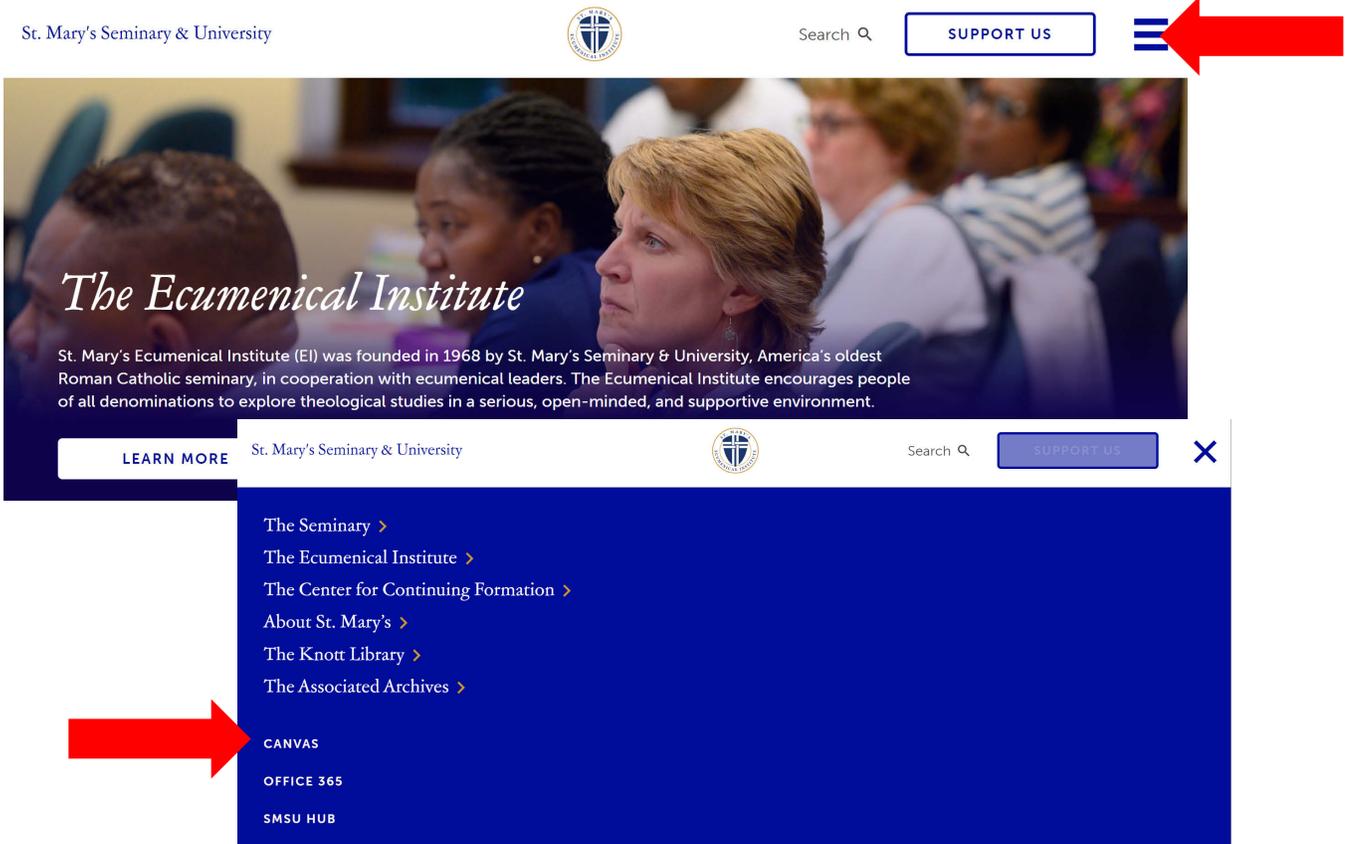


Accessing your Canvas Courses

Go to www.stmarys.edu/ei for the link at the top of the page in the “hamburger” menu or bookmark: stmarys.instructure.com



Login Credentials:

- a. **Username:** email address you wrote on your registration form (e.g., CanvasSupport@stmarys.edu)
Password: The new pattern is the *first four letters of your first name*, the *first four letters of your last name*, and the *last four numbers of your student ID*.

