

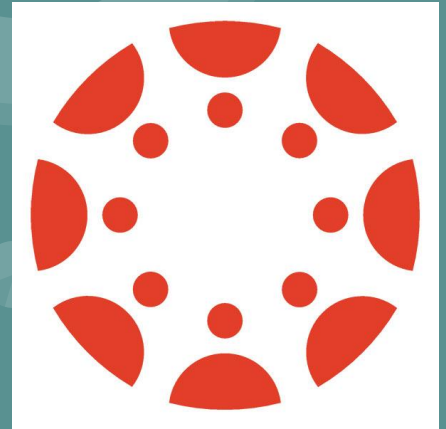


APS Canvas

for parents supporting students using laptops during learning from home

This resource shows:

- How students log in to APS Canvas
- The Global Navigation Menu
- Navigating the Dashboard
- How to use the Canvas Calendar
- Inside a Canvas Course
- How to submit Assignments
- Accessibility Tools



Click this link to see all [Student Canvas Guides](#)

Logging in to Canvas for APS



For best performance we recommend using the Google Chrome browser. Make sure your browser is up to date.



Go the APS website: <https://www.apsva.us/>

The screenshot shows the Arlington Public Schools website. At the top, there is a navigation bar with links for Emergency Alerts, Login, Contact Us, and Canvas (highlighted with a pink box and a pink circle with the number 1). Below this is a secondary navigation bar with links for Engage with APS!, About Us, Employment, Teaching & Learning, Programs/Services, Registration, and Schools. The main content area features a large banner titled "Learning at Home" with a photo of a man and a young girl working together. A pink circle with the number 1 is placed over the banner. On the left side, there is a dark blue sidebar with the Arlington Public Schools logo and the text "District Website". Below this, there are four menu items: STUDENTS (highlighted with a pink box and a pink circle with the number 2), FAMILIES, STAFF, and COMMUNITY. At the bottom of the banner, there is a white box with the text "Explore Activities and Resources for Home Learning" and a "Read More" button.

1

Click the **Canvas** icon. This may take you to **MyAccess** to log in with your student credentials.

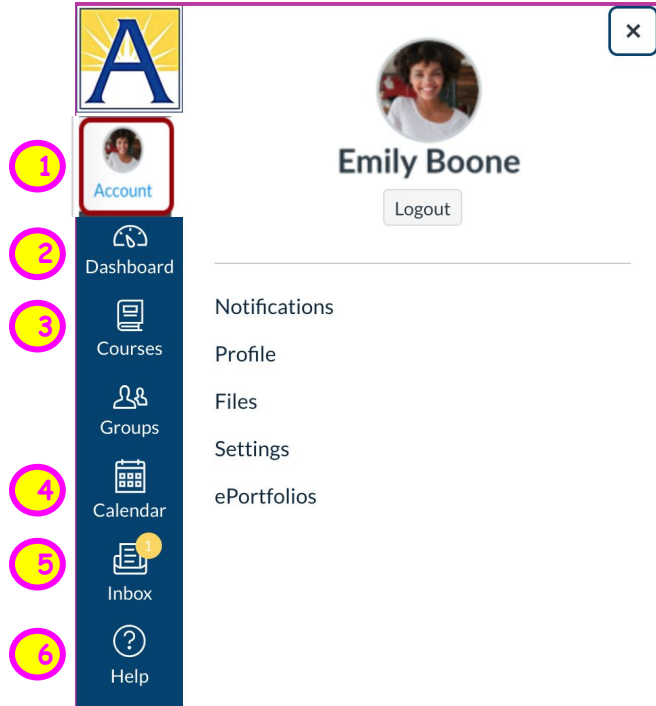
2

Or click **Students** => **APS Resources** => **MyAccess** to log in with your student credential and access all student accounts.

NOTE: Links to Canvas also may be found on each individual school page, but location of the links may vary.

Canvas: Global Navigation Menu

The Global Navigation Menu is located on the left side of every page in Canvas. Global Navigation links provide quick access to frequently used Canvas features. These links provide access to all your courses collectively. Default links include: User Account, Dashboard, Courses, Groups, Calendar, Inbox, and the Help menu.



1 Click the **Account** link to view your user information. A menu will expand and display links to access your profile, user settings, [notification preferences](#), personal files, and more.

2 **Dashboard** is the landing page upon logging in to Canvas.

3 **Courses** lists all current courses where you are enrolled. To [customize your courses list](#) or [view all your Canvas courses](#), click **Courses => All Courses**.

4 To [view your Calendar](#), click the **Calendar** link.

5 Click **Inbox** to view Conversations, Canvas' messaging system. Use Inbox to communicate with your teacher. The number of new messages display on the Inbox icon.

6 Click Help to send a teacher a Message or access the [Student Canvas Guides](#).

Canvas: Navigating the Dashboard

The [Dashboard](#) is the first thing you see when you log into Canvas. The Dashboard helps you see what is happening in all your current courses. You also may see global announcements. To remove the announcement from your dashboard, click the **X (Remove)** icon. You can return to your User Dashboard at any time by clicking the Dashboard link in Global Navigation.

[Take a virtual tour of the
Canvas Dashboard.](#)

Inside the tour, hover over each green arrow to learn more.

