

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 MMDDYYYY (4 digits for year)
- For password resets contact: [itu@roytec.edu](#)

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

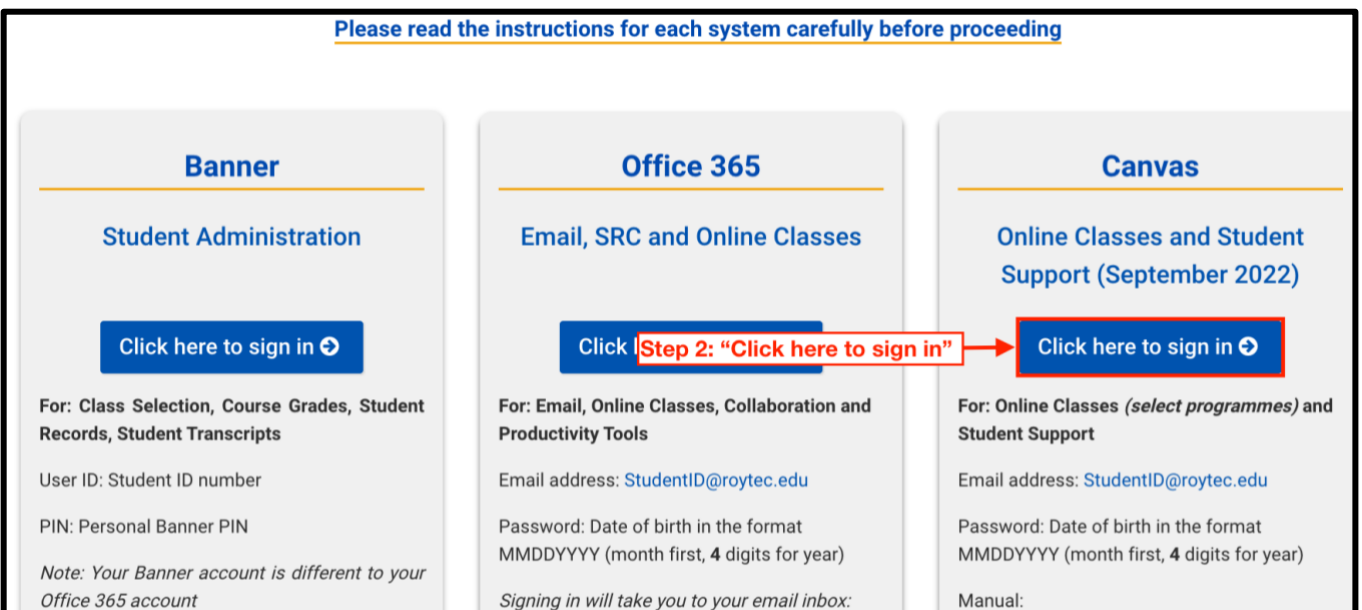
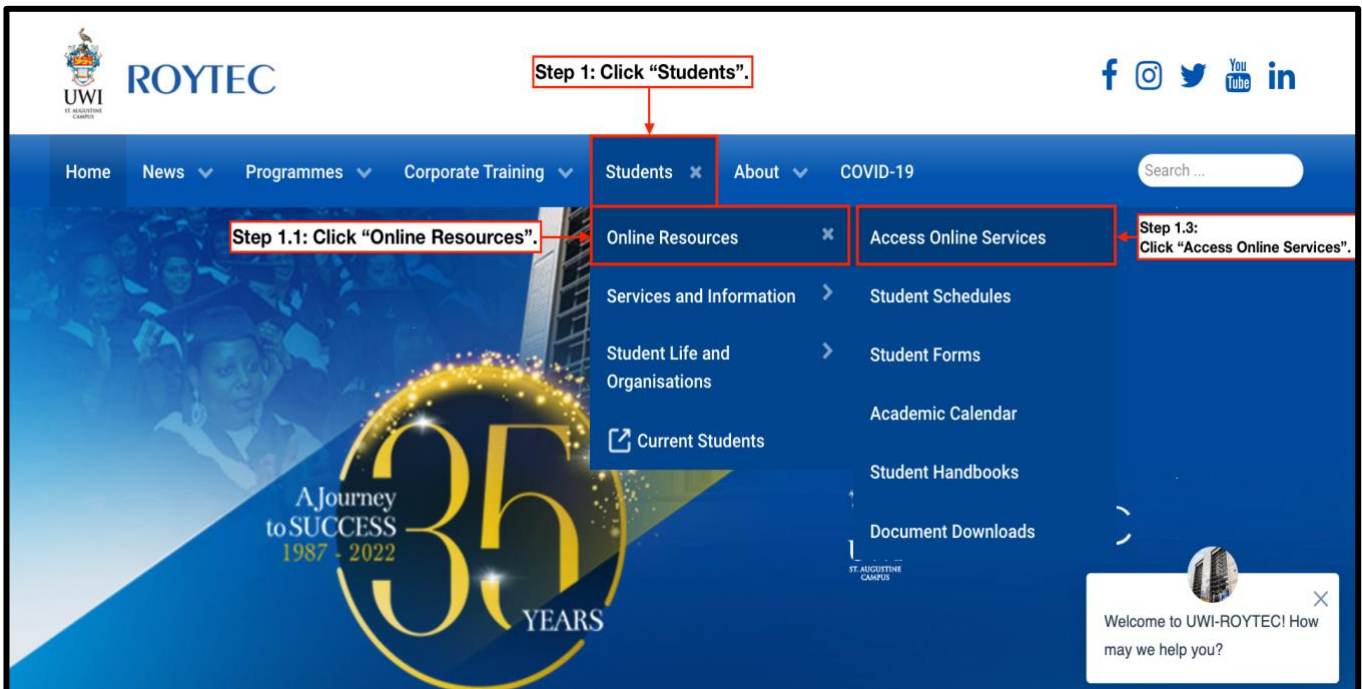
There are two ways to access Canvas:

