

# Canvas

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## ❖ Navigate Canvas

- Login:
- Username: email address (e.g. [ehicks@gmail.com](mailto:ehicks@gmail.com))
- Password: First five letters of your last name + last three numbers of your student/employee id (Hicks564) Please note that this is case sensitive. If you have fewer than five letters in your last name, substitute a space for each letter (e.g., Hays 564).
- Dashboard. From here you can:
  - Start a new course
  - View Activity Course Stream by clicking on the toggle button in upper right-hand corner.
  - Get help: button bottom left-hand corner:
    - Ask instructor
    - Report a problem
    - Search Canvas Guides (!)
- Courses
  - Modify visible course list by clicking on “All Courses”
  - Click on the “stars” beside the course names you want visible on the course menu.
- Calendar
  - Add events and assignments that are course specific or personal.
  - “Scheduler” tool allows you to create blocks of time for office hours and other types of appointments. Students choose the times that are best for them.
    - Click on “Scheduler.”
    - Name appointment group (e.g., “Office Hours”).
    - Set times and dates.
    - Save & Publish.

➤ Messaging

- Compose messages that are sent to an entire class or to individuals. Students receive this message in Canvas and in their personal email accounts.
  - Click on the “pencil” to compose message.
  - Add/search for recipients.
  - Type/record message. Add attachments if desired.
  - Send.
  - BEST PRACTICES: When students receive a message, they can only see that it is from Canvas. In order to eliminate confusion, especially for students who may be enrolled in more than one class, please be sure to put your course number in the subject line of the message, and in the salutation, indicate whether or not this message is to an individual or to the entire class.

➤ Account Settings

- Profile/Settings
  - Add email/phone number for notification preferences.
  - Edit your profile information by clicking “Edit Settings.”
  - Add services like Google Drive (useful for students).
- Notifications
  - Determine how regularly you will receive notifications:
    - ◆ ASAP, Daily, Weekly, Never
- Files
  - Here you can access and manage all your course files.
  - Add folders to keep material organized.
  - Upload documents without having to go into your course.

❖ **Courses**

1. Go to “Courses” in left navigation menu.

2. Click on your course.

### ❖ Navigation Menu

#### ➤ Home

- Make an announcement
- Publish course (the default publish date for the course is the start date)
- Choose home page:
  - Course activity stream
  - Modules
  - Assignments
  - Syllabus
  - Create your own page

#### ➤ Adding Content

- Add a Module: Modules organize your course content.
  - Click "+ Module"
  - Name Module
  - Click "Add Module"
- Add a Content Page. Go to the module where you would like to add content.
  - Click "+"
  - Add: "Content Page"
  - Select: "New Page"
  - Page Name: type the name of your page
  - Click "Add Item"
- Edit Content Page.
  - Click on your page title in the module.
  - Click on "Edit" in upper right-hand corner.

- Use Content-Rich Editor to modify your page.
- Add a File
  - Click “+” in the module.
  - Add: “File”
  - Select: “New File”
  - Click “Choose File” >> Find your file>>Click “Open”
  - Click “Add Item”
- Settings
  - Go to “Navigation” tab at the top of page. Here you can:
    - Look at your course from the students’ view
    - Import course content
    - Look at course statistics
  - Changing Navigation Menu for Students
    - Drag and drop tools you don’t want visible to students
    - Click “Save.”
  - Grading Scheme (If you grade with letter grades)
    - Click on “Course Details” tab at the top of page.
    - Grading Scheme: Check box- “Enable Course Grading Scheme”
    - If you need to change grade range, click on “pencil,” type changes, and “Save.”
    - Click on “Update Course Details” at the bottom of Settings page.

- Basic Gradebook
  - Create Weighted Categories
    - Go to “Assignments” tool in left navigation menu.
    - Click on “cog” to get to assignment settings.
    - Check the box: “weight final grade based on assignment groups.”
  - Add a Category
    - Click “+Group”
    - Name the group (e.g., “Homework”).
    - Assign a percentage for the weight.
  - Create an Assignment
    - Click “+” in the category where you would like the assignment.
    - Name the assignment.
    - Assign a point value.
    - Click “Save” or “Save & Publish”
  - Editing Assignment Details
    - Click on the name of your assignment on the assignment page (e.g. “Reflection”).
    - Click “Edit” in upper right-hand corner.
    - Use Content-Rich Editor to provide assignment instructions.
    - Choose Grade Display (letter grade, percentage, points, etc.).
    - Choose Submission Type (no submission, text entry, website url, media recordings, file uploads (Word, PowerPoint, PDF)).
    - When you are finished editing the assignment, click “Save” or “Save & Publish.”
  - Creating Groups: Click on “People” in left navigation menu.
    - ◆ Create group set: “+ Group Set”
    - ◆ Create groups within the set: “+ Group”

- ◆ Drag and drop students into groups
- Viewing Gradebook
  - Click on “Grades” in left navigation menu.
  - You may manually enter grades.
- SpeedGrader
  - Click on the assignment you want to grade.
  - Click on “SpeedGrader” in upper right-hand corner.
  - Add Grade
  - Edit using Crocodoc tools
  - Add an Assignment Comment in text box
  - Click “Submit Comment”
- Record/Upload Media
  - Click on microphone/video icon.
  - Always check green “Allow” button.
  - Click on red circle to record/click anywhere to stop.
  - Click “Save” to submit audio/video comment.
- Syllabus
  - Left navigation menu
  - Click “Edit Syllabus Description”
  - Notes: Any assignment you create is automatically added to the Syllabus
  - Students will see upcoming assignments on the dashboard as well as on the course home page.
- Publishing Courses
  - In the upper right-hand corner of your course click on the “Publish” button. When it is green, your students will be able to access your course.