Welcome to WebCampus, UNR’s online learning platform, which is powered by Canvas. Different courses and instructors will use WebCampus in different ways. Log in at https://webcampus.unr.edu

Navigate Your Dashboard

- Upon logging in, you will see a course tile for each of the courses you’re enrolled in. If a course is missing, or to hide courses, click on Courses on the blue sidebar, then select All Courses. You can star the courses you want on your dashboard.
- If your course is not fully online, you will need to find out from your instructor if and how WebCampus will be used.
- Check your To Do list on the right sidebar for upcoming assignments.
- Click the Help icon on the bottom of the blue navigation sidebar to access different kinds of help.

Update Your Profile & Notification Preferences

- Click on Account on the blue sidebar to access your Profile. You can add a picture by clicking on the user icon, change your display name, add Web Services, and more.
- By default, WebCampus notifications will go to your MyNevada email address. In Settings > Ways to Contact (on right), you can add an email address or a cell phone number for text messages. You will be sent a confirmation email or text.
- To set your Notification Preferences that determine how Canvas will notify you of different types of course events, click on Account > Notifications. For each course activity and method of contact, you can choose how you will be notified—ASAP, daily, weekly, or never.
- Your instructor may ask you to set your notifications a certain way to ensure you receive notifications about important course events.

Communicate with Your Instructor & Classmates

- Click on the Inbox on the blue sidebar to access Conversations, Canvas’ internal messaging system. Click the pencil and paper icon to compose a new message. Select the course, then click on the user icon to select recipients. Conversations will allow you to send messages to anyone in your course.
- Within a course, your instructor may give you additional communication tools, such as Discussions, Conferences, Collaborations, or Chat. For more information on how to use these tools, you can click the Help icon on the blue sidebar then Search the Canvas Guides.
- You can also ask your instructor a question using the Help icon on the blue sidebar.
- If you are part of a Group, you will see Groups on your blue navigation sidebar. Within a course you can go to People, click the Groups tab, then click Visit to access different group communication tools.

Submit and Keep Track of Your Assignments

- Access your Calendar on the blue navigation sidebar to see all scheduled assignments.
- In a course, click on Assignments on the course menu to see a list of all graded items, including Discussions, Quizzes, and Assignments. Your instructor may place assignments within course Modules.
- To open an assignment, click on its title, then click the Submit the Assignment button. You will see any instructions that have been provided and tabs that represent different ways that you can submit your assignment, such as Text Entry or File Upload. Click Submit Assignment when you’re done.
- Some assignments may be listed that don’t accept an online submission. These may be turned in on paper or represent a class participation or presentation grade.
- While Canvas allows you to resubmit your assignment multiple times, check with your instructor to see if they will accept any submission after your initial attempt.
Participate in a Discussion

- Click **Discussions** on the course menu or the link provided in a module.
- Here you can also see how long the discussion will be available, when it is due, and the number of unread/total posts.
- Click on the discussion title to open it, to see if it’s graded and how many points are possible.
- Click the **Reply** button to post a reply. Type your response into the box provided. You can format text, add links, images, equations, or files.
- When finished, click **Post Reply**. Reply to your classmates by clicking **Reply** at the bottom of their posts.

Take a Quiz

- If your instructor has set up an online test in your course, you can access it in your module or through **Quizzes** on the course menu, depending on how your course is set up. Click on the quiz name to open the quiz, note the due date, points, number of questions, time limit, and instructions, then click **Take the Quiz**.
- To reduce the likelihood of technical problems:
  - Clear your browser cache and cookies.
  - Take the quiz from a wired (not wireless) Internet connection. Avoid shared/free WiFi connections.
  - Plan to complete the quiz in one session.
- When finished, don’t forget to click **Submit Quiz**!
- If you have an issue, contact the **Computing Help Desk** and your instructor.

Check Your Grades

- **This feature is only available if your instructor has set it up.** The **Grades** link in the course menu will show you a list of the graded items. You can see the due date and score for each one.
- Under **Score**, or on the far right of each row, you may see different icons that represent the status of your grade. You can mouse over each icon to see what it means. The speech bubble on the far right links to your instructor’s comments.
- You can enter **What-if Grades** for ungraded assignments to see what the impact may be on your total course grade. Just click in the empty grade field and enter a score; it won’t save an actual assignment grade, and your instructor won’t see it. Click **Show All Details** to view **Peer Reviews**. If your instructor has weighted assignments, you will see a list showing how they’re weighted on the right sidebar.

Need Help?

Click the **Help** icon at the bottom of the blue sidebar. **Ask Your Instructor** a Question will submit a message directly to your instructor. Or you can **Search the Canvas Guides**.

For help with your user name or password, contact the **Computing Help Desk**: (775) 682-5000 or help@unr.edu

If you can’t see a course after checking **All Courses** under **Courses** on the blue sidebar, contact Student Services to confirm that your registration is complete, then the **Computing Help Desk**.