

# Canvas Basics

Canvas is where you will find all of your class work. It's absolutely necessary that you are able to login and understand how to navigate around Canvas. Here is some basics below:

## 1. Signing into Canvas

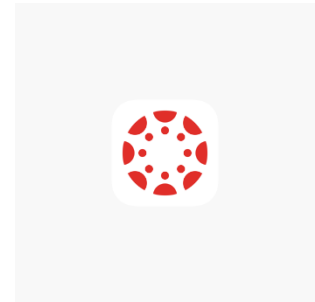
- Go to [Santamariahhighschool.org](http://Santamariahhighschool.org)
- On the main page select the Canvas link for students and teachers

\*You may need to enter your Microsoft office credentials to login.

**Username:** school ID@students-smjuhsd.org

**Password:** Network ID provided by the school (starts with Capital letter, lower case letter + numbers)

I HIGHLY suggest you download the canvas app onto your phone. Make sure you download the student version, which looks like this.



## "Home of the Saints"

805-925-2567 Phone ♠ 805-922-0215 Fax ♠ 805-805-314-2739 Record Off Fax

### Welcome to the 2020-21 School Year!

Class begins August 17, 2020 via distance learning

#### Reopening Plan

[Click HERE Fall 2020 Bell Schedule](#)

[Click HERE Tablet & Textbook Distribution](#)

[Click HERE Canvas for Students & Teachers](#)

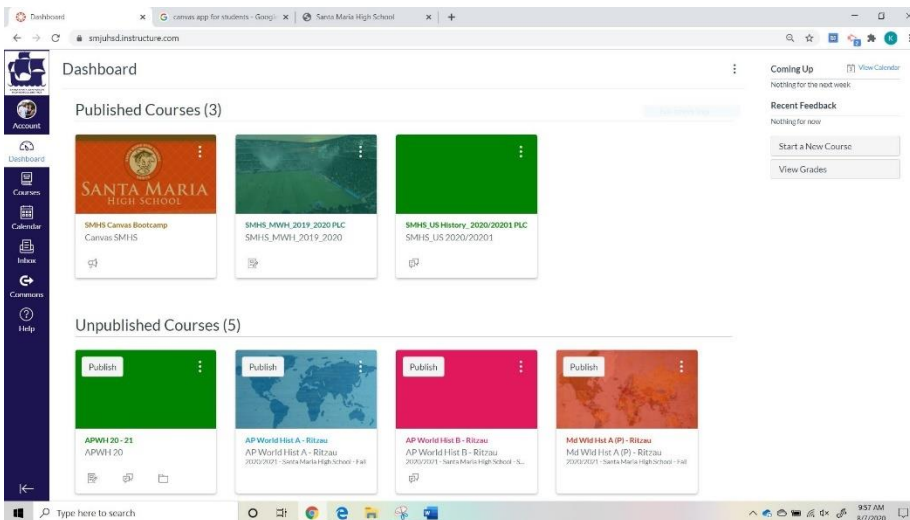
[Click HERE Free & Reduced Lunch Online App](#)

[Click HERE Canvas for Parents](#)

[Click HERE Tech Hotline](#)

[Check out our new Counseling/Guidance page](#)

## 2. Your classes

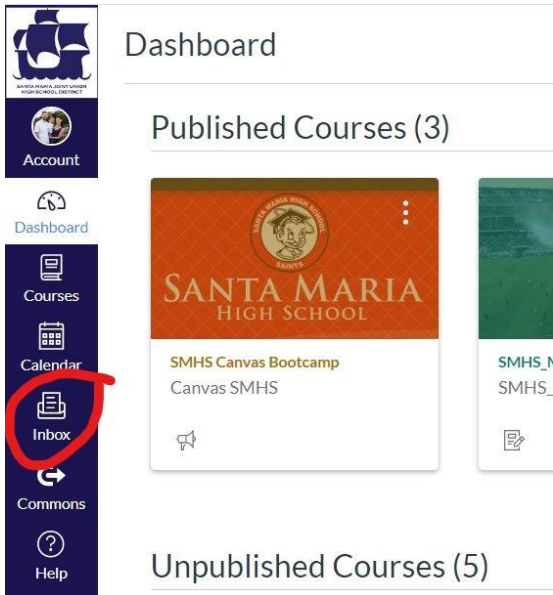


This is your Canvas Homepage. Yours will look different than mine.

