## CREATING AN ANNOUNCEMENT

In Canvas, announcements are used to let your students know new information relating to a course. As soon as you create the announcement, Canvas sends out a message to all of your students in that course. There are many different features for announcements.

To create an announcement:

1. To get to announcements, choose your desired course at the top, and click Announcements, located on the left side of the screen.
2. Click Create Announcement button, located on the right side of the screen.
3. Insert a title in the title box.
4. Add your content in the text box for your announcement.  If you want to add a file, click Attach File, located under the text box, then click Browse.
5. Optional:  You have more options by clicking More options, located under the text box. These include:

   • Delay posting this message.
   • Replies are not visible until after users post.

6. Click Add Announcement when you are finished creating your announcement.

## ASSIGNMENTS

To create a new assignment:

1. Choose the desired course from the course tab on the main dashboard.
2. On the left, click Assignments.
3. Optional:  On the right, located under the Add Assignment button, choose the desired group in the drop menu.
4. Click Add Assignment.
5. Name your assignment.
6. Enter a due date for the assignment.  You can either type out the date or click the blue calendar icon to the right of the box and choose the specific date.
7. Under the name, there is a small drop menu where you choose the type of  assignment.
8. Enter the number of points the assignment is worth in the points box.
9. You can then either click update or click More Options, which is under the points box.

## EDITING ASSIGNMENTS

To edit an assignment:

1. Choose the desired assignment. On the right side of the screen click Edit Assignment.
2. You can then add content if you wish to:
3. On the right, there is a box with content options for the assignments.
4. Add desired text in the text box.
5. Below the text box there are several options that you can set for your assignment.

## CALENDAR

Canvas provides a Calendar for students, faculty, and staff in order to create new events and assignments in an organized structure.

To use the calendar:

1. Click the Calendar tab, located on the top of your screen.
2. If you are creating an assignment first make sure that on the right-hand side under the mini calendar a course is selected.
3. Click the desired date.
4. Create a new event or assignment (If you click More Options you can add content to the event or assignment).
5. Click Submit.
6. The item you just created should appear on the calendar.

## PAGES

The purpose of pages in Canvas is to provide an area for instructors to display information that does not necessarily fit into an assignment or into any of the other areas.

To create a page:

1. First go to the desired course and click **Pages** on the left side of the screen.
2. Click **Create a New Page** located on the right side of the screen.
3. Enter a name for the new page and click **Create.**
4. Enter the desired information in the text box.
5. You can insert content in the page by using the right side of the screen.
6. You can also add media.
7. You can choose:  to hide a page from students, who can edit the page, and whether to notify students of changes by looking under the text box in the middle of the screen.
8. Click **Save Changes** to complete your page.

The list of all your pages will appear on the right.  There will be groups of common pages, recent changes, and all pages to make it easier for you to choose a page.  You can always go back and edit your pages by, choosing which page you want to edit and clicking **Edit this page.**

You can view a page's history by choosing a page and clicking the blue clock button **Page History**.  That gives you all of the times that page has been edited or revised.

## MODULES

1. Click the course you wish to add a module to.
2. On the left, scroll down until you see Modules.  Click **Modules**.
3. On the top right, click **Add a New Module**.
4. A box will appear.  Name your module and choose the settings for it.
5. Click **Add Module**.

To add content to your module:

1. Choose the designated course.
2. On the left, click **Modules**.
3. Find the module listed on the page.
4. Under the name, click **Add item to Module**.
5. In the Add drop down menu, choose the file type.
6. Choose [**New Assignment**], located at the bottom of the list, or choose another assignment in the list if you wish to associate the module with an already existing one.
7. Choose an **Indentation** if desired.
8. Click **Add Item**.

## CUSTOMIZE HOME PAGE

There are many different options for personalizing the Home Page. Instructors can customize what their homepage will look like to their students.  It is a way for instructors to direct their students' attention in the direction they want.

To customize a home page of a course:

1. Click **Home**, located on the left.
2. In the middle section of your screen, click **Change Home Page Layout.**
3. You will be given options for your homepage in a drop down menu.

