Canvas For Students

A Step-by-Step Guide

Table of Contents

Click the item you want to know more about. It will take you to the corresponding page. When you are finished, click the "Back to Table of Contents" link to return to this page.
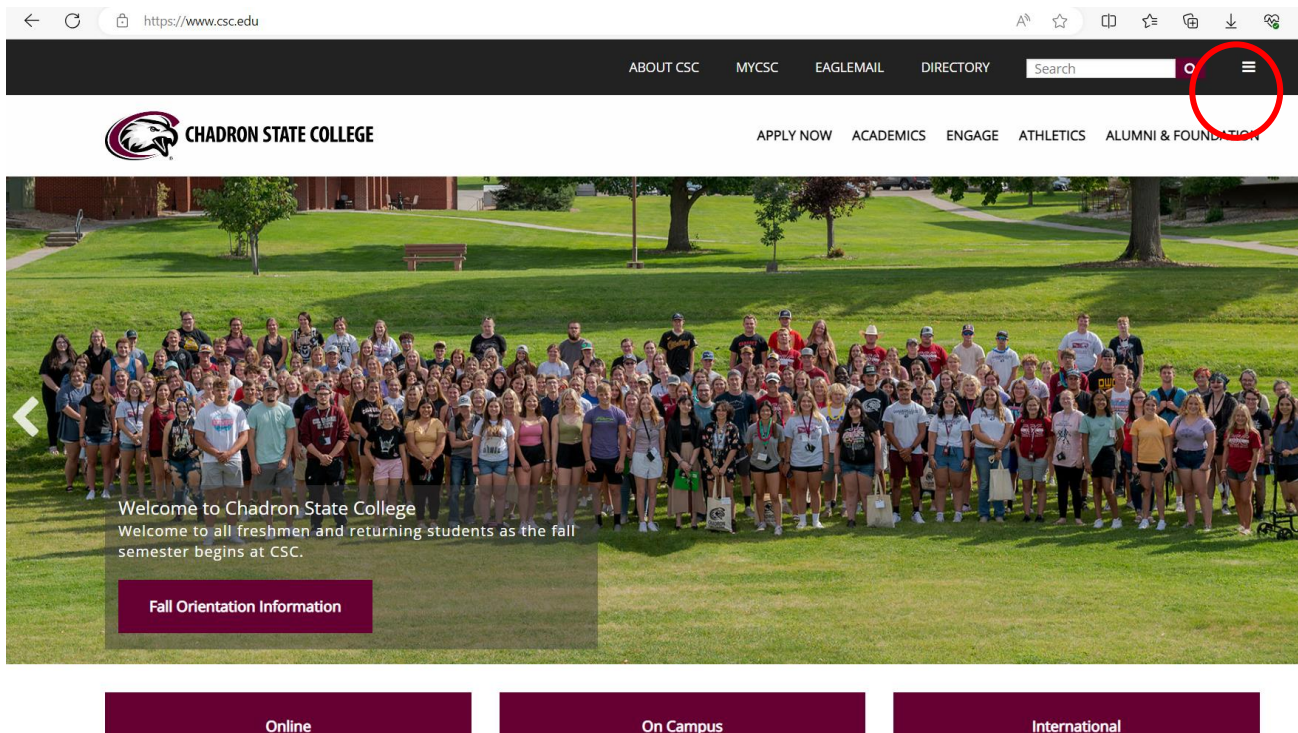
Accessing Canvas

Step 1: Go to [Chadron State College's homepage](#) and click on the **three bar (hamburger) icon** in the upper right-hand corner.

