

UWI-ROYTEC
Canvas Student User Guide

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1. What is Canvas?

“Canvas LMS is an open and reliable web-based software that allows institutions to manage digital learning, educators to create and present online learning materials and assess student learning, and students to engage in courses and receive feedback about skill development and learning achievement.” – [Canvas by Instructure](#)

2. What do I need to login to my **Canvas** Learning Management System (LMS) **student account**?

- To sign into Canvas, use your **UWI-ROYTEC Office 365 account credentials** (same as your student email) to access Canvas.
 - **Email account:** studentID@roytec.edu
 - **Password:** Date of birth in the format **RMMDDYYYY!** (4 digits for year)
- For password resets contact: itu@roytec.edu

3. How do I access the Canvas Learning Management System (LMS)?

There are two ways to access Canvas:

1. Canvas via Web Browser.

Canvas supports the current and previous major releases of the following browsers:

- **Chrome (Recommended)**
- **Firefox**
- **Edge**
- **Safari**

1. From your Google Chrome web browser visit <https://www.roytec.edu> and follow the Canvas login instructions below:

The screenshot shows the UWI-Roytec website homepage. The navigation menu includes Home, News, Programmes, Corporate Training, Students, About, and COVID-19. A search bar is located in the top right. A large banner for the 35th anniversary (1987-2022) is visible. A red box highlights the 'Students' menu item with the text 'Step 1: Click "Students".'. A red box highlights the 'Online Resources' sub-menu item with the text 'Step 1.1: Click "Online Resources".'. A red box highlights the 'Access Online Services' sub-menu item with the text 'Step 1.3: Click "Access Online Services".'. A welcome message box in the bottom right corner says 'Welcome to UWI-ROYTEC! How may we help you?'.

Please read the instructions for each system carefully before proceeding

Banner	Office 365	Canvas
Student Administration	Email, SRC and Online Classes	Online Classes and Student Support (September 2022)
Click here to sign in	Click Step 2: "Click here to sign in"	Click here to sign in
For: Class Selection, Course Grades, Student Records, Student Transcripts	For: Email, Online Classes, Collaboration and Productivity Tools	For: Online Classes (<i>select programmes</i>) and Student Support
User ID: Student ID number	Email address: StudentID@roytec.edu	Email address: StudentID@roytec.edu
PIN: Personal Banner PIN	Password: Date of birth in the format MMDDYYYY (month first, 4 digits for year)	Password: Date of birth in the format MMDDYYYY (month first, 4 digits for year)
<i>Note: Your Banner account is different to your Office 365 account</i>	<i>Signing in will take you to your email inbox:</i>	Manual:

Canvas



Canvas is UWI-ROYTEC's new Learning Management System (LMS). Click or tap the below button to get started and sign in with your student email address and password when prompted.

Step 3: Click "Sign in to Canvas".

Sign in to Canvas 

4-5 You will be prompted to enter your UWI-ROYTEC Office 365 credentials to login.

Email: Student ID# @roytec.edu (e.g., 101010101@roytec.edu)

Password: Same password as your UWI-ROYTEC Office 365 account/ Student email.

Forgot your password? – Please contact itu@roytec.edu

Sign in

101010101@roytec.edu

[Can't access your account?](#)


[Back](#) [Next](#)

Step 4: Enter your student email address and click "Next".

classes with MS Teams, the SRC and Canvas.


For instructions on accessing online services, please visit the [Access Online Services page at roytec.edu](#).

For support please contact itu@roytec.edu.

 Sign-in options

Enter password

101010101@roytec.edu

..... 

[forgot my password](#)

[Sign in](#)

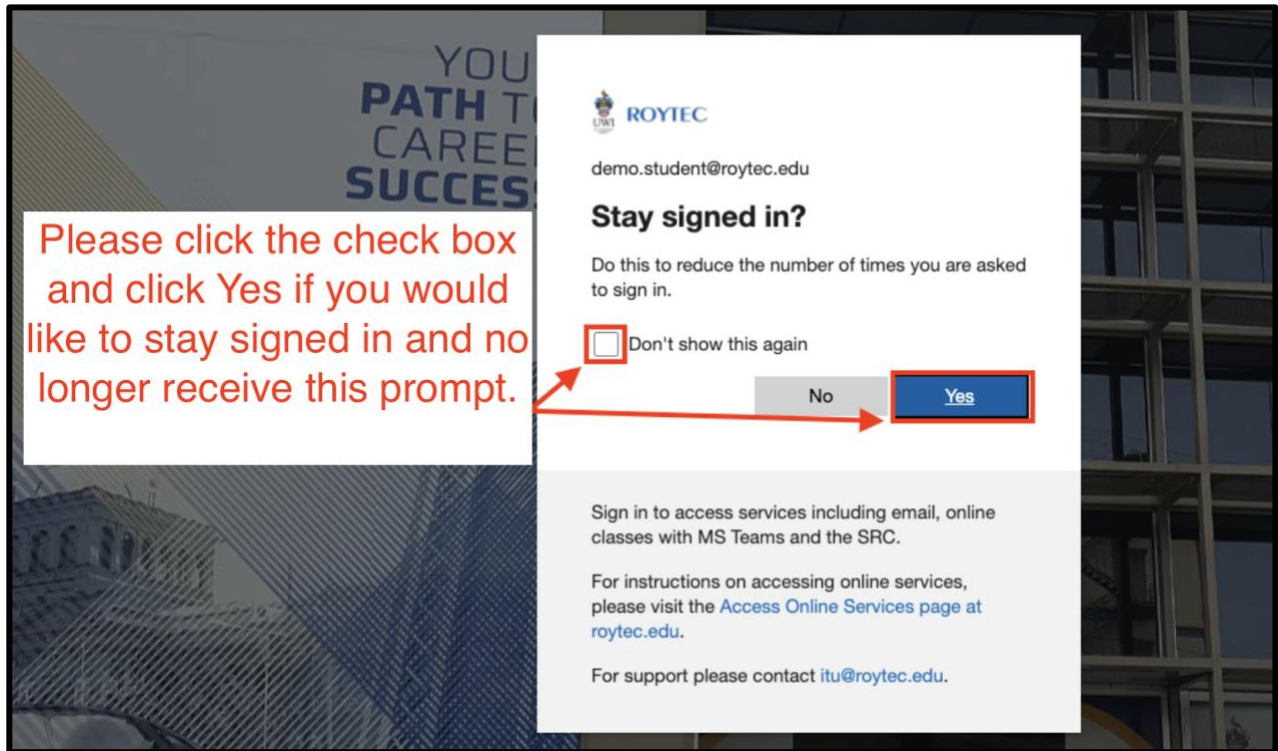
Step 5: Enter your Office 365 password and click "Sign in".

