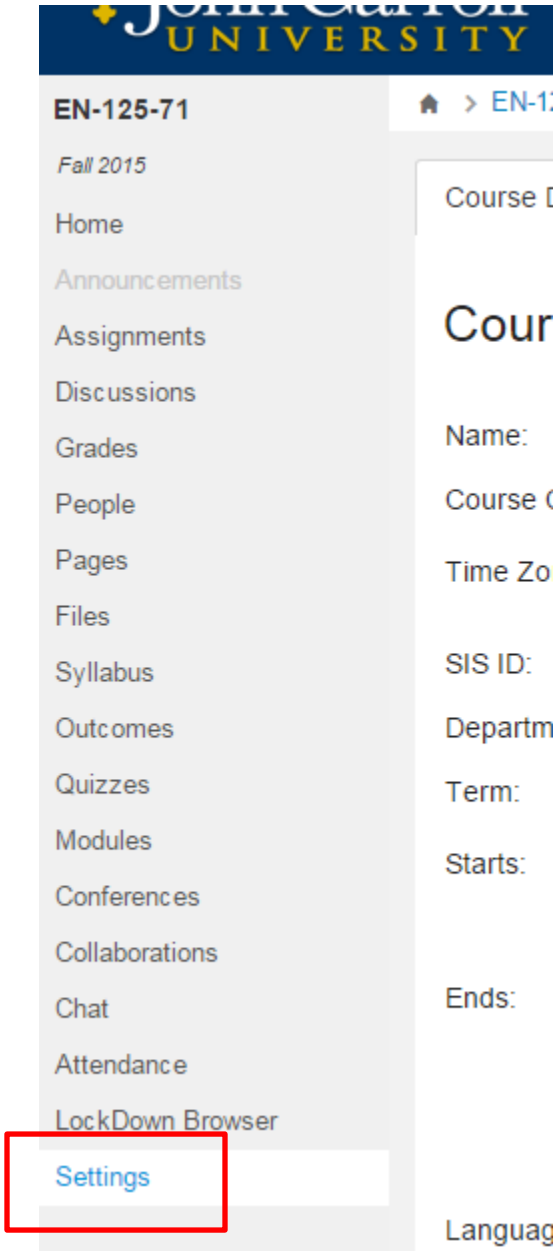
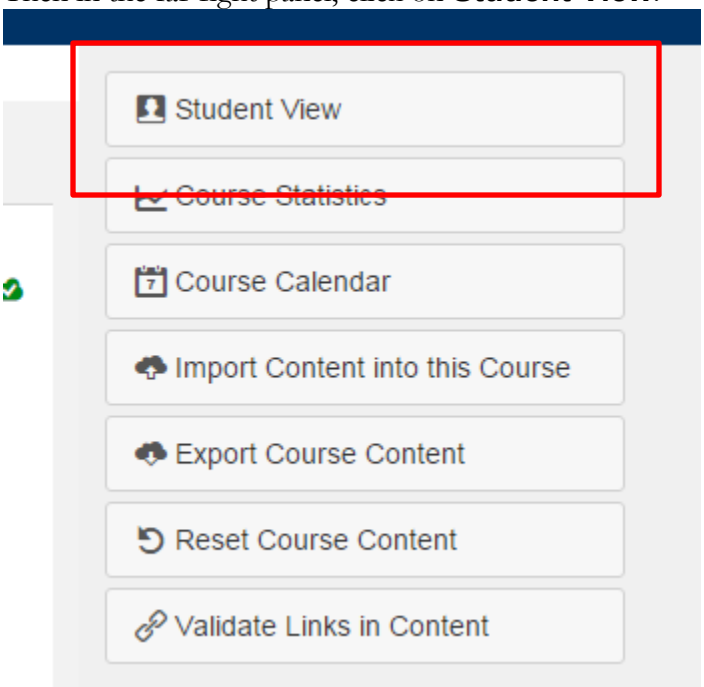
USING CANVAS FOR ASSESSMENT

Uploading Student Work for Instructors

You can demonstrate for students how to follow the instructions below by logging in to Canvas and going to your class. Click on **Settings** in the left-most panel.



