


<p>► Requirements</p> <ol style="list-style-type: none"> 1. Your @my.smccd.edu email address 2. Internet Browser (IE, Chrome, Firefox, Edge) 3. Acrobat Reader. Download 4. Word processor or you can use Google Drive for free. 5. Be registered in the class in https://websmart.smccd.edu
<p>► Log Into SMCCD Canvas for 1st time</p> <ol style="list-style-type: none"> 1. Open an Internet browser window. Go to: http://smccd.instructure.com/ 2. Log in using your @my.smccd.edu email username. Do not include the @my.smccd.edu. 3. <i>Your randomly-generated temporary password has been emailed to you. It is different from your email password.</i> 4. You can change your password at any time via the 'Forgot your password?' link on the login page.
<p>► Courses</p> <p>The first page you see when you log into Canvas is your Dashboard, which is a list of the courses you're enrolled in that have active Canvas pages. Click on the box that corresponds to a course that you wish to access.</p>
<p>► Edit Profile</p> <p>Under "Account," select "Profile," then "Edit profile"</p> <p>Biography - fill out information that you would like to appear next to your profile.</p> <p>Profile Picture – Hover over the profile picture icon, then click the pencil. Upload a picture of yourself, or take one using your computer. Click Save Profile.</p>

<p>► Change Settings</p> <p>Under "Account" select "Settings"</p> <p>Email addresses – Your my.smccd.edu is already set and can't be changed. But you can add other email addresses, if you wish.</p>
<p>► Navigate Courses</p> <ul style="list-style-type: none"> • The left-most side menu is the Canvas Menu. To access your courses, click on Courses. • Clicking on a link will open a new internal page for the course, with its own left-hand side menu. As you begin reading, if you find that you need adaptive technologies (text reader, zoom text, voice recognition, etc.) please contact the DSPS office. • For course navigation, you can scroll down the main page, or click on the course left-side menu bar. • For site navigation, use the links on left-most side menu: Account / Dashboard / Courses / Calendar / Inbox
<p>► Upload Assignments</p> <ol style="list-style-type: none"> 1. Select the link of the assignment to which you will be submitting. 2. To upload a file: Make sure you have named your file properly before uploading it. (See next section.) Browse to the location of the file on your desktop and click the "Upload a File" button. 3. Your instructor will reply within a given period of time set in the course syllabus.
<p>► Inbox</p> <p>In the Canvas left-hand menu, click on Inbox to see all messages sent to you, or to send a message to a student in your class or to your instructor(s).</p>

<p>► Prepare Documents – File Naming</p> <ul style="list-style-type: none"> • Never use spaces in the file name. Use a dash – or an underscore ---. • Don't use special characters in the filename. (e.g. * ^ . , \$ % # /] } " ') • Do not use > 15 characters in name a file. • Include a dot and a three letter extension to designate the file type. (e.g. .doc .rtf .pdf .ppt .xls .html) <p>Correct: report_jones.doc Incorrect: report.jones.doc (no periods!) Incorrect: report-jones (missing extension)</p>
<p>► Participate in a Discussion</p> <ol style="list-style-type: none"> 1. Select the Discussion link on the course left-hand menu and select a discussion link. If you wish to reply, click the Reply link at the bottom of the post. 2. Use the text box to enter your message. Formatting tools can be found above the message box to add colors and links. 3. Decide if you want email copies of posts to the forum by clicking "Subscribe" 4. Click Post reply to submit your message to the forum. Use the Edit button if you wish to correct something in your message. 5. To block forum email, click the green "Subscribe" button in forum.
<p>► Help</p> <p>In the Canvas left-hand menu, click on  Help at the bottom-left of the page. You can either email your instructor, or contact Canvas Support directly.</p>
<p>► Canvas Mobile App</p> <p>Look for the Canvas LMS App in the iTunes Store or Google Play Store. When searching for the college, type in San Mateo Community College, not your specific college.</p>