You should have 6-7 tiles, one for EACH class

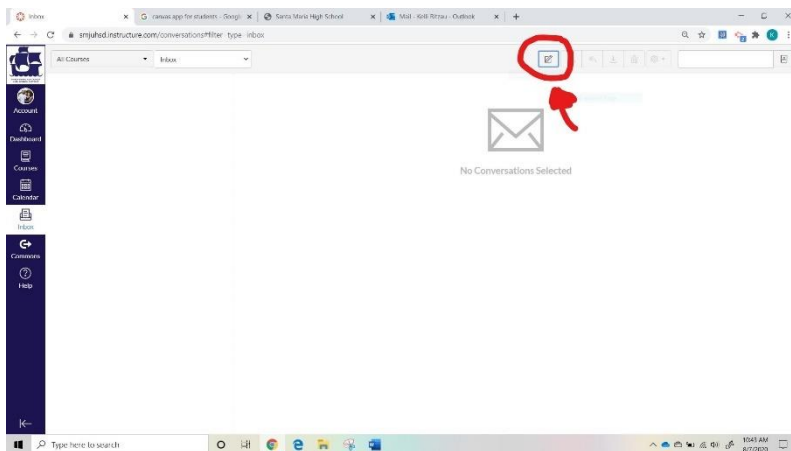
I HIGHLY suggest you bookmark this page. You will come here often. Use the little star in the address bar to add to your bookmark bar.

### 3. How to message your teachers



Follow the steps below to contact your teachers inside of Canvas:

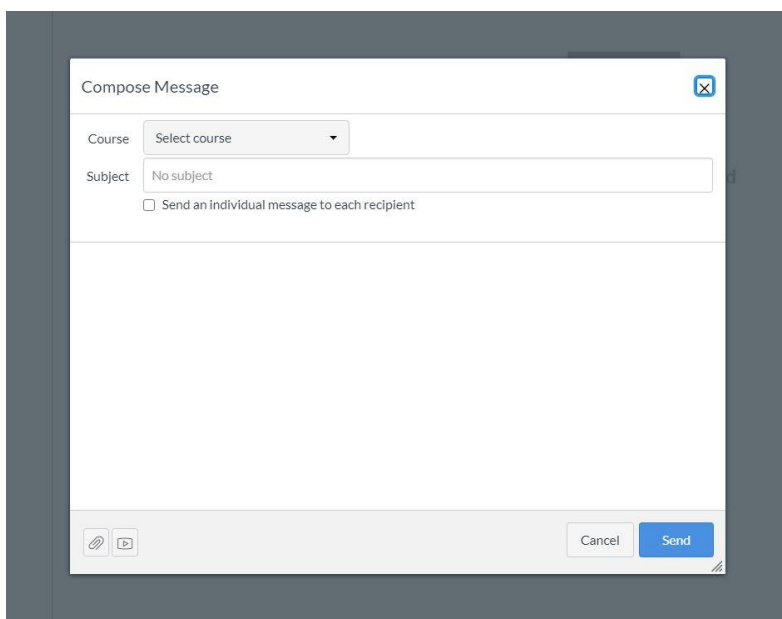
1. Select inbox on the left-hand side of your screen



Once you select inbox, this screen will appear.

Your messages will appear in the left column, when you have some

To send a message click the pencil icon circled in **RED** here.



