

LA SALLE INTERACTIVE GUIDE



LS INTERACTIVE GUIDE

You can find the online version of the LS Interactive Guide at <https://usls.edu.ph/overviews/LS-Interactive-Guide>

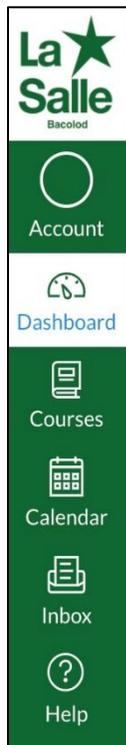
What web browsers can I use?

The most recent versions of Google Chrome, Firefox, and Safari are all fully supported by Canvas. Do not use any version of Internet Explorer or any out-of-date web browser as they offer reduced security and functionality.



Here is a list of the supported versions from Canvas:

<https://community.canvaslms.com/docs/DOC-10720-67952720329>

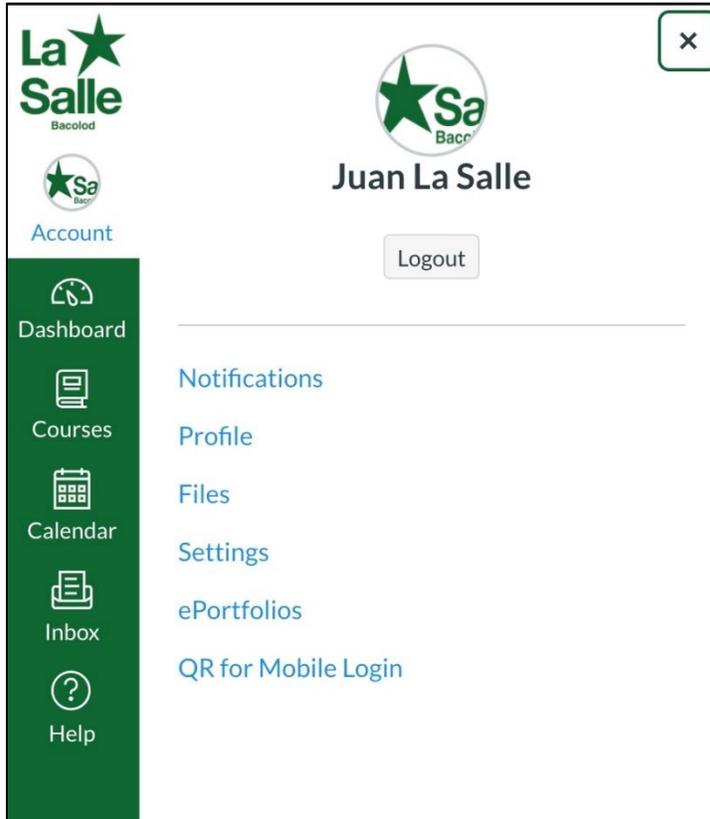


Navigation

- The Navigation Bar is on the far left side of the screen.
- With it you can access your Account Settings, Dashboard, list of Courses, Groups, Calendar, Inbox, and Help menu.
- The Help menu provides 24/7 support for Canvas.
- You can also hide the Nav Bar by using the arrow button at the bottom.

Account

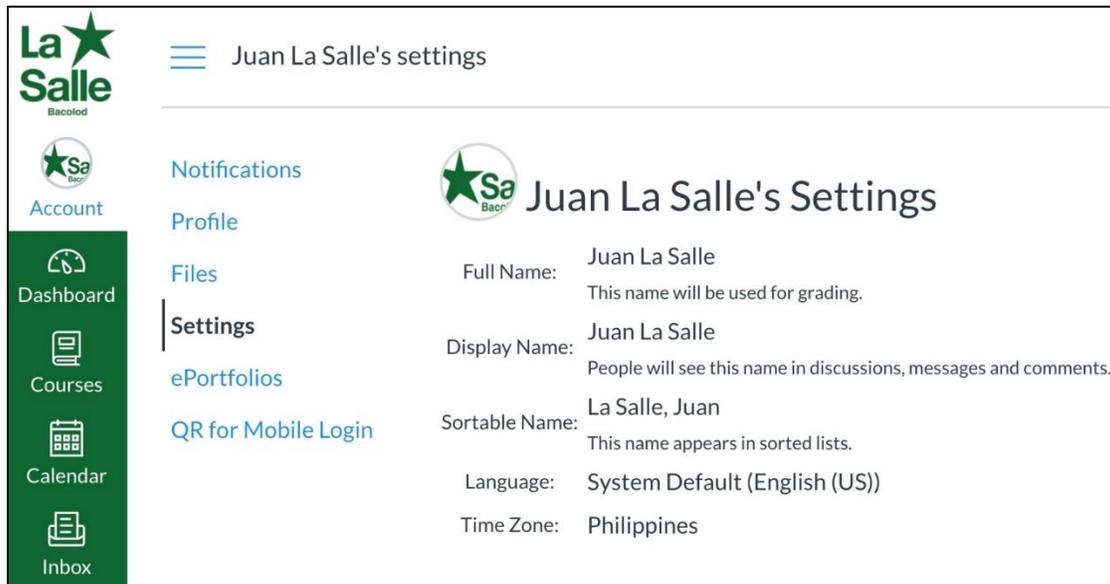
- On the Account tab you can edit your profile picture, add email addresses, set notification preferences, upload files, and create an ePortfolio to show off your work.