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:



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](#)

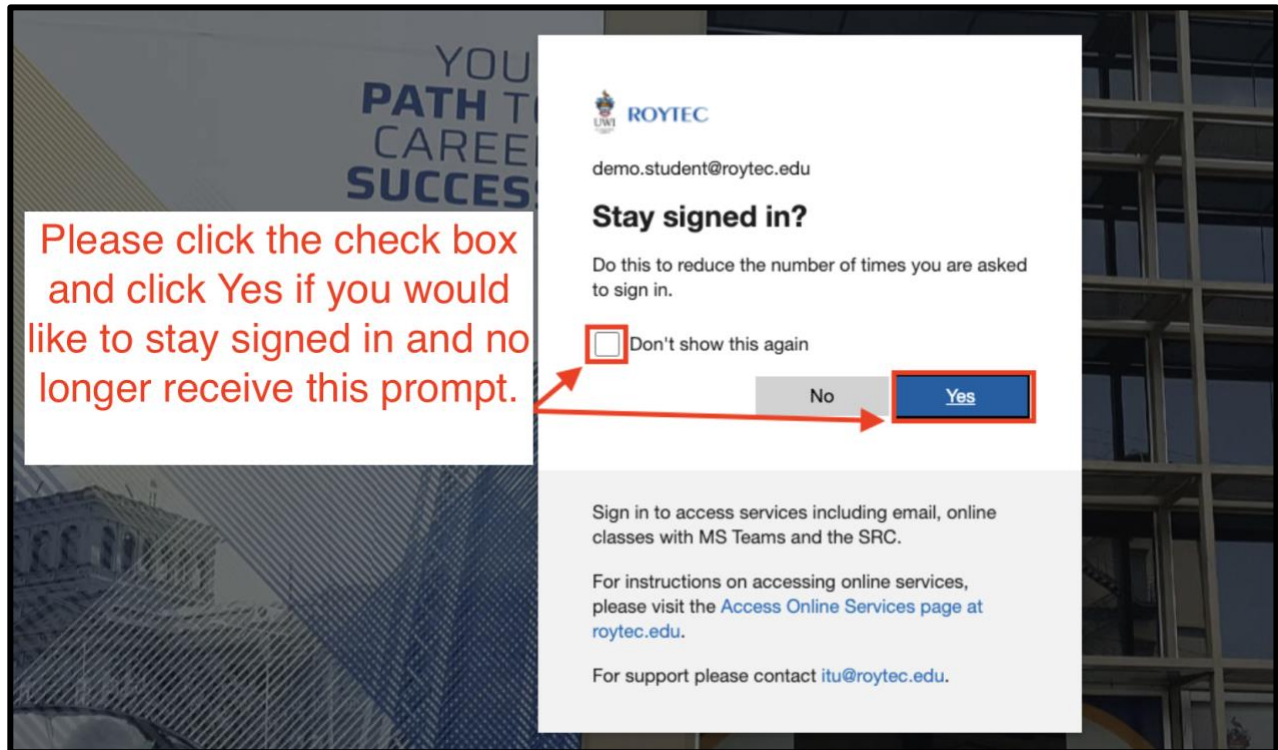
Step 5: Enter your Office 365 password and click "Sign in".

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.



YOU
PATH TO
CAREER
SUCCESS

Please click the check box and click Yes if you would like to stay signed in and no longer receive this prompt.

