

Canvas Basics - Outline

Logging in to Canvas

1. Go to the **A-Z index**, **C** click **Canvas (This will be under tools in the future)**
2. Tpe in their network username and password.

Dashboard – View the following video <https://vimeo.com/69658933> -- **Canvas Interface**

Overview

1. **Courses** on the top – this is where you can access all your courses.
2. All courses are loaded from Banner and you no longer have to fill out course request forms. Students will automatically be added and dropped through Canvas because of the Banner integration. The courses will be updated throughout the semester. Separate sections will be created within one shell. Students will automatically be assigned to the appropriate section. If you need a separate course shell for each section, let us know ahead of time (i.e. before the semester starts).

Main Screen-Top Navigation

1. **Inbox**
 - Click on **Inbox**.
 - Click on **Compose a new message**.
 - Click on the **Course** that you would like to email from the drop-down.
 - In the **To** field, click the person on the book icon to select the entire class, certain functions or individual students.
 - Checkmark **Send individual messages** to send each a separate messages.
 - Setup the message and send it
2. **Settings**
 - Setup additional email addresses or contact methods.
 - Click the image to add a picture to your profile.
 - Click **Notifications** on the left side bar.
 - **Notify me right away, Send daily summary, Send weekly summary and Do not send me anything**).
 - Each student/faculty sets up their own notifications. This may be something you want to explain to your class on the first day, so that they know how to setup notifications.
3. **Logout**
 - Use this to log out of Canvas.
4. **Help**
 - The Help is where you can search for information and they also have helpful videos.

Left side navigation bar

Items in bold are accessible by all when the course is published. Items greyed out are available to just the teacher(s) of the course or they may not have anything published in it yet.

Home - Gets you back to the main page of your course.

Announcements - Announcements allow you to communicate with your students about course activities and post interesting course-related topics.

Assignments - Assignments include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.). The Assignments page shows all of your course Assignments and how many points each is worth.

Discussions - Discussions allow both instructors and students to start and contribute to as many discussion topics as desired. Discussions can also be created as an assignment for grading

purposes, or simply serve as a forum for topical and current events.

Grades - Grades can serve as a communication tool between students and instructors and allow instructors to track the progress of students. The Gradebook stores all information about student progress in the course, measuring both letter grades and course outcomes.

People - Access students and teachers in your course. With the Banner integration, you should not have to make changes. But you can add observers to your course to see your layout of your course.

Pages - Pages are where you can put content and educational resources that are part of your course. This is a place where you can include text, video, and links to your files. You can even make links to other pages.

Files - Files are where you upload course files, syllabi, readings, or other documents. As an instructor, you can lock the folders so students cannot access your files. Files can be placed in Modules, Assignments, or Pages.

Syllabus - The Syllabus in Canvas makes it easy to communicate to your students exactly what will be required of them throughout the course in chronological order.

Outcomes - Outcomes allow the administration and faculty to track mastery in a course.

Quizzes - Quizzes in Canvas are assignments that can be used to challenge student's understanding and assess comprehension of course material.

Modules - Modules allow you to organize your content to help control the flow of your course.

Conferences - Conferences are primarily used for virtual lectures, virtual office hours, and student groups.

Collaborations - Canvas leverages technologies like Google Docs and EtherPad allow multiple users to work together on the same document at the same time. Collaborative documents are saved in real-time, meaning a change made by any of its users will be immediately visible to everyone.

Attendance - This is where an instructor can mark attendance for each class session.

Chat - The Chat tool in Canvas allows students and teachers to interact in real time. Chat makes it easy to communicate with your students in real time, all in one place.

Settings - The Settings navigation link is where you can easily update and see the different users and sections, and you can also modify the navigation of your course.

Important Settings

Import Content into this Course

1. Go to **Settings** on the bottom left
2. Choose **Import Content Into this Course** from the right sidebar.
3. Content type - choose Moodle or Canvas (if Moodle you must have first made a backup of your Moodle course and saved it)
4. Browse for the course
5. Choose all content or specific content
6. Choose Import

Student View

1. Go to Settings on the left
2. Choose **Student View**
3. When done, click **Leave Student View**

Publishing

They must publish the course for students to access it. **NOTE:** *You cannot unpublish a course once it has a graded submission in it.*

Sample Canvas Sites

<http://guides.instructure.com/m/15170/1/159741-audience-higher-education-courses>