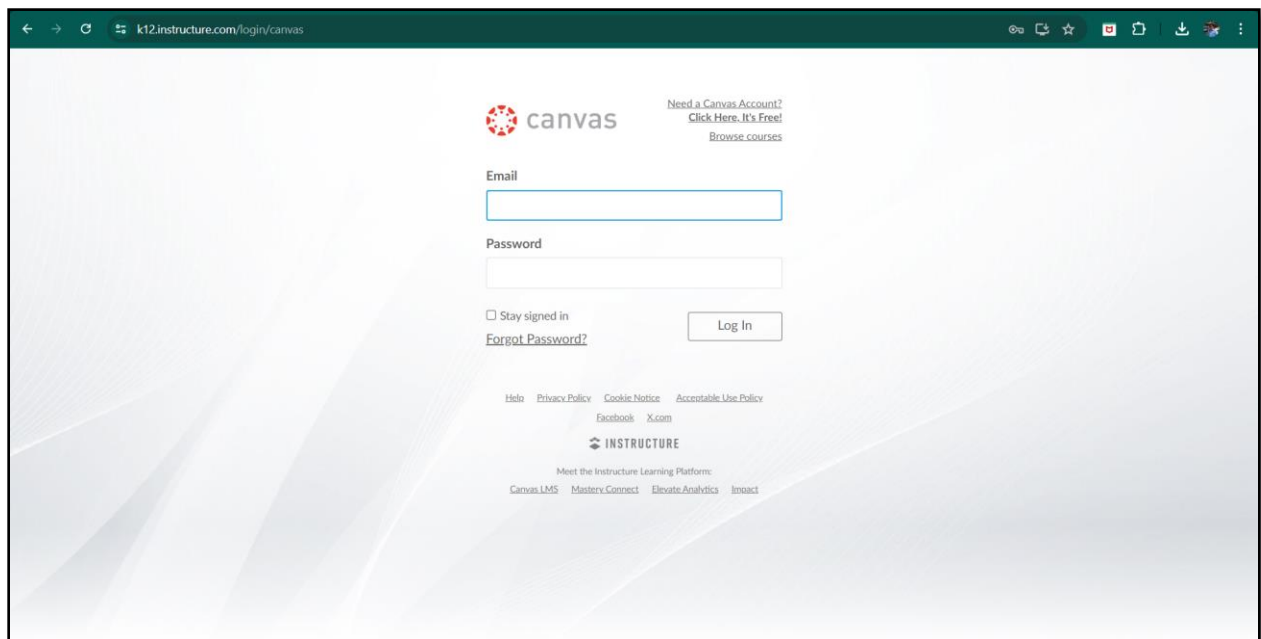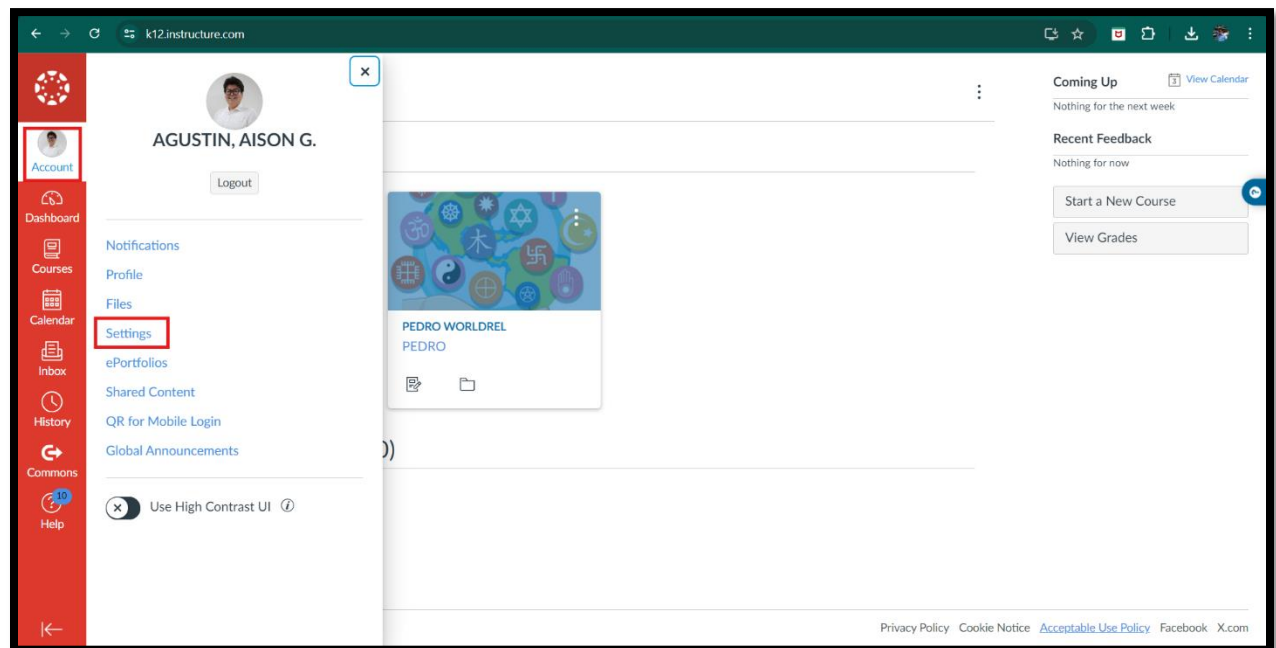PRIMER FOR CANVAS

