Hello, PHA students!

Here are some helpful How-to's to get us started on Canvas, so we can keep learning from home until PHA reopens and we can all celebrate!

Canvas for Smarties!

Here is a list of how to...

1- **Access Canvas**

Simply type **canvas.instructure.com** into your browser
OR
Google Canvas and click on the option that says Canvas by Instructure.
Then, **bookmark** it, or add it to your "dashboard" using a picture of the logo and a hyperlink to the url.

2- **Log in to Canvas**

Using your **PHA email and your PHA password**

If you have forgotten your password - e-mail your crew kumu

Kindergarten: [Kumu Irene](), [Kumu Jerica]()
1st Grade: [Kumu Whitney](), [Kumu Luse]()
2nd Grade: [Kumu Folau](), [Kumu Tita]()
3rd Grade: [Kumu Jess](), [Kumu Kava]()
4th Grade: [Kumu Jen](), [Kumu Daelyn]()
5th Grade: [Kumu Heidi](), [Kumu Shannon]()
6th Grade: [Kumu Melanie](), [Kumu Jana]()
Middle School:
MATH: [Kumu Joseph]()
English: [Kumu Semmi]()
Science: [Kumu Cody]()
History: [Kumu Tim]()

3- **<u>Access your online classes on Canvas</u>**

> Once you have logged in, you will arrive at your **Canvas dashboard** where you can click on any of your classes

4- **<u>Access Canvas</u>**

> Once you are in a course, you will see your modules. **A module contains all work to be completed that day** for that course.
>
> You must **do the assignments in the order in which they appear**, (Otherwise, Canvas will block you).
>
> You must also complete one day's assignments (one module) before you will be able to access the following module. So, be sure to complete your work each day. (Take breaks and move around between modules!)

5 - **<u>Submit an assignment in Canvas using a Text Entry</u>**

> A- Click on the blue **Submit Assignment** button at the top right of the assignment screen.
>
> B- A text entry box will pop up at the bottom of the page. You can either type directly into the box or copy and paste from your Google Drive. For big texts, the best method it to copy and paste from your Google document, so it can't get lost and so you don't have to do it over. This is also the method you will need to use if you want to use the voice-to-text feature.
>
> C- When finished, **MAKE SURE you click on the blue submit assignment at the bottom of the page**.

6 - **<u>Submit an assignment in Canvas using a File Upload</u>**

> A- First, **go to Google Drive and open your document**.
>
> B- Click on **File** at the top left of your task bar.
>
> C- Click on **download** in the dropdown menu.
>
> D- The file will download at the bottom of your screen - **Open it**.
>
> E- **Highlight the url** address in the task bar at the top of your screen and **press Control + C to copy it.**
>
> F- Go back to Canvas and click on the blue **Submit Assignment** button at the top right of the assignment screen.

G- Select the **file upload** tab that appears at the left of your screen.

H- Click on **Choose file** button.

I- Use **Control + V to paste the url of your document into the file name box, and click on open**. The title of your document will show up next to the choose file button.

J- If you want to leave your kumu a message about the assignment, put it in the comment box.

K- Click on the Submit Assignment button.

6 - **Submit a discussion post in Canvas.**

A- Click on reply at the bottom of the discussion topic and a textbox will pop up.

B- A text entry box will pop up at the bottom of the page. You can either type directly into the box or copy and paste from your Google Drive. For big texts, the best method it to copy and paste from your Google document, so it can't get lost and so you don't have to do it over. This is also the method you will need to use if you want to use the voice-to-text feature.

C- When you have finished, simply click on the blue post reply button at the bottom right of your screen. You will not be able to read your peers' replies until you have posted your own.

To be continued