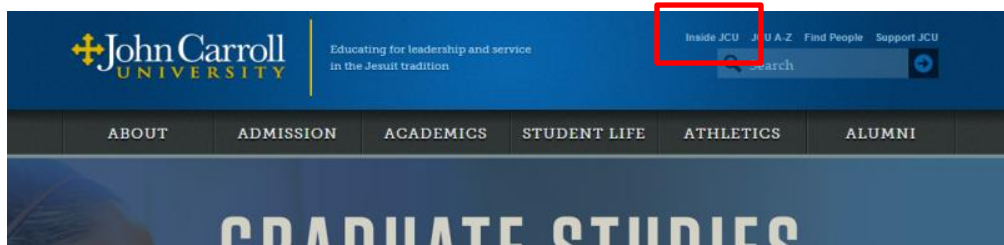


# USING CANVAS FOR ASSESSMENT

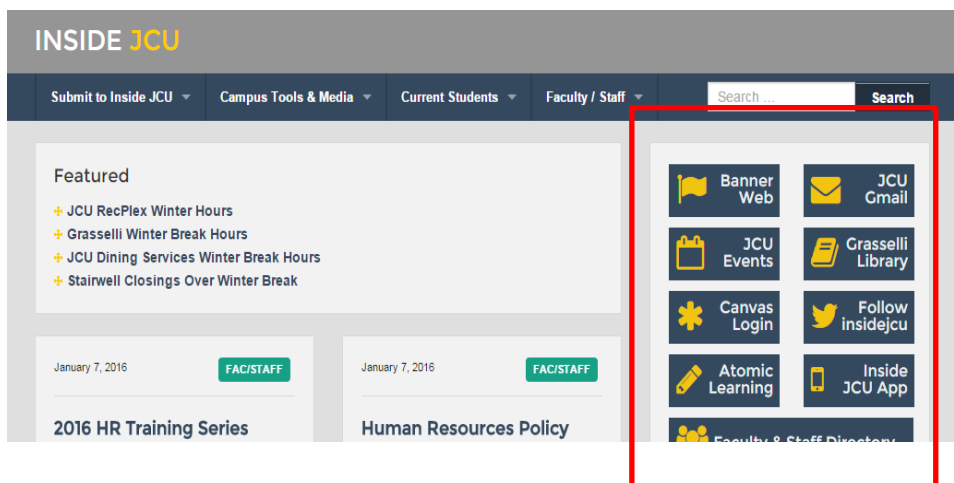
## Uploading Student Work for Students

### STEP ONE: Log into Canvas

Canvas is located at <http://canvas.jcu.edu> and can also be found by going to the JCU homepage and clicking on **Inside JCU** in the upper right hand corner



You'll find Canvas listed as one of the tools in the right-hand panel.

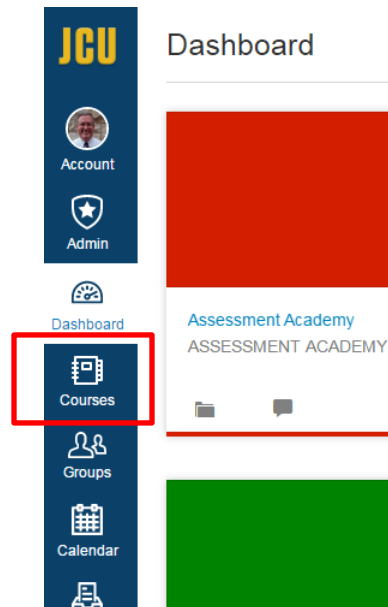


The log-in process used the same username and password as you would use to log-in to any campus computer. The username is the same as your email (without the @jcu.edu part).

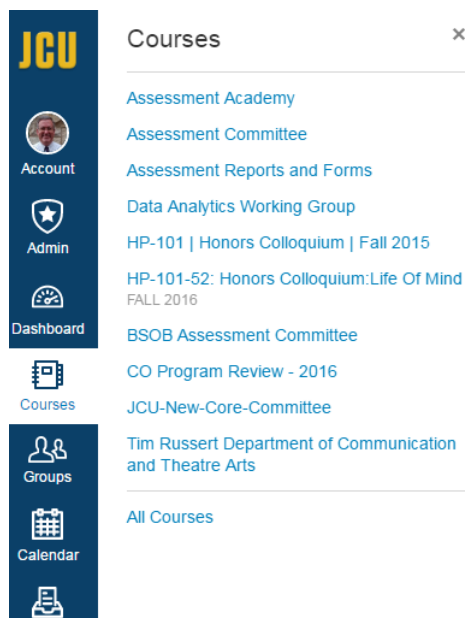
A screenshot of the JCU Canvas login page. The page has a dark blue background with the 'JCU CANVAS' logo at the top. Below the logo are two white input fields for 'Campus Account' and 'Password'. There is a 'Log In' button to the right of the password field. Below the input fields, there is a checkbox for 'Stay signed in' and a link for 'Forgot Password?'. At the bottom of the page, there are links for 'User Research', 'Help', 'Privacy policy', 'Terms of service', and 'Facebook'. The text 'BY INSTRUCTURE' is visible at the very bottom.

