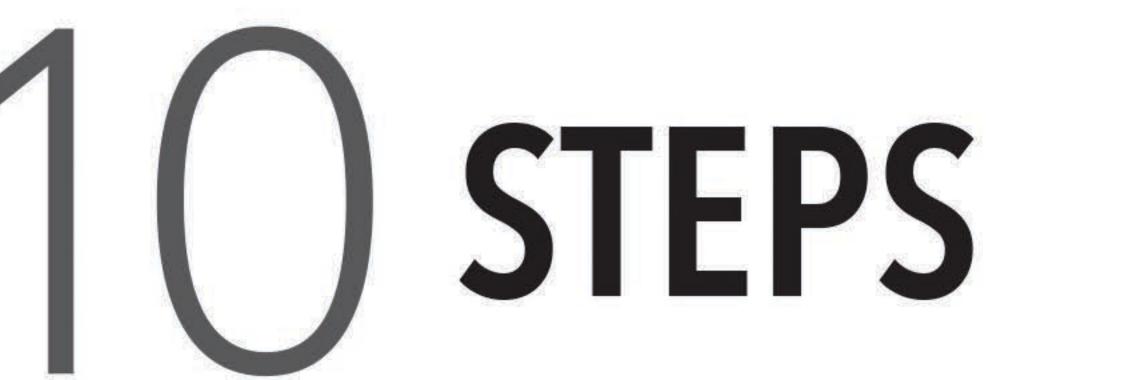
GETTING STARTED WITH CANVAS IN



Canvas you can

upload your Syllabus as

a Word or PDF Document,

copy/paste the text of

your Syllabus directly

into Canvas.

or you can choose to



Create

an Assignment for

everything you grade a

student on during the

quizzes, papers,

participation,

attendance, exams,

If you

wish to add files (such

as Word and PowerPoint)

to Canvas or provide

links, Modules is the

preferred way to

organize your

students with web page

content.

semester, this may include

Prior to

publishing a course,

it is recommended that

any unneeded navigation

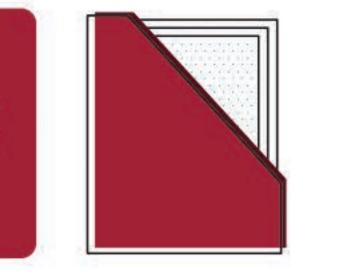
from the student so as to

simplify their navigation

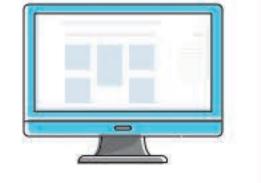
& direct them.

links at the left are hidden

UPLOAD A SYLLABUS



- The Syllabus Description is where you can post your course description, a brief introduction, class guidelines, weekly reminders, and other important information. You can copy content from Word documents or create original content inside of the Rich Content Editor. You can also link to your Syllabus by uploading it into Course Files as a PDF and linking it in the content selector. Canvas will automatically create a preview of your document so your students don't have to download it before reading it.
- Access Syllabus within the course menu at the left. To edit the Syllabus, click the Edit button.





- In Global Navigation, click the Courses link, then go to the All Courses link. Courses are always listed alphabetically; you cannot reorder your courses manually.
- Note: You can favorite any published course that appears in the My Courses section on the course list page. Course favorites also display in the Dashboard. To make a course a "favorite," click the star next to a course.



CUSTOMIZE YOUR NOTIFICATIONS



- In Global Navigation, click on the **Account** link and go to the Notification link. Review and customize each.
- We recommend receiving the "Conversation" messages ASAP as your preferred contact method. Students can always send you messages via the "Inbox/Conversations" in Canvas so it is important for you to view these or have them forwarded to your preferred contact method.



MODIFY YOUR CANVAS SETTINGS



- In Global Navigation, click on the Account link and go to the Settings link.
- Click on the icon to the left of your name to add a Profile Image (this can be a picture of yourself or any picture that you would like to represent you).
- Click on the Edit Settings button on the right to modify your "Display Name" or to change your time zone.
- Click on Update Settings to save your changes.

you are logged into Canvas, you access your courses under the Course menu. Course(s) you have been scheduled to teach will automatically appear.

Notifications in Canvas is what tells the system WHAT information you wish to be sent outside of Canvas, HOW OFTEN, and WHERE it is sent.