ROYTEC
demo.student@roytec.edu

Stay signed in?
Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

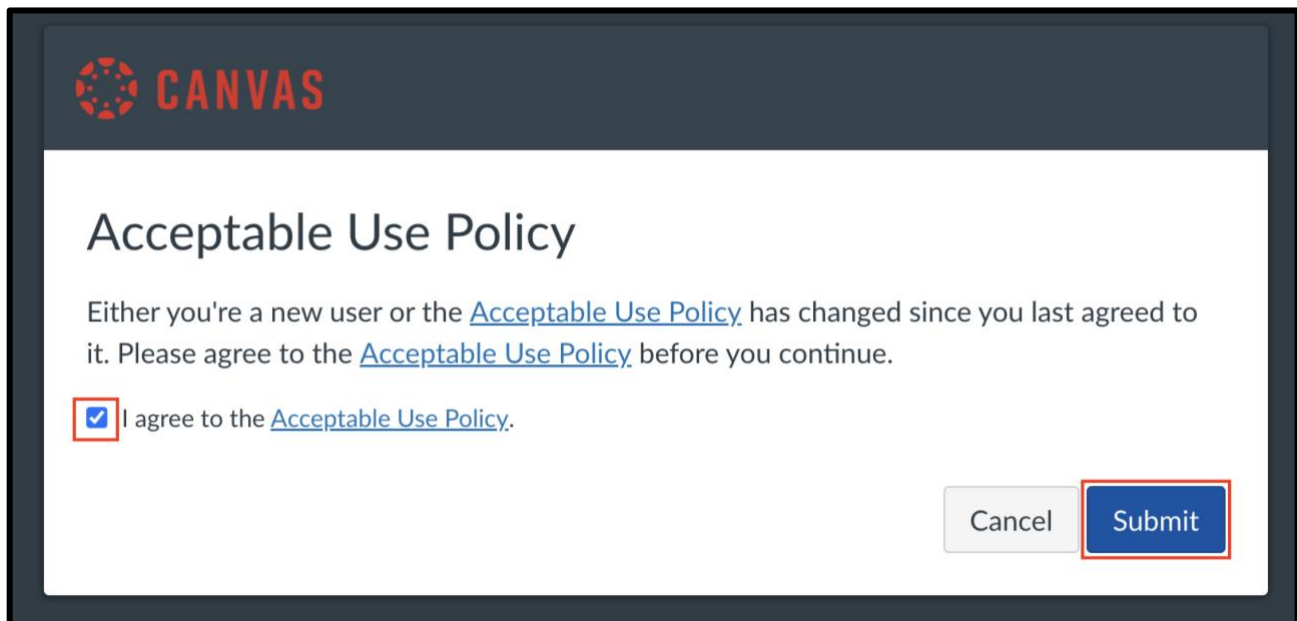
No Yes

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

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

For support please contact itu@roytec.edu.

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



CANVAS

Acceptable Use Policy

Either you're a new user or the [Acceptable Use Policy](#) has changed since you last agreed to it. Please agree to the [Acceptable Use Policy](#) before you continue.

☒ I agree to the [Acceptable Use Policy](#).

Cancel 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.

