- On any browser, go to https://pasco.instructure.com.
- Sign in:
    - Username : beginning of your email
    - Password: your email password
- The first thing you see is the **Dashboard**. This is a quick view of new announcements and discussions.
-
- At the top is your **Global Navigation Bar.**

Courses ▾	Assignments ▾	Grades	Calendar	Resources ▾
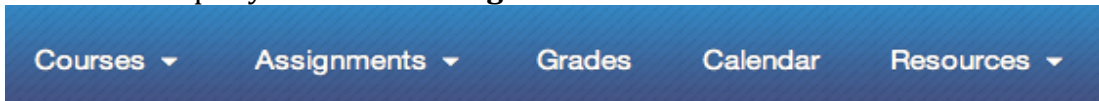
# How to Customize Courses view:

1. Hover over the drop-down triangle next to "Courses"
2. Click on **CUSTOMIZE.**
3. This will show a list of all of your courses. You have a course for every class in TERMS. This course could be used to create assignments for students.
4. Remove the check next to any course that you are not actively using.
5. When done, click the X in the top right. Now your list will only show the courses you choose.

Course titles-DEPARTMENT-year
OTL = Office of Teaching and Learning
ARM = Accountability, Research, & Measurement (Office of)
PDSS = Professional Development & School Supports
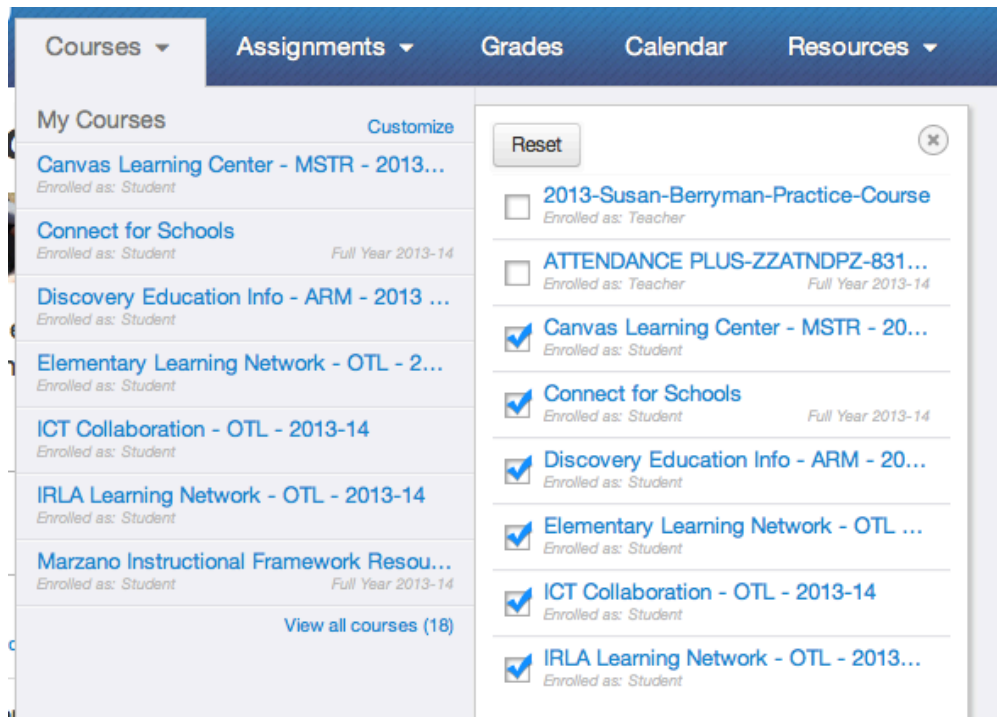
How to join a course:

A major difference between Canvas and Moodle courses is that you can't search for Canvas course. There is not a directory. You have to have the course address.

- Pasco County Schools available courses for teachers:
    - o MPLES course: https://pasco.instructure.com/courses/5541
    - o OTL course for resources: https://pasco.instructure.com/courses/159
    - o Marzano Resources: https://pasco.instructure.com/courses/34864
    - o IRLA Resources: https://pasco.instructure.com/courses/5537
    - o Discovery Ed course: (This course is different because it is password protected) **https://pasco.instructure.com/enroll/NT68AM**

1. Visit the web address of the course you want to join.
2. In the top right corner is a button that says "Join this Course"
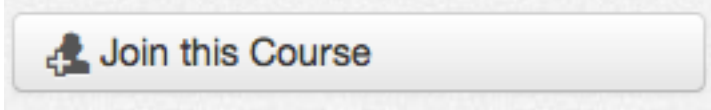
3. Click on "Enroll in this course" at the bottom right.

