

**Locate and Log In** - Canvas links can be found on college main web-page at [www.nctc.edu](http://www.nctc.edu)

If you have a 7 digit password try adding two zeroes to the end of the password.

EX. 1234567 Try 123456700

### Global Navigation Menu



**Account** - Provides access to your account settings (see [Preferred Contact](#)), you can change your profile image here.

**Dashboard** - Normal landing page, displays course tiles for current semester course beginning on **FIRST DAY OF TERM**. You may select the **course tile color** and **nickname** by clicking on the ellipse dots.

**Note:** 2 weeks after **LAST DAY OF TERM** they roll to **Courses > Past Enrollments**

- **To Do:** Assignments that are due within the next 7 days—clickable links
- **Coming Up:** Assignments due in the next 7-10 days—clickable links
- **Feedback:** Recent grade feedback
- **Grades:** Snapshot of all your grades

**Courses** - Provides a jump list to courses currently on your dashboard. Click to jump

- **ALL COURSES** - Click to see all current and past enrollments.

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

**Inbox** - Canvas messaging - Click courses to locate one  
**YOU MUST USE THIS EMAIL TO CONTACT INSTRUCTORS**

**Help** - List of a variety of links for Canvas assistance

### Account Settings

#### Account > Settings

**Profile Image:** Click on the avatar picture to change

**Preferred Contact:** Click + **Email** to add non-WC email or Text (SMS) number for notifications.

### Course Navigation Menu

**Home Page** - Instructor will either have it set to a page with links or modules

**Modules** - Organized course content



**Expand or collapse:** Click the black triangles

**Locked:** Instructors may have modules locked by date or by a prerequisite (Ex. a prior module's completion)

**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 and Points Possible, view the Rubric, any attachments and any other details before beginning.

**Submit Assignment**

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 into make sure you submitted the assignment correctly.



**Quizzes:** Read all instructions and details about the Quiz **before** beginning the Quiz, particularly if there is 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**.

**Restricted:** Quizzes to be taken at a WC testing center can only be unlocked at the center.

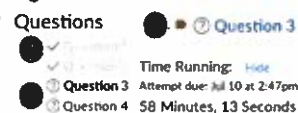
**Flag Questions:** Click the Flag and return to it later

**Quiz Sidebar:** Time Elapse

1. **Completed Questions**

2. **Remaining Questions**

3. **Flagged Questions**



**Discussions:** participate by posting a response to the topic or to other students, just look for the **Reply** icon.

**Files & Images:** If the instructor has enabled this option, you can attach a file to a discussion posting. **Images** cannot be directly added unless you add it first to your Canvas account files: **Account > Files**. After account upload, you can add it to the post under My **files**. **Files**

### College Announcements

Critical NCTC nd Canvas announcements will appear at the top of your **Dashboard**.

**AFTER READING THEM CAREFULLY**, you can dismiss them by clicking on the X.