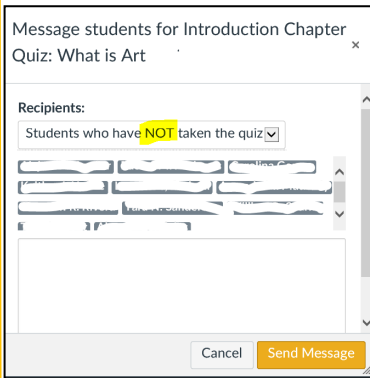# Helpful Hints

Messaging students that have not taken a quiz:

You can message students that **have not** taken a quiz.

To do so, go to Quizzes, and select the quiz in question. Select the settings wheel at the top right hand side of the page, one of the options will be "Message Students who.."

Notifications:

Now that class has started assignments are due or coming up and discussions are posting, students will see an influx of notifications to their preferred email. They may start looking for a way to turn them all off. Click HERE to view a step by step breakdown of how a student should set their notification preferences. **This handout will help inform your students of the important notifications to leave active.**

Migrating Etudes Courses to Canvas:

When you Migrate Etudes course files into Canvas, **use Chrome Browser** for best results.

HERE is a tutorial Video on how to complete this process.

Submit Feature Idea to Canvas:

Canvas gives Faculty a voice! If there is a function or feature that you believe should be added to Canvas, you can submit your idea to Canvas. Ideas are made realities every couple of months, and they are chosen by votes from all Canvas users from all Universities.

To submit an idea, log into Canvas, Click on the

Adding Student Workers To Your Canvas Shells:

Canvas provides the use of various "roles" in a course. Any student that is enrolled through Cougar Tracks/Banner will automatically be added via automated daily enrollment updates. **Student workers**; however, are added manually. Click HERE for a detailed breakdown of all roles and their permissions.

Notify students About Free Microsoft Program Downloads:

As a Taft College student, you have access to **5 free copies(each)** of various Microsoft licenses. Download now and start utilizing this great resource. If you do not currently have **Microsoft Word, PowerPoint, Excel, Access** or other software necessary to succeed in your courses, you can **download them free** of cost. Follow the steps in this PDF document to download the programs you need.

For Step-By-Step Instructions Click HERE.

After Hours Canvas Support: 1-866-551-4903
DE Support Number: 661-763-7917

TAFTCOLLEGE