GETTING STARTED WITH CANVAS IN 10 STEPS

④ 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.

③ 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 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.

① 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 to change your time zone.
- Click on **Update Settings** to save your changes.

⑤ 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.

⑥ 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.

⑦ 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**.

⑧ 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**.

⑩ 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.

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.

⑨ 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: Attendance, conferences, conversations, collaborations, differentiated assignments, external apps, groups, peer reviews, and profiles do not work for the Test Student.

Central wheel steps:

3 — 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.

4 — 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.
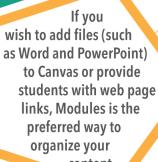
5 — Create an Assignment for everything you grade a student on during the semester, this may include quizzes, papers, participation, attendance, exams, etc.

2 — 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.

1 — 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.

START HERE

6 — 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.

7 — 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.

8 — 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.

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