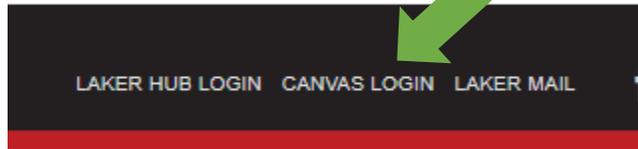


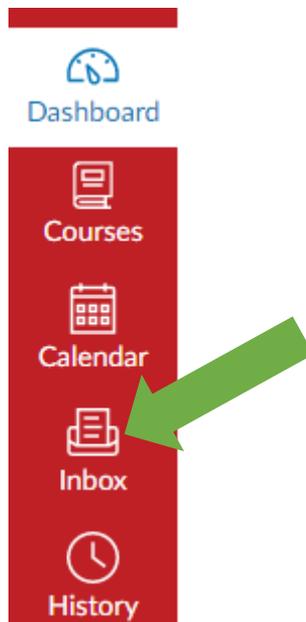
How to Message a Tutor on Canvas

Step 1



Select "CANVAS LOGIN" from the top right of the Lake Land College website and log into Canvas with your Hub ID (typically the first letter of your first name and your last name, sometimes with numbers after) and password (typically you 6-digit birthday).

Step 2



Select "Inbox" from the red bar on the left side of the screen.

Step 3



In your inbox, click the symbol show above to compose a new message.

Step 4

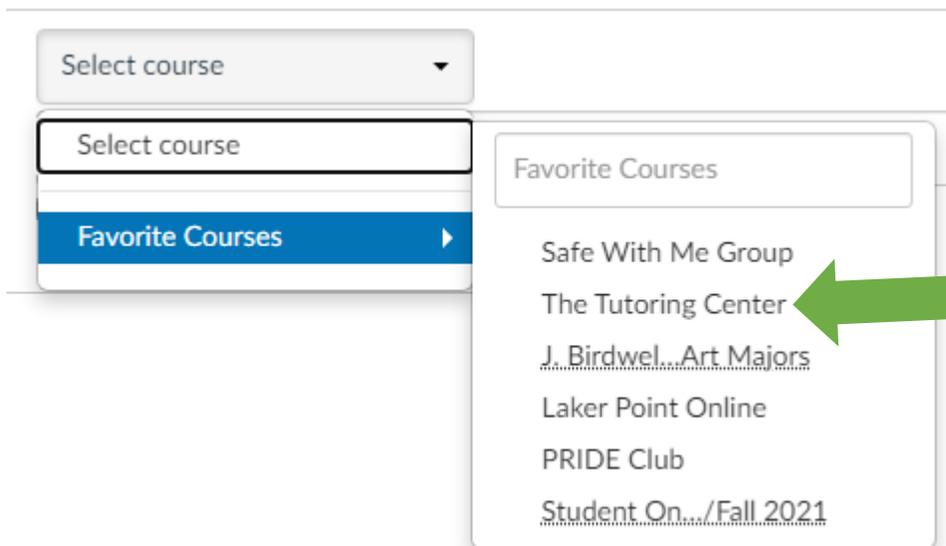
Compose Message

Course



Next, click the arrow by “Select course”.

Step 5



Hovering your mouse over “Favorite Courses” will open a menu of all the canvas courses of which you are a member. From these, select “The Tutoring Center”.

Step 6



In the text, box below type the name of the tutor you wish to message, OR click the book symbol.

Step 7



From the drop-down menu, select "Teachers".

Complete!



From this list, select the tutor you would like to message, and type and send them your message.