



Canvas Basics 1: Login, Publish, Communicate

Login

To access Canvas, you should first visit the [Peralta Portal](http://portal.peralta.edu) (portal.peralta.edu). Log in with your Peralta email and password. Once you get inside the portal, look for the red circle, which is the Canvas icon. Click on the Canvas icon to open Canvas. Now you are in your Canvas Dashboard.

Publish Your Course

Once you have gone to your Dashboard, you should see your course shells that look like square tiles. **Every online and face-to-face course is assigned a shell in Canvas.** If you don't see your course shells, email helpdesk@peralta.edu and let them know your name and the courses you are teaching. The next step is to publish the course, which means you are making the course visible to students. Click on the shell to open it. In the upper right corner, you will see a button that says "Publish." Click on that button. For more, visit the Canvas guides page: [How to Publish Your Course](#).

Communicate with Students

You can use Canvas to message students and post announcements **once your course is published**. Here are the [step-by-step instructions](#) for initiating contact with them.

Message with Announcements

If you want to [send an announcement](#), in the left sidebar inside of the course, you'll see a link called "Announcements." Click on that link. You will be prompted to give the announcement a title. Then, fill in the text box with the information you want to communicate. When you are finished, click "Save."

Message with Canvas Inbox

You can also send group and individual messages using Canvas Inbox. Click "Inbox" in the left blue sidebar. To compose a message, click the pencil icon. In the course section, select your "Course," from the drop-down menu. In the "To" section, select the recipient. When you have finished your message, click "Send." For more, view how to [send a message to your student](#) with Canvas inbox.