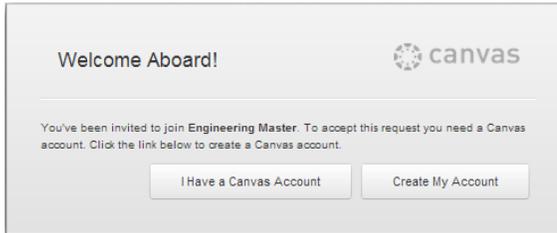


## Creating your Canvas Account

You will submit most of your written assignments through Canvas. If you have not yet received an email inviting you to join the course, email Mr. Holthouse now! When you follow the [Click here to get started](#) link in the email, just click Accept to join the course, and then follow the instructions

1. If you haven't already joined another Canvas course, select Create My Account:



2. Supply a password (use your school email password to make your life easier)
3. That's it – you should then see the home page for the course with current assignments listed.

## Setting up your Google Drive to submit work

1. Open the Chrome browser. Sign in with your school ID.
2. On the web, create a new folder in your Google Drive called “**Engineering**”.
3. Create a new folder inside “Engineering” with your last name and first initial; for example: “**LastnameF**”. Share this folder with Mr. Holthouse ([mholthouse@westwood.k12.ma.us](mailto:mholthouse@westwood.k12.ma.us)) and Mr. Jibson ([djibson@westwood.k12.ma.us](mailto:djibson@westwood.k12.ma.us)), giving them both “edit” permission. Do NOT share your Engineering folder. From now on, we'll call this your “shared Engineering folder”.

## Submitting Assignments

Many assignments in Canvas will ask you to submit your work as a URL. URLs (web links) should be share links from your Google Drive shared Engineering folder. To get this URL for a document or folder, select it in your Google Drive, and select More → Share → Share. Copy the “Link to Share” string (right click and select Copy, or type Ctrl-C):



... and then on Canvas select Submit Assignment, and paste it into the Website URL tab.



The image shows a dialog box titled "Website URL". Inside the dialog, there is a text area with the instruction "Copy and paste the link to the web site you'd like to submit for this assignment." Below this, the label "Website URL:" is followed by a text input field containing a redacted URL. Underneath the URL field is a "Comments..." text area. At the bottom of the dialog, there are two buttons: "Cancel" and "Submit Assignment".

You can leave comments as well.

### **Getting Assignment Due Dates into your Google Calendar**

You can get due dates for all of your Canvas courses to automatically show up in your Google Calendar. Just follow the instructions at <http://guides.instructure.com/s/2204/m/4212/l/54708-how-do-i-subscribe-to-the-calendar-feed-using-google-apps-for-education>.