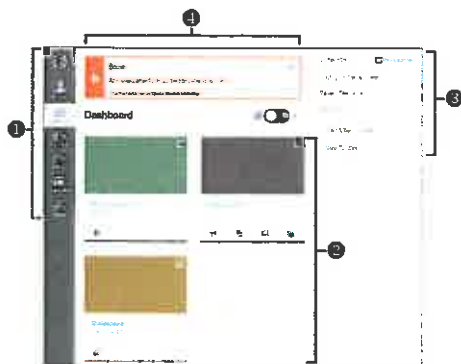




# Getting Started

## The Canvas Dashboard



- 1 Global Navigation** - contains shortcuts to help you navigate through Canvas.
- 2 Course Cards** - shortcuts to your Canvas courses.
- 3 Sidebar** - contains links to your upcoming events, recent feedback, and options to create a course and view grades.
- 4 Global Announcement** - announcements that are made by your institution.

## Setting Notification Preferences

Canvas allows you to make changes to the type and frequency of the notifications you receive.

1. Click **Account** in the **Global Navigation**.
2. Click the **Notifications** shortcut in the panel that appears.
3. There are four different notification options that you can select on the right side of the screen. Make a selection for each type of notification that you want to change. Changes are saved automatically.

## Editing Your Profile Information

1. Click **Account** in the **Global Navigation**.
2. Click the **Settings** shortcut in the panel that appears.
3. Do any of the following:
  - Click the **Edit Settings** button and make changes to your settings. Click the **Update Settings** button when you are finished.
  - Click the **Email Address** or **Contact Method** shortcuts in the **Ways to Contact** section to add a new email address or contact method.
  - Click a service in the **Other Services** section to connect your account to a social media service.

*Note: Your administrator may limit some of the profile settings that you can change.*

## Viewing Your Courses

1. Click **Courses** in the **Global Navigation**.
2. Click the **All Courses** shortcut in the panel that appears. You will be able to view all of your current courses and groups.
3. Click on a course title to view that course.

*Note: Depending on your institution settings you may be able to view past courses and future courses that you are a part of.*

## Creating a Course

1. From the Dashboard click the **Start a New Course** button.
2. Enter a name for the course in the **Course Name** box.
3. *Optional:* Click the arrow on the **Content License** box and select an option from the resulting menu.
4. *Optional:* Check the **Make course publicly visible** box.
5. Click the **Create Course** button.

## Using the Course Setup Checklist

The Course Setup Checklist helps you remember all of the required steps when creating a new course.

1. In the course home page or sidebar on the main content area, click the **Course Setup Checklist** button.
2. Click a checklist item in the left sidebar to go to that checklist button.
3. Click the button for that checklist item and follow instructions to complete that task.

# Announcements

## Creating an Announcement

Announcements are used to let your students know that there is new information related to a course. When you create an announcement Canvas will send a message to all of the students enrolled in that course.

1. To create an announcement in the current course, click **Announcements** in the **Course Navigation**.
2. Click the **Add Announcement** button.
3. Enter a title for the announcement in the **Topic Title** box.
4. Enter announcement text in the text box.
5. *Optional:* Insert content for the announcement by selecting options in the **Insert Content into the Page** section.
6. *Optional:* Click the **Choose File** button to add an attachment to the announcement.
7. *Optional:* Select additional settings for the announcement in the **Options** section.
8. Click the **Save** button.

## Editing an Announcement

When you edit an announcement a notification will appear on the Dashboard and the Course Activity Stream. In order for users to receive an edited announcement through their notification preferences you must create a new announcement.

1. Click **Announcements** in the **Course Navigation**.
2. Click the name of the announcement that you want edit.
3. Click the **Edit** button.
4. Make changes to the announcement and click the **Save** button when you are finished.

## Deleting an Announcement

1. Click **Announcements** in the **Course Navigation**.
2. Click the **Settings** button next to the announcement you want to delete and select **Delete** from the resulting menu.
3. Click the **OK** button in the dialog box that appears to confirm the deletion.



## Assignments

### Assignment Types

Canvas offers several assignment types that instructors can create.