- You can find more in-depth guides on these features <https://community.canvaslms.com/docs/DOC-10732>

Profile and User Settings

- In your profile you can edit your profile picture. See this guide for more information. <https://community.canvaslms.com/docs/DOC-10599>
- In Settings you can add an additional email, and change language and time zone. See this guide for more information. <https://community.canvaslms.com/docs/DOC-10614>

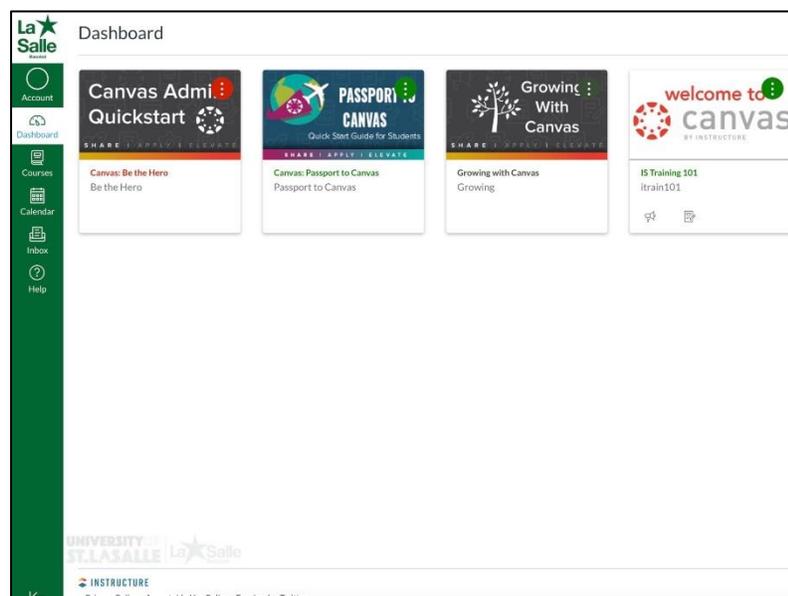


The screenshot shows the 'Juan La Salle's settings' page in Canvas. On the left is a green navigation sidebar with icons for Account, Dashboard, Courses, Calendar, and Inbox. The main content area is titled 'Juan La Salle's Settings' and includes a list of settings on the left: Notifications, Profile, Files, Settings (highlighted), ePortfolios, and QR for Mobile Login. The right side of the page displays the following settings:

- Full Name: Juan La Salle (Note: This name will be used for grading.)
- Display Name: Juan La Salle (Note: People will see this name in discussions, messages and comments.)
- Sortable Name: La Salle, Juan (Note: This name appears in sorted lists.)
- Language: System Default (English (US))
- Time Zone: Philippines

The Dashboard

The Dashboard features your current favorited classes and allows for easy navigation. Class display names can be changed by clicking the three dots at the top right of the course card.



The screenshot shows the 'Dashboard' page in Canvas. On the left is a green navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area displays four course cards:

- Canvas Admin Quickstart: Canvas: Be the Hero, Be the Hero
- PASSPORT CANVAS: Canvas: Passport to Canvas, Passport to Canvas
- Growing With Canvas: Growing with Canvas, Growing
- welcome to canvas: IS Training 101, itrain101

At the bottom of the page, there is a footer with the University of St. La Salle logo and the text 'INSTRUCTOR' followed by links for Privacy Policy, Acceptable Use Policy, Facebook, and Twitter.

How do I view all of my upcoming assignments?

From your Dashboard view, click the three dots in the uppermost right corner and click “**List View**” in the menu that appears. To go back, click the three dots again and click “**Card View**”.