   • Communication Stream
   • Page I'll design myself
   • Course Modules/Sections
   • Assignment List
   • Assignments with Syllabus

4. After you choose an option, click **Update Layout**.

## QUIZZES

The quiz tool can be used to create and administer online quizzes and surveys.  There are varieties of different types of quizzes, question types, and quiz options:

To create a quiz:

1. Choose a course.
2. Click **Quizzes** on the left.
3. Click **Create a New Quiz,** on the right.
4. You can add instructions in the text box that appears.
5. Choose the type of quiz you want on the right.
   • Practice quizzes
   • Graded quizzes
   • Graded and ungraded surveys

6. There are options on the right.
   • Shuffle answers.
   • Set a time limit.
   • Students can see their quiz results with or without showing the correct answers.
   • Allow multiple attempts.
   • Keep the highest score out of the attempts.
   • Require an access code in order to view the quiz.
   • You can lock the quiz before and after the due date.

7. To add a question, click **New Question** located under the text box.
8. If you want to use a question that you have already created, click **Find Questions** under the edit quiz text box.
9. Choose a question type.
   • Multiple Choice
   • True/False
   • Fill in the Blank
   • Fill in Multiple Blanks
   • Multiple Answers
   • Multiple Dropdowns
   • Matching
   • Numerical Answers
   • Formula Question
   • Essay Questions
   • Text (no question)

10. Enter the question information including the question, answer choices, point value, and other options.
11. To select a correct answer, click the arrow next to an answer choice.
12. Click **Update Question** when you finish it.
13. To finish a quiz, click **Publish Quiz** located on the right.

There are also options listed on the right when you choose a quiz, after it is published.

## INBOX

Canvas has a system that collects messages from different activities within your courses. It may look like an email system, but it is not. You can access your inbox at anytime.

On the top right of your screen, click **inbox**, which is located to the right of your name.

- All of your messages will appear when you open up your inbox.
- You can choose which messages you wish to appear by checking the boxes located on the right side of the screen.
- You can view your sent messages by clicking **sent messages** located next to the word **Inbox**.
- You can also view a specific student's messages by clicking the People tab.

## NOTIFICATION PREFERENCES

Canvas allows you to choose what notifications you're interested in, when you want to receive them, and how you want to receive them.

1. Go to your **Profile** located at the top right of your screen.
2. On the left hand side of the screen, click the tab labeled **Notifications**.
3. Once there, you'll see a list of multiple notifications you have control over. Customize the settings to your preference.
4. Click **Save Preferences**, located at the bottom.
5. Once you are finished updating your assignment, click Update Assignment.

## SENDING MESSAGES

Canvas allows users to speedily contact other users. To get to your Conversations:

1. Click Inbox, located on the top right of the screen.
2. If you have any Conversations they should appear.

To read a Conversation:

1. Choose one of the Conversations.
2. The Conversation will appear over on the right.

To create a Conversation:

1. Click on the pencil icon located on the left.
2. Click the arrow to the right of the Course or Group name.
3. Choose the Course or Group . You may also choose specific individual in a course or group.
4. Compose your message.
5. Send the message.

## SPEEDGRADER

The purpose of the SpeedGrader tool is to allow instructors to use a grading system that can be viewed on one page. It allows the instructor to grade, write comments, add video or audio comments, and make any changes to their grading. The SpeedGrader allows instructors to access a grading system that is quick and easy to use.

1. Access the SpeedGrader.
2. Choose the assignment that you want to assess.
3. The first student's assignment will show on the screen. If you want to assess another student's work, navigate to the student whose work you want to assess by clicking on the navigation arrows.
4. Click **Edit/View Rubric** on the right.
5. Click on the appropriate point value for each criteria of the assignment.
6. Enter the total points earned for the assignment.
7. Save the point value assigned.
8. Add any comment that you would like to share with the student, located on the bottom right.
9. Save the comment.
10. Navigate to the next student.
11. Repeat the process.

## MAKING YOUR CANVAS COURSE AVAILABLE TO STUDENTS

Instructors can make a course available in Canvas by clicking the Publish button. The Publish button appears when the instructor goes to the Course Setup Checklist and clicks the link to Publish Course.

**NOTE**: This is a one-time setting. Once published the course cannot be un-published. This is a major difference between Canvas and Blackboard.

If your Course Setup Checklist is not visible, you can bring it back by going to the course Home and clicking on the Course Setup Checklist button.

To Unpublish a course, go to:

- Settings > Course Details > End This Course > Conclude Course

  When you "Conclude a Course" it removes the course from your Course Drop Down menu, so it *appears* to be deleted. However, both teachers AND STUDENTS are still able to access the course contents in a read-only format from their "past courses" page (the "past courses" page is found by clicking on the "See All Enrollments" link in the bottom right corner of the Course Drop Down menu; *this link does not appear until you have past courses - which by the way, answers the question about the editing the lengthy list!*

## MIGRATING COURSES

Canvas gives you the option of moving files and documents from another system (like Blackboard) to your new course. If you're moving to Canvas from another course management system, then chances are there are files, quizzes, assignments and things over there that you're going to want moved over to Canvas. There is a wizard in Canvas that can help.