Sign in to access services including email, online classes with MS Teams, the SRC and Canvas.

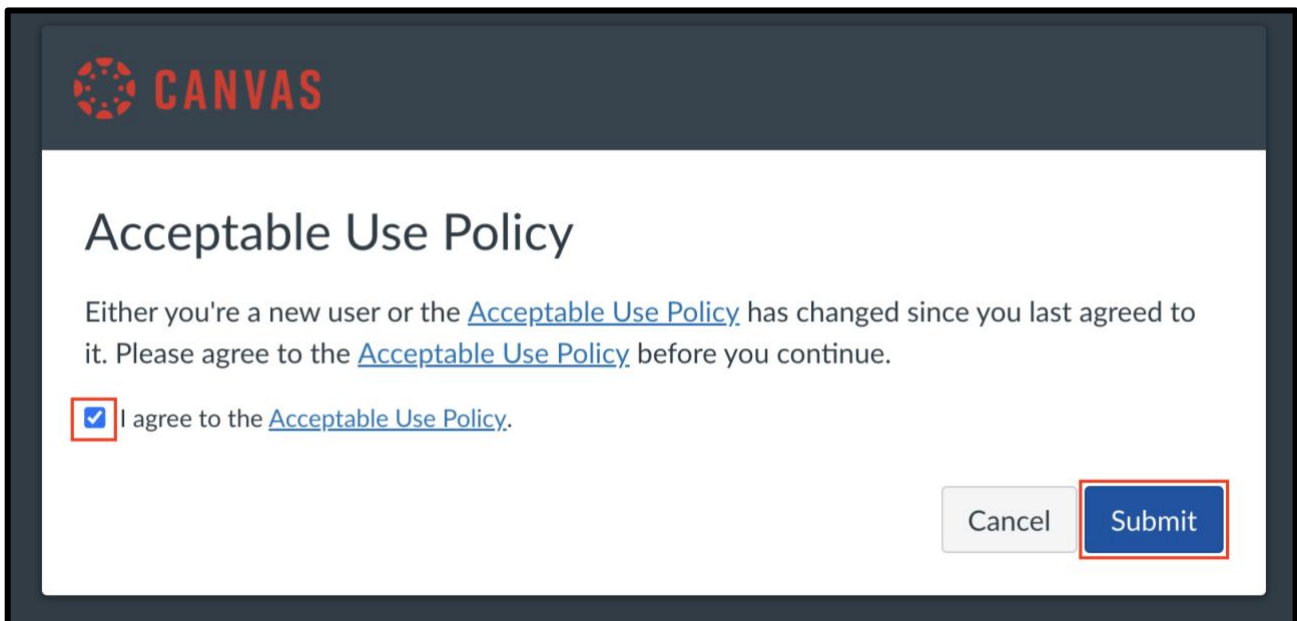
For instructions on accessing online services, please visit the [Access Online Services page at roytec.edu](#).

For support please contact itu@roytec.edu.

6. Feel free to Stay signed in, once you are using your personal device that only you have access to. Please remember to logout, if you are not using a personal device that only you have access to.



7. Click the checkbox to agree to the [Acceptable use policy](#) and click submit.



2. Canvas Mobile Applications (iOS and Android)

Click [here](#) to download the Canvas iTunes (iOS) mobile application.

Please note the following: Though you can access Canvas via the Canvas mobile application or mobile web browser, it is advised to **access Canvas via Google Chrome using a laptop/ desktop** for the submission of all assignments and other graded items.

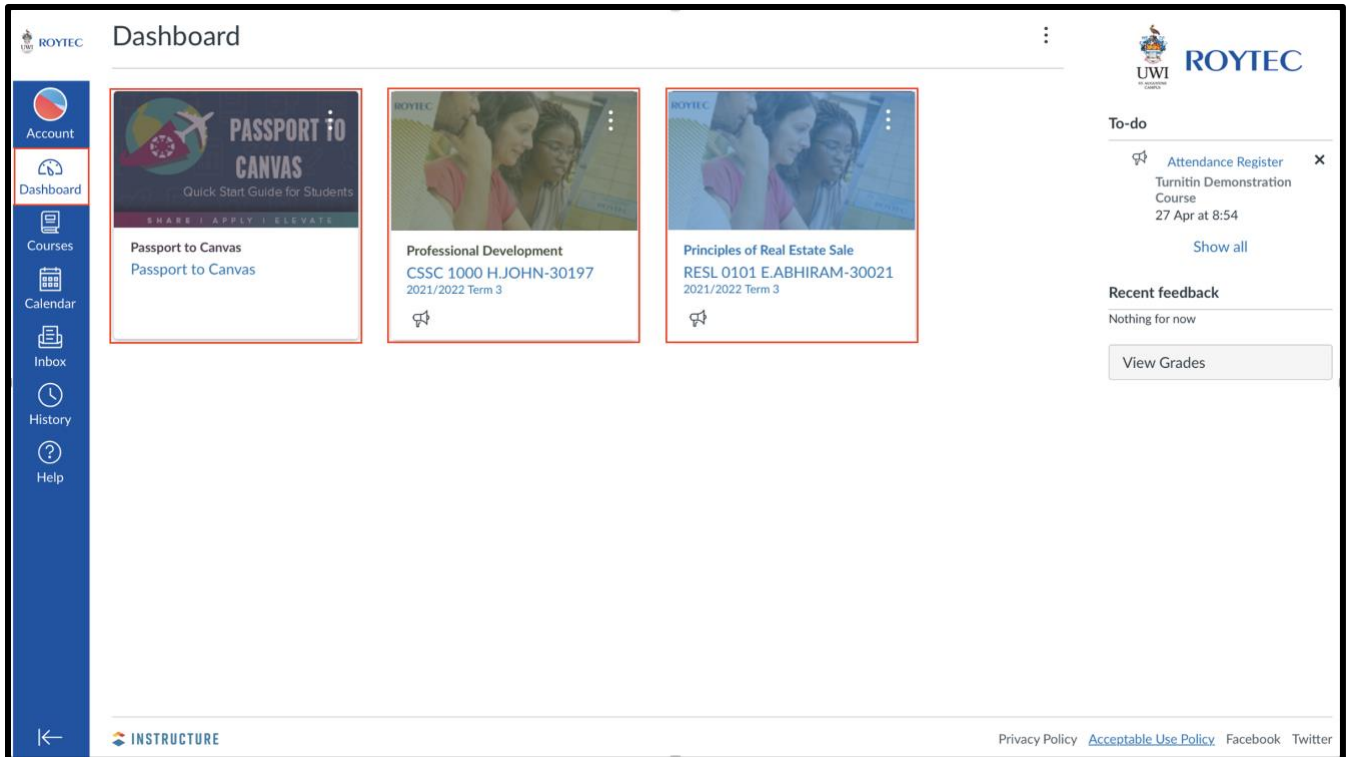
1. [How do I download the Canvas Student app on my iOS device?](#)
2. [How do I log in to the Student app on my iOS device with a Canvas URL?](#)
(Under ‘What’s your school’s name?’ please type **uwiroytec**.)
3. [How do I log in to the Student app on my iOS device with a QR code?](#)
4. [How do I use the Student app on my iOS device?](#)
5. [How do I get help with the Student app on my iOS device?](#)
6. [How do I log out of the Student app on my iOS device?](#)

