Are you ready to start your online courses?

IOWA·VALLEY
COMMUNITY COLLEGE DISTRICT
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BUSINESS AND COMMUNITY SOLUTIONS

We are glad you chose Iowa Valley for your online education. We hope that you will have a positive experience at our college and with our Learning Management System (LMS). The LMS used by Iowa Valley is **Canvas** by Instructure.

Remember: No two online courses and no two instructors are alike. As you settle into your online courses, **pay attention to each instructor's specific instructions regarding course start dates, assignments, and ways of submitting homework**. Your success and grade may depend on it. With that said, here are some general tips that can help you get started.

Step 1: Make sure you have a valid Iowa Valley email address and password.

You receive your email address at the time of registration. In most cases, your email address is first name.lastname@iavalley.edu (example: sally.student@iavalley.edu).

Step 2: Make sure you are using a supported Browser to access Canvas.

Supported browsers include Firefox, Chrome, Edge, and Safari.

Step 3: Go to https://iavalley.instructure.com/ to access Canvas

You can also access Canvas via a link from PawPass: https://pawpass.iavalley.edu When you access Canvas, you will be prompted for your Iowa Valley **email address and password**. Enter those two items to access the system.

An email will be sent from our IT Department to the personal email address that you listed on your admissions application. In this email, you will also receive a randomly generated password. Once you are logged in, you will be asked to change your password. Passwords must be at lest 16 characters long, include 1 upper case letter, 1 lower case letter and 1 number.

You will then be prompted to set up MFA (Multi-Factor Authorization)

Step 4: Log in and get familiar with Canvas.

After you log in, you will find yourself on the **Dashboard** page. The **Dashboard** page contains information on all your courses and groups. You will find your courses listed in tiled blocks under the **Dashboard** header in the center of the screen**.**   On the far right you will see a "To Do" list with current assignments along with any recent feedback from your instructors.
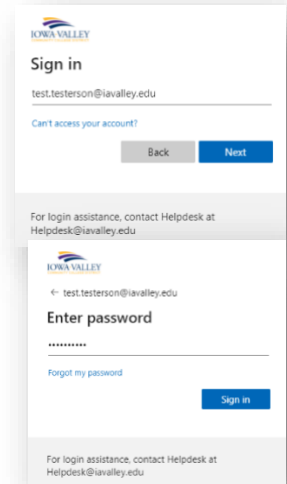
Feel free to browse Canvas and take a look around. Keep in mind that courses may not be open until the first day of the semester. The main menu items are listed on the left. Click the Account link in the upper left to alter your account preferences, add a phone number for text notifications, or to logout out of the system.

Step 5: Take the Passport to Canvas course to get yourself started.

Once you have logged into Canvas, go to the following web address to register for the Passport to Canvas self-registration introductory student class: https://iavalley.instructure.com/enroll/JGM33W

Make sure to click the Enroll in the Course button located on the right side of the screen, followed by the **Go to the Course** button.

More information, including an introductory video and handout, is available at: https://www.itlearningpods.com/Canvas/

If you have questions, email the IT Helpdesk at helpdesk@iavalley.edu. Include your student ID number, name, email address, course, and a specific, detailed description of the problem.

Canvas: Online Course Information

What is Canvas?

Fully online, blended, and in-class courses for Iowa Valley are all hosted on Canvas by Instructure. Canvas is our Learning Management System (LMS). Students can access course content, Canvas mail, and grade information.
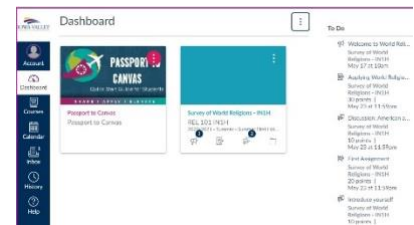
https://iavalley.instructure.com/
Questions? helpdesk@iavalley.edu

Access Instructions

- Go to https://iavalley.instructure.com/
- Log in using your student email address and password
- In most cases, your email address is first name.last name@iavalley.edu (example: sally.student@iavalley.edu)
  - New students should check the email they put on their application for their initial password. After initial login new students will need to set a new password. Password requirements include: 16 characters long, include at least 1 upper case letter, 1 lower case letter and a number.

Canvas Course Information

1. After you log in, the Canvas **Dashboard** page will appear. On the **Dashboard** page, a tiled list of courses will be displayed in the center of the screen. Click on the appropriate course to access it.

2. Once you click on a course, a **Course Home** page will appear. From this page, you can view the course syllabus, course modules, current grades, attendance records, announcements, and course discussions.

3. The supported Canvas Browsers are current versions of Chrome, Firefox, Edge and Safari.

4. **Within a Course Home** page, the following **links** will appear by default on the left of the screen: Home, Announcements, Syllabus, Modules, Assignments, Discussions, Grades and People. Along with the standard Canvas links on the far left: Account, Dashboard, Courses, Calendar, Inbox, History and Help.

5. To view course content (lessons, assignments, tests, etc.) click on the **Modules** link. You will turn in assignments and assessments under this link.

6. The **Inbox** link opens Canvas mail. Students can email the instructor or other students enrolled in the same course. The Canvas Inbox message system will not send or receive messages to any other email systems. With that said, notifications can be set up to send texts to your phone or emails to another email system. To configure, click on Account, then Notifications.

Introduction to Canvas

The Passport to Canvas course is a self-enrollment class that is available on Canvas. This course guides you though some introductory Canvas information. To register for this class, login to Canvas then click on the following link: https://iavalley.instructure.com/enroll/JGM33W. Make sure to click the **Enroll in the Course** button located on the right side of the screen, followed by the **Go to the Course** button. Additional Canvas information, including an introductory video and handout, can be found at: https://www.itlearningpods.com/Canvas/.

https://iavalley.instructure.com
Questions? helpdesk@iavalley.edu