

# **How to Use Canvas**

## **Student Version**

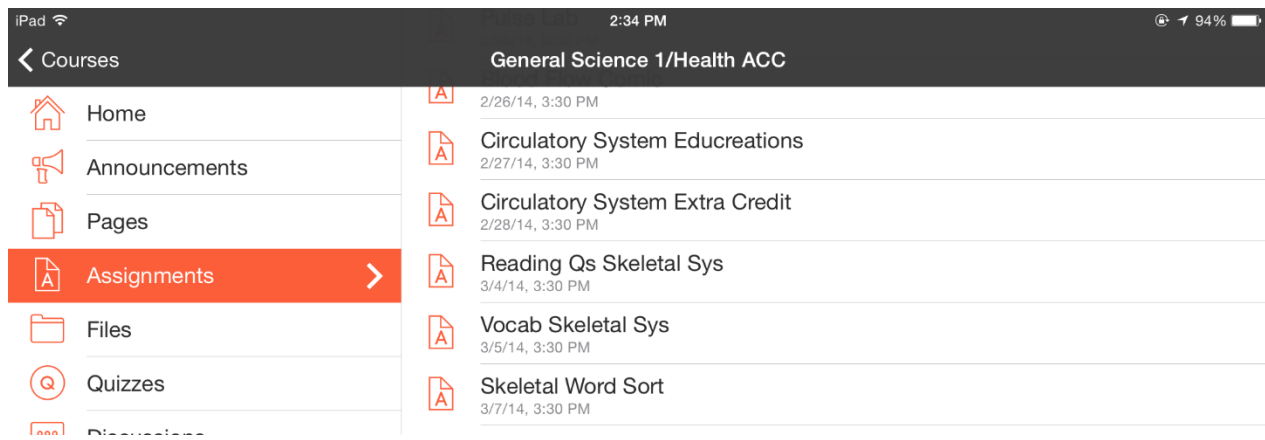
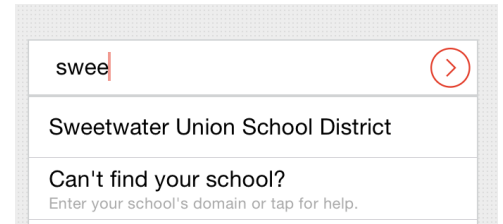
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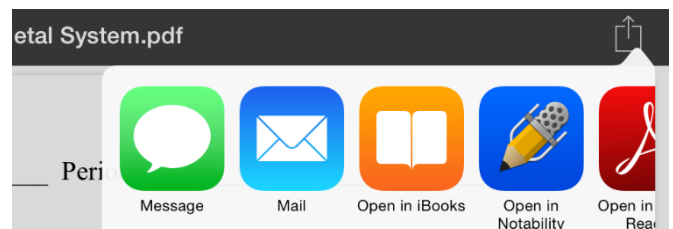
# How to Download, Complete and Turn in an Assignment using Canvas and Notability

## How to Download

1. Open the canvas app. If you've never logged in, follow the directions below, other skip to Step 2.
  - a. When it asks you find your school, type in Sweetwater. Then click on the Sweetwater Union School District and it should input this URL:  
**sweetwaterschools.instructure.com**
  - b. In the next screen, log in with your Student ID for your username and your 8 digit date of birth (mmddyyyy) as your password (Example: 1071952 and 11212001). Check that box that says "Remember my authorization for this service" and then click log in again.
2. Click on the class you want (Example: Science). This will take you to the class homepage. (Note: If you do not see the class you want you might need to click on "All Courses" on the bottom right or you may not be enrolled in that course.)
3. Click on "Assignments." Then select the assignment you want to work on. This will take you to the description of the assignment.



4. Click on the hyperlinked (in blue) assignment your teacher linked. This will open the file.
5. Open the file in Notability by clicking on the arrow in the upper right corner.
  - a. Click "Create a new note" then "OK."

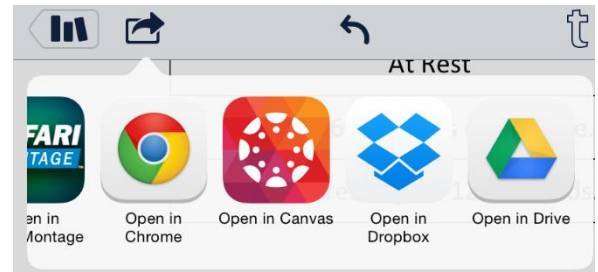


## Complete the Assignment

6. Using Notability complete the assignment.

## Turn in the Assignment

- Open the completed assignment on Notability.
- Click on the little arrow on the top left and then click on "Open in..."
  - Then click "Open Note In..."
  - Select "Open in Canvas."
- Canvas will then say "File Received," click "OK."
- Now click on "Assignment."
- Find the assignment you need to turn in, you may have to scroll.
- Click on the "Submission" tab.
- On the bottom right hand corner click "Turn in." It will ask you which file.
- Scroll until you find the file you want. Then select that file you want by clicking on the little red box with an up arrow. This will put a yellow box around the file.
- On the top right click "Submit."
- You're done! It can now be graded. When your teacher has graded it you can come back and look at the grade tab to see how you did on that assignment.



A screenshot of the Canvas LMS interface on an iPad. The top bar shows "General Science 1/Health ACC" and "Assignments". The "Submission" tab is active. A list of assignments is on the left, with "Food Record &amp; Goal Sett..." selected and highlighted in orange. The submission details for this assignment are shown, including the file name "Page 121 Food+Record+%26+Goal+Setting-1.pdf" and the current grade of "-/5". A "Turn in" button is visible in the bottom right corner. The bottom navigation bar includes "Courses", "To Do List", "Notifications", and "Messages".