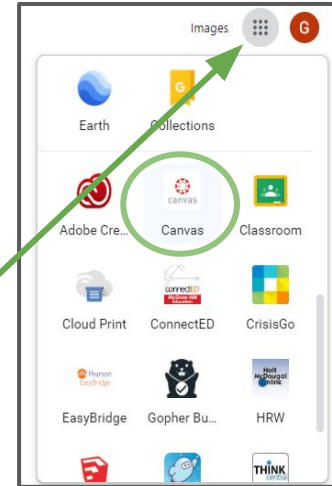


Canvas Guide for Students

How do I access Canvas?

There are three ways to access Canvas; You only need to use one:

1. www.fcps.net/canvas
2. <http://fcps.instructure.com>
3. Through the Google waffle in your Google Drive, scroll down to find Canvas

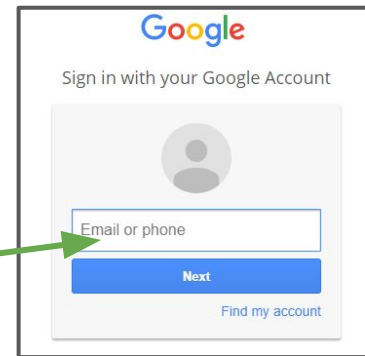


Do I use my Google Account to log in?

Yes, You will use your school email address and password to log into Canvas. It will ask for your Google account. **Use your school email address and password.** Do not use a personal account.

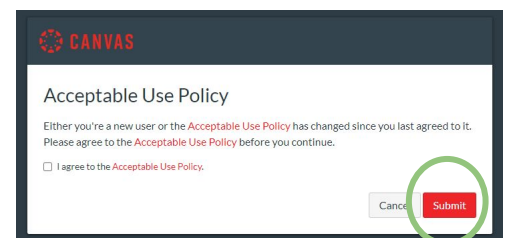
Remember the ending of your email address is:

@stu.fayette.kyschools.us



Do I agree to the Acceptable Use Policy?

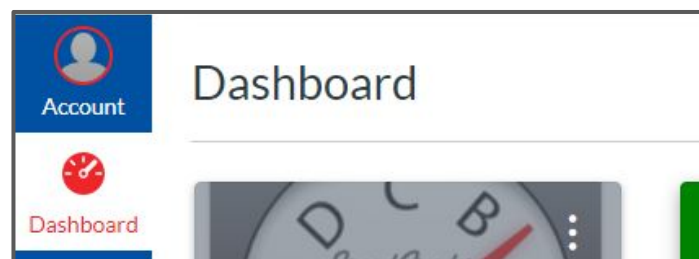
Yes, you have to agree to the Acceptable Use Policy the first time logging on. This will not appear after you agree and submit the first time.



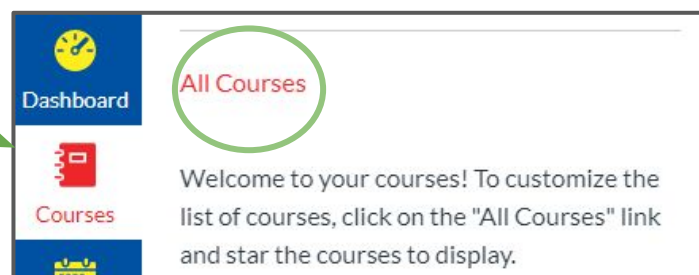
Where do my classes live?

Your classes may appear in one of two locations:

1. The Dashboard
2. Courses- All Courses

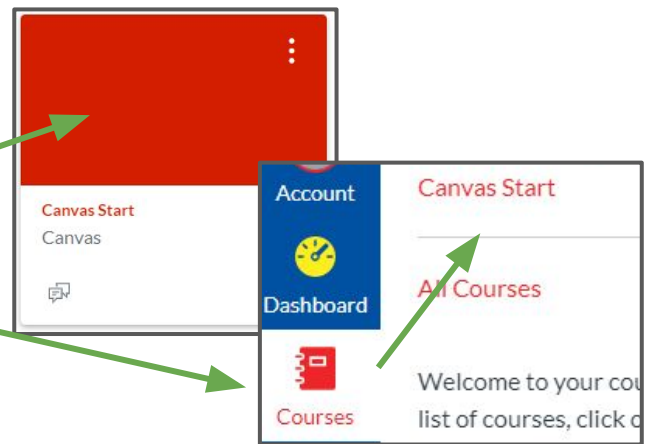


Tip: Star or unstar classes in All Courses to add or remove classes from your dashboard



How do I access a class?