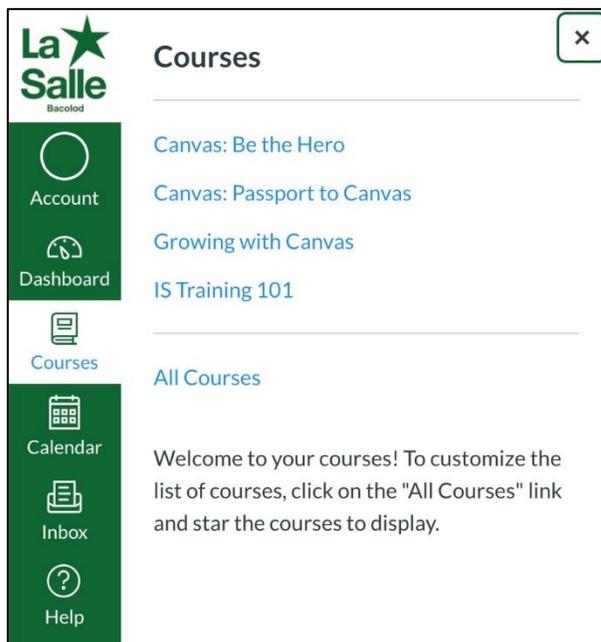
Important Note: While List View is a more convenient way to see all of your upcoming assignments in one place, your peer review assignments will not show -- this feature is being added soon.

Courses

- Along with viewing courses on your dashboard you can view all of your courses by clicking on “**Courses**”.
- Choose which courses you want to see on your dashboard by marking them with a star.

Here is a more in depth guide on how to navigate your course listings.

<https://community.canvaslms.com/docs/DOC-12972>

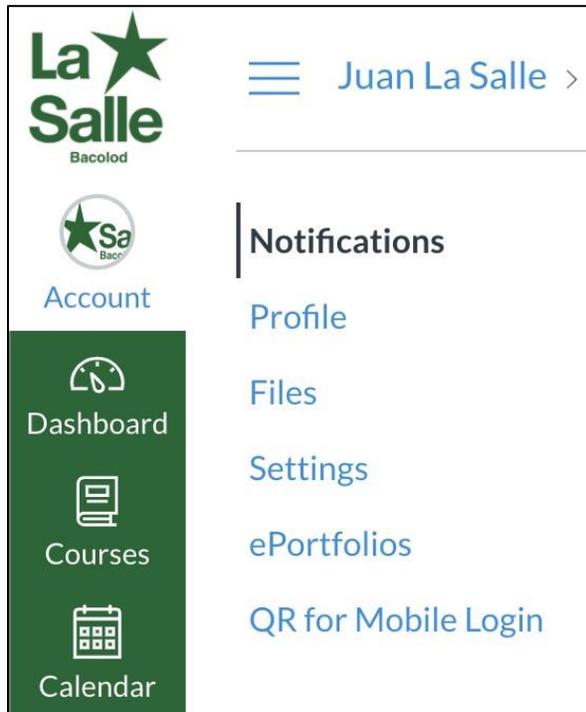


Customizing My Course List

Canvas allows for simple customization of your course list. Here is a simple guide on how to do it. <https://community.canvaslms.com/docs/DOC-12972>

Changing My Notifications

If you are getting too many, or too few, notifications from Canvas you can easily change the frequency in which you receive different kinds of notifications.



From the Navigation Bar select Account, and then Notifications.

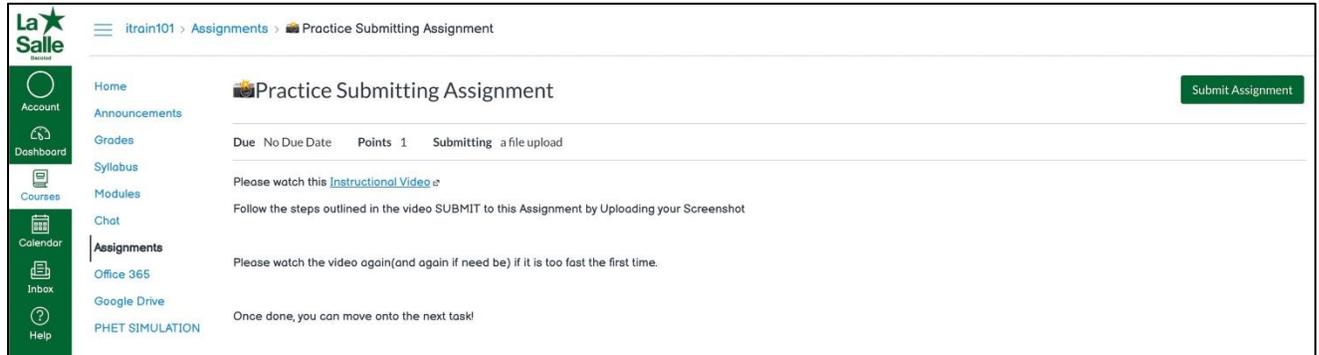
Important Note: Always keep Announcements and Conversation Message notifications set to “Notify me right away”.

