

STUDENT: CANVAS BASICS

A QUICK GLANCE AT WHAT YOU NEED TO KNOW

I. Getting to your Canvas Course.

Step 1: Go to Bakersfieldcollege.edu

Step 2: In the upper left hand corner, click on **Inside BC**. Note: **Username** is your BC Assigned username (i.e. myname1234@email.bakersfieldcollege.edu), **Password** is your BC assigned password.

Step 3: Once you're in Inside BC, go to **My Courses**.

Step 4: Select the course you would like to access, and click on it.

Step 5: You are now in your **Canvas Course**.

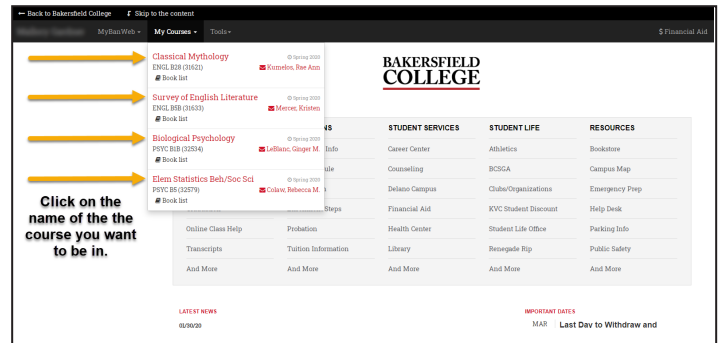


Image I.1: Above, Step 3-4 from Getting to Your Canvas Course is depicted.

II. Using your Canvas Inbox

Step 1: From your Canvas Global Menu (the black bar on the left-hand side of your screen), select **Inbox**. As depicted in the image on the right.

Step 2: In the upper right-hand area of your screen, select the icon that resembles **a square with a pencil in it**.

Step 3: On the Compose Message window, **Select the Course** you wish to communicate with.

Step 4: Using the **Address Book icon** on the far right of the "To" field, select either **a) Teacher** or **b) Student**, in order to communicate with your teacher or classmates.

Step 5: Type in your email subject.

Step 6: Type in the content of your email.

Step 7: Click **Send**.

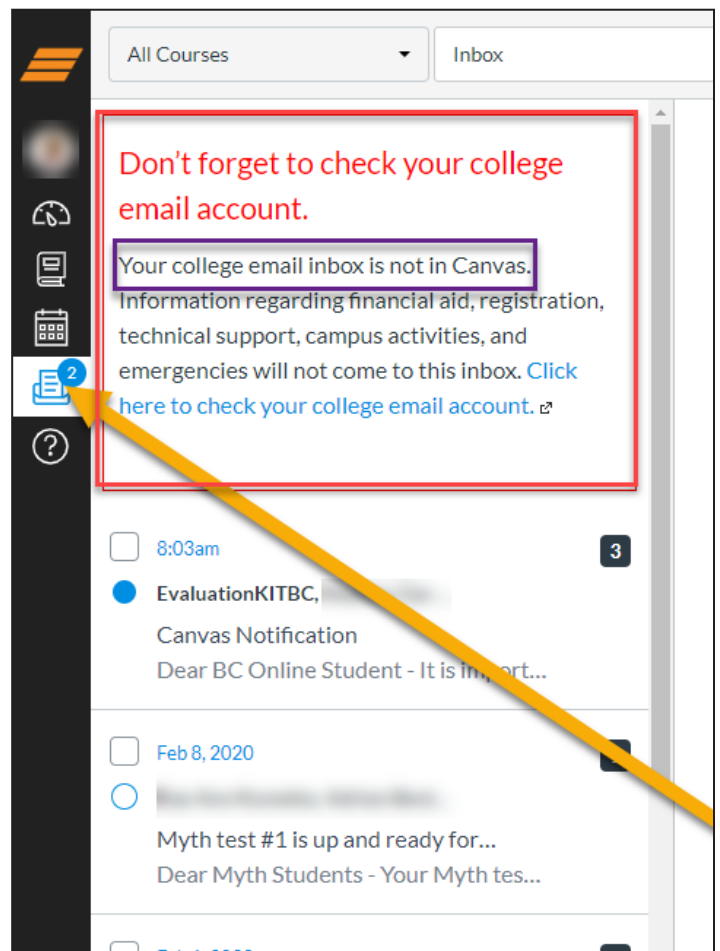


Image II.1: Above, Step 1 from Using Your Canvas Inbox is depicted.

Don't forget to check your college email account.
Your college email inbox is not in Canvas.
The Canvas Inbox, often referred to as Conversations or Messages, is a convenient way to send a message to your teacher.
Information regarding financial aid, registration, technical support, campus activities, and emergencies will not come to the Canvas Inbox.