Within Canvas

of customizing your

Settings by adding a

Display Name, adding a

Profile Image, and/or

zone.

changing your time

you have the option





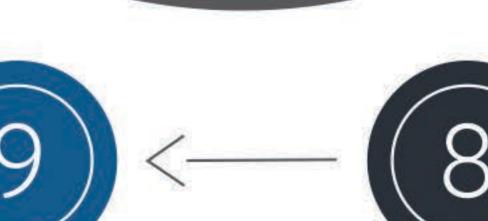












Prior to publishing a course, it is a good order to test it fully before it's published.

The "Homepage" of your course can be customized. You can create a Assignments be the



ADD ASSIGNMENTS (GRADING COLUMNS)

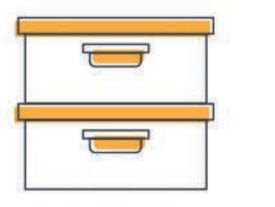


- Access Assignments within the course menu at the left.
- Under the assignments Click on the + Assignment link. Type in the Assignment name, select a Due Date (if applicable), and provide a total points possible. Note: Extra credit assignments should have 0 points possible so that they are calculated as extra points.
- Choose a Submission Type (how you want to receive the student work online, on paper). Click on Save & Publish.

Note: Make sure that you publish each assignment to make them available to students. Creating an assignment adds a column in the gradebook for that assignment. Assignments cannot be directly added to the gradebook.



CREATE MODULES & UPLOAD FILES



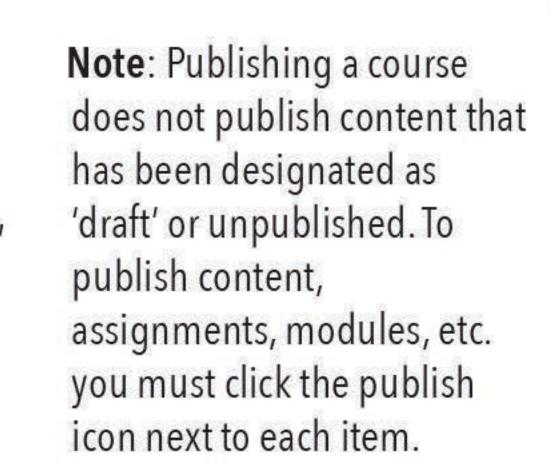
- Access Modules within the course menu at the left.
- Click on + Module on the right for each learning unit of your course (some instructors break their course into Chapters, Weeks, Sections, Modules, etc.). - Type in the Module name, edit settings, check mark the box if you wish to lock the contents of the module until a specific start date. Click on Add Module.
- Under a Module, click on the + icon to add items and content to the Module.
- Select the type of item to add from the menu, you can add quizzes/assignments/discussions or to content, such as PowerPoints, Word documents, webpage links (external URLs), and content page links (web page within Canvas). If you are adding new items, look for the "New" option at the top of the list (New File, New Assignment, New Content Page, etc.). Click Add Item. Note: Make sure that you publish each module and item you add to a module to make them available to students.



PUBLISH THE COURSE



- Access **Home** within the course menu at the left.
- Under Course Status at the top-right of the course, click on the **Publish** button.
- We recommend adding a "Welcome Announcement," as every student will be new to Canvas.



In order for students to see a Canvas course, you need to publish it. It takes just a few seconds to publish a course!

START HERE

idea to view the course under Student View in



unique page or you can have the Syllabus, Modules, or Homepage.



HIDE UNUSED COURSE NAVIGATION



- Access **Settings** within the course menu at the left.
- Select the **Navigation** tab at the top center.
- Drag and drop unused menu items from the top to the bottom. Hide as many navigation links as necessary to simplify the student view. Hiding a link does not disable the tool, it just hides it from the student. Click Save.



AS A STUDENT

VIEW THE COURSE

- Access Settings within the course menu at the left.
- Click on the Student View button.
- Preview the course as a student: post and reply to discussions, submit assignments, view grades, view people, view pages, view the syllabus, view quizzes, view the calendar, and view the scheduler.
- Click on Leave Student View at the bottom right when done with the preview.

Note: Attendance, conferences, conversations, collaborations, differentiated assignments, external apps, groups, peer reviews, and profiles do not work for the Test Student.

8

SELECT YOUR HOMEPAGE LAYOUT



- Access **Home** within the course menu at the left.
- Click on Choose Home Page. Select an option and click on Save.

Front Page, select Pages from the Course Navigation. - Add a New Page OR Click View All Pages and verify that

Note: To designate a Canvas Content Page as your

- the page you want to designate is published. From the Gear Icon select the Use as Front Page option. - From the **Home** area of your course, click **Choose**
- Home Page. From the menu select Pages Front Page and click Save.