

## Canvas Student FAQs

Q: What is the difference between Student Email and the Inbox in Canvas?

A: The Inbox in Canvas is internal to Canvas only. When you send an email or message from the Inbox in Canvas it stays only in Canvas. Student Email is a genuine email client. You access your Student email from <http://o365.students.ccsnh.edu/>

Q: Why don't I see my course listed inside Canvas?

A: Most likely it is because the instructor of the course has not published and made the course available for students to access yet. Once the course is published, it will display on your Dashboard and Courses list. If you have any questions on when an instructor plans to publish a course. We advise you email your instructor using your Student email.

Q: How do I log into Canvas?

A: You log into Canvas using your EasyLogin username and password. You find your EasyLogin username and password from inside Student Information System (SIS). You can access Canvas, Student Email, SIS, and EasyLogin password management from our Online Resources web site <http://www.ccsnh.edu/online-resources>

Q: How do I submit an assignment?

A: Go to the Assignments section on the Canvas course menu. Select the specific assignment you need to submit/upload something to. Once you are in the Assignment you will see a green Submit box in the upper right of the page. Simply Hit Submit and it will open a pop up window with the ability to Browse your local computer. Choose the document you want to upload/attach and hit okay. Now hit Submit at the bottom right of the page. It will give you a confirmation that your assignment was submitted on the right side menu.

Q: I receive an error when trying to log into Canvas, what do I do?

A: First try clearing your web browser's cache and cookies. Close the web browser completely. Then reopen it and try logging into Canvas again. This often clears the error message. If this does not clear the issue contact the IT Helpdesk at [www.greatbay.edu/helpdesk](http://www.greatbay.edu/helpdesk)