Step 2: Click on **CSC Online-Canvas.**
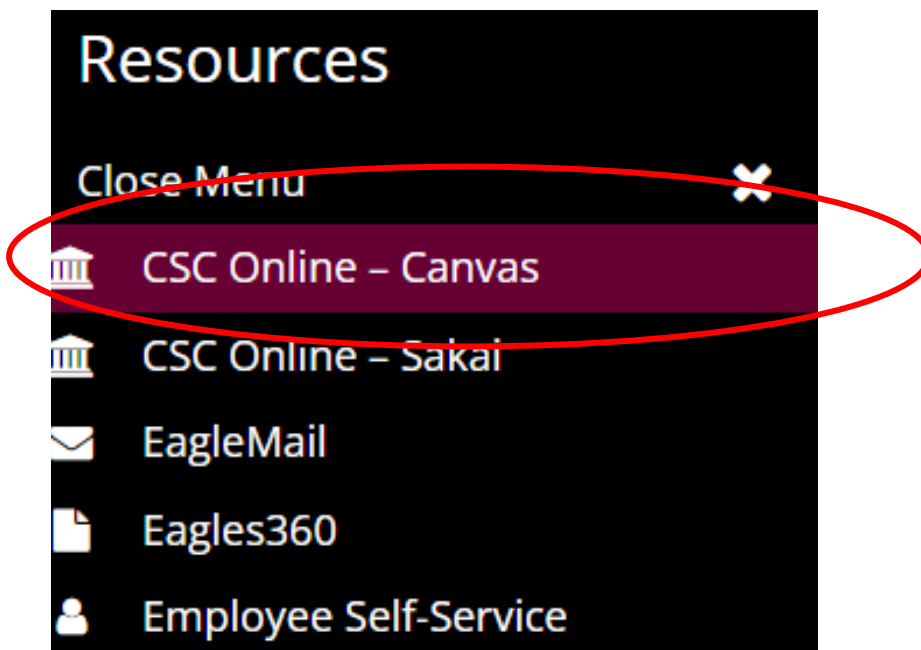
Step 3: Enter in your EagleMail email (full email including @eagles.csc.edu) and password credentials then click **Sign in**.
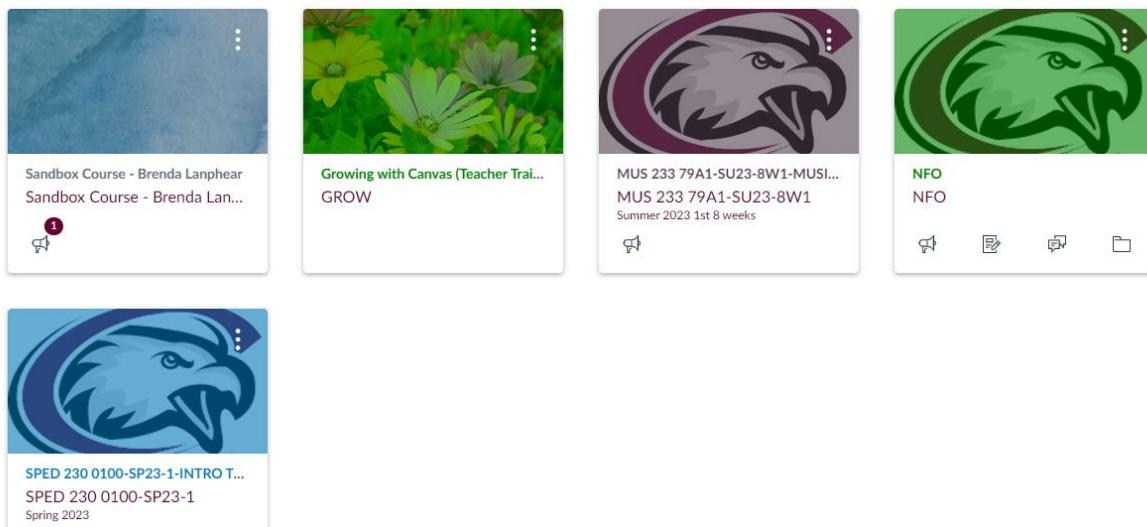
Step 4: You will now be in your Canvas Dashboard and can click on the course you wish to view.