- **Assignment:** An assignment that can be submitted online in a variety of formats including text entry, file uploads, media recordings, Google Docs, URLs or Canvas pages. They can be assigned to individuals, groups or sections.
- **Discussion:** An assignment that requires students to comment on discussion topics. They can be assigned to individual students or sections but not to groups.
- **Quiz:** An assignment that assesses the student's comprehension. They can be assigned to individual students or sections but not to groups.
- **External Tool:** An assignment that uses a link to a third-party application or website. They can be assigned to individual students or sections but not to groups.
- **Not Graded:** An assignment with a due date but no points or grades given for completion. They can be assigned to individual students or sections but not to groups.

### Creating Assignment Groups

Assignment groups help you organize the assignments in your course. Assignment shells can only be created in assignment groups.

1. Click **Assignments** in the **Course Navigation**.
2. Click the **Add Assignments Group** button.
3. Enter a name for the group in the **Group Name** box.
4. Click the **Save** button.

### Creating an Assignment

1. Click **Assignments** in the **Course Navigation**.
2. Click the **Add Assignment** button at the top of the window.
3. Enter a name for the assignment in the **Assignment Name** box.
4. Enter information about the assignment in the box or insert content from the **Insert Content into the Page** section.
5. Enter the amount of points the assignment is worth in the **Points** box.
6. Click the arrow on the **Assignment Group** box and select a group from the resulting menu.
7. Click the arrow on the **Display Grade as** box and select how you would like the grade to be displayed from the resulting menu.
8. Make additional selections for the assignment as desired. Click the **Save & Publish** button to make the assignment live or click the **Save** button to save it as a draft.

### Editing an Assignment

1. Click **Assignments** in the **Course Navigation**.
2. Click the **Settings** button next to the assignment you want to edit and select **Edit** from the resulting menu.
3. Make changes to the assignment and click the **Save** or **Save & Publish** button when you are finished.

### Deleting an Assignment

1. Click **Assignments** in the **Course Navigation**.
2. Click the **Settings** button next to the assignment that you want to delete and select **Delete** from the resulting menu.
3. Click the **OK** button to confirm the deletion.

## Discussions

### Creating a Discussion

1. Click **Discussions** in the **Course Navigation**.
2. Click the **Add Discussion** button.
3. Enter a name for the discussion in the **Topic Title** box.
4. Enter or add content to the discussion content box.
5. *Optional:* Click the **Choose File** button to add a file to the discussion.
6. *Optional:* Select additional features in the **Options** section.
7. *Optional:* Check the **This is a Group Discussion** box.
8. Click the **Calendar** buttons next to **Available from** and **Until** to select the dates for the discussion.
9. Click the **Save** or **Save & Publish** button when you are finished.

### Working with Discussions

Once you have created a discussion you can do one of the following:

- *To close a discussion for comments,* click and drag the discussion to the **Close for Comments** section. You can also click the **Settings** button next to the discussion and select **Close for Comments** from the resulting menu.
- *To pin a discussion,* click and drag the discussion to the **Pinned Discussions** section. You can also click the **Settings** button next to the discussion you want to pin and select **Pin** from the resulting menu.
- *To delete a discussion,* click the **Settings** button next to the discussion you want to delete and select **Delete** from the resulting menu. Click the **OK** button to confirm deletion.

## Grading

### Entering and Editing Grades in the Gradebook

1. Click **Grades** in the **Course Navigation**.
2. Locate the student that you want to enter a grade for and click in the cell for the assignment you want to grade.
3. Enter a score and press the **Enter** key. The score will be saved automatically.
4. To delete a grade, click in the cell for the grade and press the **Delete** key. Press the **Enter** key to save the deletion.

*Note: If you enter a grade that is higher than the assigned value for the assignment Canvas will generate an excessive-points alert. Click in the cell again to edit the grade.*

### Using SpeedGrader

SpeedGrader allows you to access and grade assignments quickly. Assignments are displayed according to current Gradebook settings. *Note that it is designed to only be used by one instructor at a time.*

1. Click **Grades** in the **Course Navigation**.
2. Hover your mouse over an assignment name and click the arrow that appears.
3. Select **SpeedGrader** from the resulting menu.
4. From here you can do the following:
  - *To enter a grade,* click in the **Grade** box in the **Assessment** section and enter the grade. Note that this option will not be available for quizzes.
  - *To enter a comment,* click in the **Add a Comment** box and enter comments. Click the **Submit** button.
5. Click the **Gradebook** button to return to the Gradebook.



## People

### Adding Users to a Course

Your institution may have already loaded users into your course, or you may have added them using the course setup checklist. Users can be added at any time as long as the **Add People** button is available.

