

ROCKY'S RESOURCES: HOW TO...

NAVIGATE CANVAS

To access Canvas, you first login to my.usf.edu with your NetID and password. Click the “Learning & Teaching Tools” tab and select Canvas. From here, you have full access to navigate your Canvas homepage. The following tabs below explain what each purpose is for all tabs.

ASSIGNMENTS

This tab will contain all of your assignments throughout the semester. It will first show your upcoming assignments, assignments with no due date, and past due assignments. You can also see what the due date is and the grade you received on that specific assignment.

DISCUSSIONS

This is where you will find all of the discussions your professor has opened. In some instances, you will receive a grade for participating in a discussion.

GRADES

All of your grades for your class will be listed in this tab. One feature that is available is a “what-if” where you can input a desired score and the other grades will adjust to this fictional score. This is helpful in cases of trying to calculate what you need to score to obtain a certain grade.

PEOPLE

This tab will show all of the individuals in your class. If you ever need to message the professor or a classmate with questions you have, you can directly message them through this tab.

PAGES

This will show any of the web pages that your professor has linked to assignments in order to complete them.

FILES

This tab will have any files that your professor uploads for you to view. This can range from study guides, powerpoints, or even the syllabus.

MODULES

Modules are separated into different sections under this tab. In some instances, modules must be completed in sequential order in order to move forward on progress of completion. Modules may contain instructions, videos, deadlines, and assignments to complete.



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GROUPS

This tab will show you any groups you have been assigned to in your class by your professor. Not every class is going to assign you into a group but it is helpful to check this tab occasionally.

CALENDARS

The calendars tab will have all of the posted dates for all of your course assignments. Keep in mind that some professors choose not to upload those assignments to the calendar. Due to this, some assignments may not appear in this tab.

INBOX

This tab will show any messages that have been sent to you from your professor or other classmates. You are able to compose your own messages in this tab and send them to professors and classmates.

TROUBLE WITH CANVAS?

If you ever run into problems navigating Canvas, you can always click the “Help” tab and it will direct you to a separate web page with instructions on how to access certain features of Canvas.

You can also contact the USF Information Technology Department if you have trouble accessing the Canvas system. The contact number for their office is **(813) 974-1222** or you can email them at help@usf.edu.



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