Then in the far-right panel, click on **Student View**.



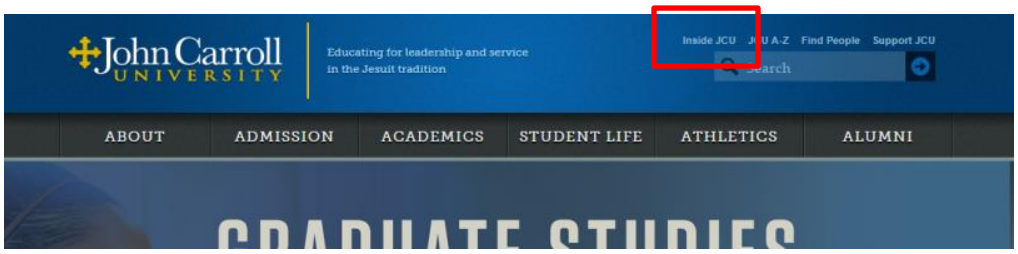
Now your page looks like what the students will see when they log in. There is a button on the bottom right-hand corner of the page to go back to your normal instructor view.

USING CANVAS FOR ASSESSMENT

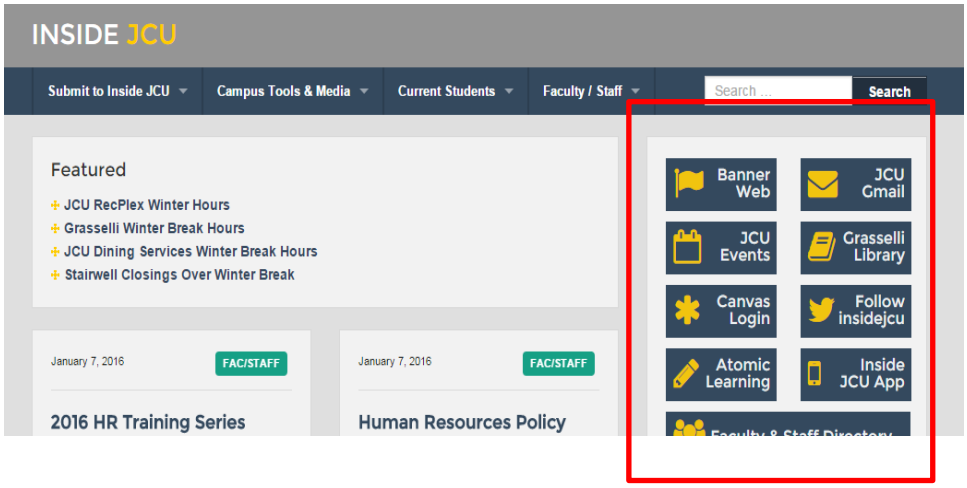
Uploading Student Work for Students

STEP ONE: Log into Canvas

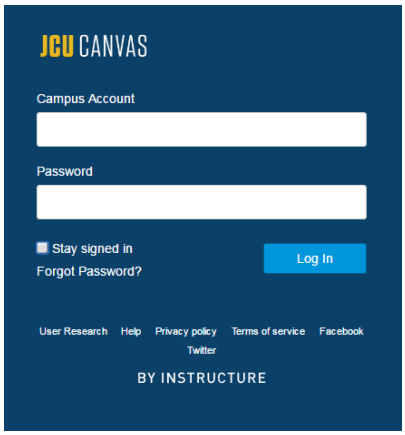
Canvas is located at http://canvas.jcu.edu and can also be found by going to the JCU homepage and clicking on **Inside JCU** in the upper right hand corner



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

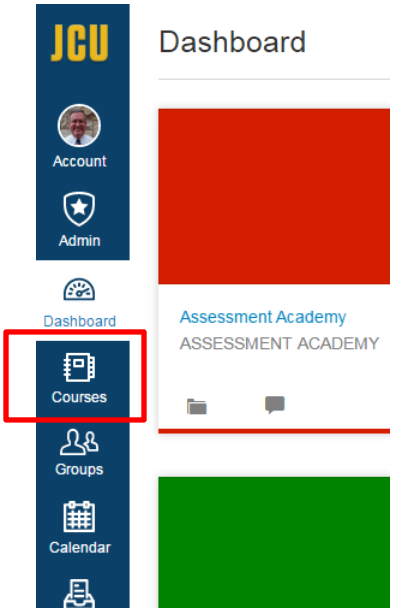


The log-in process used the same username and password as you would use to log-in to any campus computer. The username is the same as your email (without the *@jcu.edu* part).