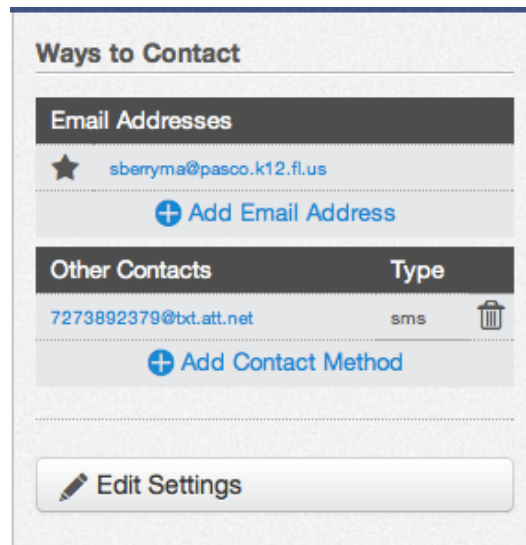4. You are now enrolled in this course. You will want to be sure it is added in your Courses Menu.

How to set up Notifications:

With Canvas, you have the option to receive email notifications of announcements or things added to discussions.

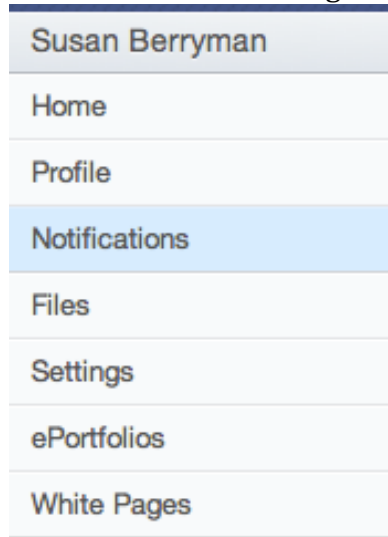1. In the top right corner, click on "Settings."

2. On the right sidebar navigation, edit your notification settings of where you want to receive notifications.

3. On the left sidebar navigation, click on "Notifications."

4. Scroll through each item and change your setting to how and how often you want to be notified.
   - Most common notifications for staff without personal made courses:
     - Course Activities > Announcements
     - Discussion > Discussion Post

5. To change how often to be notified, hover your mouse over the notification column and a set of buttons will appear. Choose how often you want to be notified.
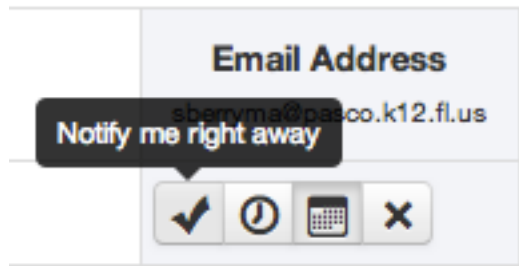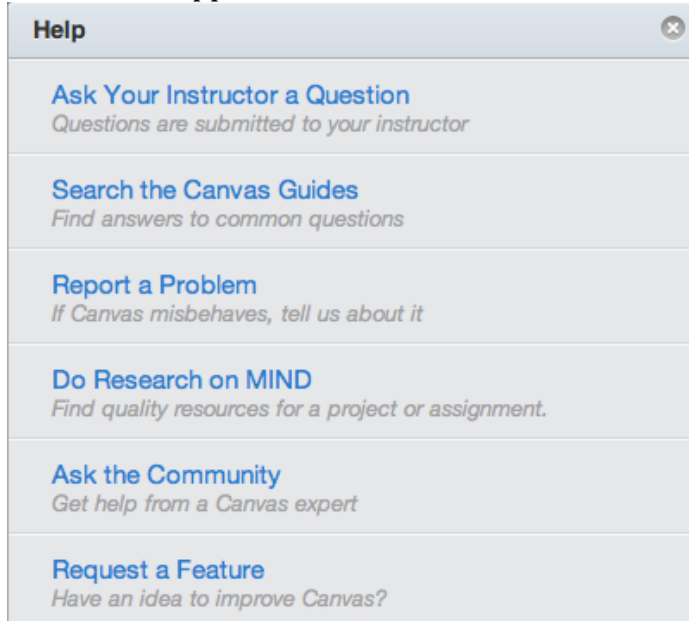
How to find extra help:

1. To look for additional help about Canvas, click on "Help" at the top right.
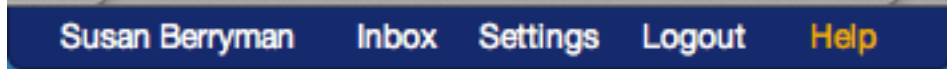
A menu will appear:

2. "Search the Canvas Guides" is a link to many pre-existing "how to" guides.
3. "Report a Problem" sends a HELP TICKET to submit a Canvas question or need to the District help desk.

Canvas is also available as an application for iPhone & iPads.

Canvas by Instructure