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.

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.

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.