

2020-2021 Canvas How-To Guide For Students and Parents

- 1. Open Google Chrome.
- 2. Go to tunicak12.org
- 3. Go to the "Students" tab from the Tunica County School District homepage, and click on the drop-down menu.
- 4. Click on "Canvas Student Login."
- 5. Your Home Screen should look like this:



6. Your username is your MSIS number and your password is your birthday month, day, and year (e.g. 03/10/2006 or 10/24/2010).

HOW TO ACCESS A CANVAS COURSE

- 1. Click the "Course" link.
- 2. Click the **All Courses** link.
- 3. To open a course, click the name of the course.
- 4. Your screen should look like this:



HOW TO CHECK YOUR GRADES

1. In Course, click the "Grades" tab. You can view scoring details, comments, and rubrics.



ANNOUNCEMENTS

- 1. In Course, click the "Announcements" tab.
- 2. To view an Announcement, click the name of the announcement.



HOW TO PARTICIPATE IN A DISCUSSION

- 1. Choose a course.
- 2. Click the "Discussion" link.
- 3. Click the name of the Discussion.



4. To reply the discussion, click the "Reply"

HOW TO SUBMIT AN ASSIGNMENT

- Choose a course.
- 2. Click the "Assignments" tab.
- 3. Click on the name of the assignment.
- 4. Complete the assignment.



Click on the "Submit Assignment" button to submit your work.

HOW TO TAKE A QUIZ

1. In your Course, click the Quizzes tab and find an available quiz that you would like to take and click the title of the quiz.



- 2. To begin the quiz, click the Take the Quiz button.
- 3. Complete the quiz per your instructor's instructions. Quizzes will either have all the questions on one page or each question will be shown one at a time.
- 4. When you are finished, submit your quiz.

HOW TO JOIN A LIVE CLASS WITH YOUR TEACHER

- 1. To join a conference/live class with your teacher, click "**Conferences**" on the left-hand side of your screen.
- 2. Once on the conference page, click "Join" to join the conference.



- 3. When you first join the conference there will be options to test your audio and microphone. Once in the conference the audio and microphone options will display on the screen.
- 4. The list of students and your teacher will display in the users panel.
- 5. You can mute yourself or your instructor may mute all participants at certain times during the conference.
- 6. The chat pane will display on right. Click in the chat box to type a message to your teacher.