

Locate and Log In

<https://wc.instructure.com>

Login: Your WC email address up to @ sign (jsmith.1234)

Password: your birthday, unless you've changed it

DOWNLOAD FROM DEVICE APP STORE: Canvas Student

Search for *Weatherford College*, login with **WC credentials**.

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 courses 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

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.

*Additional preferred contacts methods will have to be confirmed before forwarding of notifications will work

OFFICE 365 ONE DRIVE TIP

Assignments requiring a file upload will provide several options. The default is a file upload. There will also be a tab for Office 365. Select the Office 365 tab, sign into Office 365 and locate your file saved to your OneDrive.

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

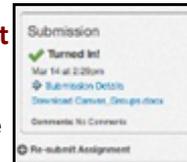
Assignments: View the Assignment instructions and complete your assignment. Make note of the Due Date and Points Possible, view the Rubric (if one is used), any attachments and any other details before beginning.

Submit Assignment

Click **Submit Assignment** at the top

Depending on the submission type, type in text or **Browse** and select a file to attach. *See OneDrive Tip

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



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 by unlocked at a WC testing 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 **Files**

Weather College Announcements

Critical WC and Canvas announcements will appear at the top of your **Dashboard**.

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