1. Click **People** in the **Course Navigation**.
2. Click the **Add People** button.
3. Enter or paste the email addresses you want to add in the box.
4. Click the arrow on the **Role** box and select a role for the user from the resulting menu.
5. *Optional:* Click the arrow on the **Section** box and select a section from the resulting menu. Click the **Next** button when you are finished.
6. Click the **Add Users** button to add the user.
7. Click the **Done** button if you are finished or click the **Add More Users** button to return to adding new users.

### Working with Users

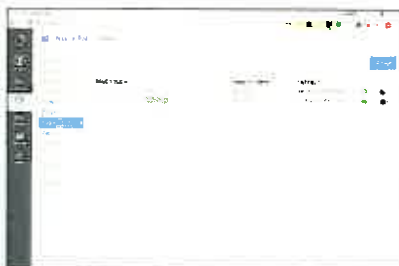
1. Click **People** in the **Course Navigation**.
2. Click the **Settings** button next to the user you want to work with. From here you can do one of the following:
  - *To resend the invitation to the course, select **Resend Invitation**.* Click the **Re-Send Invitation** button.
  - *To edit the section the user is in, select **Edit Sections**.* Create or select a section and click the **Update** button.
  - *To edit the role of the user, select **Edit Role**.* Click the arrow on the box and select a new role from the resulting menu. Click the **Update** button.
  - *To view user details, select **User Details**.* Click **People** in the **Course Navigation** to return to your list.
  - *To deactivate a user, select **Deactivate User**.* Click the **OK** button to confirm deactivation.
  - *To remove a user from the course, select **Remove From Course**.* Click the **OK** button to confirm removal.

## Pages

### Creating a Page

By default **Pages** opens to the front page of the course if there is one selected.

1. Click **Pages** in the **Course Navigation**.
2. *Optional:* If you have a front page set, click the **View All Pages** button.
3. Click the **Add Page** button.
4. Enter a name for the page in the first box.
5. Enter content for the page in the second box.
6. Click the arrow on the **Options** box and select an option for who can edit the page from the resulting menu.
7. *Optional:* Check the **Notify users that this content has changed** box.
8. Click the **Save** or **Save & Publish** button when you are finished.



### Setting a Front Page

The page you want to set as the front page must be a published page.

1. Click **Pages** in the **Course Navigation**.
2. *Optional:* If you already have a front page set, click the **View All Pages** button.
3. Click the **Settings** button next to the page that you want to set as the front page.
4. Select **Use as Front Page** from the resulting menu.

### Editing a Page

1. Click **Pages** in the **Course Navigation**.
2. *Optional:* If you have a front page set, click the **View All Pages** button.
3. Click the title of the page you want to edit and click the **Edit** button.
4. Make changes to the page and click the **Save** or **Save & Publish** button.

## Files

### Uploading Files to a Course

1. Click **Files** in the **Course Navigation**.
2. Click the **Upload** button.
3. Locate and select the file you want to upload and click the **Open** button.

### Creating a Folder

1. Click **Files** in the **Course Navigation**.
2. Click the **Folder** button.
3. Enter a name for the folder in the space that appears and press the **Enter** key.

*Note: You can upload files to a folder by clicking on the folder name and clicking the **Upload** button.*

## Syllabus

### Editing the Syllabus Description

The Syllabus is populated automatically with the assignments and events that you add to the course. It can only be changed by editing or deleting the assignments or events. You can edit the description or add files for reference.

1. Click **Syllabus** in the **Course Navigation**.
2. Click the **Edit** button.
3. Enter a description in the box.
4. *Optional:* Use the **Insert Content into the Page** section to add information or files to the description.
5. Click the **Update Syllabus** button when you are finished.





## Outcomes

### Setting Up Outcomes

Outcomes allow you to track mastery in a course based on goals that you create. Assignments that are created to demonstrate a skill or test knowledge can be aligned to an outcome using a rubric. Grading a student's work automatically collects data on progress for the outcomes.

1. Click **Outcomes** in the **Course Navigation**.
2. Click the **Outcome** button.
3. Enter a name for the outcome in the **Name this outcome** box.
4. *Optional:* Enter a friendly name in the **Friendly name (optional)** box.
5. Enter a description for the outcome in the **Describe this outcome** box.
6. *Optional:* Click an **Insert** shortcut in the **Criterion ratings** section to add additional ratings.
7. Select additional options for the outcome and click the **Save** button.