For example:

- Albert Dameron with the ID# 32951 would be AlbeDame2951

Here is an example if you have *fewer* than four letters or four numbers for your name/ID:

- K. Lee, ID# 753 would be K.Lee753

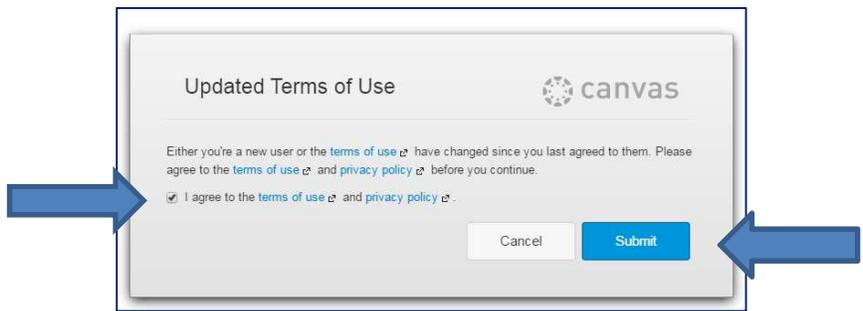
Your registration confirmation or class schedule you receive from the Registrar should list your student ID. If you have any trouble finding it, go to the step below- “Forgot Password”

Forgot Password? Click on the Forgot Password link.



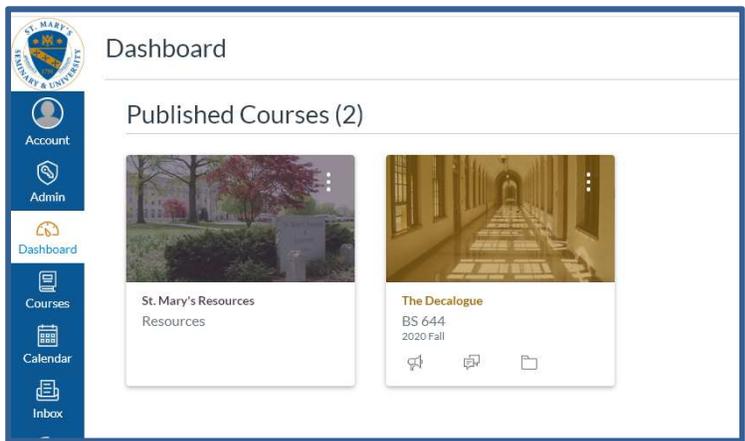
You will be sent an email prompting you to change your password.

Agree to Terms of Use (you only have to do this once!)



Once logged in, click "I agree" and then "Submit"

The Dashboard: Click on the course you want to enter.



Course Home page

The screenshot shows the Canvas LMS interface for a course titled "BS 644" in the "2020 Fall" term. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area is divided into sections: "Home" with links for Announcements, Discussions, Grades, People, Pages, Files, Syllabus, Modules, Conferences, Collaborations, and Chat; "Course Information" with a "Complete All Items" button and a list of items including "Instructor's Introduction and Welcome to Fall 2020", "Introduction to the Course", "Zoom Link and Session Info", "Syllabus", and "Introduce yourself"; and "Class 1 - September 3" with a "Complete One Item" button and a "Reading & Learning Activity Before our First Class". On the right, there are buttons for "View Course Stream", "View Course Calendar", and "View Course Notifications", along with a "To Do" section showing a notification for "Ten Commandments - Get..." from August 26 at 4:49pm.

Resources & Help

The screenshot shows the "Help" dropdown menu in the Canvas LMS. The menu is open, displaying several options: "Canvas Quick-links" (Instructions on how to submit an assignment within Canvas and view instructor feedback), "Writing Resources for Students" (St. Mary's Writing Guide), "The Knott Library" (Search the library), "Report a Problem" (If Canvas misbehaves, tell us about it), and "Ask Your Instructor a Question" (Questions are submitted to your instructor). A blue arrow points from the left towards the "Help" icon in the sidebar, and another blue arrow points from the left towards the "Ask Your Instructor a Question" option in the menu.

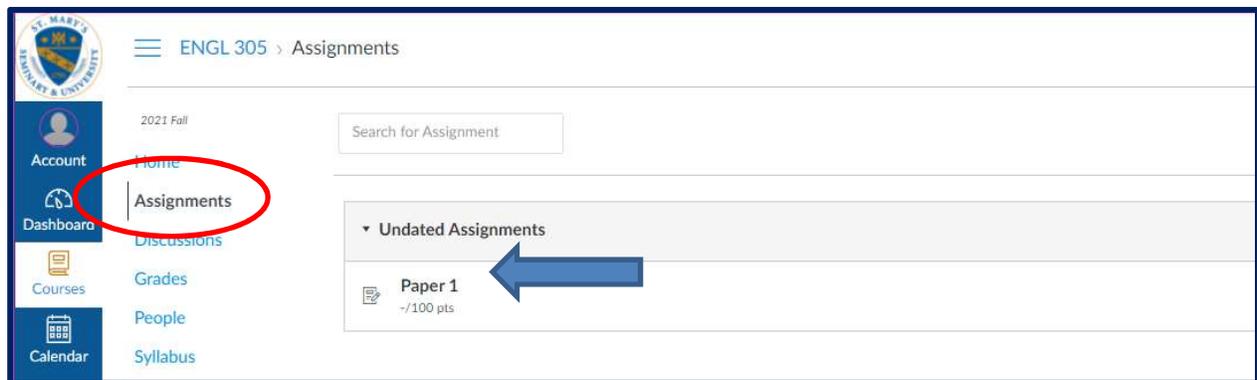
St. Mary's Resources Canvas Site: Resources for Canvas, Zoom, writing, and the Knott Library



