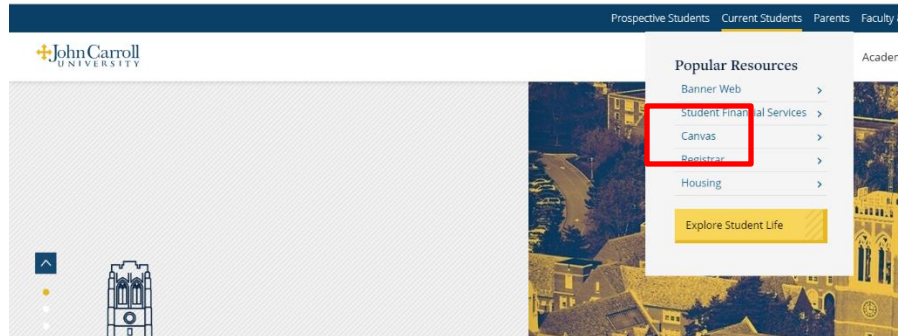


# USING CANVAS FOR ASSESSMENT

## 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 hovering over **Current Students** in the upper right hand corner

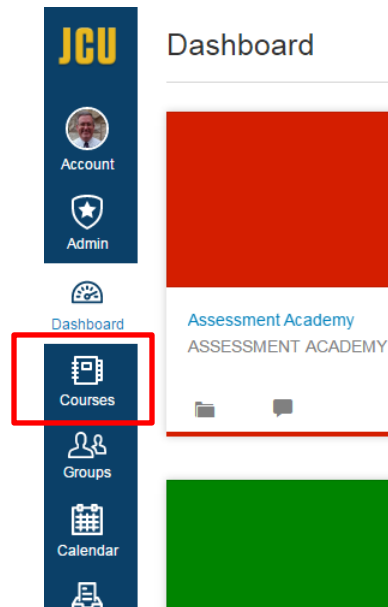


The log-in process used the same username and password as you would use to log-in to any campus computer. The username is the same as your email (without the @jcu.edu part).

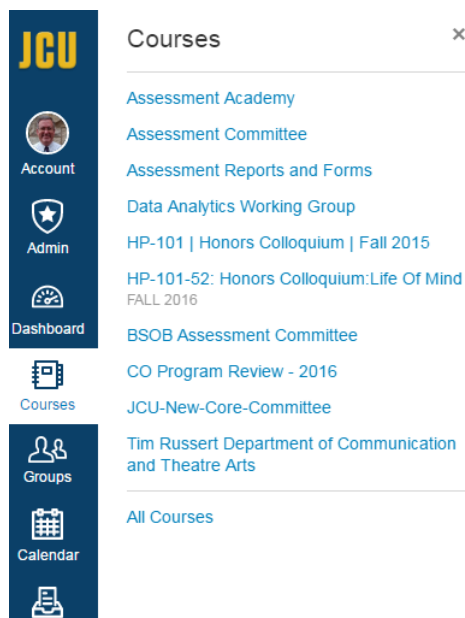
A screenshot of the JCU Canvas login page. The page has a dark blue background with white text. At the top, it says 'JCU CANVAS'. Below that, there are two input fields: 'Campus Account' and 'Password'. There is a checkbox for 'Stay signed in' and a 'Log In' button. At the bottom, there are links for 'User Research', 'Help', 'Privacy policy', 'Terms of service', 'Facebook', and 'Twitter'. The text 'BY INSTRUCTURE' is 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**.

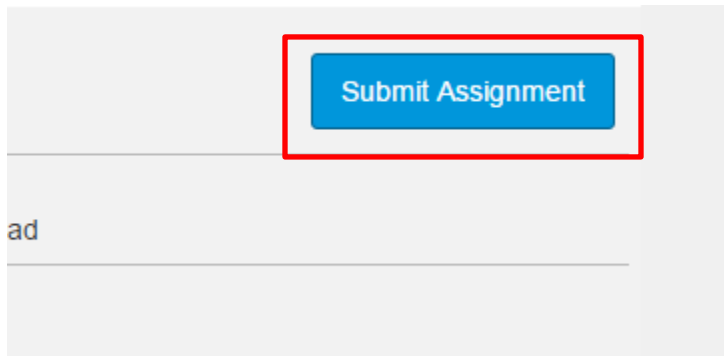
The screenshot shows a vertical navigation menu on the left with icons and labels for Account, Admin, Dashboard, Courses, Groups, Calendar, and Inbox. To the right, a horizontal menu lists course options: Home, Announcements, Assignments (highlighted with a red box), Discussions, Grades, People, Pages, 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:

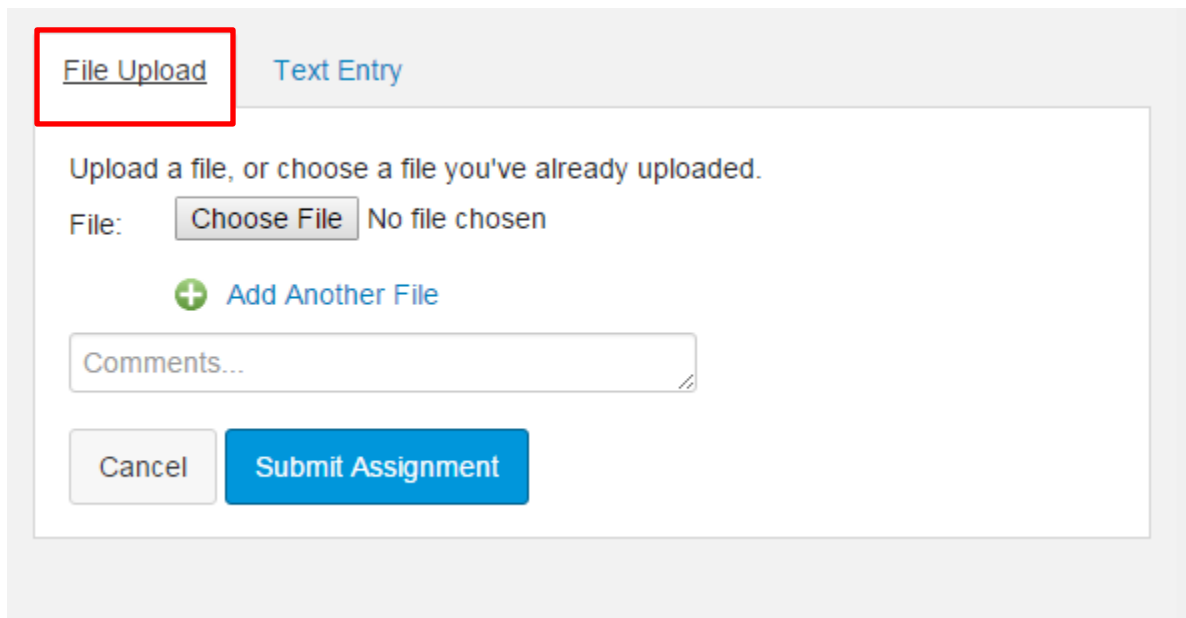
The screenshot displays the 'Sample Assignment' page. The top navigation bar includes the John Carroll University logo and links for Courses, Grades, and Calendar. The page title is 'Sample Assignment' with a 'Submit Assignment' button. Below the title, the assignment details are shown: 'Due No Due Date', 'Points 1', and 'Submitting a text entry box or a file upload'. The main content area is currently empty, displaying 'No Content'. A sidebar on the left lists navigation options like Home, Assignments, Discussions, Grades, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Collaborations, and Chat. The footer contains links for BY INSTRUCTURE, 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.