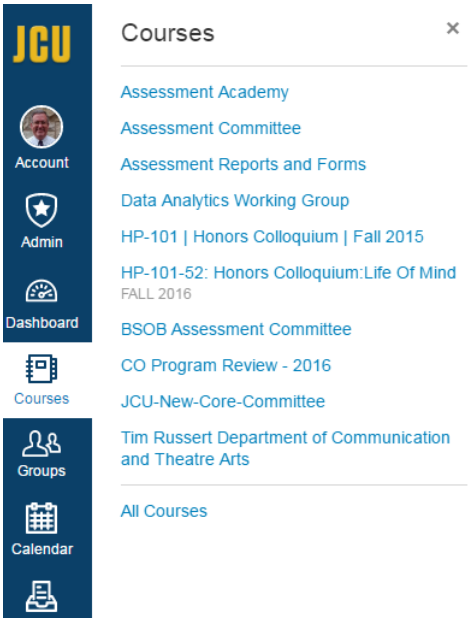


STEP TWO: Go to this Class

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

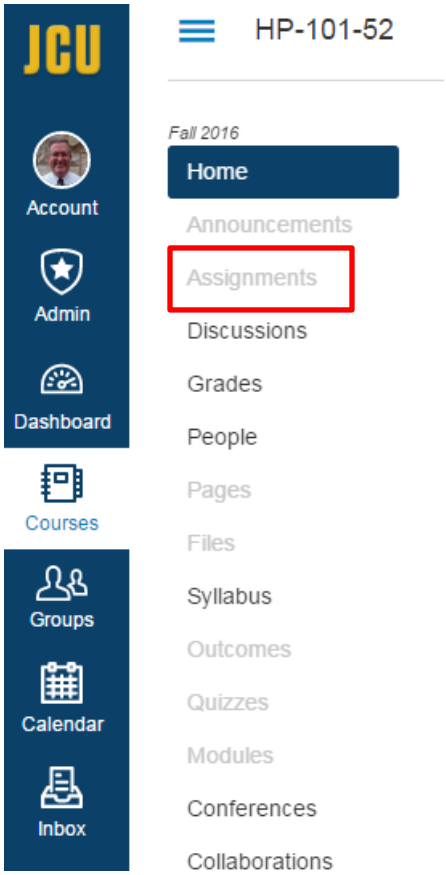


When you click on or the word **Courses**, you'll see a list of your classes. Choose the relevant class.