Double click the class from the Dashboard or click the class title from the Courses tab

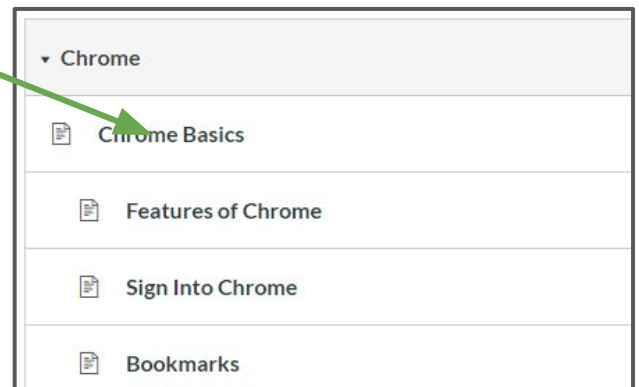
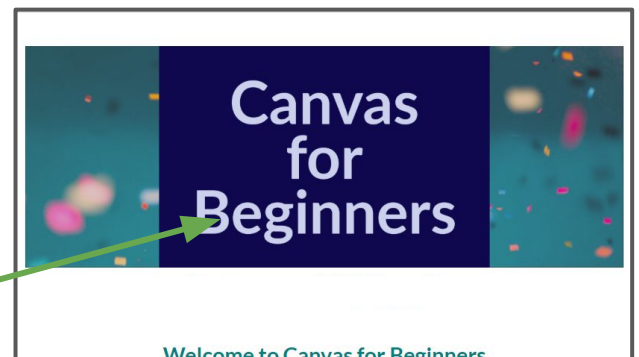


Once I am in my class, where do I start?

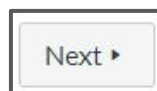
Your teacher may have an introductory page or a list view for you.

Follow the directions on the introductory page from your teacher.

The list view is called **Modules**. Modules are where you will work through your course work. Your teacher will have different activities.



Tip: Look for the next button inside of the activity to move to the next page in the Module.



What are some of the different icons in the Module view?



Pages- You will find content for your class on this page. There might be some videos to watch, or you might find slide presentations to view.



Assignments- You will submit your assignments here. Your teacher might include some videos and materials, but they will ask you to submit something back to them.



Discussion Board- Your teacher might ask you to participate in a written discussion as part of an assignment. You will discuss a topic with your classmates here.



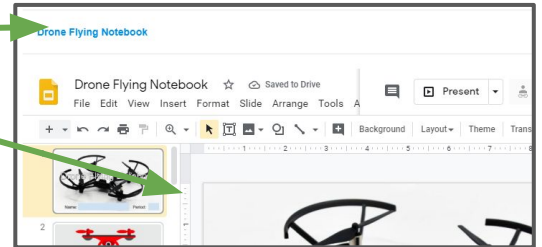
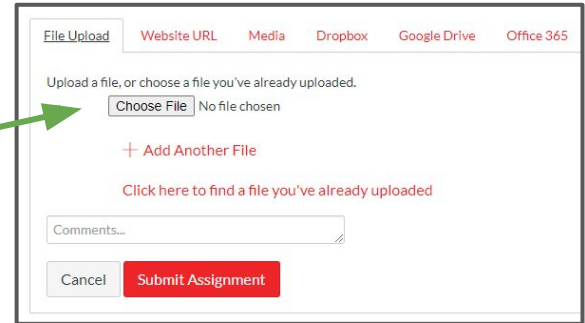
Quiz- Your teacher wants to know what you know.

How do I submit an assignment?

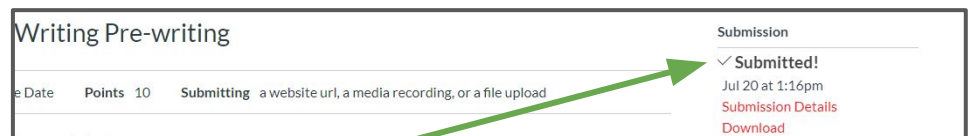
1. Open the assignment
2. Read the directions and follow the instructions
3. When ready, click Submit Assignment in the top right
4. Depending on the assignment, you can:



- a. Upload a file from your computer or Chromebook
 - Select "Choose File"
 - Select the File
 - Click "Open"
- b. Share a link with the teacher
- c. Record Video or Audio using Media
- d. Insert a Google Drive or Office 365 document- you might have to Authorize Your Google Account. See *"How do I authorize my Google Account?"* for help.
- e. Complete the assignment by opening the Google product or using the preview window.



5. Once your assignment is complete, hit the Submit Assignment button one more time.



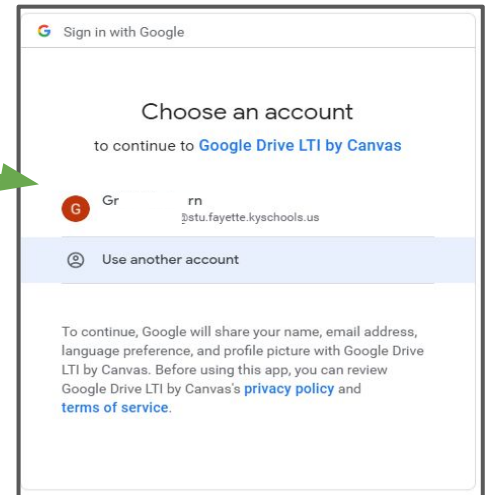
6. You will see a confirmation in the top right of the screen, and it will show the time and date of submission.