Click [here](#) to download the Canvas Google Play (Android) mobile application.

1. [How do I download the Canvas Student app on my Android device?](#)
2. [How do I log in to the Student app on my Android device with a Canvas URL?](#)
(Under ‘What’s your school’s name?’ please type **uwiroytec**.)
3. [How do I log in to the Canvas Student app on my Android device with a QR code?](#)
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6. [How do I log out of the Student app on my Android device?](#)

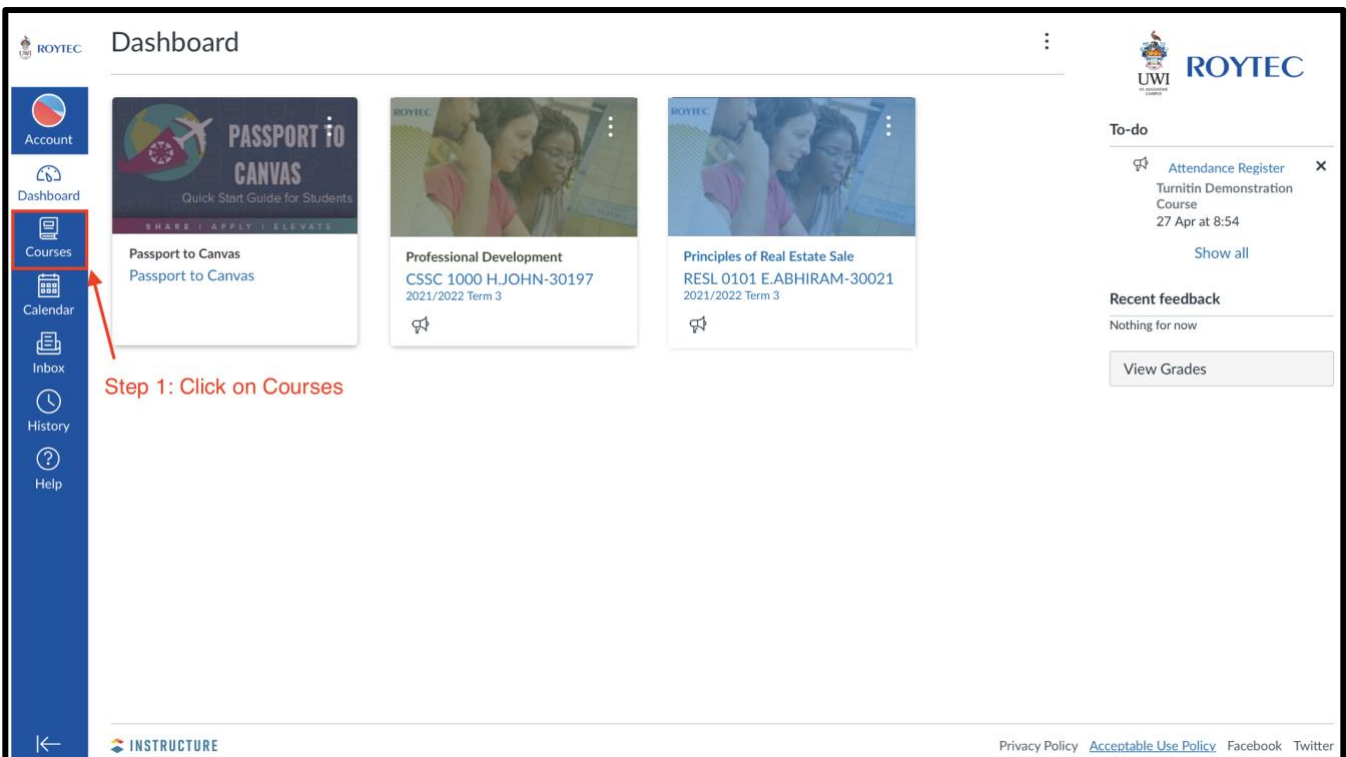
4. Finding your Course(s)

You have now have successfully logged in to Canvas and would be on your **Canvas Dashboard**. From your Canvas Dashboard you can click on your **courses** to navigate to them.

