

## Canvas Accessibility

Canvas provides users with an easy, simple, and intuitive browsing experience. Their team has devoted special care to making Canvas pages suitable for screen readers. The rich content editor encourages users to create accessible content pages (that is, the text is formatted by using styles). Canvas is designed to allow for limited personalization of colors and schemes, in order to make it accessible to all users. The National Federation of the Blind granted Canvas the Gold Level Web Certification in 2010.

For more information, visit Canvas Voluntary Product Accessibility Template (VPAT) at <https://www.canvaslms.com/accessibility>



### Canvas Institutional Guides

<https://nuc.instructure.com/courses/1542/pages/knowledge-base>

### Help Desk:

<https://progdev.edukgroup.com/itol-lp/index.html>

### Toll Free Line:

1 (844) 946-2020



# 123 Canvas

A Brief Guide to Your  
**Distance Education**  
Platform



FLORIDA  
TECHNICAL  
COLLEGE

## Warning:

To access Canvas every student should have an active institutional username and password. You can activate yours through the Student Portal at <https://myportalftc.edugroup.com/>

## Requirements to Access Canvas:

### Compatible Operating Systems

Canvas works with Windows, Mac, Linux, iOS, and Android, or in any other device with a recent web browser.

### Compatible Browsers

Canvas is compatible with the last two versions of each of the available browsers. Using Google, Chrome, Mozilla, Firefox, or Safari is preferable to guarantee optimum performance of the platform.

### Necessary Plugins:

**Flash** is required for the Canvas media functions of recording, transmitting, and viewing, and for uploading files to a course or submitting an assignment.

The **Java** plugin is required to share screens in Conferences. Remember, some browsers are not compatible with Java.

## Authentication Process:

1. Access:  
<https://ftccollege.instructure.com/login/ldap>
2. Enter your credentials in the registration page: institutional e-mail and password.
3. Next, click on the **Log In** button to access Canvas.



## Participating in the Discussion Forum

1. Click on the **Modules** tab on the main menu of the course.
2. Enter the forum you want to participate in.
3. To participate, click on the box with an arrow and the word **Reply**.
4. Post your contribution in the forum.

**Note:** In case you need to attach a document, click on the **Attach** button, followed by the **Choose File** button. Next, click on **Open** or **Ok**, whichever applies. You may only attach one (1) file per participation.

5. Click on the **Post Reply** button to submit your work.
6. To react to a classmate's post, click on the **Reply** button on the post.

## Submitting Assignments

1. Click on the **Modules** tab on the main menu of the course.
2. Select the desired assignment. You will see the rubric at the bottom of the page. Remember, not all assignments have rubrics.
3. To submit the assignment, click on the **Submit Assignment** button at the upper-right corner of the assignment.
4. The following options are available for submitting your assignments through Canvas:
  - a. File Upload
  - b. Text Entry
  - c. Website URL
  - d. Media

Although there are different options for submitting your assignment, it is important to note that you may only submit your assignment once and the platform will only let you select one (1) submission option.

## Submitting Assignments with Turnitin

**Turnitin** is an application that helps detect plagiarism. When you submit your assignment through this application, your professor will receive a report regarding the authenticity of your work.

1. Access the assignment. At the end of the page you will have the **Submit Assignment** option.
2. Click on the **Upload Submission** button found at the center of the page.
3. Inside the **Upload Submission** option, find the file you want to submit and click on the **Upload and Revise** button.
4. After revising the assignment you want to submit, click on the **Send to Turnitin** button.
5. Once the process is completed, you will see the similarity percentage of your work.
6. To see the similarity report, click on the percentage bar.

## Viewing Your Grades

Click on **Grades** button on the left side of the navigation menu to view your grades. There, you will be able to view the total points for each activity.

## Taking Your Exams

1. Click on **Modules** in the navigation menu.
2. Click on the quiz or test you want to take.
3. To start the quiz, click the **Take the Quiz** button.
4. Once you have finished, click on the **Submit Quiz** button that appears at the end of the quiz.