Tip: Remember to check due dates on assignments, so you do not miss an assignment. Due dates show up in the top left corner of the assignment under the title.

Due Jun 25 by 11:59pm

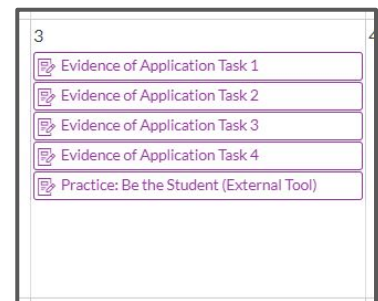
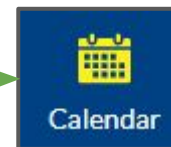
How do I authorize my Google Account?

1. Click the Authorize button
2. Select your school account
You might have to put in your school email address and password
3. Select Allow so Canvas can access your Google Drive



Is there a Calendar?

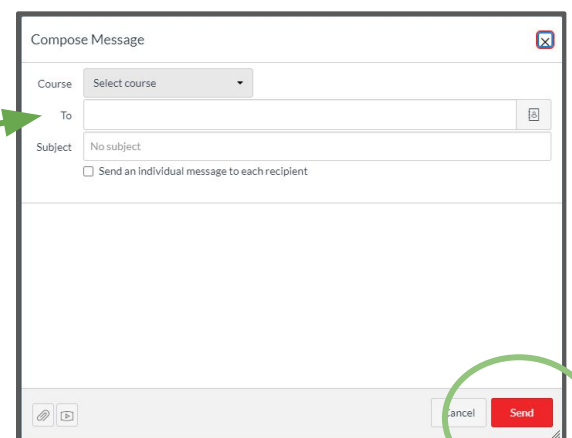
Yes, The calendar icon lives on the left-side toolbar. If your teacher uses due dates, these assignments will show up in your calendar for all classes. The calendar is your friend to being successful in Canvas. You can also click on the assignment to preview and complete it.



Can I send my teacher a message through Canvas?

Yes, The Inbox icon allows you to email your teacher directly. You do not need to go to Outlook to send an email to your teacher.

1. Open Inbox
2. Click the Compose button, top right
3. Select your class
4. Select your teacher
5. Compose your email
6. Click Send

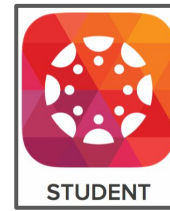


Tip: Remember emails are formal and should not use informal language, as a text message to your friend.

Is there an app for Canvas?

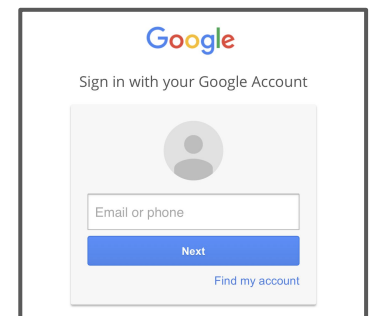
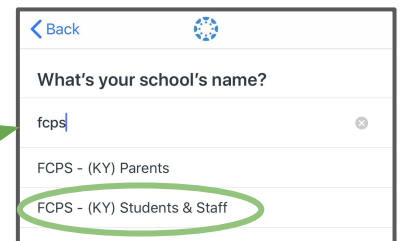
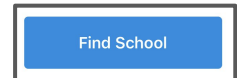
Yes, Canvas has a Student app. You should be able to find these in both the Google Play Store and the Apple App Store.

Search: Canvas Student

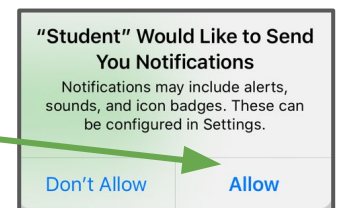


How do I set up the Student App?

1. Download the **Canvas Student** app from your app store.
2. Open the Canvas student app
3. Tap the Find School button
4. Enter: **fcps.instructure.com** NOT Fayette County
5. Select FCPS- (KY) Students & Staff
6. Log in with your FCPS Email Address and Password
 - a. Remember the ending of your email address
@stu.fayette.kyschools.us



Tip: Allow Notifications, so you are able to get notified when your teacher makes a new post or announcement.



Do I need the Canvas Student App?

The app is available for you to have on your personal devices. It is **not required** to use. It is recommended to only use the app for quick information but to complete work and assignments on your Chromebook. The app is an extra tool to help you be successful.

Student and Family Help Desk

Students and families that experience technical issues with district-issued devices or hotspots can get assistance from the Student and Family Help Desk.

Phone Number: 859-381-4410

School Year Hours: Monday – Friday, 8 am to 8 pm