# SPRING HILL COLLEGE + CANVAS

# QUICK GUIDE FOR SPRING HILL COLLEGE STUDENTS

## Access Canvas

- Log in to your SHC Gmail account using your favorite web browser (if you're a Windows user, do NOT use Internet Explorer).
- Open a new tab *in the same browser* and go to https://springhill.instructure.com. When prompted, log into Canvas using your SHC Gmail account information.
- Once you're in Canvas, click the *Dashboard* menu in the purple Global Navigation bar on the left to find your courses.

## Set Up Your Profile & Notification Settings

- Click the *Account* button in the upper-left corner and select *Settings* from the menu to edit your profile settings. Hover over the default image and click the black pencil icon to customize your profile picture.
- Click the *Account* button in the upper-left corner and select *Notifications* from the menu to edit your account-level notification settings.

## Seek Help

- If you have course-specific questions, reach out to your instructor. *Always* inform them if you're having problems that may interfere with your coursework. They're happy to help!
- For assistance with Canvas, click the *Help* button at the bottom of the purple Global Navigation bar, then click *Search the Canvas Guides* to access Canvas's Guides website. Click the *Read the Guides* button, then click the *Student* button in the *View Guides for your Canvas Role* section to see related resources, or type your question or topic in the *Search the Community* field at the top of the page.
- The *Canvas Student Guide* may be directly accessed here.
- The *Canvas Student Video Guides* may be directly accessed here.
- The *Canvas Troubleshooting Guide* website (located here) is a great resource for finding help with common problems.
- Contact the College's IT Helpdesk by submitting a support ticket here.
- For course registration questions, contact the Registrar's Office at registrar@shc.edu or 251-380-2240. *Please note*: it may take several hours for your course(s) to appear in your Canvas account after registration.

## Use Canvas's Mobile App

- **Apple** users: download the *Canvas Student* app for your iPhone or iPad here or from your device's App Store. The *Canvas Student iOS Guide* can be found here.
- **Android** users: download the *Canvas Student* app for Android devices here or from your device's Google Play Store. The *Canvas Student Android Guide* can be found here.