BMS Canvas Reference Guide

A. Taking attendance

   1. Click the attendance button on the Baldwyn Canvas homepage:

   2. Click the date for the day:

   3. Then click present and submit.

   4. This needs to be completed **daily.**

B. Logging into assignments

   1. Most teachers have a "start here" button on their home page.

   2. If you do not see a "start here" button, click modules on the left-hand side of the screen:

   3. Once you are in the modules, you will see a list of assignments that need to be completed. Most are listed by dates and week of.
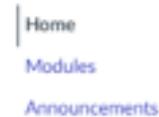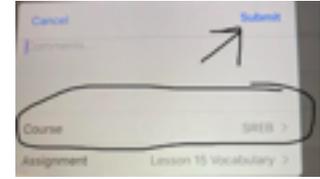
C. Submitting assignments

**There are a couple of ways to submit an assignment. Here is how to complete an assignment that is on a pdf file.

   1. After completing the assignment, click the upload sign

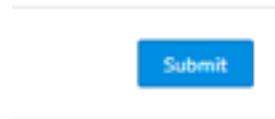   2. And then click the Canvas logo.
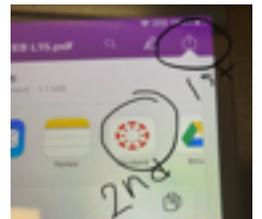
3. Make sure when you click the Canvas logo that you are submitting to the correct class. The class will be listed like pictured.

How to submit from a <u>Google doc or Google slides</u>:

1. Fill out the Google doc or slides.

2. Go back to the assignment in Canvas.

3. Click the blue submit button.

How to submit a <u>text box entry</u>.

1. If a teacher assigns an assignment in which the student must type in a text box, you must first click "submit assignment" for the text box to appear.

2. After you finish typing your entry, click assignment again. It should be at the submit bottom.
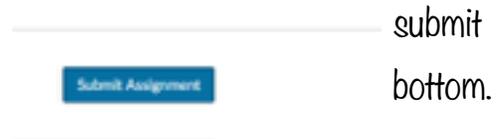
How to submit a file upload or attach a file.

1. Complete the document.

2. Then click the paperclip symbol to find your file.

3. Finally click submit.

D.   How to check your inbox

1. It is important to check your inbox daily. This is a way to get announcements or messages from your teacher.

2. If there is a "blue" number on your inbox, you have mail.

3. Click on the inbox and you can view your message. (It is located on the left-hand side)
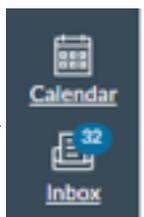
4. You may also send your teacher a message by clicking the following:

5. Find your class teacher name to send the message.

*****You can also attach a file here showing a picture of your completed assignment if you are unable to submit it for any reason.*****

E. How to view your grades

1. It is very important to keep up with your graded assignments on Canvas.

2. Make sure you are in the course or class home page.

3. Click grades.

Home
Grades
Modules

4. Scroll through to make sure you do not have any zeros or missing work.

5. If so, it is essential to complete it and submit it.

**Teachers are free to assist you between the hours of 2-3:15 daily.