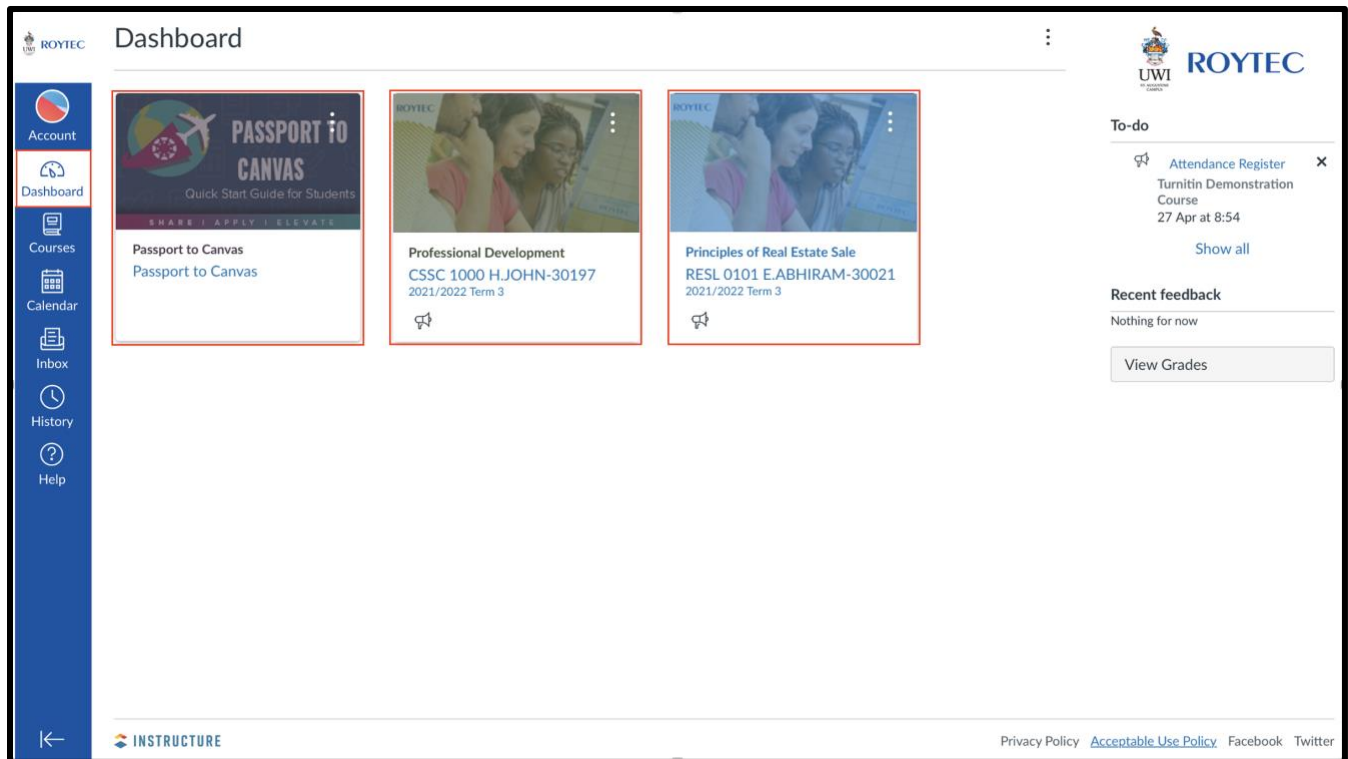
1. [How do I download the Canvas Student app on my iOS device?](#)
2. [How do I log in to the Student app on my iOS device with a Canvas URL?](#)
(Under ‘What’s your school’s name?’ please type **uwiroytec**.)
3. [How do I log in to the Student app on my iOS device with a QR code?](#)
4. [How do I use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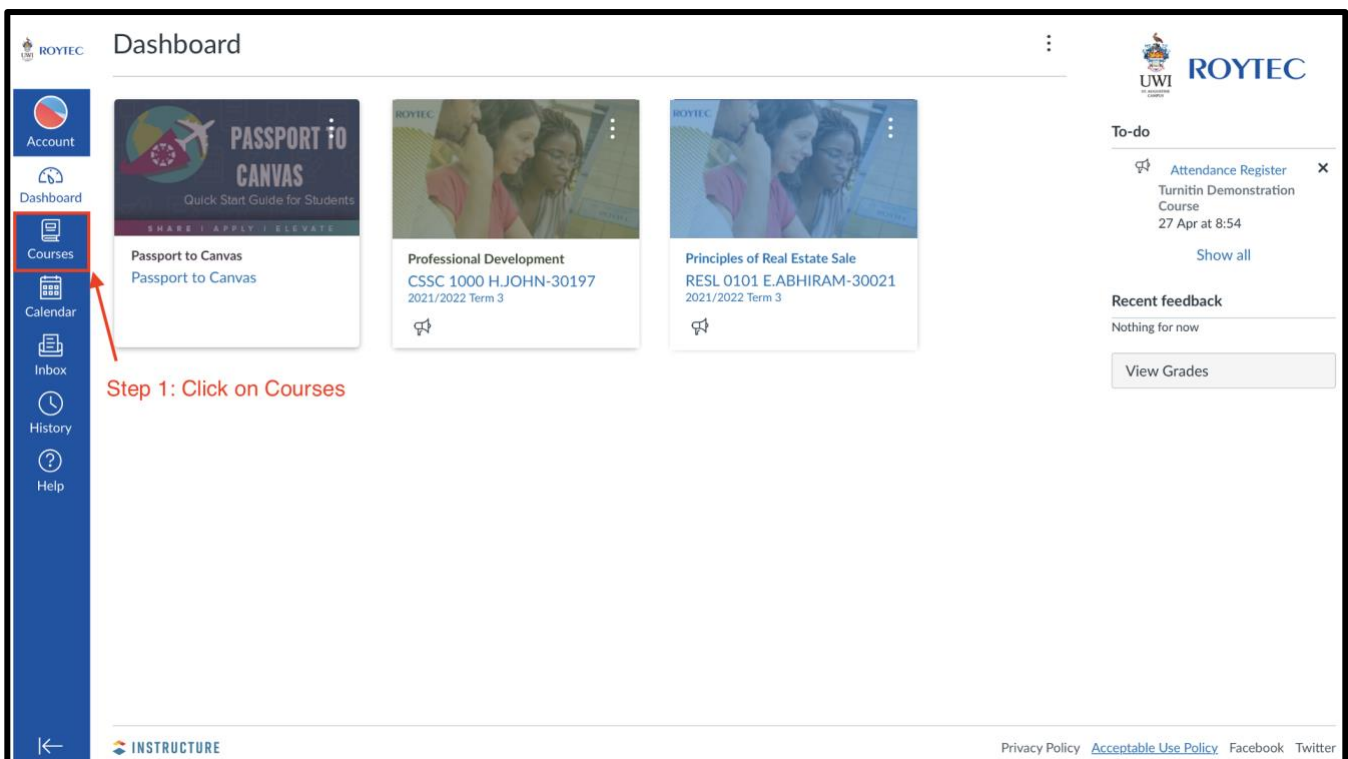
4. Finding your Course(s)

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”.

The screenshot shows the Canvas LMS interface. On the left is a blue sidebar with navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area is titled 'Courses' and features a 'Published Courses' section with three course cards: 'Passport to Canvas', 'Principles of Real Estate Sale', and 'Professional Development'. Below this is an 'All courses' link. On the right, there's a 'To do' section with task cards for various grades and a 'Coming up' section. Red annotations are present: a box around the 'Published Courses' section with an arrow pointing to it and text 'Step 2: You can click on your courses above to directly navigate to your course home page.'; a box around the 'All courses' link with an arrow pointing to it and text 'Step 2.1: You can also click on All courses.'; and a box around the 'All courses' link with text 'Welcome to your courses! To customise the list of courses, click on the "all Courses" link and star the courses to display.'

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.