Canvas: Calendar

The Calendar is a great way to view everything you have to do for all your courses in one place. You can filter On and Off which calendars you want to display.

- Click here to learn: [How do I use the Calendar as a student?](#)
- Click here to learn: [How do I filter the Calendar view by course as a student?](#)

The screenshot shows the Canvas Calendar interface. On the left is a dark blue navigation sidebar with icons for Account, Dashboard, Courses, Apps, Calendar, Inbox, and Help. The main calendar area is a grid for April 2020, with days of the week (SUN to SAT) as columns and dates as rows. Callout 1 points to the 'Calendar' icon in the sidebar. Callout 2 points to the 'Month' view selector. Callout 3 points to the 'CALENDARS' list on the right, which includes 'Your Name is your personal calendar', '8th Grade School Counseling', and '2019-20 WMS Info for Students'. Callout 4 points to a course entry 'Algebra I, Intensified-Willis-YR'. Callout 5 points to another course entry 'Grade 8 Health and Physical Education-Keimig-YR'. Callout 6 points to an event box on Thursday, April 2nd, titled '11:45a Periods 6&7 English 8 Check-in' and '12:30p Period 4 English 8 Check-in'. Callout 7 points to an 'UNDATED' section at the bottom right, listing items like 'Monday 3/30', 'Welcome to On-Line Lessons...', 'Physical Science March 25, 2020', and 'Submitting a Pdf file on Canvas'.

[1] Click Calendar in the Global Navigation menu to see all course calendars.

[2] Switch from Month, Week, or Agenda view.

[3] The Calendar with your Name is your Personal Calendar, separate from course calendars.

[4] Activate a calendar by clicking the box. If it is active, the box will be filled with a color. To filter it off, click to box and it will be gray.

[5] You can choose colors to identify each course. Click the three vertical dots to see color options.

[6] Assignments and events with due dates appear on the calendar with the color of the course and an icon. Icons: a calendar is an Event. A paper with pencil is an Assignment. A rocket ship is a quiz/test. Two dialogue boxes is a Discussion.

[7] Undated Assignments and events won't appear on the Calendar but are listed.

Inside a Canvas Course

Once inside a course, you'll see a Course Menu and a Home Page. These may vary from course to course, depending on the teacher.

☰ American Sign Language I - [redacted] YR

YR 2020

1 Home

Modules

Assignments

Syllabus


Discussions

Grades

APS Library Resources

American Sign Language I - [redacted] YR

ASL 1 with Ms. [redacted] **2**



Ms. [redacted]

a [redacted]n@apsva.us

Quicklinks to Units:

- [Welcome to ASL](#)
- [Unit 1-5: Review](#)
- [Unit 1: Introducing Onself](#)
- [Unit 2: Exchanging Personal Information](#)
- [Unit 3: Discussing Living Situations](#)
- [Unit 4: Talking about Families](#)
- [Unit 5: Talking about Activities](#)
- [Unit 6: Storytelling](#)

This is a sample course.

[1] On the left of every course is the **Course Menu**. Teachers may hide menu items from the course menu that are not needed for their course and to simplify the view. Click items in the course menu to see those items.

[2] This course has a **Home Page** with links to Modules or Units. On this page, one can click the links to go directly to a specific **Module** (or Unit).

Modules can be used to organize content and can contain: Pages, Assignments, Quizzes, Discussions, External links, and Files.

Canvas Student Guides: Assignments

Teachers may assign Assignments to be submitted via Canvas. The links below are to Student Canvas Guides that can help you with submitting specific types of Assignments, and how to access feedback, if provided. These guides are for browsers/laptops.

- How do I submit an online assignment?
- How do I submit a text entry assignment?
- How do I enter a URL as an assignment submission?
- How do I submit a media file as an assignment submission?
- How do I upload a file as an assignment submission in Canvas?
- How do I upload a file from Google Drive as an assignment submission in Canvas?
- How do I submit a cloud assignment with Google Drive?
- How do I know when my assignment has been submitted?
- How do I know when my instructor has graded my assignment?
- How do I view assignment comments from my instructor?
- How do I use DocViewer in Canvas assignments as a student?
- How do I view annotation feedback comments from my instructor directly in my assignment submission?
- How do I view rubric results for my assignment?

Accessibility Tools

There are various accessibility tools built into programs and devices.

Within Canvas

- [Accessibility within Canvas](#)
- Canvas Pages have [Immersive Reader](#) *(not in Announcements, Discussions, Assignments, Quizzes, etc). We tested it in Safari on the iPad and it works in the browser (be sure to close the banner asking you to open the Canvas Student App in order to see the controls). Immersive Reader is not available on the Student App, but for read-aloud, students can use the built-in, text-to-speech iPad accessibility feature (Settings > Accessibility > Speech > turn on Speech Selection. Then select Text and choose Speak).*
- [Microsoft Teams Meetings Live Captions](#)

Built in to Devices

- [Mac Accessibility Options](#)
- [Mac Accessibility Shortcuts](#)
- [Accessibility on Mac - the Ultimate Guide](#)
- [Accessibility shortcut for iPad/iPhone](#)
- [Accessibility for iPad/iPhone - the Ultimate Guide](#)