Submitting Assignments:

When you open an assignment, you will see the directions your teacher created in the Rich Text Editor. In order to complete the assignment, you will need to click "Submit Assignment". This is the procedure you will follow for every type of "online" assignment.
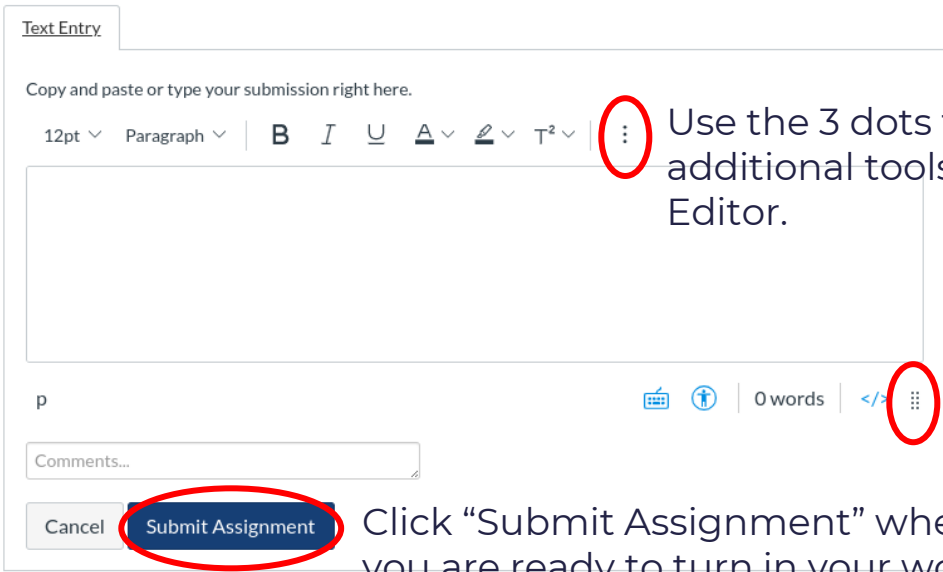
Sample Assignment

Submit Assignment

Due No Due Date   **Points** 15   **Submitting** a text entry box

No Content

The next steps will appear at the bottom of your screen. Here is what you will see for each type of assignment.

Text Entry:

Text Entry

Copy and paste or type your submission right here.

12pt   Paragraph   **B** *I* U A   T²

Use the 3 dots to access additional tools in the Rich Text Editor.

p   0 words

The 8 dots will expand the text box.

Comments...

Cancel   Submit Assignment

Click "Submit Assignment" when you are ready to turn in your work.

Website URL:

Website URL | Google Drive | Google Drive

Copy and paste the link to the web site you'd like to submit for this assignment.

Website URL: [   ]

[Comments...]

Cancel | **Submit Assignment**

Click "Submit Assignment" when you are ready to turn in your work.

Media Recording:

Media

Use the link below to record your submission. Click "Save" when you're finished and ready to submit.
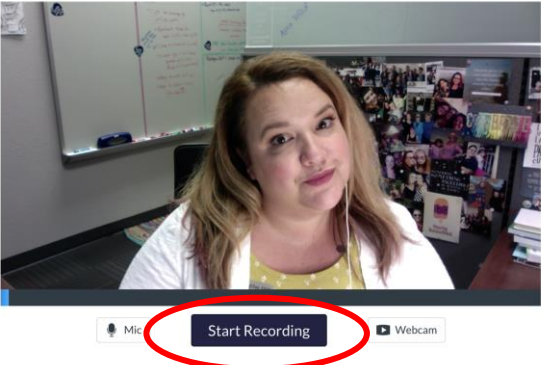
Record / Upload Media

Click "Record/Upload Media"
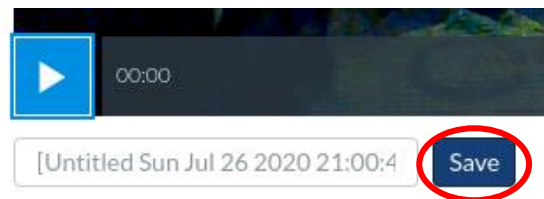
[Comments...]