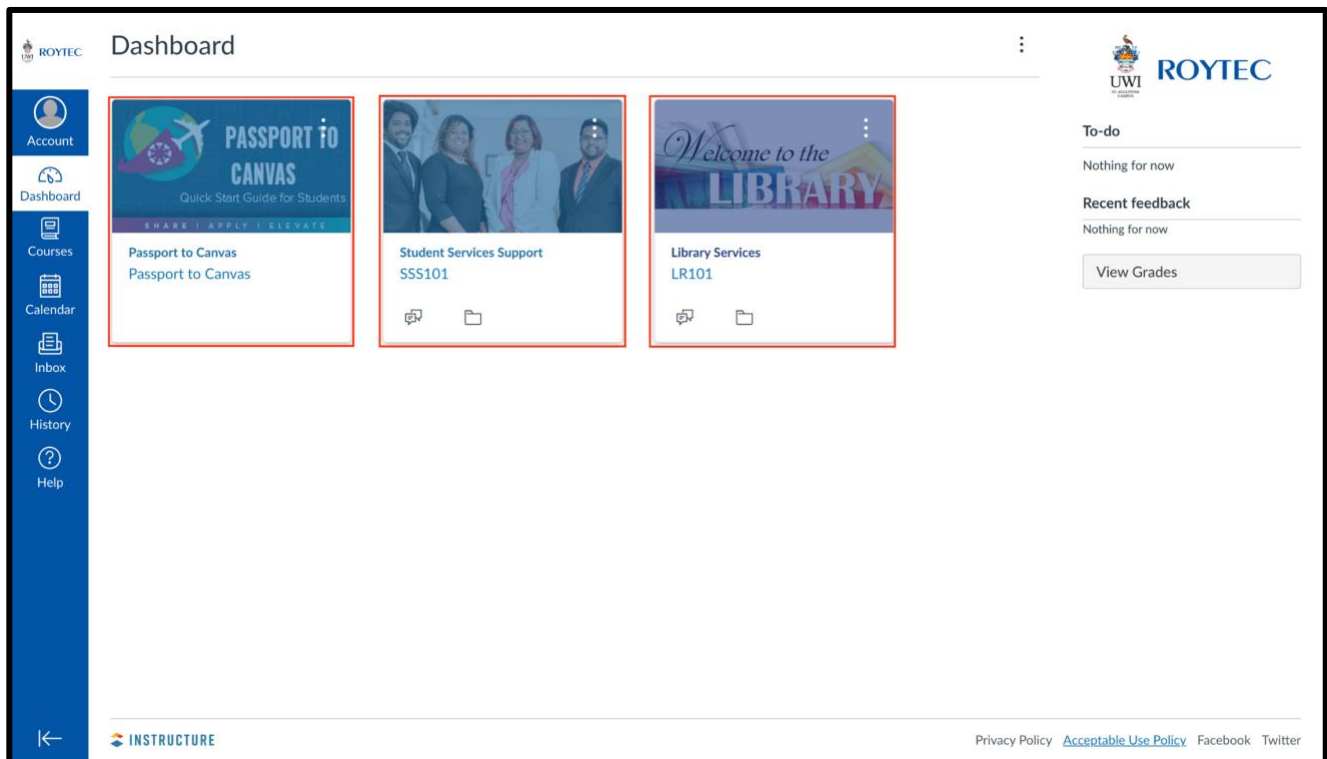
The screenshot shows the 'All courses' page in Canvas LMS. It features a table with columns: Course, Nickname, Term, Enrolled as, and Published. There are three rows of course data, each highlighted with a red box. The first row is 'Principles of Real Estate Sale', the second is 'Professional Development', and the third is 'Passport to Canvas'. All are enrolled as 'Student' and are 'Published'. A '+ Course' button is at the top left of the table area.

Course	Nickname	Term	Enrolled as	Published
Principles of Real Estate Sale			Student	Yes
Professional Development			Student	Yes
Passport to Canvas			Student	Yes

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.

