



# Canvas Instruction Guide Printable Checklist

*Check Off the Steps as You Learn!*

✓	STEP #	DO THIS STEP
	STEP 1	Watch this 4-minute CANVAS overview video. <a href="#">CLICK HERE</a>
	STEP 2	Go to the Saddleback College website <a href="http://www.saddleback.edu">www.saddleback.edu</a> and click on the word "CANVAS" at top right.
	STEP 3	<p>If this is the <b>FIRST TIME</b> you are using CANVAS, you will need to "Re-set" your password by creating one.</p> <ol style="list-style-type: none"> <li>1. In the CANVAS login box, click "Forgot Password."</li> <li>2. In the "Account Management" box, click "I have forgotten my password."</li> <li>3. Enter your College Email Address.</li> <li>4. Click "Proceed."</li> <li>5. Click "Mobile."</li> <li>6. Enter the last 4 digits of your cell phone number.</li> <li>7. Click "Send Code" which will text a code number to your phone.</li> <li>8. Enter the code number where indicated.</li> <li>9. Click "Verify."</li> <li>10. Create a new password and type it in <b>TWICE</b>. Minimum requirements: <ul style="list-style-type: none"> <li>• 8 characters</li> <li>• 1 Uppercase Letter</li> <li>• 1 Number</li> <li>• 1 Special Character (ex: !@#\$%^&amp;*)</li> </ul> </li> <li>11. Click "Change Password."</li> <li>12. <b>Keep your password!</b> Store it on your computer or cell phone.</li> </ol>
	STEP 4	Log into CANVAS with your <b>USER NAME</b> and the password you just created. You will see your Dashboard.
	STEP 5	Create your User Settings and Profile. <a href="#">CLICK HERE</a> (3 minute video)
	STEP 6	Update your Notification Settings. <a href="#">CLICK HERE</a> (3 minute video)
	STEP 7	Learn how to communicate with your instructor and classmates. <a href="#">CLICK HERE</a> (6 minute video)
	STEP 8	Learn how to participate in a discussion. <a href="#">CLICK HERE</a> (4 minute video) (For classes meeting LIVE in real-time only. All classes are recorded.)
	STEP 9	Learn how to submit an assignment. (4 minute video) <a href="#">CLICK HERE</a>
	STEP 10	Read this <b>CONFER ZOOM</b> Overview to learn about ZOOM. <a href="#">CLICK HERE</a>