### Creating an Outcome Group

Creating an outcome group allows you to organize multiple related outcomes.

1. Click **Outcomes** in the **Course Navigation**.
2. Click the **Group** button.
3. Enter a name for the group in the **Name this group** box.
4. Enter a description in the **Describe this group** box and click the **Save** button.

### Creating a Rubric

A rubric can be used to help your students understand the expectations for assignments and how they will be graded. You can align **Outcomes** with a rubric to help you assess performance. **Outcomes** must already exist to align them to a rubric.

1. Click **Outcomes** in the **Course Navigation**.
2. Click the **More** button.
3. Select **Manage Rubrics** from the resulting menu.
4. Click the **Add Rubric** button.
5. Enter a title for the rubric in the **Title** box.
6. Hover over the boxes in the **Criteria** and **Ratings** section and click the **Edit** button that appears to make changes to those options. Enter the number of points the criteria is worth in the **pts** box.
7. *Optional:* To add an additional criterion click the **Add Criterion** shortcut.
8. *Optional:* To align an outcome click the **Find Outcome** shortcut. Select an outcome and click the **Import** button. Click the **OK** button to confirm.
9. Click the **Create Rubric** button when you are finished.

## Quizzes

### Creating a Question Bank

A question bank allows you to create questions that can be added to quizzes across courses or accounts.

1. Click **Quizzes** in the **Course Navigation**.
2. Click the **Settings** button at the top of the window and select **Manage Question Banks** from the resulting menu.
3. Click the **Add Question Bank** button.
4. Enter a name for the bank in the **Bank Name** box and press the **Enter** key.
5. Click on the name of the question bank.
6. Click the **Add a Question** button.
7. Enter a name for the question in the **Question** box or leave the default.
8. Click the arrow on the question type box and select a question type from the resulting menu.
9. Enter the remaining details for the type of question you are creating and click the **Update Question** button.

### Types of Quizzes

Canvas allows you to create both graded and ungraded quizzes that can be used to test your students' knowledge of subject material.

- **Graded Quiz:** The most common type of quiz. A column will be created in the grade book automatically when you create this type of quiz.
- **Practice Quiz:** Allows students to test their knowledge. This type of quiz does not appear in the syllabus or grade book.
- **Graded Survey:** This option allows you to assign points for completion but the survey will not be graded for right or wrong answers.
- **Ungraded Survey:** Allows you to get opinions or information from your students but responses are not graded. They do not appear in the syllabus or grade book.

### Creating a Quiz

1. Click **Quizzes** in the **Course Navigation**.
2. Click the **Add Quiz** button at the top of the window.
3. Enter a name for the quiz in the **Unnamed Quiz** box.
4. Enter instructions for the quiz in the following box.
5. Click the arrow on the **Quiz Type** box and select a type from the resulting menu.
6. Click the arrow on the **Assignment Group** box and select a group from the resulting menu.
7. *Optional:* Make selections for things such as time limit and number of attempts in the **Options** section.
8. *Optional:* Make selections in the **Quiz Restrictions** section.
9. Make selections in the **Assign** section to determine who needs to take the quiz and set a due date.
10. Click on the **Questions** tab.
11. Click the **New Question** button.
12. Enter a name or other identifier for the question in the **Question** box.
13. Click the arrow on the **Question Type** box and select the type of question you want from the resulting menu.
14. Enter the number of points the question is worth in the **pts** box.
15. Continue creating the question based on the information needed for the type you selected.
16. Click the **Update Question** button to save the question.
17. Click the **Save** or **Save & Publish** button when you are finished.



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## Modules

### Creating a Module

Modules can help you organize content by weeks, units, or any other structure that makes sense for your course. Modules create a path for your students to follow, and you can add content and various requirements for your students.

1. Click **Modules** in the **Course Navigation**.
2. Click the **Add a Module** button.
3. Enter a name for the module in the **Module Name** box.
4. *Optional:* Check the **Lock until** box. Click the **Calendar** button on the **Unlock At** box and select a date from the resulting calendar.
5. *Optional:* To add a prerequisite click the **Add prerequisite** shortcut. Click the arrow on the **Select Module** box and select a module from the resulting menu.
6. Click the **Add Module** button.