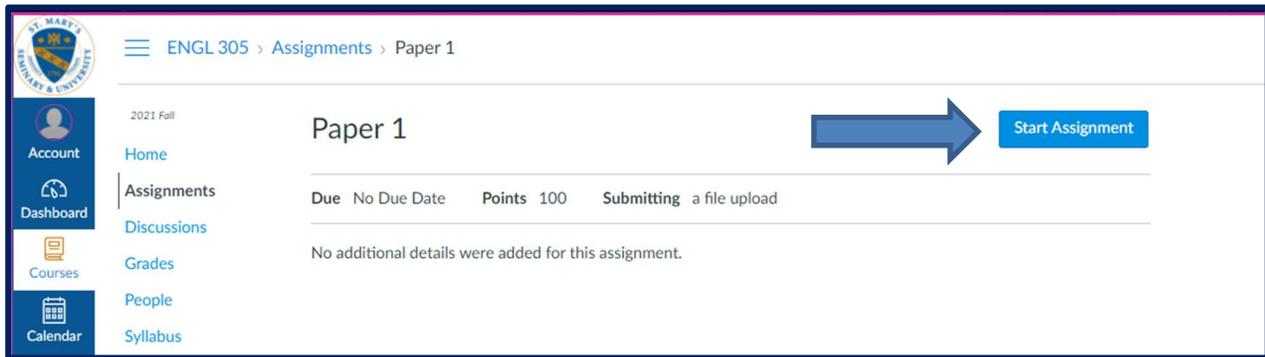
Submitting an Assignment

You can find all your assignments in the Assignments tool.

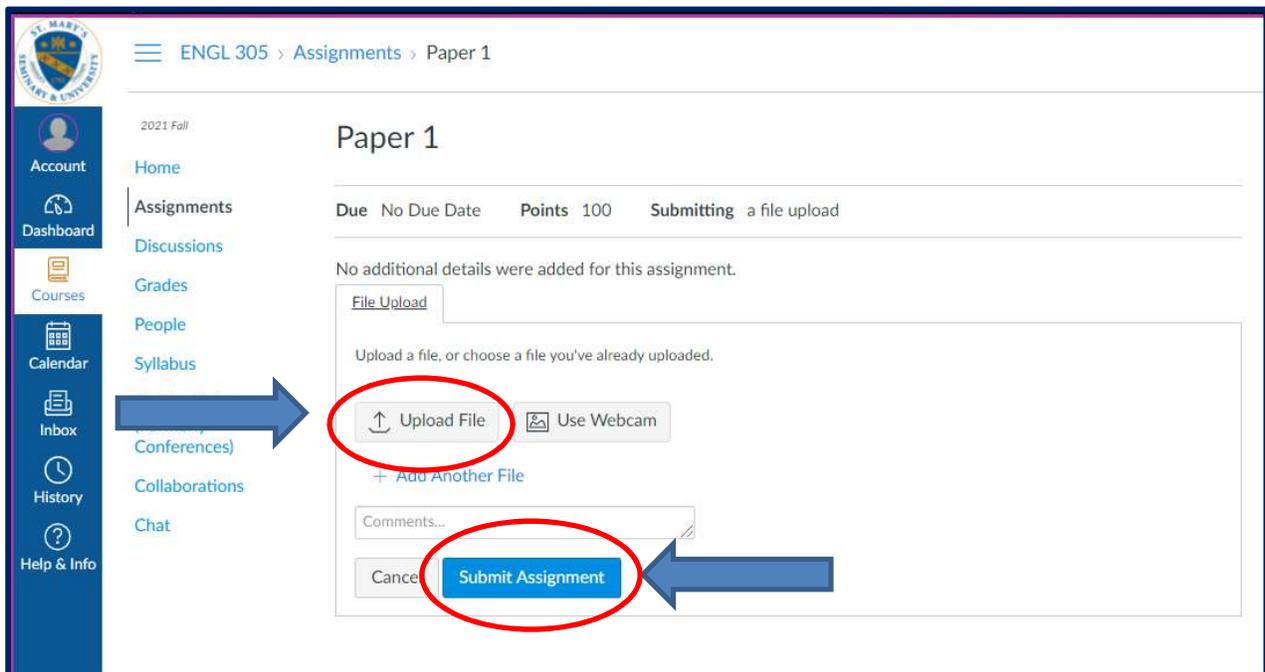
1. Click on your assignment.



2. When you are ready to submit, click on "Start Assignment."



3. Submit your file by clicking on "Upload File." Once you have selected your file from your computer (or Google Drive), click "Submit Assignment."



Inbox: Messaging

Check here regularly for messages from your professors.

