

STUDENTS: How to Access Canvas

Canvas will likely be used for your **ONLINE, Hybrid, and Face to Face Courses** here at Vernon College.

To access Canvas from a laptop/desktop computer, you will need:

- 1. Reliable Internet access**
For free Internet access options: visit a Vernon College campus library.
- 2. The latest version of your web browser**
For free auto updating browser: www.getfirefox.com
- 3. The latest free flash player**
<https://get.adobe.com/flashplayer/>
- 4. Computer Specifications**
<https://community.canvaslms.com/docs/DOC-9444>

➔ Failure to have **ALL** of these will result in Canvas not functioning correctly.

[Need mobile or tablet device direction? See back page]

Once you have all of the above:

- 1. Open up your web browser** (Firefox, Chrome, Safari etc.)
- 2. In the address bar, type in vernon.instructure.com & press the “enter” key**
Alternate method: Go to VC homepage www.vernoncollege.edu >

Click on Inside VC Icon >  > Click on Canvas Icon 

NOTE: Googling “Canvas” will take you to the WRONG Site!

- 3. Enter your VC Username and Password in indicated boxes:**

VC Username =

9 Digit Student ID (no hyphens)

VC Password= Effective 11/01/2016

Chaps####

The word “Chaps” followed by your 4 Digit PIN number. *For example, if VC student Jane Smith’s 4 Digit PIN is 1234, then her password will be: Chaps1234
NOTE: The “C” is a capital letter.

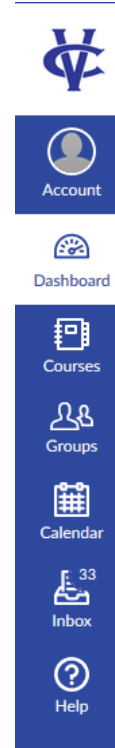
- 4. Click the “Log In” button**



The screenshot shows the login interface for Canvas at Vernon College. At the top left is the Vernon College logo. Below it are two input fields: 'Username' and 'Password'. Under the 'Username' field is a small icon of a hand holding a pencil. Below the 'Password' field is a checkbox labeled 'Stay signed in' and a link 'Forgot Password?'. To the right of the password field is a 'Log In' button. At the bottom of the page are several links: 'User Research', 'Help', 'Privacy policy', 'Terms of service', 'Facebook', and 'Twitter'.

How do I navigate the VC Canvas Navigation Bar?

- Customize your settings and notifications via “[Account Icon](#)”
- Access your Vernon College courses via the “[Dashboard Icon](#)”
- Access a list of all your course via the “[Courses Icon](#)”
- Access your course calendars via the “[Calendar Icon](#)”
- Access your Canvas course emails via “Inbox”
- Access Canvas Help via “[Help Icon](#)”
- Log Out of Canvas via “Account Icon”



How do I navigate a Canvas Course?

The Course Home Page involves Course Navigation [1] access links for:

- Assignments, Discussions, Modules, Syllabus
- Quizzes, Grades, People, Files

The Content Area [2] access to the content display for the course.

The Sidebar [3] access to functions for the specific course.

View Course Home Page



Mobile/Tablet Access



1. Download free “Canvas by Instructure” App for your Device:
iOS= <https://itunes.apple.com/us/app/canvas-for-ios/id480883488?mt=8>
Android= <https://play.google.com/store/apps/details?id=com.instructure.candroid>

2. Look up Vernon College from list or type: vernon.instructure.com
3. On Log In Screen – Enter your VC Username and Password [see front page]

Note: If asked for “email” instead of username, enter ONLY your VC Username, NOT email!

For App Guide, see “Mobile guides” section at: <https://community.canvaslms.com/docs/DOC-4048>

Need Further Help? Use the Help in Canvas or the [Vernon College Help Ticket](#).