This box will appear

Select the course

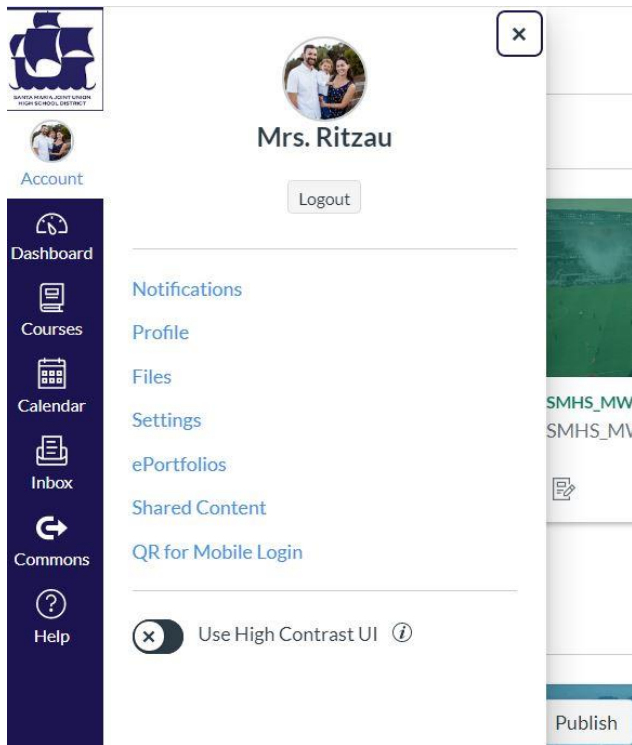
Then select teachers, and your teacher's name should be there

Enter a subject

Type the body of the email in the correct location

***\*Please use academic language and correct greetings when communicating with your teachers. If you aren't sure what this means go back and review the Email basics handout.***

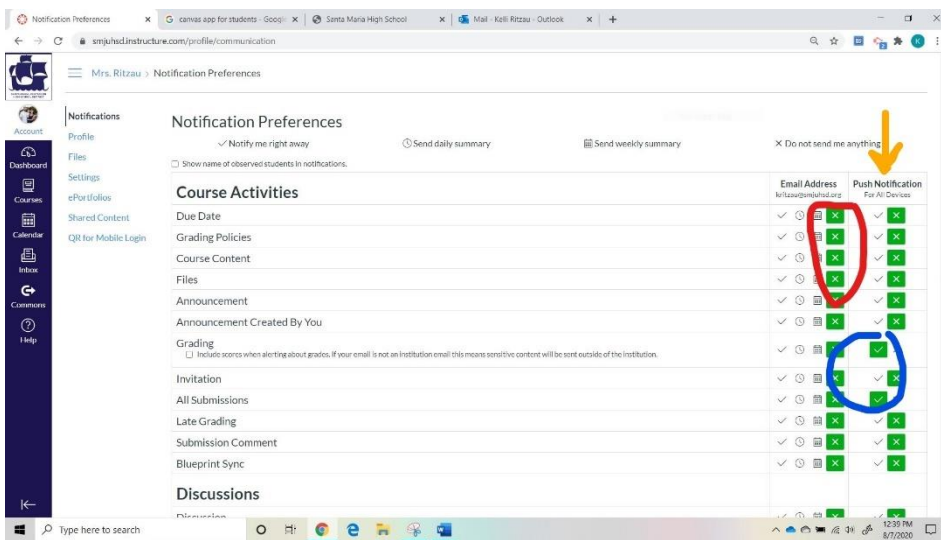
## 4. Managing Notifications



Canvas will automatically send you A TON of notifications. It's annoying, so let's fix that.

Select "Account"

Next select "Notifications"



These are all the notifications Canvas will send you.

The first column is email notifications, the second (with the orange arrow) is device notifications, meaning your phone.

If the green X is selected, like you see in the red circle you will NOT be notified

If the green check mark is selected, like in the blue circle you WILL be notified via email or your device, whichever you prefer.

I suggest you **TURN ON** the following at least:

- Due Date
- Announcement
- Conversation Message

I suggest you **TURN OFF** the following at least:

- Discussion
- Discussion Post

\*It's up to you how much you want to be notified about, you can always come back in and change your settings anytime

\*These settings will apply to ALL your classes.