1. Choose the desired course you wish to work in from the dashboard.
2. Click **Home** located on the left side menu**.**
3. Click **Course Setup Checklist** located on the right.
4. A menu will appear at the bottom of the screen. Click the first option **Import Content.**
5. The **Import Wizard** will appear.
6. Follow the steps on the wizard to migrate files.
7. To import files from another system, click **Import content from a content package or from another system**.
8. In the drop down menu, choose the system you wish to migrate from.
9. After you finish choosing which items you want to migrate to Canvas, click **Import Course**.

## SYLLABUS

Canvas provides an easy way for you to keep your syllabus organized and complete. The syllabus compiles all your assignments, quizzes, tests, and other graded work in to one place. Students can view it to see all of the assignments they have to complete. You may upload other syllabus content by editing the Syllabus, or by including content on the homepage, on another page, or on a page in a module. The bottom portion of a Canvas syllabus is auto compiled from your assignments.

- On the right side of the screen, above the calendar is a button. Click the **Edit Syllabus Description** button if you wish to edit your description.
- You can add images, files, and media by using the right side of the screen. Once you finish click the **Update Syllabus** button located in the middle under the text box.
- In the middle of the screen is a table containing all of your assignments, quizzes, and tests that you have entered previously. If you click on the title of one of the assignments, it will take you to that assignment. You can edit, grade, or view them.
- On the right side of the screen, under the calendar, is a table that is automatically filled with information you entered previously for your graded work. The table contains all of your groups of assignments and how much they are weighted.
- The calendar, located on the right side of the screen, allows you to view a certain day and whether or not anything is due.

## FILES

Canvas allows you to upload files to your course. You have the ability to lock files if you do not want students to access them. You also have an option of collaboration.

1. Choose the desired course you wish to work in on the main dashboard.
2. On the left click **Files.**
3. Click the course folder.
4. To upload, click **Add File,** which is located on the right.
5. Browse for your desired file or folder and click **Open.**
6. To add a new folder, click **Add Folder** on the right and type in a name for it. Click outside of the box to enter the name.

*To lock a folder or file:*

1. Highlight the desired field.
2. Move your mouse to the right, to the icons.
3. Click the first icon, picture of a lock, labeled **Lock this file/folder**.
4. Check the box next to the label **Let students download….** if you wish for students to download or view the file or if you want the students to be able to view it.
5. The box labeled **Lock until I manually unlock it** is automatically checked. If you wish to uncheck it the file or folder will be locked until a time you set.
6. Click **Lock this File** to complete it.

## DRAGGING AND DROPPING FILES

Canvas gives you the option of dragging and dropping files within the File tab.

To move a file into a folder from another course:

1. Choose a course.
2. Click Files on the left.
3. In the bottom-right corner, click the link / button **See files for all your courses/groups**.
4. Choose the course that you want to share files with.
5. Drag files to / from the file area in that course.
6. Click and hold the icon next to the item you wish to drag.
7. It should show a symbol with 4 arrows: one up, down, right, left.
8. Drag the file over the folder you wish to put it in.
9. Drop the item in the folder.

## GRADES

Canvas allows faculty members to make changes to student grades. This allows students to view their progress in a quick and easy way.

There are two ways of accessing your grades:

- Click the **Grades** tab located at the top of the screen.
- Or, click the **Course** tab located at the top of the screen, then, click the **Grades** tab located on the left.

You will have options for each submission, assignment, quiz, etc., in the grade book. By clicking the drop menu next to a particular one, you have several options. Depending on the type of submission, there may be different options.

- Assignment Details
- SpeedGrader
- Message Students Who…
- Set Default Grade
- Curve Grades
- Download Submissions
- Re-Upload Submissions

## RUBRIC

Canvas provides a rubric tool for instructors and students that can be used to aid in the grading of assignments, assessments, and peer reviews. The rubric tool provides standard criteria and levels of rating within each criterion. It also has additional flexibility in the ability to support various levels of ratings with a given rubric.

Within an assignment, assessment, quiz, or any other type of graded work, you can set up the rubric by choosing the item from the menu on the left.