Many instructors use these tools to deliver important class information that may affect your grade.

How do I submit an online assignment?

Submitting assignments is simple on Canvas. Here is a short guide on how to do it.

<https://community.canvaslms.com/docs/DOC-9539>

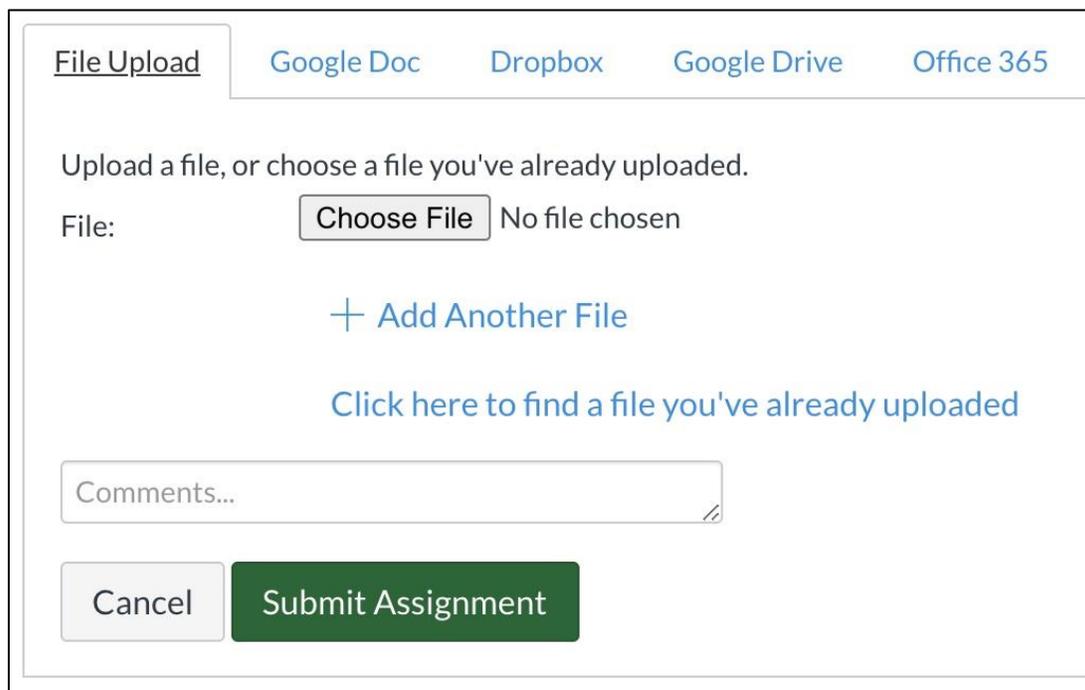


The screenshot shows the Canvas LMS interface for a course titled 'itrain101'. The page is titled 'Practice Submitting Assignment'. The left sidebar contains navigation options: Home, Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area shows the assignment details: 'Practice Submitting Assignment' with a 'Submit Assignment' button. Below the title, it indicates 'Due No Due Date', 'Points 1', and 'Submitting a file upload'. There are instructions to watch an 'Instructional Video' and follow the steps outlined in the video to submit the assignment by uploading a screenshot. A note mentions watching the video again if it's too fast the first time. At the bottom, it says 'Once done, you can move onto the next task!'.

Uploading with Google Drive

You can begin using Google Drive to submit assignments with a few simple steps:

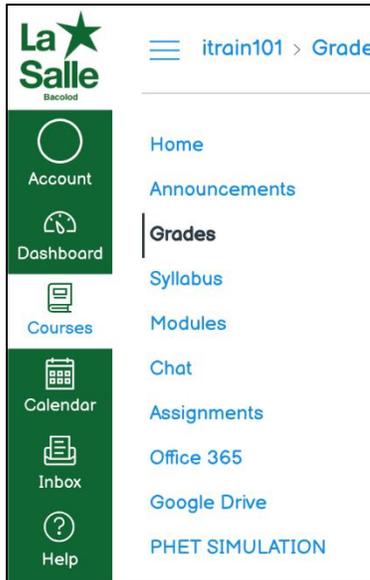
- When submitting a file for an assignment you will see a Google Drive tab.
- Click this tab, and then follow the authorization prompts to allow Canvas access to your Google Drive account.
- Now you will see a list of your files and folders. Simply select the file you want to turn in, and press submit. Your file has been attached and is ready for submission.