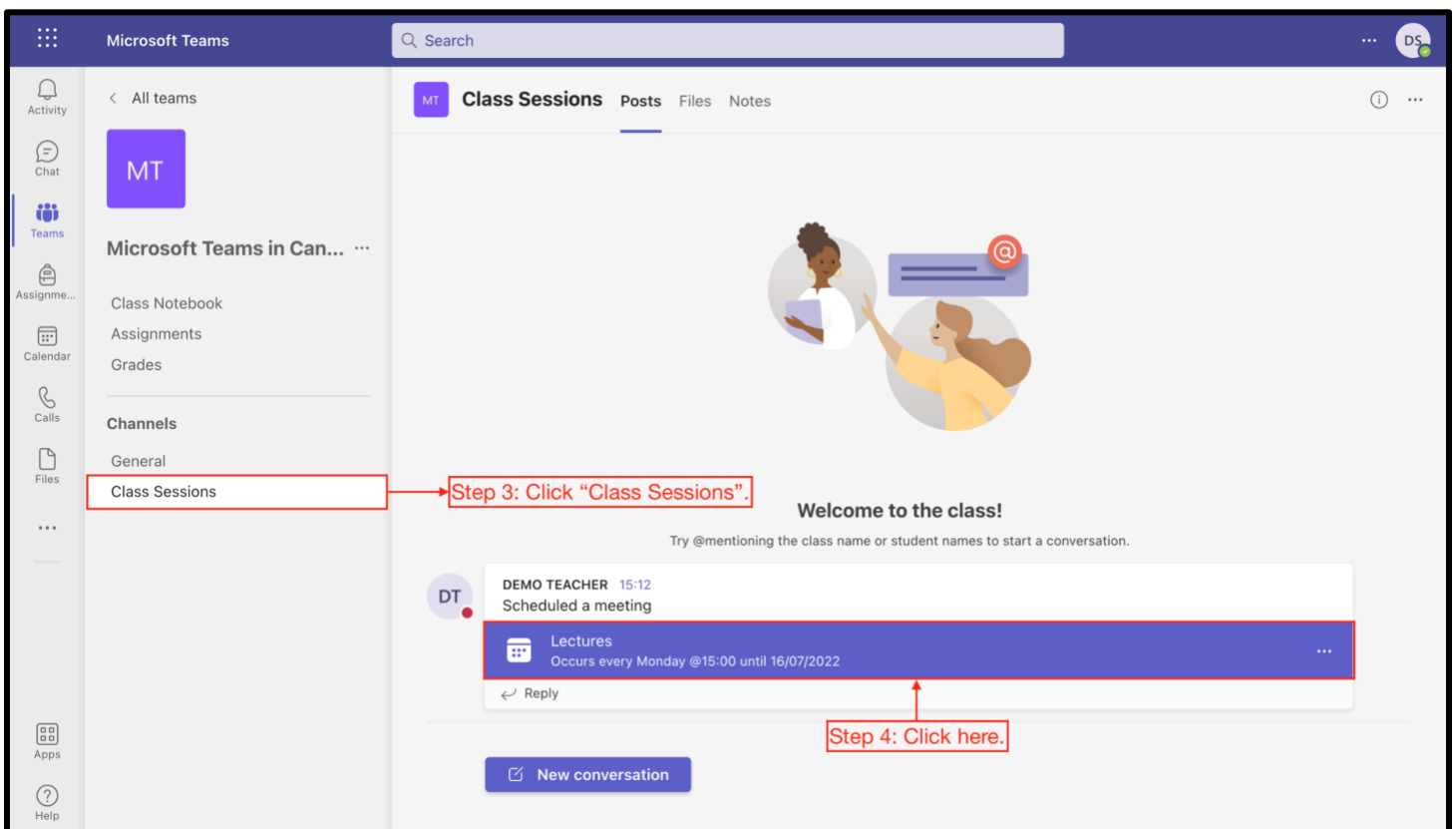
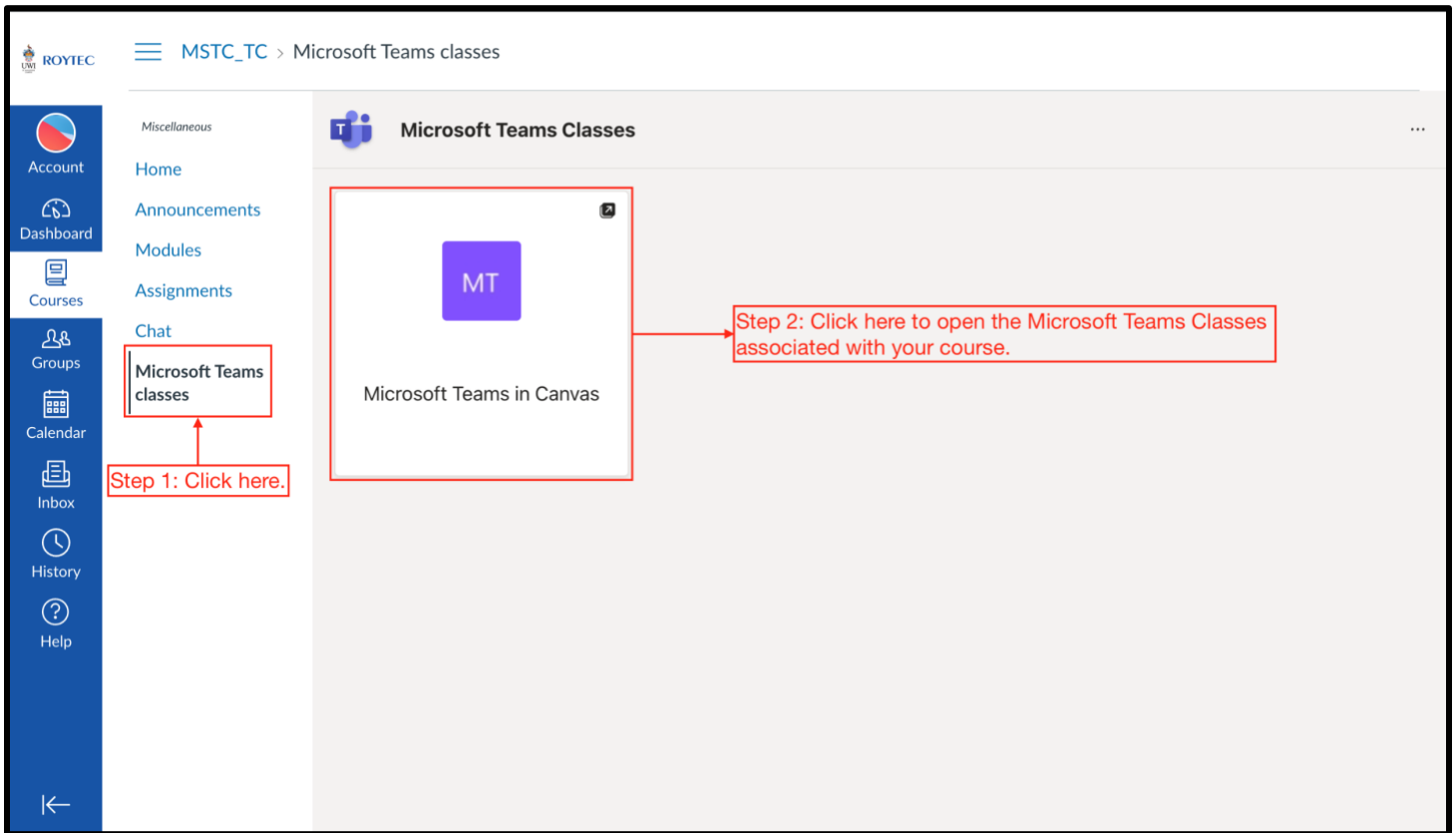


