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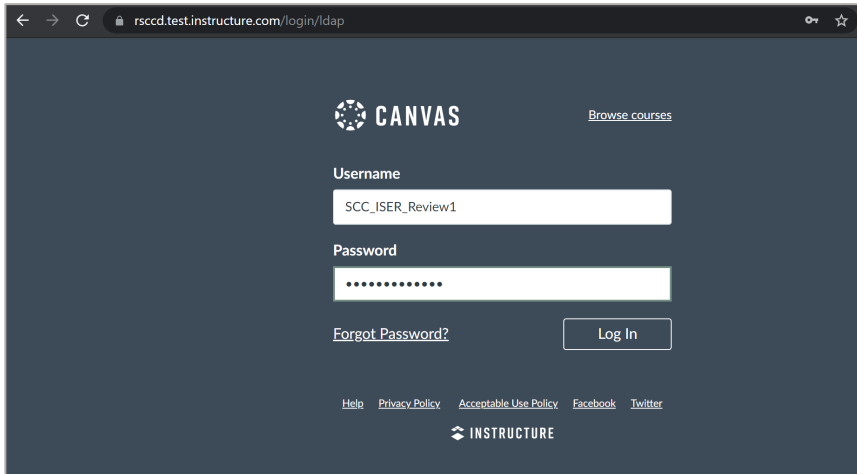
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Logging into Canvas

To login to Canvas, please use this link: [RSCCD.test.instructure.com](https://rscdd.test.instructure.com)

From there, enter one of the provided login credentials.

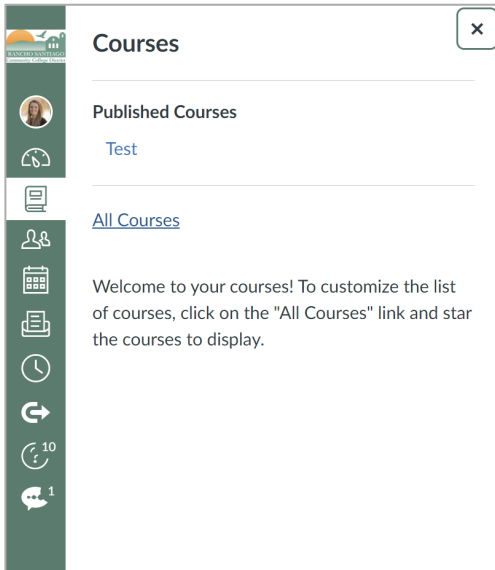


ⓘ Canvas Test Installation This Canvas installation is only for testing and will reset every month. ✕

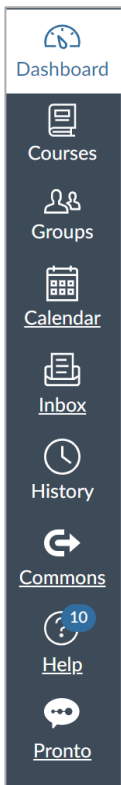
**Please note, this is RSCCD's Test Canvas environment. In order to protect the data in our production server, we have provided you with this Test environment, which is an exact mirror snapshot of our production server. This server resets and overwrites automatically every month on the third Saturday. There is a scheduled service interruption on 9/18. The server will not be available to you from 9/18-9/20.*

Entering a Canvas Class

Once you are logged into Canvas, click the Courses icon on the global navigation, then All Courses to view all the courses that you are able to access.



When you are done viewing that course and are ready to enter another one, you can return to the other courses on your dashboard at any time by clicking the Dashboard icon from the Global Navigation panel on the left.



Viewing the Gradebook

Since the courses you will be viewing are from a past semester, the students have been changed to an inactive and concluded status. To view students in the Grades area, click on the Grades tab on the left-hand course navigation panel.

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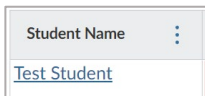
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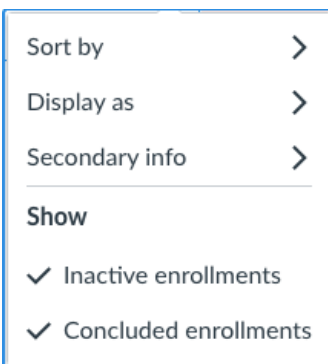
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From there, hover over the Student Name column header, and then click the three-dot menu that appears to the right of "Student name."

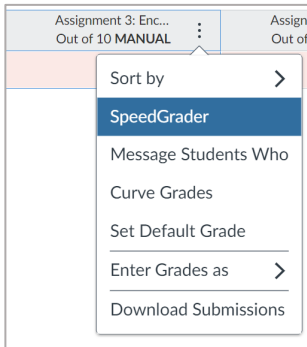


Then, select **View Concluded Enrollments**. Repeat this step by clicking the three-dot menu once more and select **View Inactive Enrollments**. This allows for all of the student data to be viewable in the gradebook.

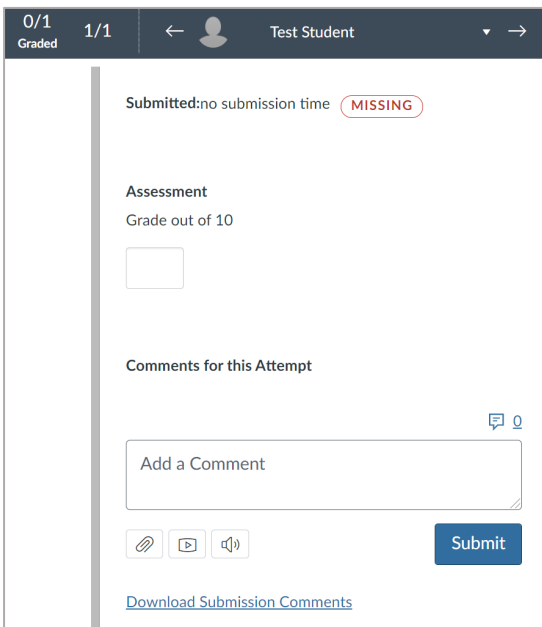


Using SpeedGrader

Now that the students are re activated in the gradebook, in order to view grades of an assignment, and other details, you can do so by using SpeedGrader. To use SpeedGrader for an assignment, hover over the assignment title (in the column header) in the gradebook, select the three-dot menu, and then select SpeedGrader.



From there, use the arrows at the top right of the screen to navigate between students.



You can return back to the gradebook at any time by clicking the gradebook icon at the top left of your screen.



If you have any questions, please do not hesitate to contact us directly.

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