

PALOMAR'S ONLINE CANVAS INFO

This semester, in combination with class time, we will be utilizing Palomar's Electronic Canvas to post class information and resources that will enable students to review class lessons, expand your knowledge, and be a platform for soliciting help and getting answers. Some of the categories we will utilize are:

- **Announcements** – Keeping you aware of changes, thoughts, new ideas, events, or upcoming assignments
- **Syllabus** – What is being covered during the semester
- **Assignments** – Each exercise, when it is due, plus submitting assignments on Canvas
- **Modules** – Weekly information including Lesson Plan, Objectives, Syllabus/Assignments due, Handouts, etc.
- **Discussions** -- Discussion on different topics during the semester. This is also good place for students to interact with questions and answers.
- **Quizzes / tests** – Chapter Review Questions online that may be retaken for better grade instead of Mid-Term Test. Final Exam or Project to be determined.
- **Grades** – Grades updated weekly.
- **INBOX** – An **email** method of communicating privately with teacher or other students – always put your name and subject on the subject line. This is not where assignments are submitted.
- **Google Docs** – A method for you to save your drawings in addition to a thumbdrive
- **Calendar** – Keeps you informed as to assignments due
- **Attendance** – Recorded for your review

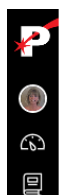
PRELIMINARY INFO NEEDED – Before signing into Canvas, you will need your student number and student email address. If you do not know your email, go to – <http://studentmail.palomar.edu/>

Email – Username assigned upon admission, Password same as password for Eservices

CANVAS ORIENTATION – The following is a link to Palomar's online orientation to Canvas. I will give you a brief overview the first day in class, but I want you all to sign up for the complete orientation. You may start and stop the orientation according to your available time. After completing the orientation, you will receive a badge of excellence and you will not be required to take it again for any online courses offered at Palomar. Copy and paste this link in your internet browser window (or highlight link / right click / Open hyperlink):

<https://palomar.instructure.com/enroll/YX43RJ>

You will be taken to the Palomar website portal where you will sign in with your student ID and password. Then you will be taken to the page for enrolling in the Palomar College Online Orientation. Just click on the "Go to the Course" button and continue course till completed.



Enroll in Palomar College Online Orientation

You have successfully enrolled in Palomar College Online Orientation.

Go to your Dashboard

Go to the Course

CANVAS LMS STUDENT ORIENTATION TOUR VIDEO – (11min)

