GETTING STARTED WITH CANVAS IN (





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.



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.



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.



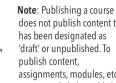
MODIFY YOUR CANVAS SETTINGS



- In Global Navigation, click on the **Account** link and go to the
- 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.



- Access **Home** within the course menu at the left.
- click on the **Publish** button.
- as every student will be new to Canvas.



does not publish content that assignments, modules, etc. you must click the publish icon next to each item.

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

Notifications

in Canvas is what tells the

system WHAT information

of Canvas, HOW OFTEN,

and WHERE it is sent.

Within Canvas

you have the option

of customizing your

Settings by adding a

Display Name, adding a

Profile Image, and/or

changing your time

you wish to be sent outside

START HERE

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.

you are logged into

Canvas, you access your

courses under the Course

menu. Course(s) you have

been scheduled to teach

will automatically

appear.

or you can choose to copy/paste the text of your Syllabus directly into Canvas.

The "Homepage" of

your course can be

customized. You can create a

the Syllabus, Modules, or

Assignments be the

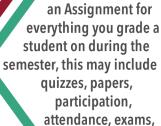
Homepage.

unique page or you can have

Canvas you can

upload your Syllabus as

a Word or PDF Document.



Create

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.

If you

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.





- 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

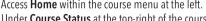


- Access Modules within the course menu at the left.
- Click on + Module on the right for each learning unit of your course (some instructors break their course into Chapters, Weeks, Sections, Modules, etc.).
- Type in the Module name, edit settings, check mark the box if you wish to lock the contents 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 guizzes/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





Under **Course Status** at the top-right of the course,

We recommend adding a "Welcome Announcement,"



Access **Settings** within the course menu at the left.

Click on the Student View button.

AS A STUDENT

VIEW THE COURSE

- Preview the course as a student: post and reply to discussions, submit assignments, view grades, view people, view pages, view the syllabus, view guizzes, 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.



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 OR 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.