

From: [Scott Vigallon](#)
To: [Jeannine Methe](#)
Subject: FW:
Date: Friday, March 18, 2016 12:54:40 PM

FYI

From: David Lyons [mailto:dlyons@instructure.com]
Sent: Friday, March 18, 2016 11:51 AM
To: Scott Vigallon <SVigallon@laspositascollege.edu>; Minta Winsor <mwinsor@chabotcollege.edu>; ulibbarri@chabotcollege.edu; Stacey Followill <sfollowill@clpccd.org>; Rachel Ugale <rugale@clpccd.org>
Cc: Eddie Sampson <eddie@instructure.com>
Subject:

Welcome to your Canvas sandbox!

Thanks for taking the time to look at Canvas more closely. Below you'll find lots of useful information that will help you make the most of your sandbox!

You'll log into your Canvas instance at <https://clpccd.instructure.com>

This sandbox isn't connected to your authentication or SIS, so there will be some manual account setup for now. Also everyone has the ability to create courses right now (something you'll probably turn off once you go live!)

Once you know who is interested in helping you evaluate you can follow the steps below for each person to get them set up. Remember once you've integrated with Canvas campus wide users, courses, and enrollments will be created automatically by syncing with your SIS; this process is just for the evaluation.

1. Create a user for each faculty: (follow option 1)
<https://community.canvaslms.com/docs/DOC-3111>
2. Create a blank course for the faculty: <https://community.canvaslms.com/docs/DOC-3021>
3. Enroll the faculty into their sandbox course (make them a teacher, not a student):
<https://community.canvaslms.com/docs/DOC-2878>

If you'd like to provide documentation on how different Canvas features work we have great videos and guides for Instructors.

- Getting Started: <https://community.canvaslms.com/docs/DOC-2035>
- Videos for instructors: https://community.canvaslms.com/docs/DOC-3891#jive_content_id_Instructors
- All guides for instructors: <https://community.canvaslms.com/docs/DOC-4131>

Some faculty will probably want to test importing their content so here is a direct link to that guide: <https://community.canvaslms.com/docs/DOC-2676>

We have great guides for admins too! <https://community.canvaslms.com/docs/DOC-4141>

Let us know if you have any questions about any of the above, or anything else relating to your sandbox!

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