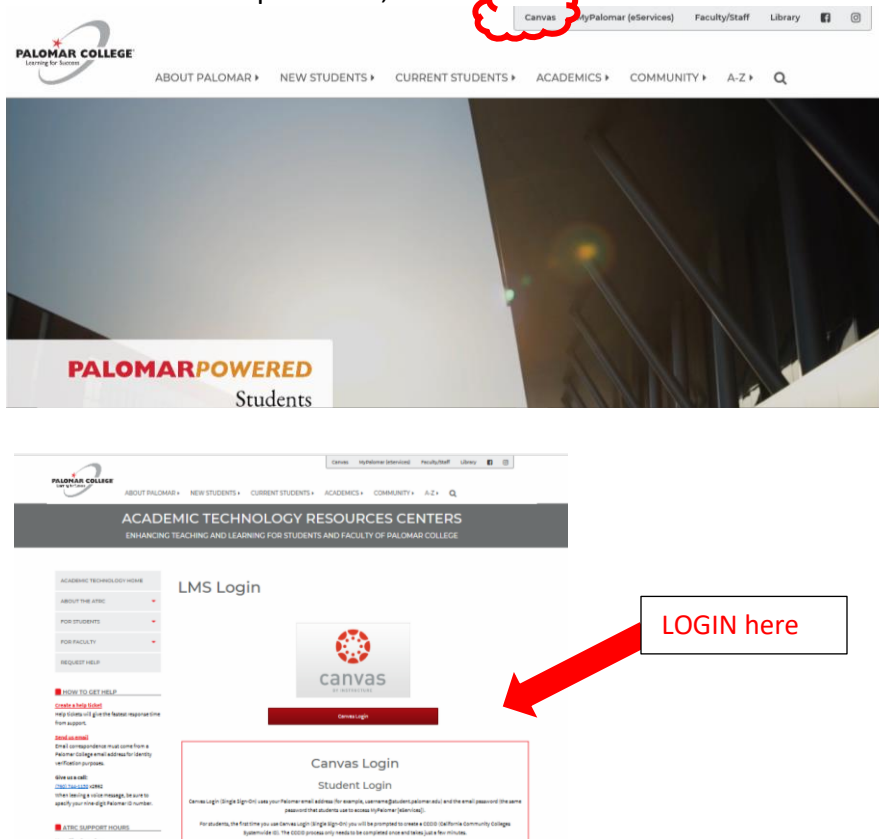
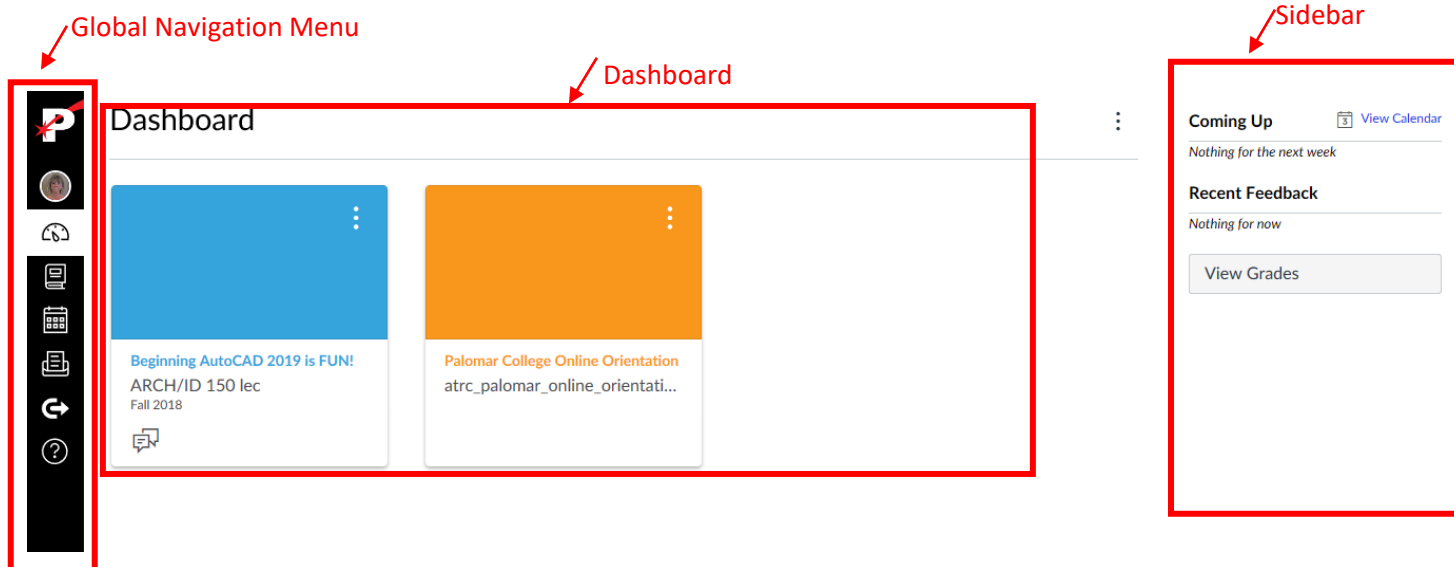
<https://www.youtube.com/watch?v=x3j8V-uLkNw>

CANVAS STUDENT GUIDE / INDEX --

<https://guides.instructure.com/m/4212>

ACCESSING PALOMAR'S CANVAS –

- Log onto www.palomar.edu
- On titlebar in upper right corner, click on / Canvas
- Click on Canvas Login red bar
- Enter student number and password, enter

**CANVAS DASHBOARD....**

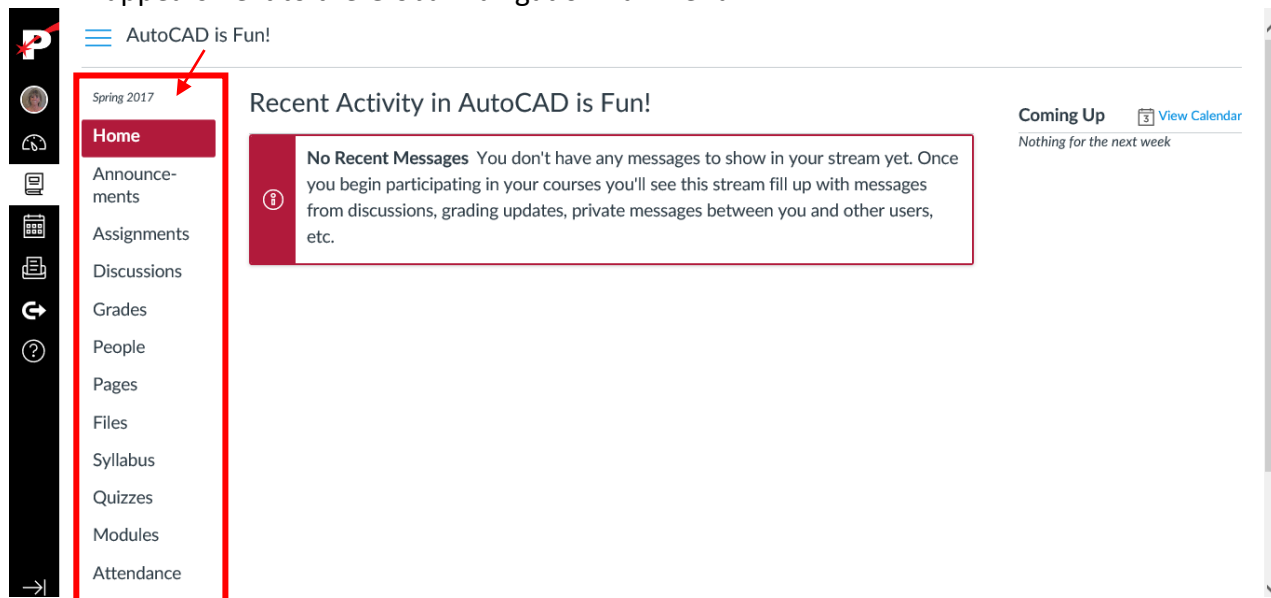
GLOBAL NAVIGATION MENU – (Vertical Bar on left and from top-down)

