Lehigh Carbon
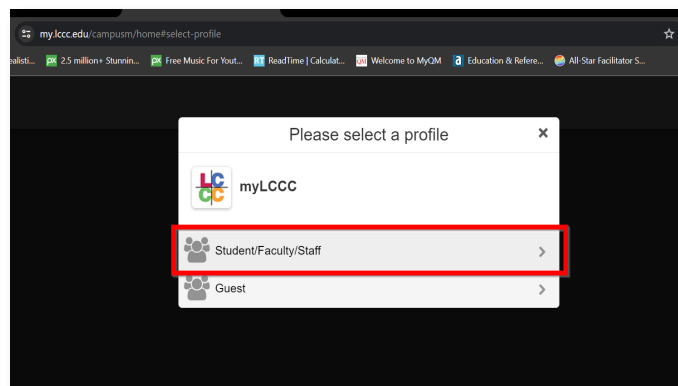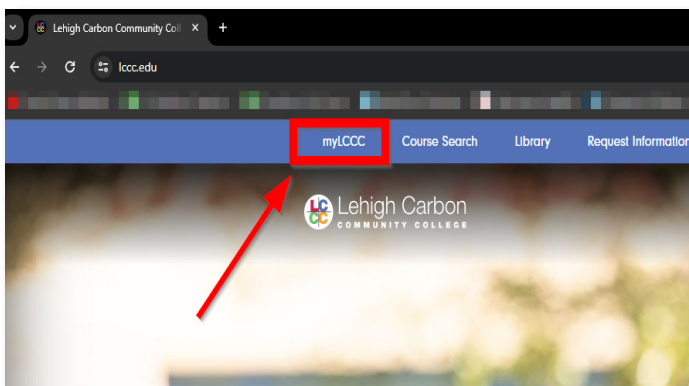## COMMUNITY COLLEGE
DEPARTMENT OF ONLINE LEARNING
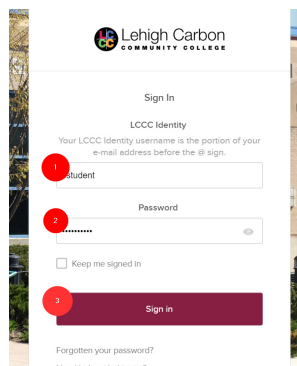
Canvas
Student Quick-Guide

Contact the Department of Online Learning with any questions at Onlinelearning@lccc.edu
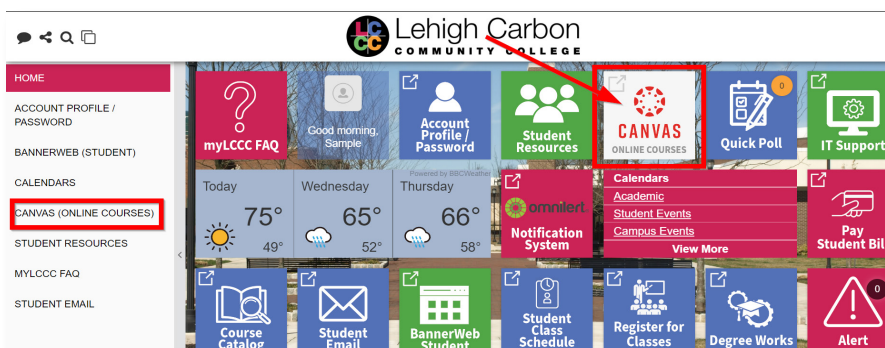
Start by logging in!

Step 1: Either go to the LCCC.edu website and click myLCCC at the top or go directly to my.lccc.edu and click on the Student/Faculty/Staff option.