You are also encouraged to complete each module of ‘Passport to Canvas’ to earn badges as shown below:



6. Attending Class Sessions

From your course home page follow the instructions below:



Microsoft Teams

Search

Activity Chat 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](#)

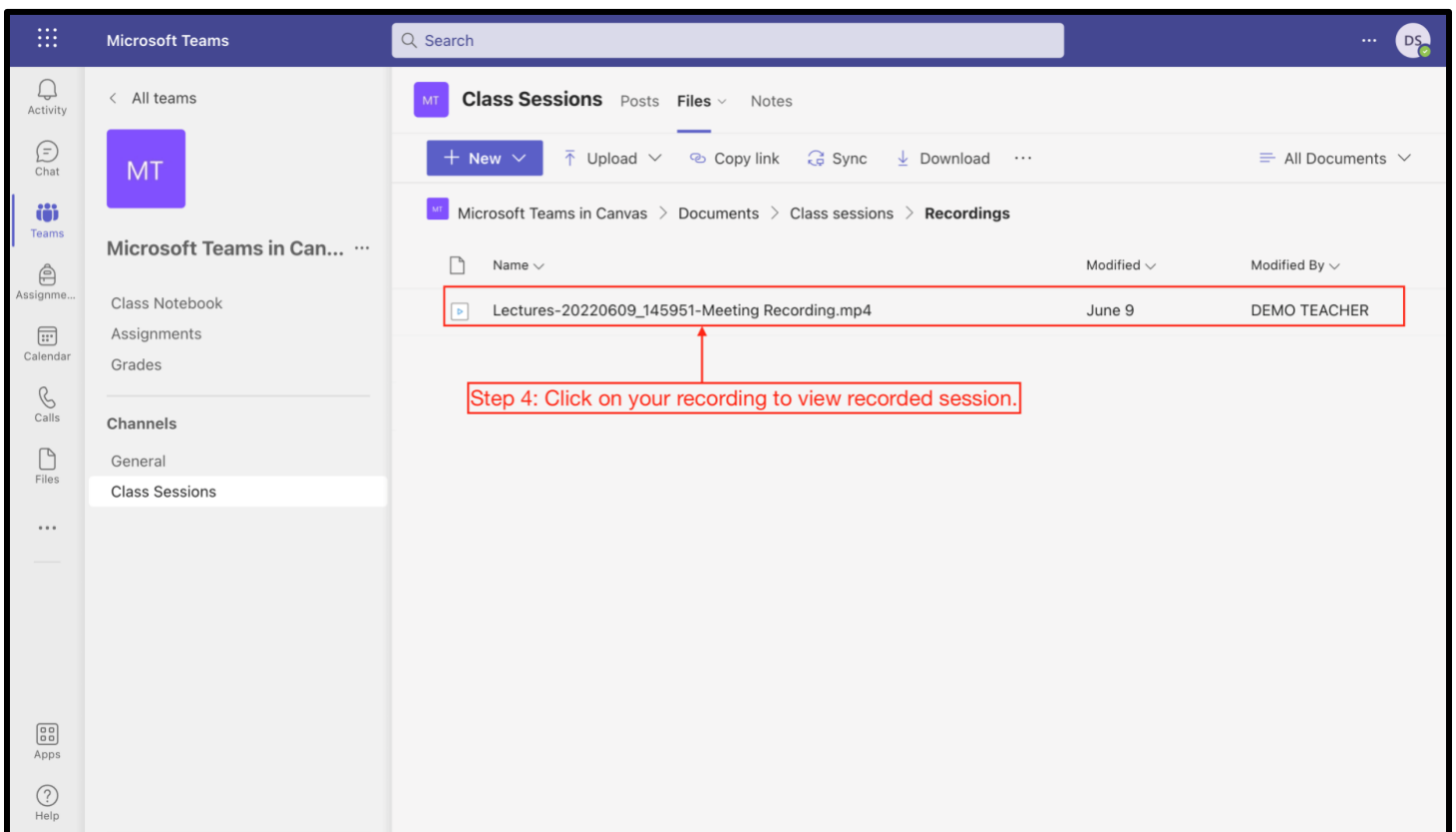
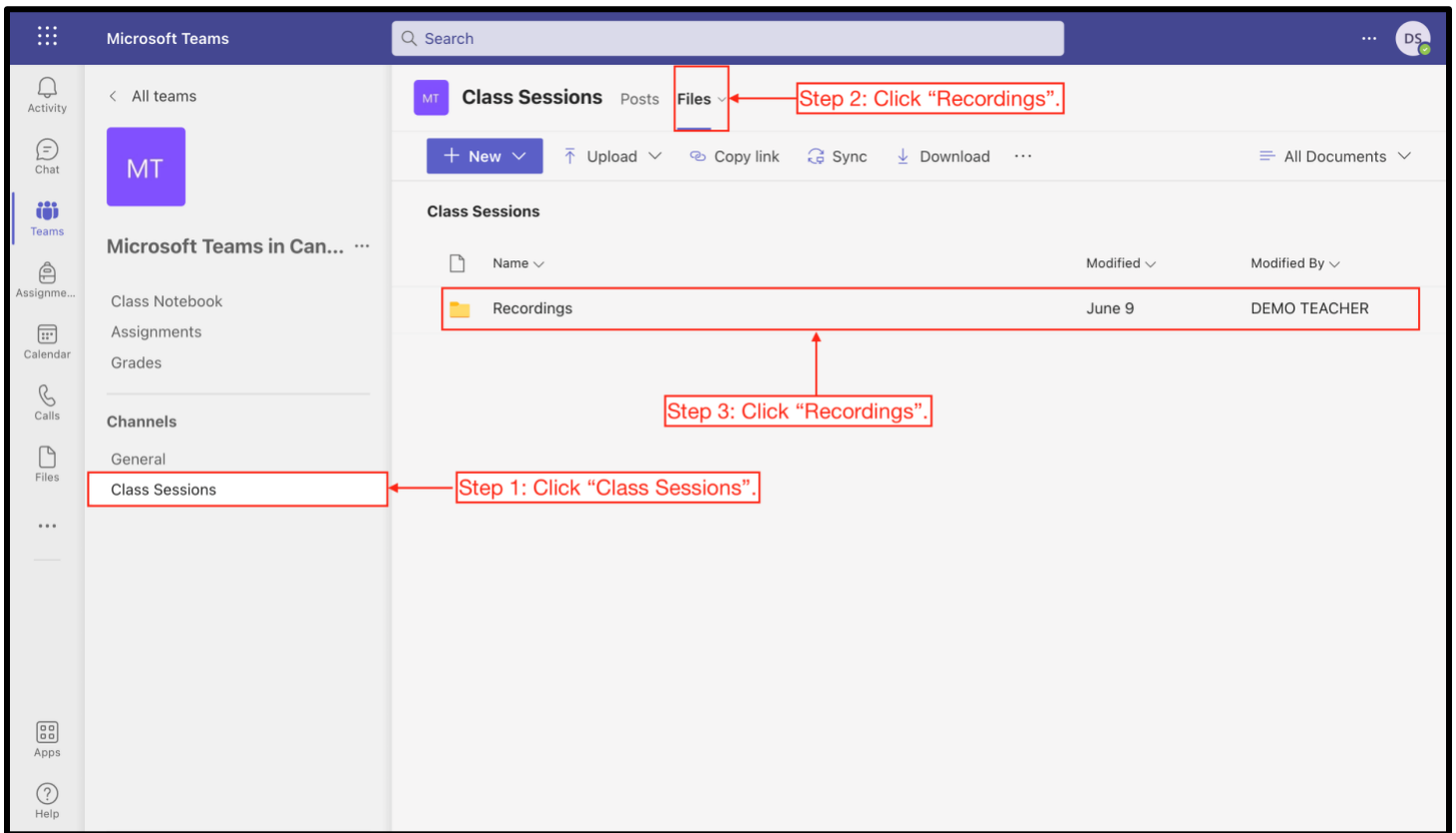
[Learn more](#) | [Meeting options](#)

Tracking

DT DEMO TEACHER
Organiser

7. Retrieving Session Recordings

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



8. 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. On the left is a blue sidebar with navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, and Help (selected). 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'. Under 'OTHER RESOURCES', there are three links: 'Ask your instructor a question' (with a red box and arrow pointing to it and the annotation '1. Click here to ask your instructor a question.'), 'Report a problem' (with a red box and arrow pointing to it and the annotation '2. Click here to report a problem, to create a ticket for Canvas Support.'), and 'Submit a Feature Idea'. The background shows a blurred view of the Canvas dashboard with a 'Welcome to the LIBRARY' banner and a 'To-do' list.

Troubleshooting resources:

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