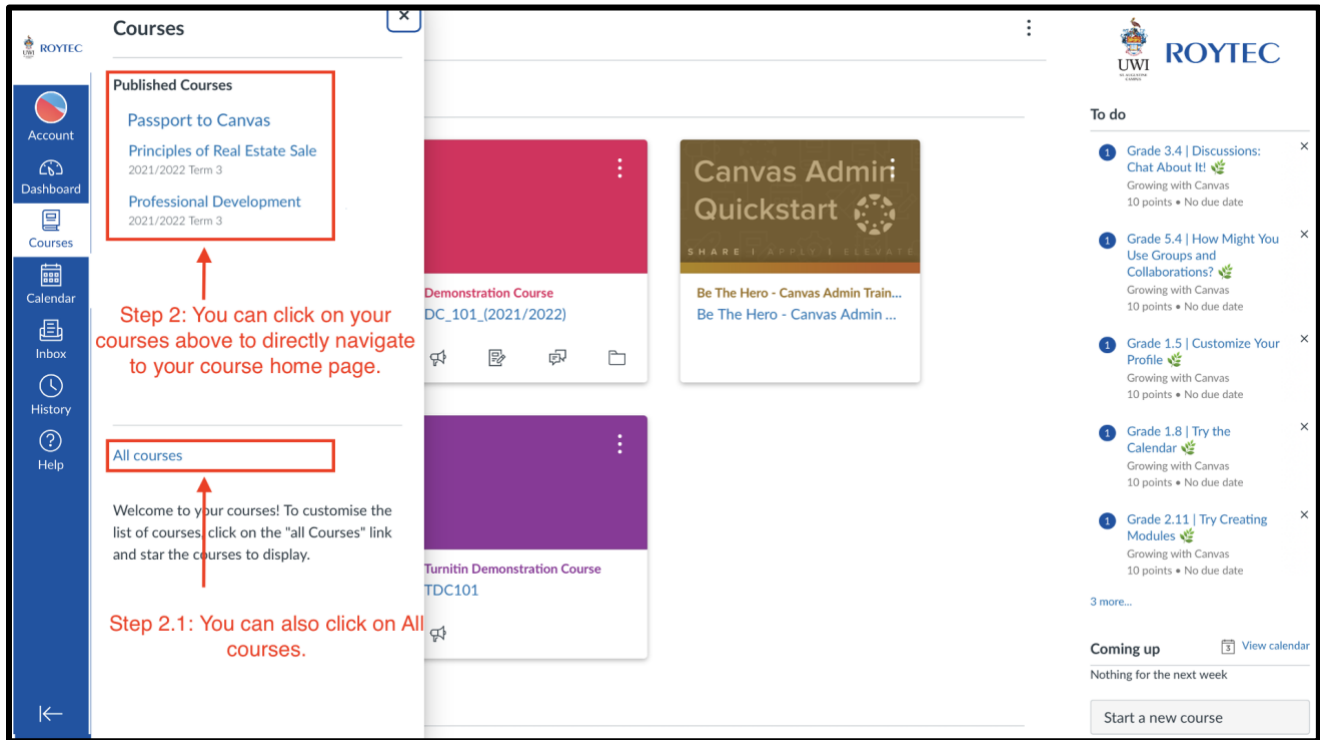


Alternatively you can also navigate to your courses by the following steps:

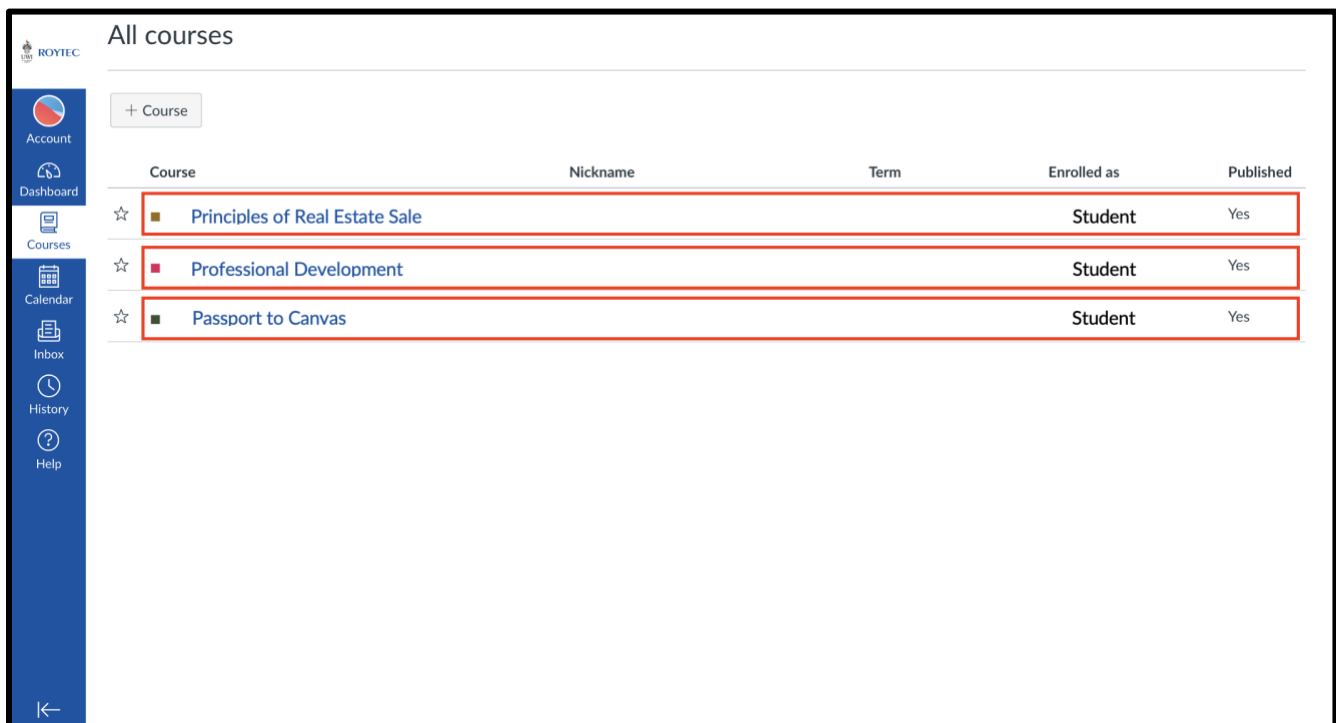
Step 1: click on **Courses**.



Step 2: Now that you have clicked on **Courses** you can navigate to your courses either by clicking on the course names below “Published Courses” or you can click on “All courses”.