- Palomar “P”
- **Account** – [Student Profile](#), [Settings](#), [Notifications](#), [Files](#), [ePortfolios](#)
 - Profile** – insert a photo and information about yourself
 - Settings** – your preference choices
 - Notifications** – choose type & frequency of notifications
 - Files** – for your storage
 - ePortfolios** – a canvas website for you to display your resume & work
- **Dashboard** – Class box (left), Toggle Recent Activity (top), To Do (right)
- **Courses** – List of all your current courses (shown in middle area also)
- **Calendar** – Automatically populates assignments
- **Inbox** – your mailbox for classes
- **Commons** – Area for sharing information with public
- **Questions?** – Help
- **Arrow at bottom** – Minimizes/Expands Navigation Menu

DASHBOARD – Contains your current course cards or recent activities

SIDEBAR – To Do Lists, Coming Up, Recent Activity, Grades

AUTOCAD COURSE NAVIGATION MENU – Once the course card is selected, a Course Navigation Menu appears next to the Global Navigation Bar Menu.



- **Computer Aided Drafting/Design for 2019 (Beginning AutoCAD 2019 is Fun!)** – Click Box on Dashboard, or Course Menu (ARCH / ID 150)
 - Expand 3 stacked bars in box at top by clicking the 3 bar icon
 - Main Area for Recent Activity
 - **Class Navigation Bar** on left (dark fonts active, grayed fonts not active)
 - Content/Index** is customized by each class and contains:
 - Home, Modules, Announcements, Assignments, Discussions, Grades, People, Syllabus, Quizzes, etc.
 - Also contains helpful programs listed towards bottom:
 - Office 365, Google Drive

- **Modules** – Contain complete information on assignments (reading, videos, discussions, drawings, quizzes, and handouts) and are numbered to coincide with each chapter.
- **Assignment Submittals** – After saving your drawings, they should be submitted as saved (.dwg extension), and uploaded through the Submit Assignment Button

Submit a File Upload

The screenshot shows the Canvas 'File Upload' interface. At the top, there are four tabs: 'File Upload' (selected), 'Text Entry', 'Website URL', and 'Media'. Below the tabs, the text says 'Upload a file, or choose a file you've already uploaded.' Underneath, there's a 'File:' label followed by a 'Choose File' button (1) and the text 'No file chosen'. Below that is a '+ Add Another File' link (2) and a 'Click here to find a file you've already uploaded' link. At the bottom, there's a 'Comments...' text box, a 'Cancel' button, and a 'Submit Assignment' button (3). A red arrow points from the 'Click here to find a file you've already uploaded' link to the 'Submit Assignment' button.

To [upload a file](#) from your computer and submit as your assignment, select the File Upload tab.

Click the **Choose File** button [1]. If you have already uploaded your assignment to Canvas and want to select it for your assignment submission, click the **Click here...uploaded** link [2].

Click the **Submit Assignment** button [3].

- **Discussion Board** –
 - Pinned Discussion – Topic for all to discuss
 - Discussions – Click on Titles to see more
 - Most Recent Activity on Top – Anyone can view and respond to others
 - To **start a discussion** – Click top right red discussion button
 - ✓ Enter topic/subject in top box plus your name
 - ✓ go to message area to write discussion (similar to emails)
 - ✓ can use rich text editing and add attachments
 - ✓ You may have Options to choose – always allow threaded replies
 - ✓ when completed, in lower right corner you can cancel, save, or save & publish your discussion
 - ✓ No one will see your discussion till you Save & Publish
 - ✓ To return to Discussions, click on class navigation bar “Discussions” or the 3 blue bars icon at top left corner of page
 - ✓ To return to main classroom area, click on class title at top
 - To **reply to a discussion** – Click on a discussion topic
 - ✓ go down to the reply arrow and click on it
 - ✓ write in the discussion / message area
 - ✓ when completed, click red Post Reply button in lower right corner
- **Quizzes** – For each chapter are open book and may be taken multiple times to improve your grade.