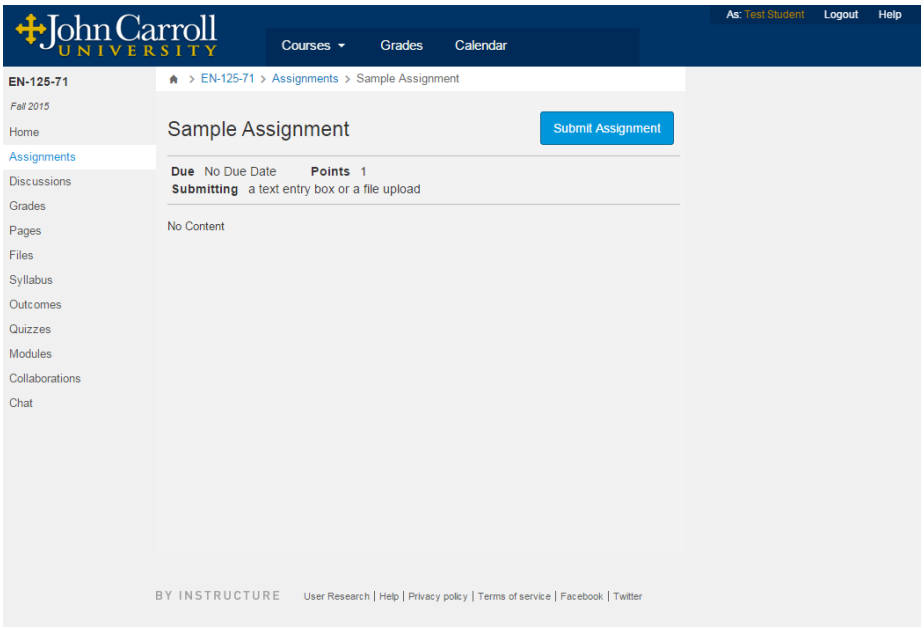


STEP THREE: Click on Assignments

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

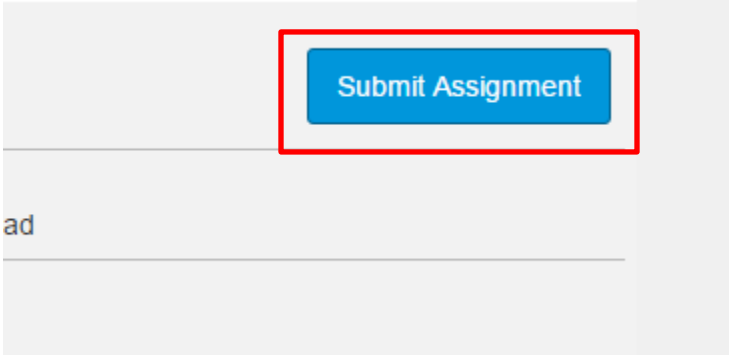


Then scroll down the list and select the Assignment you need. You should see something like this:

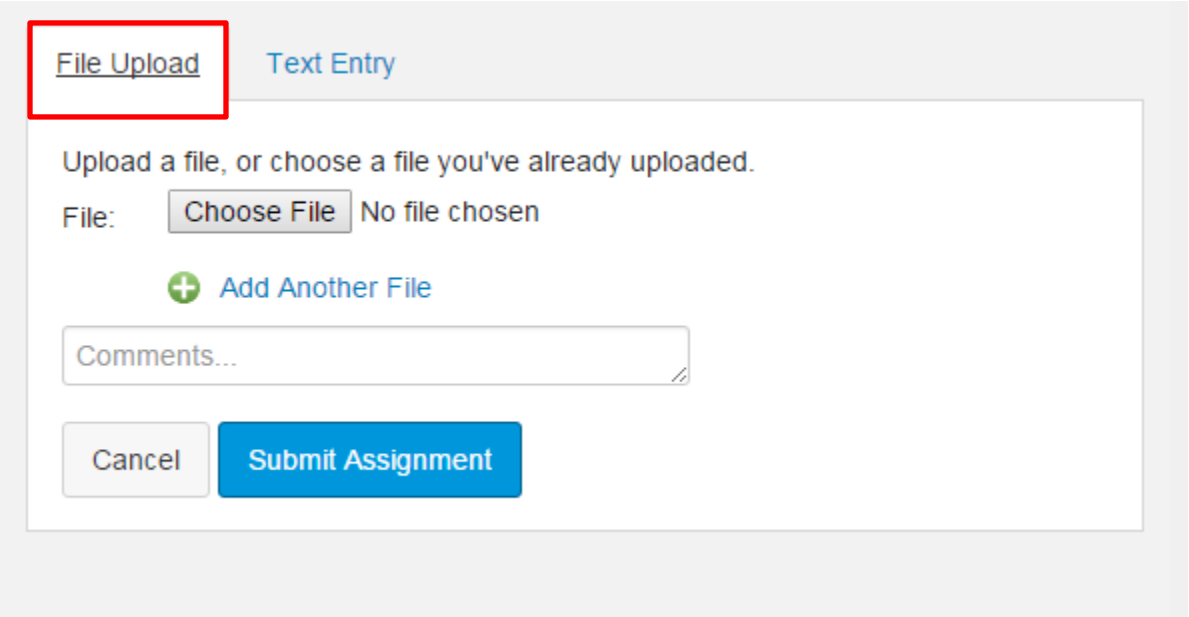


STEP FOUR: Submit the Assignment

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.