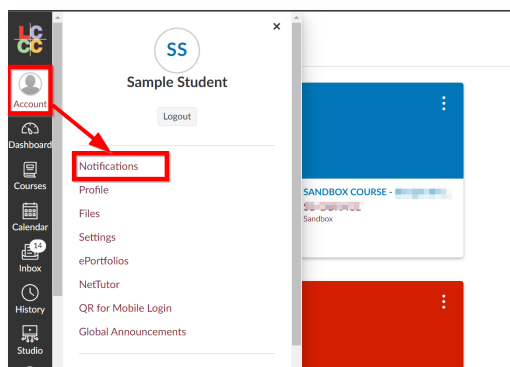Step 2: enter your LCCC username and password, then click sign in

Step 3: Click on the Canvas tile to login to Canvas. You can also access your email, BannerWeb, Degree Works, Etc., here.

Change your Notifications

Step 1: Once in Canvas, Click on Account, Next click on Notifications.

Step 2: On this screen you will see the course activities in Canvas and the type of notifications you can receive for them. Click on the icon in each row to change them between: Notify immediately, daily summary, weekly summary, and notifications off. Course activities like Announcements you may want to keep on notify immediately
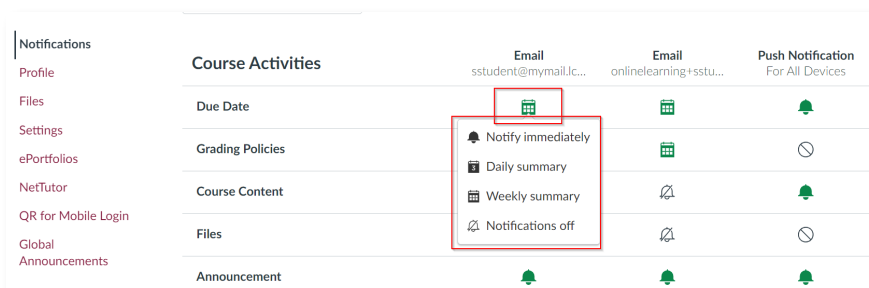
How to Reply back to a Discussion

Step 1: Inside your course click on the Discussions Tab and find the discussion you wish to respond to. Click Reply on the Main Discussion from your teacher. This will open a text box for you to type. When you are done with your initial response click Post Reply.
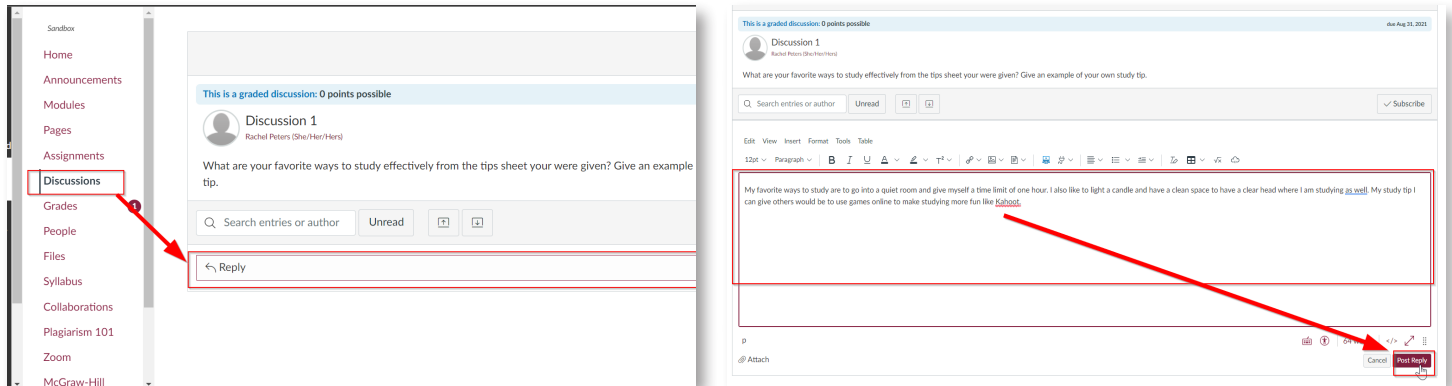