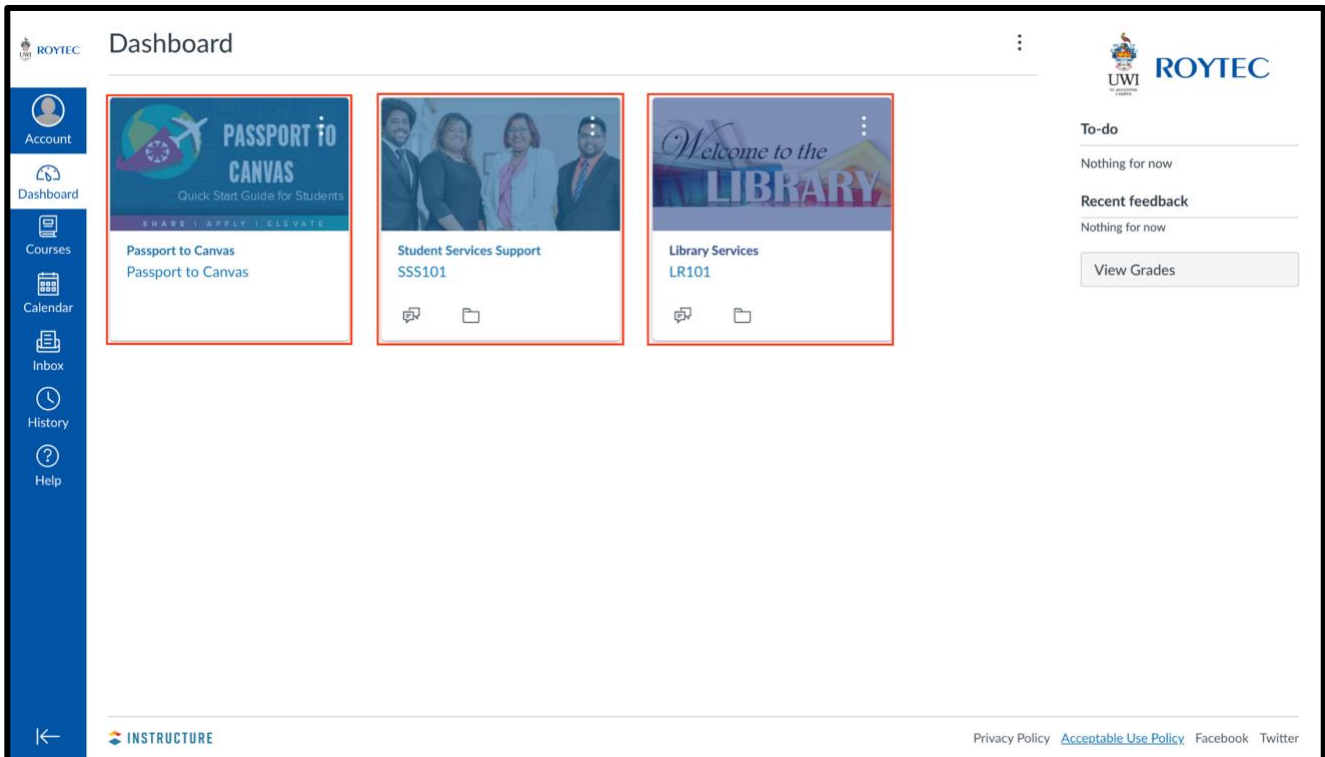
Step 2.1. If you clicked on “All Courses” above, you would now be taken to the “All courses” page where you also click on your course name to be taken to your course home page.



5. Student Getting Started Guide – Passport to Canvas

To learn to use the Canvas LMS, complete the self-paced training course called ‘Passport to Canvas’ which will teach you how to navigate and use the various tools within the Canvas LMS.

You can also access the Student Services Support and Library Services course for guidance on services provided to all students by the Student Services Department and Library.