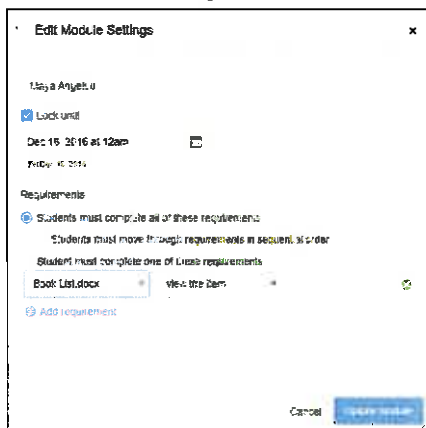
### Adding Items to a Module

1. Click **Modules** in the **Course Navigation**.
2. Click the **plus sign** + button on the module that you want to add content to.
3. Click the arrow on the **Add** box and select the type of item you want to add from the resulting menu.
4. Select the item you want in the list that appears in the box.
5. *Optional:* Click the arrow on the **Indentation** box and select an indentation from the resulting menu.
6. Click the **Add Item** button.

### Adding Requirements to a Module

If requirements are added to a module the student must complete all of the requirements before moving to the next module. You must add module items before you add requirements. Requirements are displayed in the order that they exist as module items. You can reorder items to make sure requirements are set correctly.

1. Click **Modules** in the **Course Navigation**.
2. Click the **Settings** button on the module you want to add a requirement to and select **Edit** from the resulting menu.
3. Click the **Add requirement** shortcut.
4. Select whether or not the student must complete all of the requirements or just one requirement. Make any additional selections needed for the requirement.
5. Click the **Update Module** button.



### Deleting a Module

When you delete a module all of the items in that module are removed but not deleted from the course.

1. Click **Modules** in the **Course Navigation**.
2. Click the **Settings** button on the module you want to delete and select **Delete** from the resulting menu.
3. Click the **OK** button to confirm deletion.

## Calendar

### Creating a Calendar Event

Canvas contains a calendar that you can use to schedule events for yourself or for the courses you have in your account.

1. Click on **Calendar** in the **Global Navigation**.
2. Click the **Create New Event** + button at the top of the Calendar.
3. On the **Event** tab enter a name for the event in the **Title** box.
4. Click the **Calendar** button on the **Date** box and select a date for the event from the resulting calendar.
5. Enter a start and end time for the event in the **From** boxes.
6. Enter a location for the event in the **Location** box.
7. *Optional:* To change which calendar the event appears on, click the arrow on the **Calendar** box and select a calendar from the resulting menu.
8. *Optional:* Click the **More Options** button to add additional information to the event.
9. Click the **Submit** button to save the event.

### Creating an Assignment in the Calendar

You can create assignments for your courses in the Calendar.

1. Click on **Calendar** in the **Global Navigation**.
2. Click the **Create New Event** + button at the top of the Calendar.
3. Click on the **Assignment** tab.
4. Enter a name for the assignment in the **Title** box.
5. Click the **Calendar** button on the **Due** box and select a due date from the resulting calendar.
6. *Optional:* Click the arrow on the **Calendar** box and select the course calendar that you want the assignment added to from the resulting menu.
7. *Optional:* Click the arrow on the **Group** box and select the group that you want the assignment placed in from the resulting menu.
8. *Optional:* Toggle the **Publish** button if you want to publish the assignment immediately after saving.
9. *Optional:* Click the **More Options** button to add additional assignment information.
10. Click the **Submit** button.

### Using the Scheduler

You can create appointment groups using the **Scheduler** that allow students to schedule time to meet with you from their own calendars. Note that this tool is optional and must be turned on by your Canvas administrator.



1. Click on **Calendar** in the **Global Navigation**.
2. Click the **Scheduler** button at the top of the Calendar.
3. Click the **Create an appointment group** button.
4. Enter a name for the group in the **Name** box.
5. Click the **Calendar** button on the **Date** box and select a date from the resulting calendar.
6. Enter a range in the **Time Range** boxes.
7. Enter a location in the **Location** box.
8. Click the **Select Calendars** button and check the boxes next to the calendars you want to add the group to. Click the **Done** button when you are finished.
9. Make additional selections for the group as desired.
10. Click the **Save** or **Save & Publish** button when you are finished.



## Groups



### Creating a Group Set

Group sets hold the different groups in your course.

