Canvas Submission Guide

To log in to Canvas, visit login.sbst.edu.

When you log into Canvas you will see a green box at the top of your dashboard page like this:

The message will tell you that you’ve been added to Project/Thesis Writing as a student. Every student will need to accept this course invitation before you will have access to the course. Once you’ve accepted the invitation, the course will display on your dashboard like this:
Enter the Project/Thesis Writing course by clicking on the course tile. When the course home page loads, there will be a number of helpful resources links and a discussion named for you.

The first time you log in, take a second to make sure you are subscribed to your discussion thread. If not, you will not receive email notifications when your supervisor sends you a reply.

Make your initial post by clicking the reply option below the text box.
Your first post should include a copy of your approved project or thesis proposal and all approved chapters for your supervisor’s reference. Additionally please upload any recent chapter submissions that you made on Moodle.
When you are ready to submit the next chapter to your supervisor, repeat the steps above to reply to the original message, add the attachment, and post your work for review.

If you have any issues, please contact Jessica McMichael at jmcmichael@sbts.edu.