Cancel | Submit Assignment

Upload Media

Computer | Record | Embed
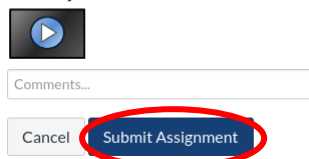
🎤 Mic | Start Recording | ▶ Webcam

Click "Start Recording"

▶ 00:00

[Untitled Sun Jul 26 2020 21:00:4 | Save

After recording, click "Save" then wait until you see this screen.

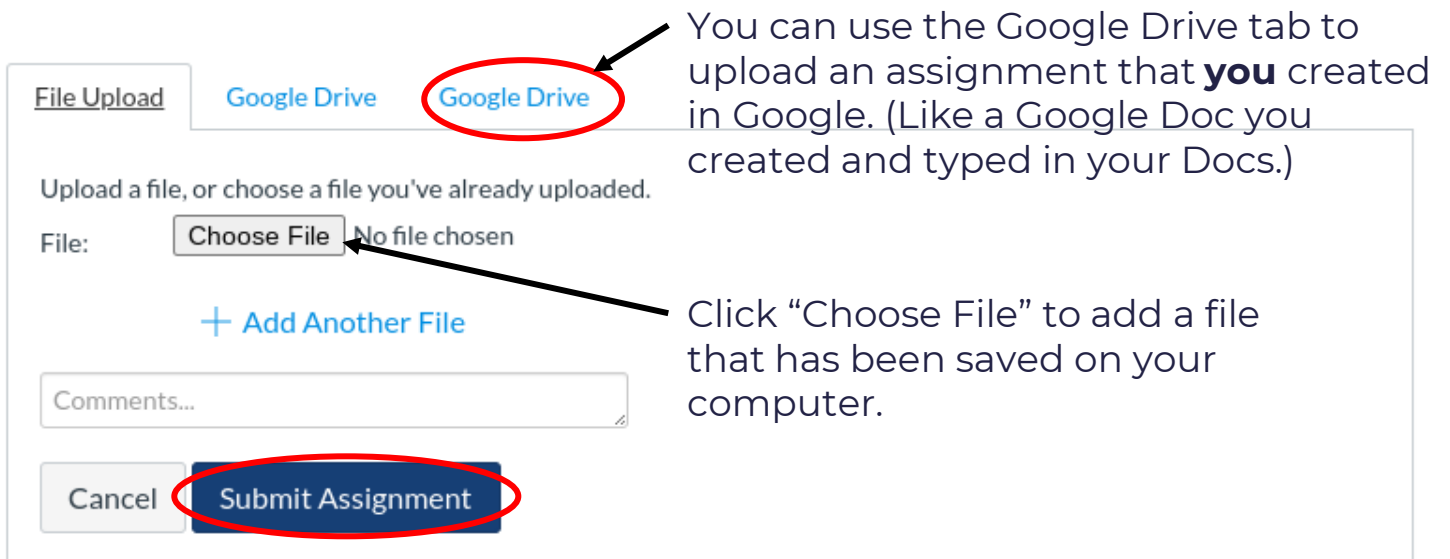**Ready to Submit! Click 'Submit Assignment' button to finish.**

▶

[Comments...]

Cancel | Submit Assignment

Then click "Submit Recording."

File Upload:

You can use the Google Drive tab to upload an assignment that **you** created in Google. (Like a Google Doc you created and typed in your Docs.)

File Upload	Google Drive	Google Drive

Upload a file, or choose a file you've already uploaded.

File: Choose File No file chosen

Click "Choose File" to add a file that has been saved on your computer.

+ Add Another File

Comments...

Cancel Submit Assignment

Click "Submit Assignment" when you are ready to turn in your work.