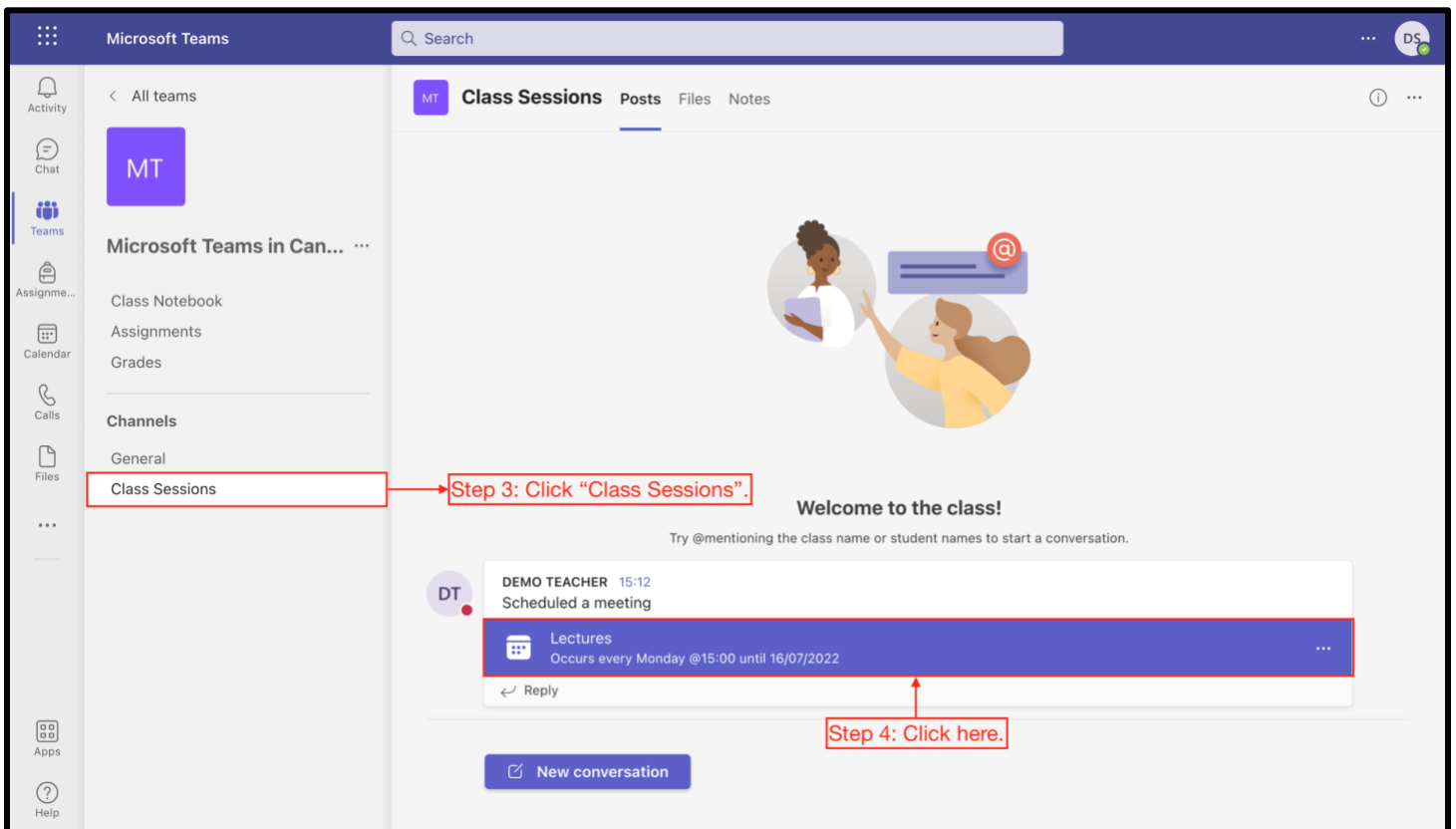
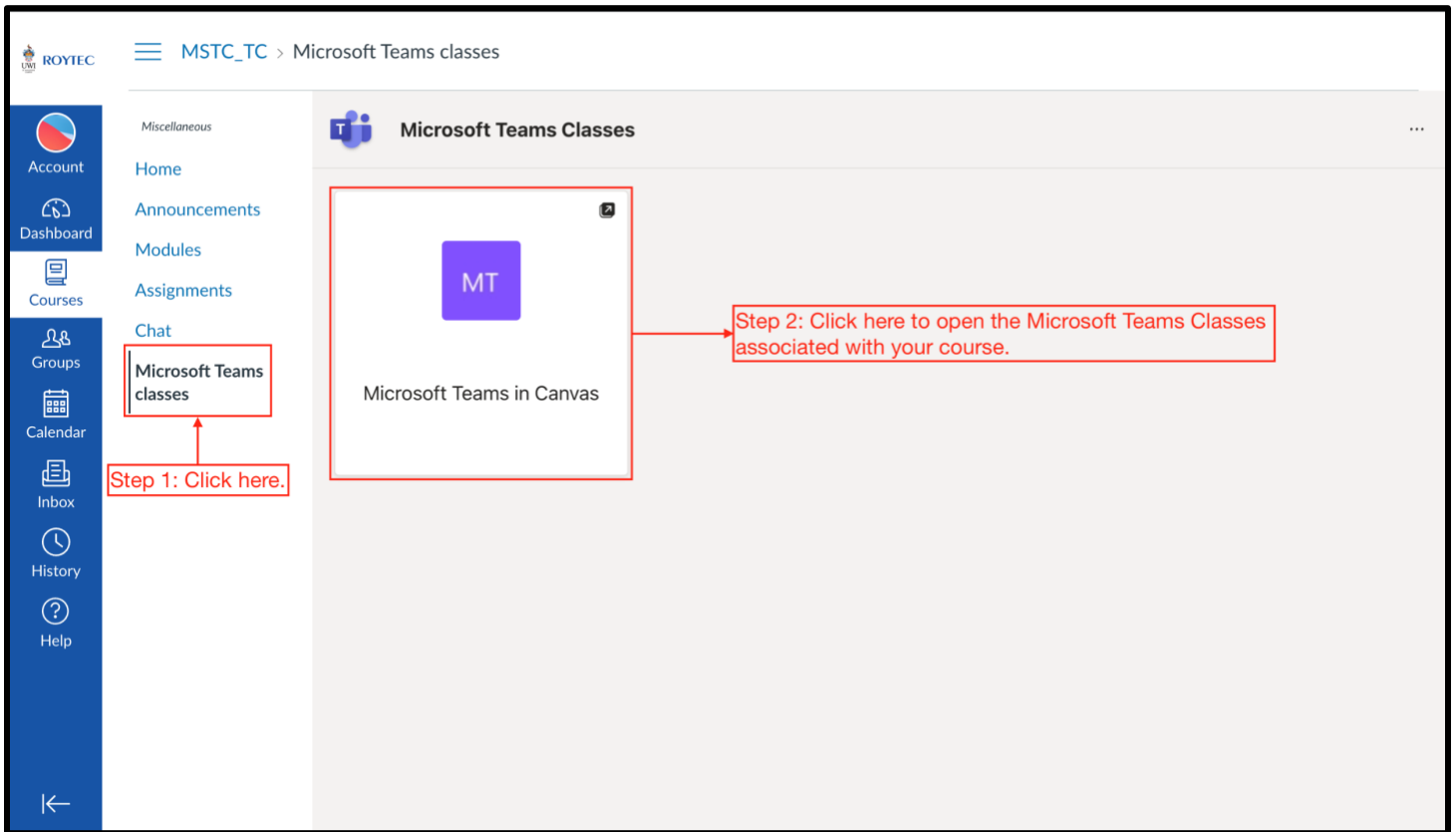


You are also encouraged to complete each module of ‘Passport to Canvas’ to earn badges as shown below:



6. Attending Class Sessions

From your course home page follow the instructions below:



Microsoft Teams

Search

Activity

Chat

Teams

Assignme...

Calendar

Calls

Files

...

Apps

Help

Lectures Chat **Details**

Step 5: Click "Join".

