GETTING STARTED WITH CANVAS IN 10 STEPS

1. **ACCESS A CANVAS COURSE**
   - 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.

2. **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 on 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.

3. **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 change your time zone.
   - Click on Update Settings to save your changes.

4. **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.

5. **VIEW THE COURSE AS A STUDENT**
   - Access Settings within the course menu at the left.
   - Click on the Student View button.
   - Preview the course as a student, print 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.

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

In Canvas you have the option of customizing your Settings by adding a Display Name, adding a Profile Image, and/or changing your time zone.

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

9. **Prior to publishing a course, it is a good idea to view the course under Student View in order to test it fully before it’s published.**

10. **The “Homepage” of your course can be customized. You can create a unique page or you can have the Syllabus, Modules, or Assignments be the Homepage.**

11. **Prior to publishing a course, it is recommended that any unneeded navigation links at the left are hidden from the student so as to simplify their navigation & direct them.**

12. **If you wish to add files (such as Word and PowerPoint) to Canvas or provide students with web page links, Modules is the preferred way to organize your content.**

CREATE MODULES & UPLOAD FILES

- Access Modules within the course menu at the left.
- Click on +Module in the right for each learning unit of your course(s) (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/assign-
   - ments/discussions or its 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 FIC, 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.

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.

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.

Note: To designate a Canvas Content Page as your Front Page, select Pages from the Course Navigation. Add a New Page Off Click View All Pages and verify that 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.

ADD ASSIGNMENTS (GRADING COLUMNS)

- Access Assignments within the course menu at the left.
- Under the assignments Click on + 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.

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 Text Content Editor. You can also link to your Syllabus by uploading it into Course Files as a PDF and linking it in the content section. 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.

UPLOAD A SYLLABUS

- Click on Upload a Syllabus located next to the rich text content editor on the syllabus page.
- A file dialog will open. Browse to your syllabus file and select it.
- Click on Upload.
- Note: When the file is uploaded, the rich text content editor will be replaced with your syllabus file. If you want to edit it, you'll need to use the rich text content editor again.