

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 do I access Canvas?

Once you register for a TEI course, you will receive log-in credentials to the specific Canvas course page you are registered in. To access your course page, please follow these steps:

Before and During the TEI session

1. Visit the web page at cgu.instructure.com/login/canvas
2. Use the e-mail address and password provided in the TEI course welcome email (Subject line: TEI Welcome Letter and Connection Guide). Please note that these credentials will allow you access to Canvas for a limited duration of time.
3. If you log out of Canvas, and need to log back into Canvas immediately, do NOT click on any of the links on the web page. Instead, re-enter the web address above to log back in.

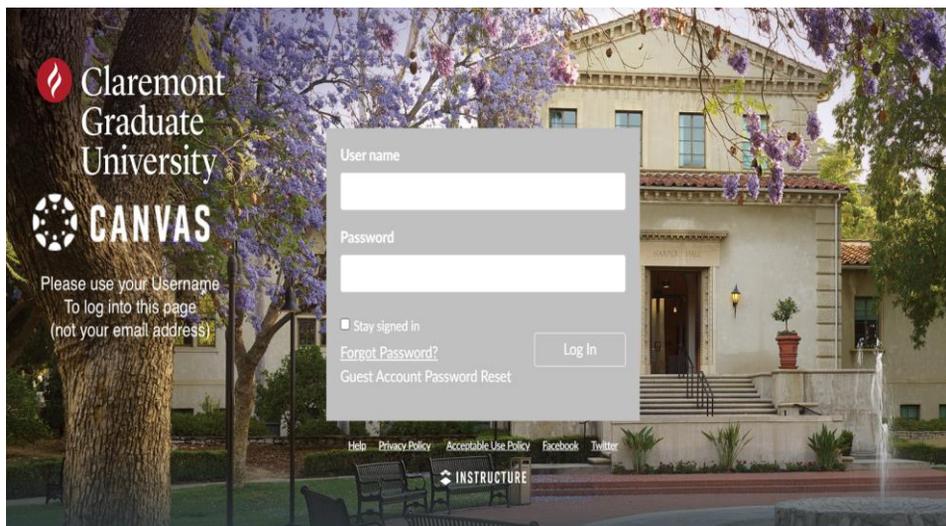
Note: If you are taking more than one course per session, you will receive separate emails for each course with specific credentials that you are registered for.

After the TEI session

1. At the end of the TEI session, you will receive an e-mail from admissions@cgu.edu (Subject line: Welcome to Claremont Graduate University!). This e-mail contains information about accessing the MyCGU Student Portal, including your CGU username and temporary password.
2. When accessing your account for the first time, follow the instructions on the [New Account Setup page](#).
3. After your account has been created, you can log into Canvas at cgu.instructure.com/login/canvas.
4. If you have forgotten your password, you can reset your password following the instructions [here](#).

Note: If you have any issues accessing Canvas, please contact the Help Desk at any time via Helpdesk, by e-mail at helpdesk@cgu.edu, or via phone at 909.621.8174 or 800.630.8893.

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 'Live Sessions' section listing dates and times, and a 'Support Resources' section with links to Canvas Guides, Zoom Help Center, and Contact TEI. The faculty member listed is Michael Quinn Patton, PhD, with a photo and a bio. 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 'Zoom' link in the 'Live Sessions' section, and a third points to the 'Zoom' button at the bottom of the page. A fourth callout box points to the 'Discussions' link in the navigation bar.

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

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. Make sure that you are using the correct credentials to log into Canvas.
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!