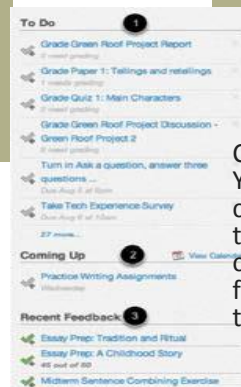
### How do I view grades?

Click on **Grades** in left Menu. You will see your scores for completed assignments and a total percentage. You can choose another Canvas course from the dropdown menu at the top.

# COMMUNICATE

## (Always adhere to the instructor's communication/ participation requirements)

### Why should I use the Inbox?

The **Inbox** in Canvas is designed to capture *conversations*. Here you can you create and send a message, and view the entire conversation around that message in one place. That's a time saver!
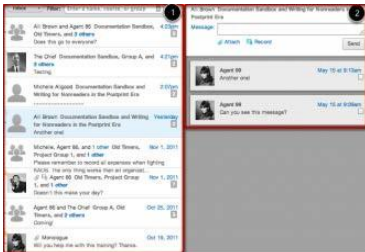
### How do I send a message to my instructor?

Go to your **Inbox.** Click the **Compose new message** icon. In the *"To"* field, start typing your instructor's name > enter a message in the body field > click **Send**.

Your message will appear at the top of your Conversation list.
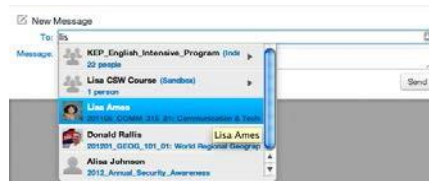
### How do I reply to a Discussion post?

Click the Discussions Link on the left menu. Click the title of the discussion. When the discussion opens, click in REPLY BOX to reply to original or another post.

You may add pictures, videos or a file to your reply. When done, click the Post Reply button.

Post Response

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# WORK IN YOUR COURSE

## How do I submit an assignment?

Click the Assignments link at the top right of the screen, to see all the Assignments for that course. Click the name of the assignment you want to submit. Click the Submit Assignment button in the right hand column.

⊕ Submit Assignment

Click the Choose File button to upload a file. When the file name shows after the Choose File button, click Submit Assignment.
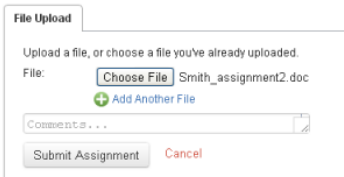
You will see a text box with "Submission Turned In." a green check, the name of the file, and the date/ time you submitted it. Click the Submission Details button to download a copy of your submission.

## How do I view my professor's feedback?

Click **Grades** in the left column. Click the title of the assignment. On the next screen, click the **View Feedback** button.

To print the assignment with the feedback, click the down arrow, then choose **Download Annotated PDF**.

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**Have Questions? We're here to help. Visit the Distance Learning Website at http://www.hccfl.edu/distance-learning.aspx or call (813) 259-6530.**