NORTH CENTRAL TEXAS COLLEGE *Est. 1924*

NCTC CANVAS Cheat Sheet

NOTE**Your high school and NCTC CANVAS accounts <u>are not the same</u>.**

NCTC work must be completed in NCTC CANVAS !!

Locate and Log In - Go to NCTC webpage www.nctc.edu and click OneLogIn
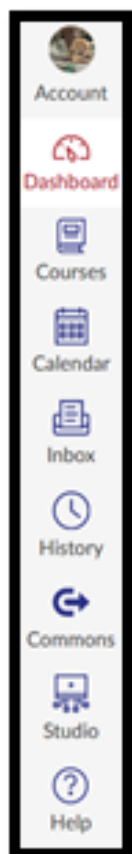
1 onelogin

Login: (your email address up to @ sign Usmith.1234)
Password: whatever you made it

Inbox - Click drop down at top and select **courses**, choose the one who you need to contact another student or instructor from

<mark>ALWAYS COMMUNICATE WITH INSTRUCTORS HERE</mark>

Course Navigation Menu

Home Page - Instructor will either have it set to a page with links or modules
**Syllabus is usually located here

Dashboard is a page view of course tiles for current semester whether class is 8 or 16 weeks

- **Look to the Right** and see what is ahead for your classes
- **To Do:** Assignments due within the next 7 days--clickable links
- **Coming Up:** Assignments due in the next 7-10 days
- **Feedback:** Recent Grade Feedback
- **Grades:** Quick view of all your grades

Courses - Provides a drop down menu list of courses currently on your dashboard_ You can select a course to go into from here as long as it is not grayed out.

*Courses are not accessible until the first day of the semester.

Calendar - Assignments due and course events are color coded if you selected from the Dashboard tile.

Modules - Organized course content

Expand or collapse: Click the black triangles
Locked: Instructors may have modules locked by date or requirement of completing the previous module first
Announcements - Newest announcements on top, you can see all course announcements
Grades - Click to see assignment due dates, - your submission status, etc. Click the icons under Details to view Comments, Rubrics, and Scores
Student Resources - You will see links to various student resources along with optional course areas the instructor might be using Ex. Discussions

Course Work

Assignments: View the Assignment instructions and complete your assignment. Make note of the Due Date, the Points Possible, view the Rubric, view any attachments, view any other details

When finished Click Submit Assignment at the top, depending on the submission type: type in text or Browse and select a file to attach.
Click Submit Assignment Again and **Wait** to see the verification of Submission. If you do not see the assignment verification, then go back and make sure you submitted the assignment correctly.

Account > Notifications
You can check icons for course notifications from instructor etc...
immediate, daily, weekly or not

LeARNING NORTH CENTRAL TEXAS COLLEGE

E Learning Help Desk:- Contact elearning during business hours if there is an issue with your course such as exam not working.
940-668-4243 or ecampuslearning.nctc.edu
*Also email your instructor from your inbox about the issue.

If you have locked yourself out of CANVAS then please contact the IT Department
940-668-4284 itshelpdesk@nctc.edu
*Once back in course email your instructor about the issue.

Quizzes: Read all instructions and details about the Quiz before beginning the Quiz. There could be a time Limit. After submitting, look for a confirmation.
**Time Limit Note: If the instructor has chosen to set a time limit, the Quiz will automatically submit your answers (even if incomplete) when the time expires.
Discussions: Here is where you reply to a question or post your instructor made and sometimes to other students---look for the Reply icon.
Be sure you have read the instructions carefully, you may be asked to respond to a set number of students.

(Sidebar menu: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, Help)