Join Close

+ Add to calendar Copy link Forward Show as: Busy

27 June 2022 15:00 - 15:30

Microsoft Teams in Canvas > Class Sessions

Occurs every Monday until 16/07/2022

☰

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

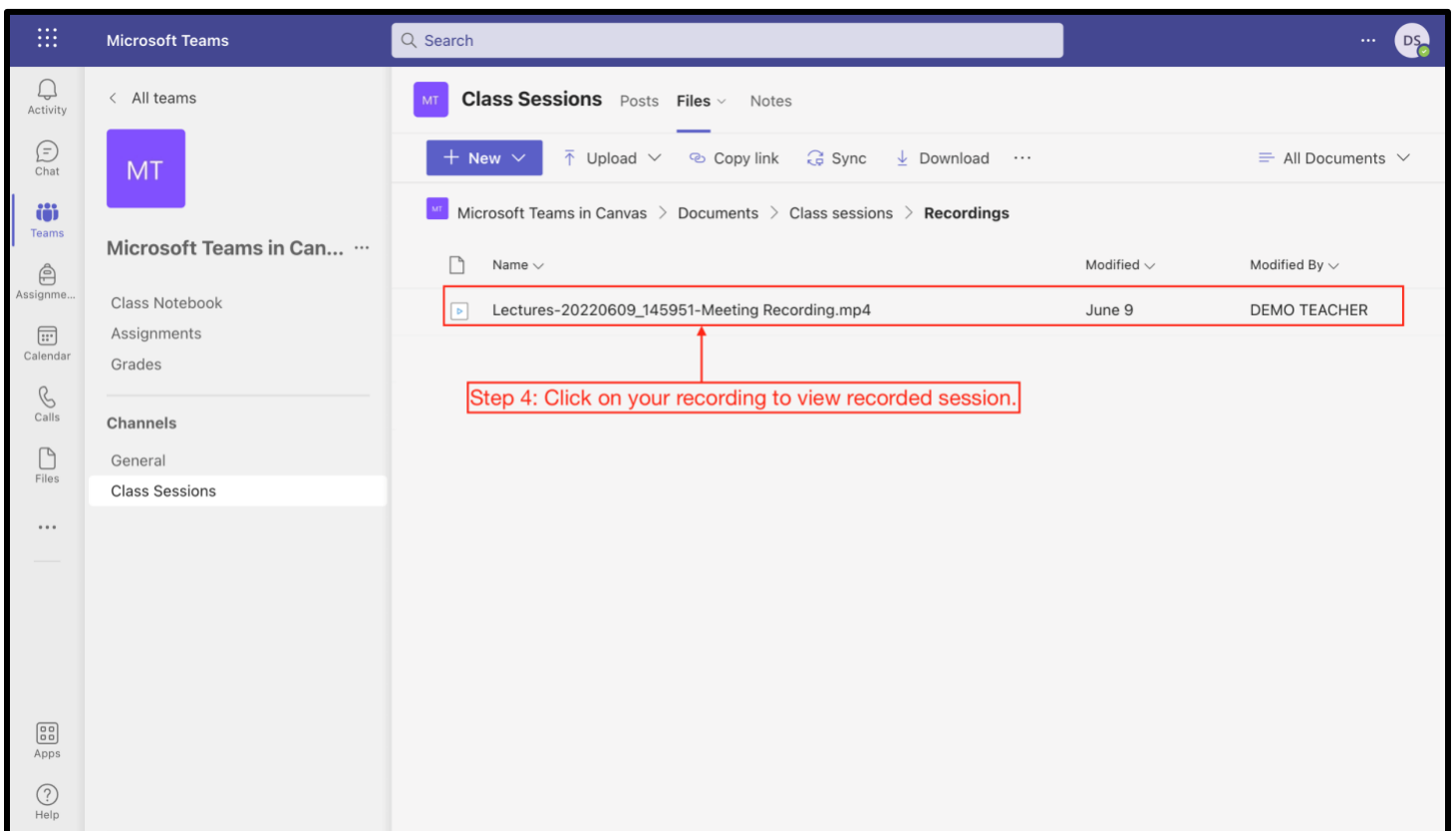
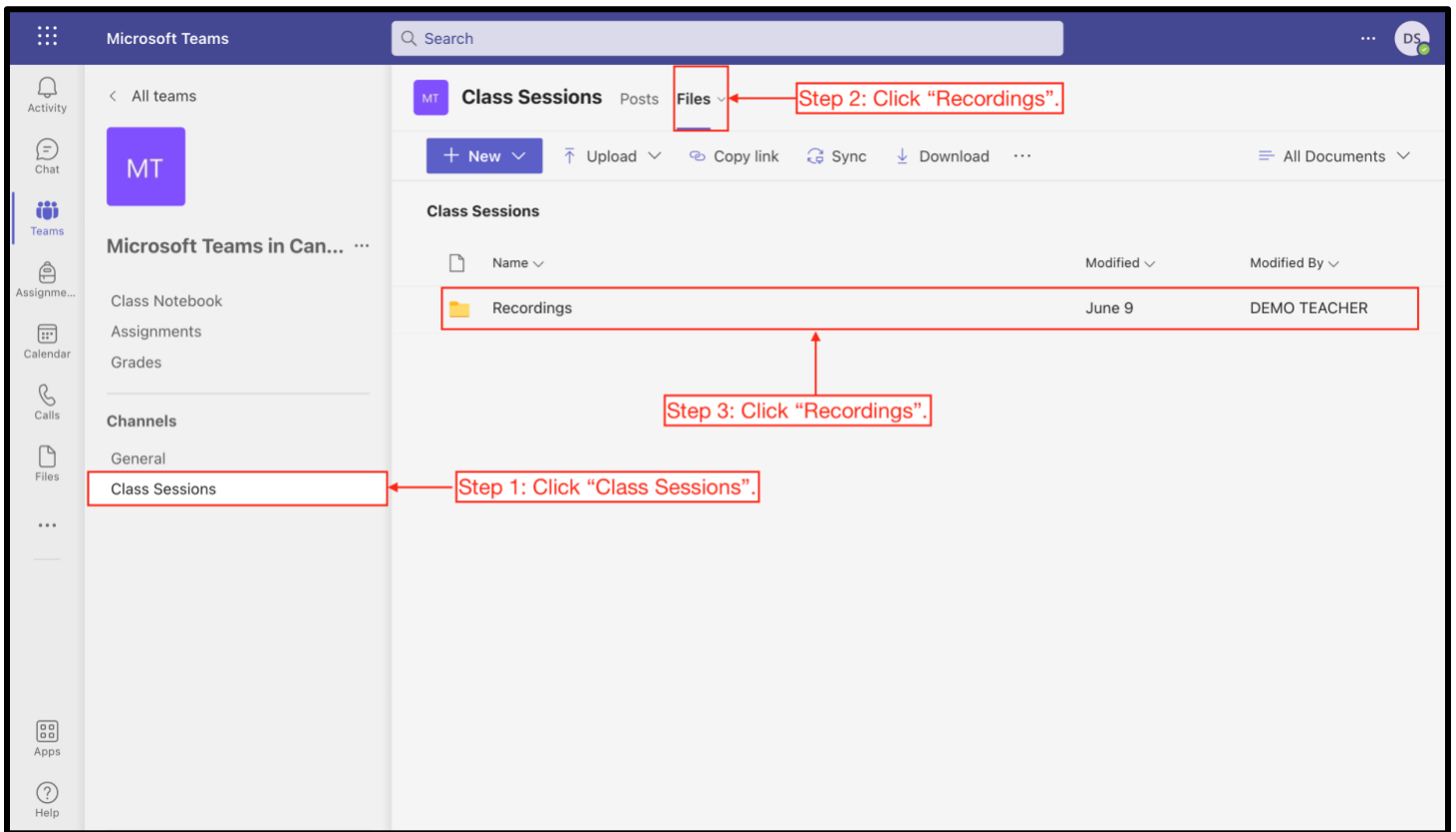
[Learn more](#) | [Meeting options](#)

