



GETTING STARTED IN CANVAS

Customize Your Notifications

Set Notifications in Canvas to tell the system WHAT information you wish to be sent outside of Canvas, HOW OFTEN, and WHERE it is sent.

- ▶ In Global Navigation, click on the Account icon and select the Notifications link. Review and customize each.
- ▶ We recommend toggling your "Conversation" notifications to the "notify me right away" or "daily summary" settings. 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.

Upload A Syllabus

Upload your Syllabus as a Word or PDF document, or choose to copy/paste the text of your Syllabus directly into Canvas.

- ▶ Select a course and access the Syllabus on the left hand menu. To edit the Syllabus, click the Edit button.
- ▶ Copy content from Word documents or create original content inside of the Canvas text editor window. You can also upload your Syllabus as a PDF into Course Files and provide a link. Canvas will automatically create a preview of your document so your students don't have to download it before reading it.

Select Your Homepage Layout

The "Homepage" is the first thing your students will see when accessing your course. You can create a unique page or you can have the Syllabus, Modules, or Assignments be the Homepage.

- ▶ Access Home within the course menu at the left.
 - ▶ Click on Choose Home Page on the right hand menu. Select an option to display as your home screen and click Save.
- Note:** You can customize your Home Page with a Canvas Content Page. To create a Canvas Content Page:
- Navigate towards Pages from the left hand Course Navigation.
 - Add a New Page OR click the gold View All Pages button and verify that the page you want to designate is published. From the three dot menu on the right hand side, 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.

Add Assignments

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

- ▶ Access Assignments within the course menu at the left.
 - ▶ Click on the gold +Assignment button. 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.
- ▶ Complete the form.
 - ▶ 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

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.

- ▶ Access Modules within the course menu at the left.
 - ▶ Click on gold +Module button 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 dropdown menu. 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 by selecting the gray prohibition sign to make them available to students.

View The Course As A Student

Prior to publishing a course, it is a good idea to preview the course under Student View in order to test it fully before it's published.

- ▶ Access Settings at the bottom of the course menu to the left.
- ▶ Click on the Student View button at the bottom and preview your course as a student.
- ▶ Click on Leave Student View at the bottom right when done with the preview.

Publish The Course

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

- ▶ Access Home within the course menu at the left.
 - ▶ Under Course Status at the top-right of the course, click on the Publish button.
- 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.