Step 2: If your teacher requires you to reply to other student/peer posts, find the posts you want to reply to, and hit the smaller reply on their posts. It will again open another text box for you to type your reply and hit Post Reply.
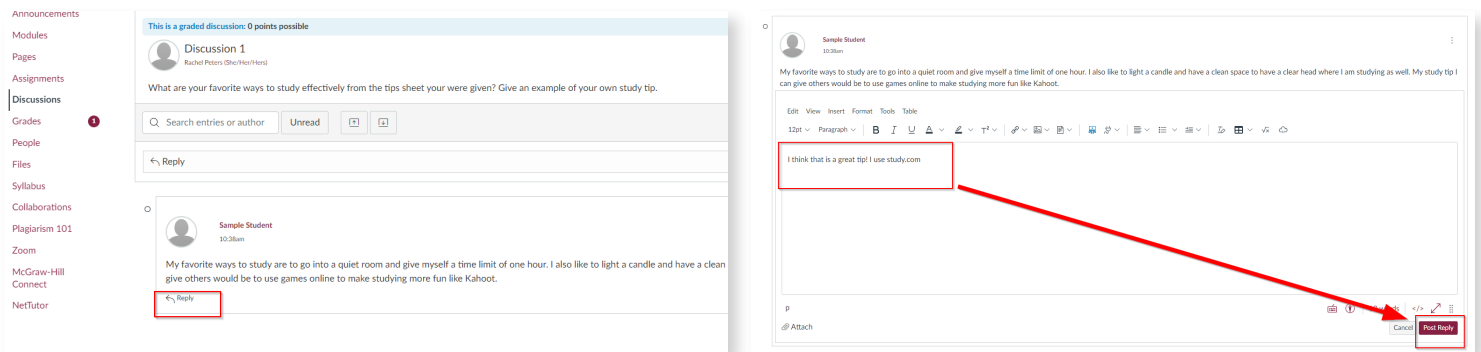

Submitting an Assignment

Step 1: Click on assignments and find your assignment that is due, click on the name. After reading the objectives, rubrics, etc, and when you are ready to submit, Click on Start Assignment
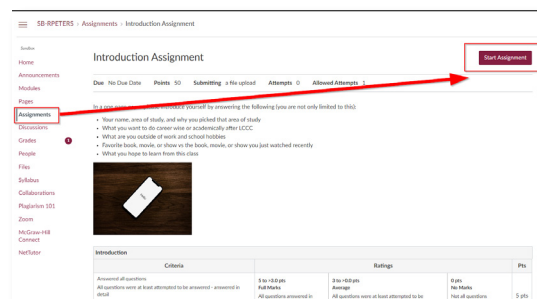
Note: Make sure you read the number of allowed attempts so you know how many chances you have, and the type of file you are allowed to submit.

Step 2: It will open a File upload section if you are submitting a file upload (which is usually most common). Click on Upload File and then choose file to open up the files on your computer. Here you will find where you saved your document to your computer and hit open. After the file is attached you can add additional comments, check off the agreement, and then hit Submit assignment.
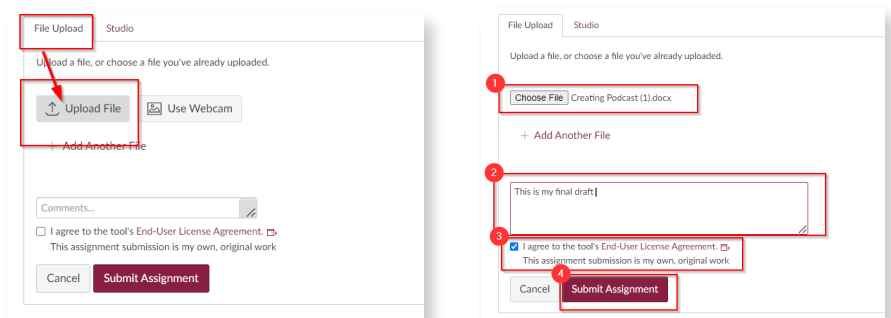
Note: After you submit you will get a Submitted! in the top right corner.

✓ Submitted!