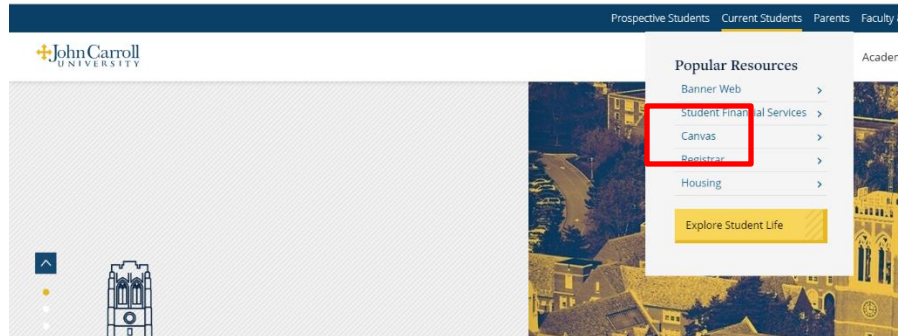# USING CANVAS FOR ASSESSMENT
Uploading Student Work for Students

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
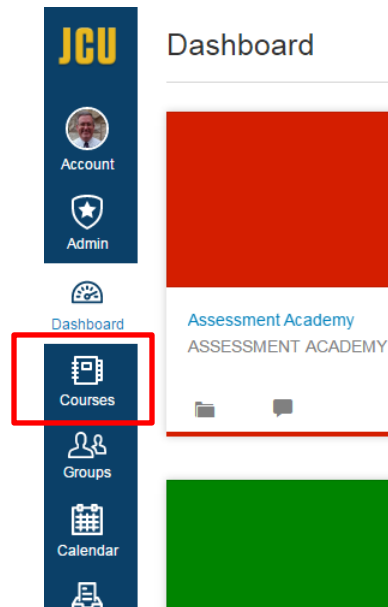

The log-in process used the same username and password as you would use to log-in to any campus computer. The username is the same as your email (without the *@jcu.edu* part).
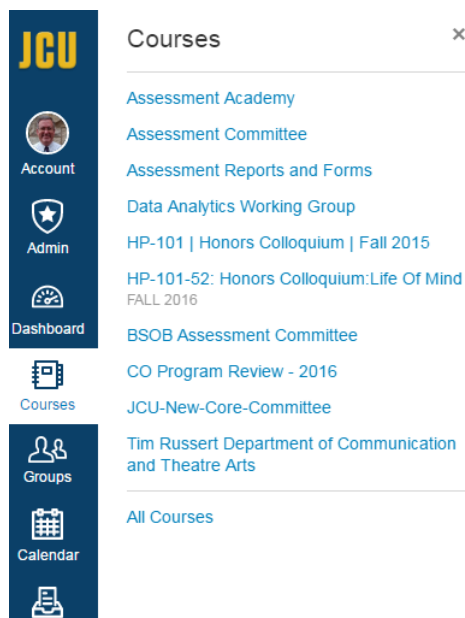
STEP TWO: Go to this Class

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

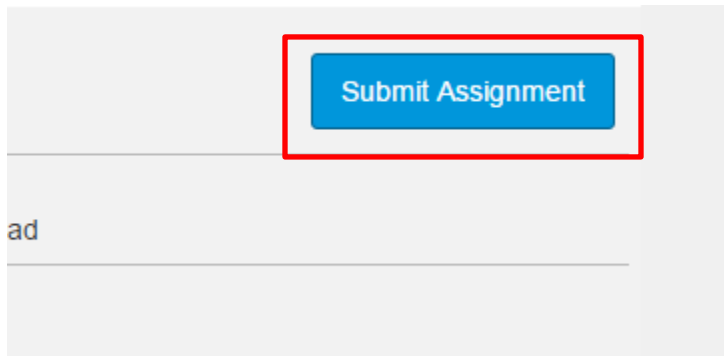In the left-most column, there are a number of options. Click on **Assignments**.

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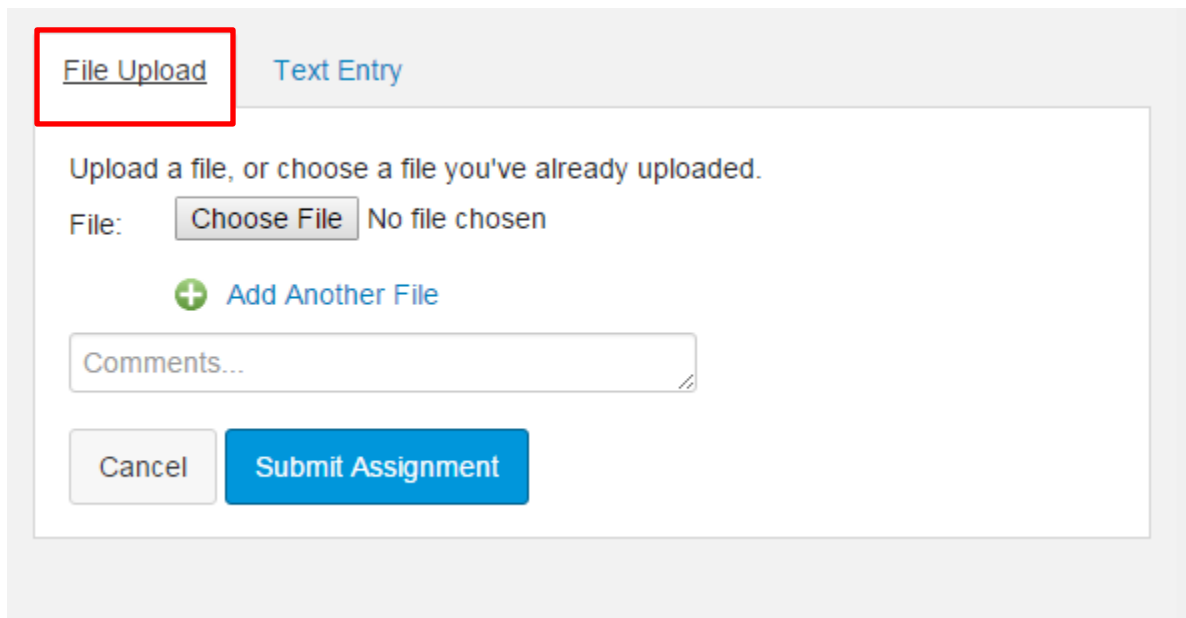
The box is just like attaching a document to an email. Once all the files you need are listed. Click the blue **Submit Assignment** button.