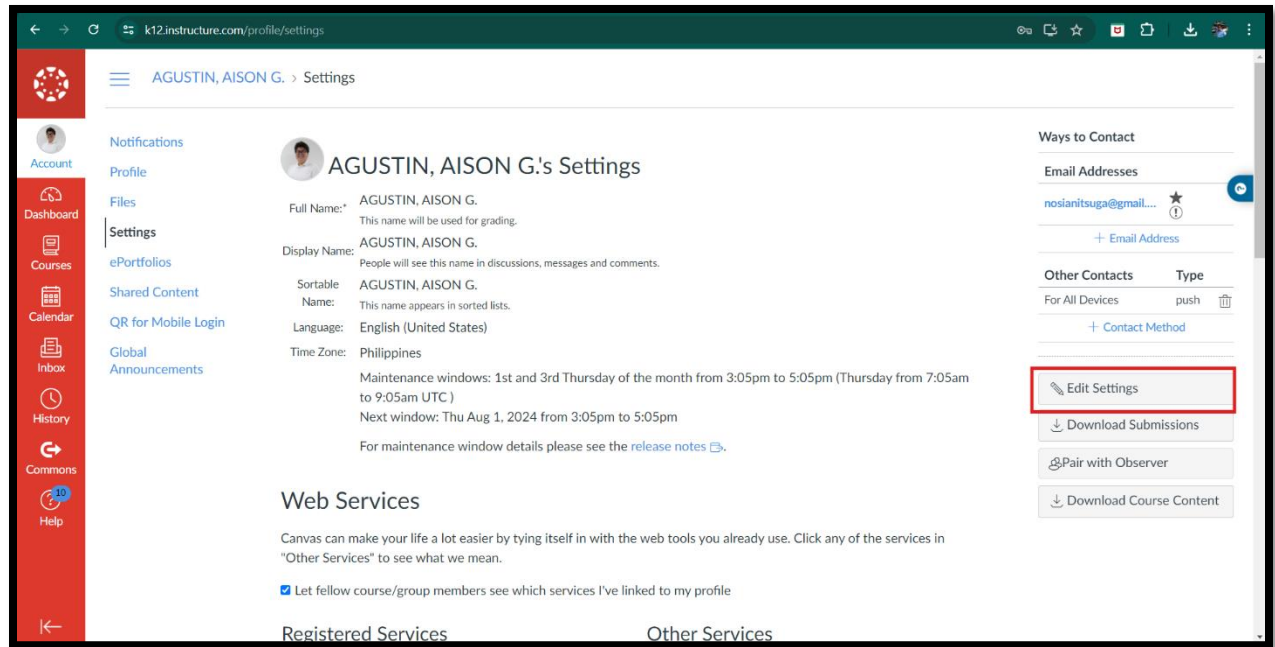1. Go to any Browser and type k12.instructure.com.

2. Type your email address you used in enrolling/registering to the class.

3. Click Account, then Settings

4. Afterwards click Edit Settings

5. Upload a decent and formal picture with white background. No candid, wacky, selfie pictures.

6. Change your Full Name, Display Name, and Sortable Name. They should be all the same and in uppercase.

>For SHS Students: [CLASS NUMBER] [SURNAME], [GIVEN NAMES] [MIDDLE INITIAL/S]

      SAMPLE:

      Boys: B01 AGUSTIN, AISON G.

      Girls: G18 AGUSTIN, AISON G.

      Note: Students with the class number 1-9 shall put zero before the number as shown in the example for boys. Students with the class number 10 and onwards shall following the numbering as shown in the example for girls.

>For College Students with Groupings: [Group] [SURNAME], [GIVEN NAMES] [MIDDLE INITIAL/S]

      SAMPLE: G01 AGUSTIN, AISON, G. or G02 AGUSTIN, AISON G.

>For College Students without groupings: [SURNAME], [GIVEN NAMES] [MIDDLE INITIAL/S]

      SAMPLE: AGUSTIN, AISON, G.

7. Change the Language and Time Zone as seen at the sample above. You need to change them to avoid confusions.

8. Afterwards, Click Update Settings.

9. You may explore the LMS by watching this video: https://youtu.be/x3j8V-uLkNw?si=TxDD0fEthqWaFkeC.

10. Thank you!