Tracking

DT DEMO TEACHER
Organiser

7. Retrieving Session Recordings

To view your session recordings, follow steps 1- 4 identified below:



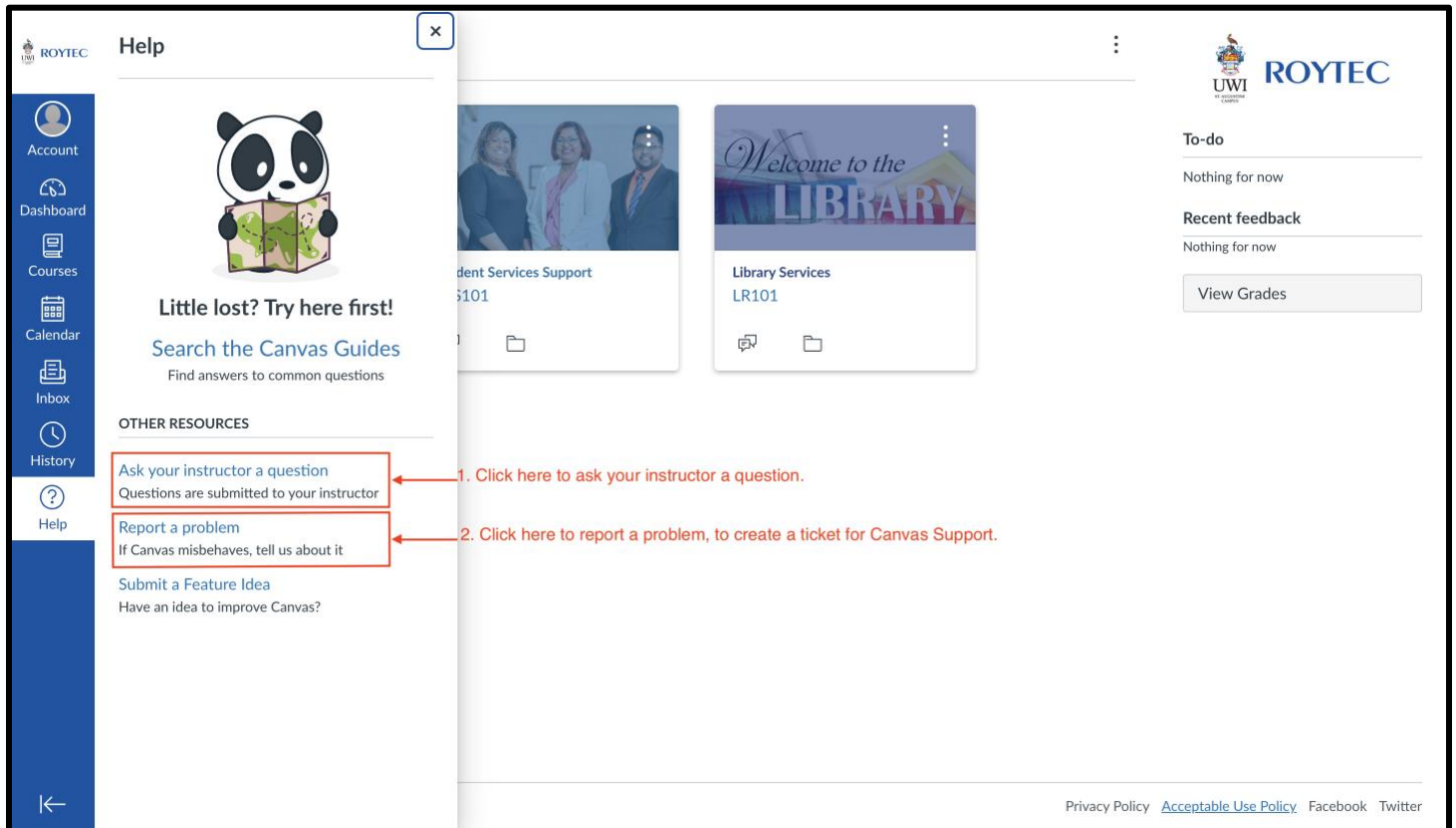
8. How to Submit Assignments

Canvas allows for many different assignment types. Click on the links below to view how to use and **submit** the various assignment types:

1. [Assignments Overview](#)
2. [Assignment Submissions](#)
3. [Quizzes Overview](#)
4. [Discussions Overview](#)

9. Need help with Canvas?

You can create a ticket for support in Canvas by clicking on ‘Report a problem’ and follow the guidance provided. However, if you would like to reach out to your course instructor, select the “Ask your instructor a question” and follow the guidance provided.



The screenshot shows the Canvas Help menu. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area is titled 'Help' and features a panda mascot holding a book. Below the mascot, it says 'Little lost? Try here first!' and 'Search the Canvas Guides'. Underneath, there is a section for 'OTHER RESOURCES' with three items: 'Ask your instructor a question', 'Report a problem', and 'Submit a Feature Idea'. Two red boxes highlight the 'Ask your instructor a question' and 'Report a problem' options. Red arrows point from these boxes to the right, with text annotations: '1. Click here to ask your instructor a question.' and '2. Click here to report a problem, to create a ticket for Canvas Support.' The right sidebar shows 'To-do' and 'Recent feedback' sections, both currently empty, and a 'View Grades' button. The bottom right corner contains links for 'Privacy Policy', 'Acceptable Use Policy', 'Facebook', and 'Twitter'.

Troubleshooting resources:

[How do I allow pop-ups for Canvas in my browser?](#)