1. Click **People** in the **Course Navigation**.
2. Click the **Add Group Set**  button.
3. Enter a name in the **Group Set Name** box.
4. *Optional:* Check the **Allow self sign-up** and the **Require group members to be in the same section** boxes.
5. Select **Split students into groups** and enter the number of groups in the box or **I'll create groups manually**.
6. Click the **Save**  button.



### Creating a Student Group

Once you have created a group set you can create a group. Student groups allow collaboration on group assignments and projects.

1. In a group set click the **Add Group**  button.
2. Enter a name in the **Group Name** box.
3. *Optional:* Enter a number in the **Limit groups to** box.
4. Click the **Save**  button.

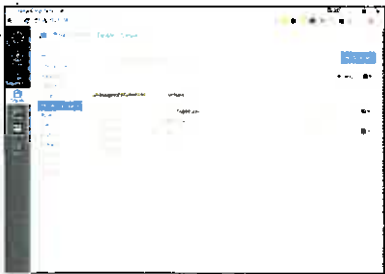
### Automatically Assign Students to Groups

Once you have created groups you can automatically assign students to them.

1. Click **People** in the **Course Navigation**.
2. Click on the tab for the group set you want to add students to.
3. Click the **Settings**  button and select **Randomly Assign Students** from the resulting menu.
4. Click the **Okay**  button.


### Manually Assign Students to Groups

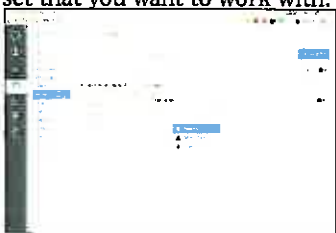
1. Click **People** in the **Course Navigation**.
2. Click on the tab for the group set you want to add students to.
3. Click the plus sign on the student that you want to add to a group.
4. Click the shortcut for the group you want to add the student to.



### Assigning a Student Leader to a Group

When you assign a student leader to a group they can manage members of the group and edit the group name. They cannot change the number of members in the group.

1. Click **People** in the **Course Navigation**.
2. Click on the tab for the group set that you want to work with.
3. Click the arrow next to the group name that you want to assign a student leader to.
4. Click the **Settings**  button on the student that you want to set as the leader and select **Set as Leader** from the resulting menu.





*Note: To remove the leader, click on the **Settings**  button again and select **Remove as Leader** from the resulting menu.*

## Extras




### Customizing the Home Page

Instructors can customize their home page so that they can direct students' attention to important information.

1. Click **Home** in the **Course Navigation**.
2. Click the **Choose Home Page**  button.
3. Select an option in the **Choose Home Page** box.
4. Click the **Save**  button.





### Using the Course Activity Stream

The **Course Activity Stream** shows the recent activity in a single course.

1. Click **Courses**  in the **Global Navigation**.
2. Click the name of the course you want to work with.
3. Click the **View Course Stream**  button.
4. Click the **Show More** shortcut next to an activity type to view recent activity.
5. Click on the activity link to access that activity or click the **Ignore**  button to ignore the activity.

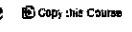



### Sending a Message from the Inbox

The **Inbox** looks similar to an email system and will allow you to send messages to other users but it also collects information from other activities within your course.

1. Click **Inbox**  in the **Global Navigation**.
2. Click the **Compose a New Message**  button.
3. Click the arrow on the **Course** box and select the course your message applies to from the resulting menu.
4. Enter an email address in the **To** box or click the **Address Book**  button to select from a list of users.
5. Enter a subject in the **Subject** box.
6. *Optional:* Check the **Send an individual message to each recipient** box.
7. Enter the message in the message text box.
8. Click the **Send**  button.

### Making a Copy of a Canvas Course

When you are creating a new course in Canvas you may want to copy an existing course in order to save time.

1. Click **Settings** in the **Course Navigation** of the course that you want to copy.
2. Click the **Copy this Course**  button in the right column.
3. Enter a name for the new course in the **Name** box.
4. Enter a code for the course in the **Course Code** box.
5. Click the **Calendar**  button on the **Start Date** box and select a start date from the resulting calendar.
6. Click the **Calendar**  button on the **End Date** box and select a date from the resulting calendar.
7. Select the type of content you want to copy in the **Content** section.
8. *Optional:* Check the **Adjust events and due dates** box.
9. Click the **Create Course**  button.

