

GETTING STARTED WITH CANVAS IN 10 STEPS

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.

CUSTOMISE YOUR NOTIFICATIONS

- In Global Navigation, click on the Account link and go to the Notification link. Review and customise 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 Update Settings to save your changes.

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.

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: 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Note: Publishing a course does not publish content that has been designated as 'draft' or unpublished. To publish content, assignments, modules, etc. you must click the publish icon next to each item.

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

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

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

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.

The "Homepage" of your course can be customised. You can create a unique page or you can have the Syllabus, Modules, or Assignments be the Homepage.

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 can upload your Syllabus as a Word or PDF Document, or you can choose to copy/paste the text of your Syllabus directly into Canvas.

Create an Assignment for everything you grade a student on during the semester, this may include quizzes, papers, participation, attendance, exams, etc.

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.

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.

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.

ACCESS YOUR SYLLABUS

- The Syllabus description comprises
- Course Syllabus information which refers to the list of course topics and is auto-populated from the Curriculum Management System (CMS). To make changes, update via CMS
 - Course Summary communicates to your students exactly what will be required of them throughout the course in chronological order.

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.

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.

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.