The screenshot shows the 'File Upload' dialog box in Canvas. The dialog has five tabs: 'File Upload', 'Google Doc', 'Dropbox', 'Google Drive', and 'Office 365'. The 'File Upload' tab is selected. The main text says 'Upload a file, or choose a file you've already uploaded.' Below this, it says 'File:' followed by a 'Choose File' button and the text 'No file chosen'. There is a '+ Add Another File' link and a 'Click here to find a file you've already uploaded' link. At the bottom, there is a 'Comments...' text box and two buttons: 'Cancel' and 'Submit Assignment'.

How do I view my grades?

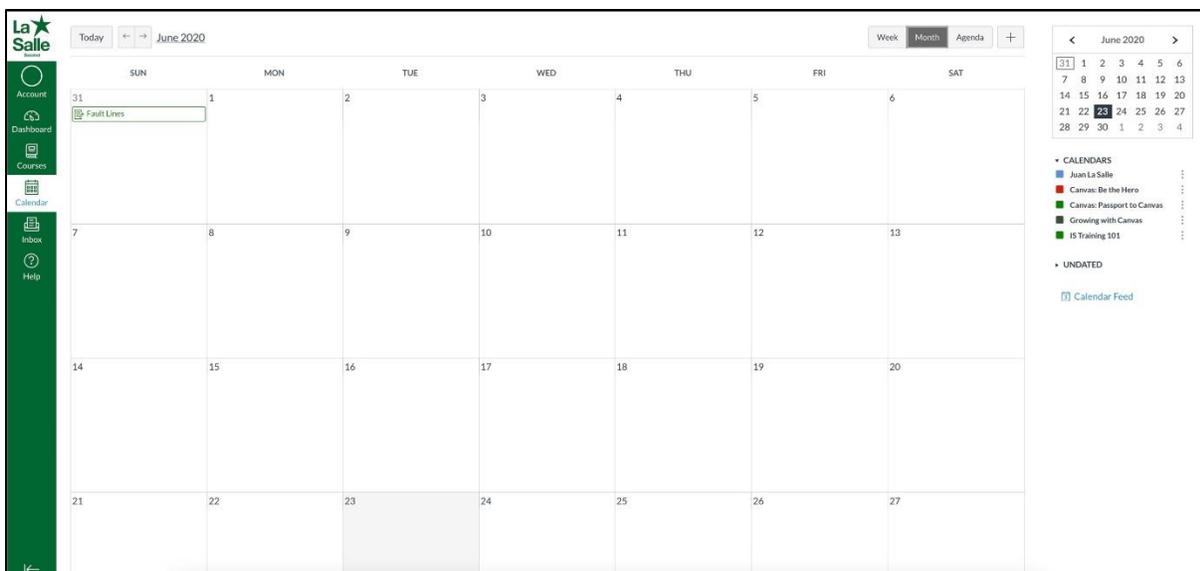
- Canvas offers an intuitive grade book for quick access to your course grades. Simply click the course you'd like to view, and then click the "Grades" link in the Course View.



- **Important Note:** Your instructor may not release your grade for an assignment until they have graded every student's submission. Some instructors may not allow students access to this feature at all.

How do I use the Calendar?

Canvas contains an easy to use calendar that automatically displays your assignment due dates. Here is a guide on how to take full advantage of the calendar.



Replying to Discussions

Many courses make use of the Discussion tool to facilitate student interactions. Here is a short guide on how to better use the Discussion tool.

<https://community.canvaslms.com/docs/DOC-10561>

My Class is Online

If your class is online and you cannot access it in your Courses Dashboard, you will need to login through the CANVAS portal.

- Go to login usls.instructure.com
- Click “University of St. La Salle (USLS)”
- Login with your ID NUMBER and default PASSWORD. (Juan La Salle, ID NUMBER 1234567)

“Default password is Upper case of first letter of your first name + first letter of your last name + id number ex. JL123456”

I don't see my class...

At the beginning of every quarter student will be automatically added to their Canvas courses.

If you don't see a class, it is possible that:

- The Instructor will not be using Canvas.
- The Instructor has not yet made the site available.

If your Instructor has published the site and you still do not have access, contact them.

Getting More Help

- If you require additional assistance with how to navigate Canvas, select the “Help” icon at the bottom of the navigation bar on the left.
- You can “Report a Problem,” “Chat with Canvas Support” online, or email the ITS Technical Support at techsupport@usls.edu.ph available 8:00am-5:00pm.