

TEI's Guide to Using Canvas

What is Canvas?

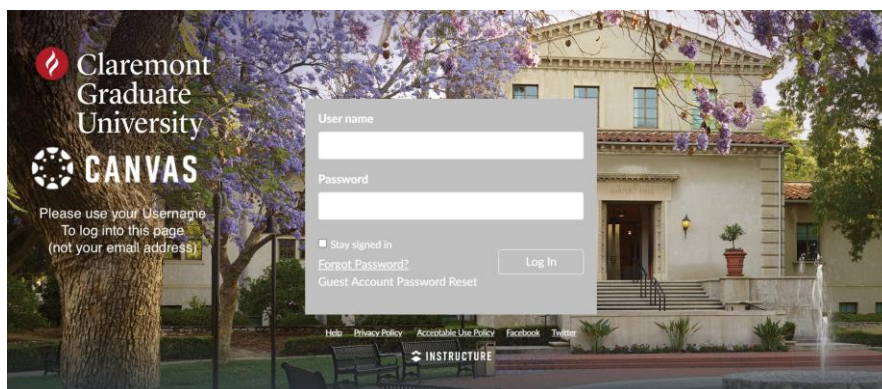
Canvas is an online **Learning Management System**. Each TEI course you take will have a designated course page on Canvas where you can access the course materials, discussion boards, and more.

How to I access Canvas?

Once you register for a TEI course, you will receive an email indicating that you have been added to Canvas and your course page. To access your course page, please follow these steps:

1. Visit the web page at cgu.instructure.com/login/canvas
2. Type the email address that you provided when you registered for TEI in the first box (ignore the note on the webpage that says not to use an email address)
3. If you have created a password for your Canvas account previously, type in your password
4. If you have **not** created your Canvas password or forgot it, please click on the link labeled "guest account password reset"
 - a. Type the email address you provided when you registered for the TEI course
 - b. You will receive an email with instructions on how to reset your Canvas password
5. If you log out of Canvas and need to immediately log back in to Canvas, do **not** click on any of the links on the webpage. Instead, re-enter the web address in step 1 (cgu.instructure.com/login/canvas) to log back in.

Every time you log in to Canvas at cgu.instructure.com/login/canvas, the page should look like this:



How do I use Canvas?

Once you log in to Canvas, you will be able to see a list of the courses you have signed up for listed under "Courses" on the right side of the webpage. Once you click on a course page, you will see your course page.

The course page will include a description of the course and faculty, contact information, access to the **course materials**, **zoom link**, discussion board, and support resources. Here is the example of a course page:

The screenshot shows a Canvas course page for 'Qualitative Evaluation Methods' in Spring 2021. The left navigation bar includes links for Home, Zoom, Modules, People, Discussions, Courses, Calendar, Inbox, History, and Help. The main content area features a header for 'TEI: THE EVALUATORS' INSTITUTE CLAREMONT EVALUATION CENTER', a section for 'Qualitative Evaluation Methods' with a detailed description, a faculty profile for Michael Quinn Patton, PhD, and a 'Live Sessions' section. A 'Support Resources' section lists links for Canvas Guides, Zoom Help Center, Contact TEI, and a Help Button. At the bottom, there are buttons for 'Course Materials' and 'Zoom'. Three callout boxes provide instructions: one points to the 'Zoom' link in the navigation bar, another points to the 'Discussions' link, and a third points to the 'Zoom' link in the 'Live Sessions' section. A fourth callout box points to the 'Course Materials' and 'Zoom' buttons at the bottom of the page.

To access discussion boards, click here

To access the Zoom link, click on one of these locations

To access the Course materials, click on one of these locations

To access the Zoom link, click on one of these locations

Frequently Asked Questions

“I’m having trouble accessing the Canvas page – can you help?”

Try these troubleshooting steps:

1. Make sure you are logging into the Canvas page from cgu.instructure.com/login/canvas. You will not be able to access your Canvas page from any other website.
2. Check to see which email you used to register for the TEI course and make sure you are using the appropriate email.
3. Use an updated internet browser like Google Chrome, Microsoft Edge, Safari, or Firefox

“How do I use Canvas? I’d like more information about this.”

If you would like additional resources on how to use Canvas, check out these resources:

- [Canvas Student Guide](#)
- [Getting Started with Canvas](#)
- [Canvas Video Series](#)

“I’m still running into issues; how can I contact you?”

You can email us at tei@cgu.edu for additional support. We are happy to help!