



## What is Canvas? An Overview for Students

Canvas is the new Learning Management System for Kingsport City Schools. It is used to supplement classroom learning via secure courses. In Canvas, you will be able to view your course syllabi, read assignments, participate in online discussions, view the course calendar, and much more!

### Get the mobile app! *Canvas by Instructure*

Canvas is best used on a mobile device by downloading the app, which runs on both iOS and Android devices. Note that not all features may be available, depending on your device. In the box where it says: *Find your school or district*, enter the following: ***kingsport.instructure.com***



## Getting Started

### How do I log in?

To log in to Canvas, go to main webpage of the KCS website and find the “Canvas” link under the “Student” dropdown menu or go to the following URL: [kingsport.instructure.com](http://kingsport.instructure.com)

Login using the same username and password that you use to access your computer.

Your *username* is: the first 4 letters of your first name, middle initial, and last name (all lower case, no spaces)

Your *password* is: the first 3 letters of your last name and your 5 digit PowerSchool number

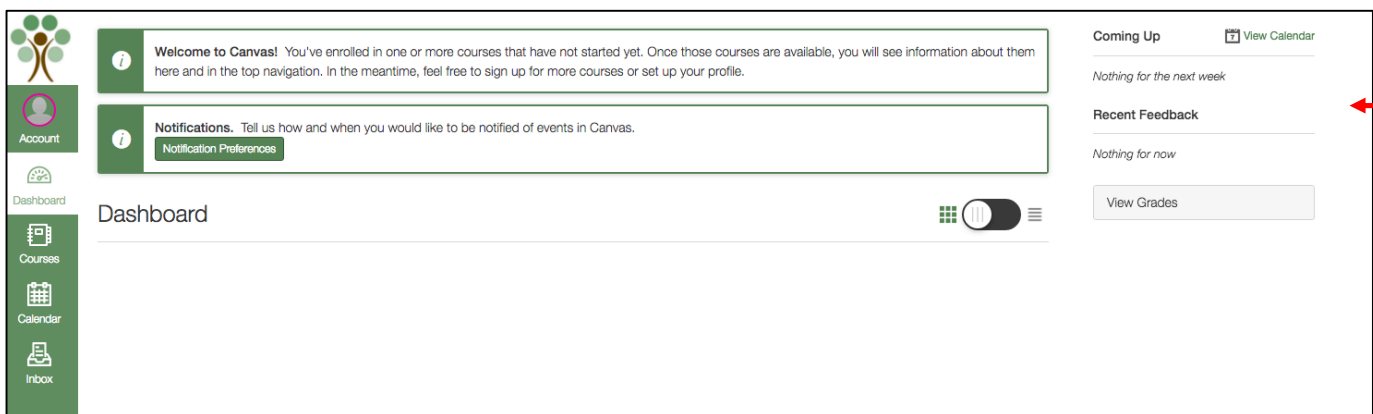
Do you have a 2-digit last name? If so, your password will be the 2 letters of your last name, 0 (zero), and your 5 digit power school number.

### The Dashboard

Once you log in, the first thing you will see is your *Dashboard*.

The dashboard contains the *Global Navigation Menu* (on the left), which provides quick access to all main areas in Canvas.

There is also a *Sidebar* on the right with various types of feeds. The recent activity stream shows activity for *all* of your Canvas courses.



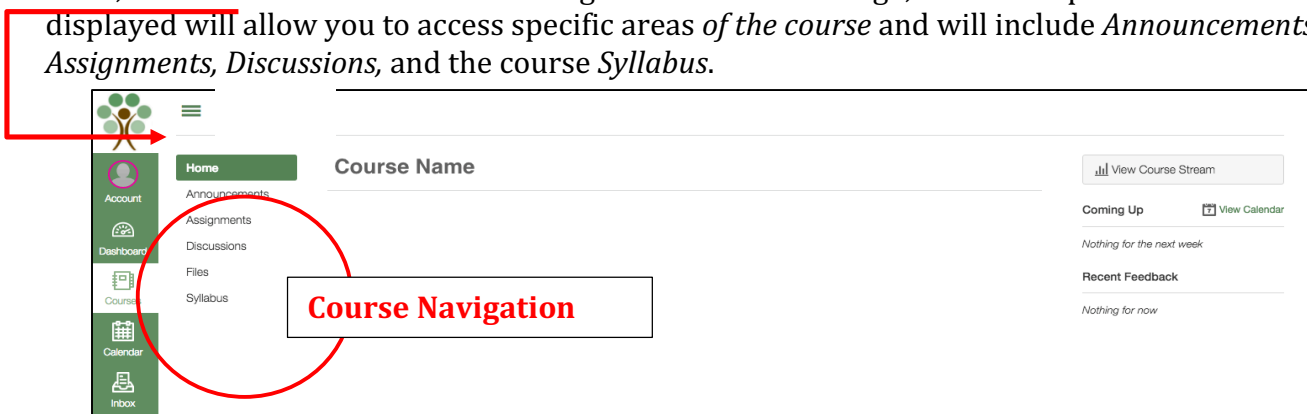
The Dashboard defaults to the *Course View*, which includes a *course card* for each of your courses. You will see your course cards when the courses you are enrolled in are published by your instructor.



## Access Your Course(s)

By default, the Canvas dashboard defaults to the *Course View*, which includes a *course card* for each of your courses. The four icons on the card represent the four main Canvas features for student course activity: **Announcements, Assignments, Discussions, and Files**. A number next to the icon indicates new activity in that area.

To go to a particular course, simply click on the name of the course from the course card, or choose the course from the *Courses* link on the left, in the *Global Navigation Menu*. Once you have clicked on a course, you can access the *course navigation links* (to the right of the *Global Navigation Menu*). (If you don't see them, click on the "3 bars" icon to the right of the KCS Tree logo, near the top-left of the screen). The links displayed will allow you to access specific areas of the course and will include *Announcements, Assignments, Discussions*, and the course *Syllabus*.



## Get Help

- Click on *Help* on the lower left of the *Global Navigation Menu*. From here, you can:
  - Ask your instructor a question.
  - Search the Canvas Guides.

### An Important Note About Browsers

Flash is required in several places: media recording/streaming and viewing, as well as uploading files. We strongly recommend the use of Chrome or Firefox.