## STEP TWO: Go to this Class

Once you've logged in to Canvas, you'll see the **Courses** menu on left-hand side of your screen.



When you click on or the word **Courses**, you'll see a list of your classes. Choose the relevant class.



## STEP THREE: Click on Assignments

In the left-most column, there are a number of options. Click on **Assignments**.

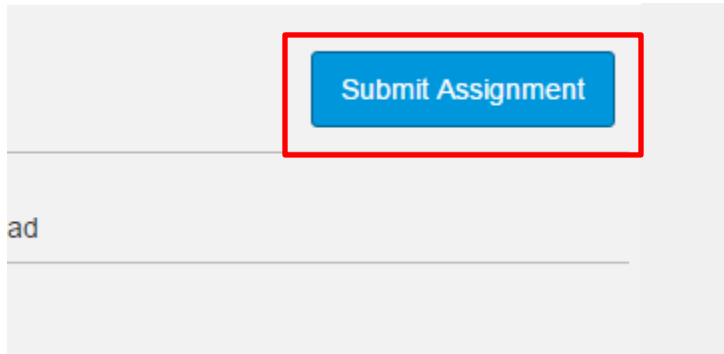
The screenshot shows a vertical navigation menu on the left with icons and labels for Account, Admin, Dashboard, Courses, Groups, Calendar, and Inbox. To the right, a horizontal menu lists course options: Home, Announcements, Assignments (highlighted with a red box), Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, and Collaborations. The course ID HP-101-52 and semester Fall 2016 are visible at the top.

Then scroll down the list and select the Assignment you need. You should see something like this:

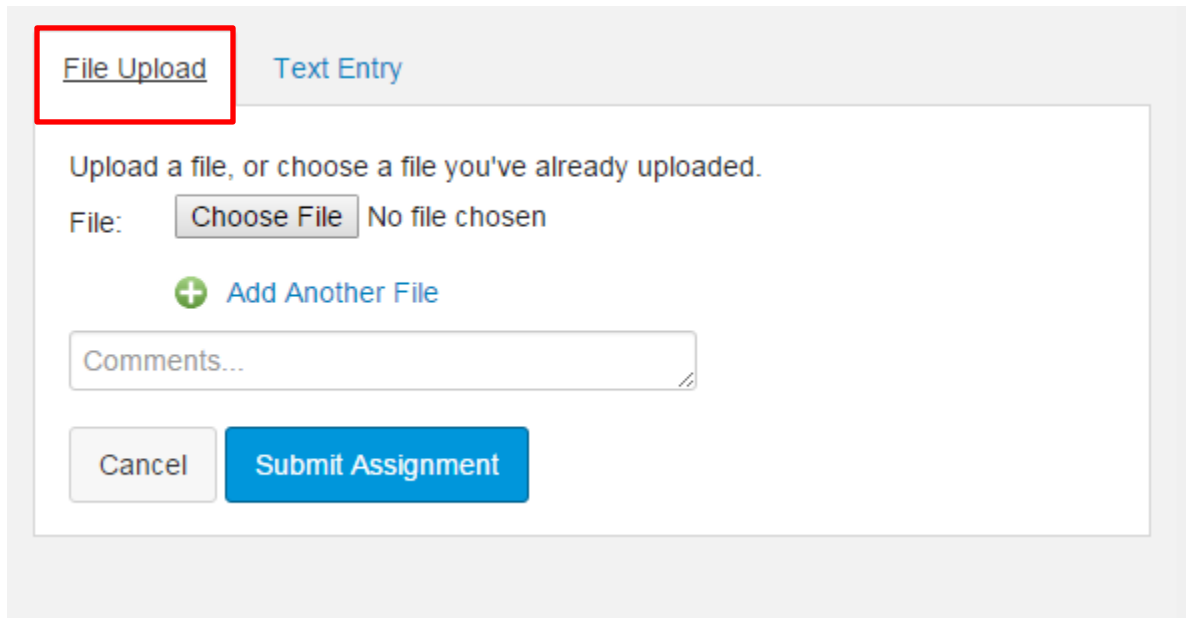
The screenshot displays the 'Sample Assignment' page. At the top, the John Carroll University logo is on the left, and user information 'As: Test Student' with 'Logout' and 'Help' links is on the right. A navigation bar contains 'Courses', 'Grades', and 'Calendar'. The main content area shows the assignment title 'Sample Assignment' with a 'Submit Assignment' button. Below the title, it lists 'Due No Due Date' and 'Points 1'. The 'Submitting' section indicates 'a text entry box or a file upload'. The content area below is empty, showing 'No Content'. A footer at the bottom contains 'BY INSTRUCTURE' and various links like 'User Research', 'Help', 'Privacy policy', 'Terms of service', 'Facebook', and 'Twitter'.

## STEP FOUR: Submit the Assignment

Click the big blue **Submit Assignment** button.



This will bring up some options at the bottom. Exactly what you see will depend on the options selected by your instructor. In most cases, you will need to select File Upload:



The box is just like attaching a document to an email. Once all the files you need are listed. Click the blue **Submit Assignment** button.