CANVAS INSTRUCTOR QUICKSTART GUIDE
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Get Started with Canvas
How do I log in to Canvas?

To log into your Canvas account, simply enter your Canvas-registered email address and associated password into the corresponding fields of your institution's Canvas URL.

**Note:** Students need to be invited or enrolled through an institution to access a Canvas course.

Log In to Canvas

![Canvas login link](https://canvas.instructure.com/login)

Log in by typing your institution's Canvas URL or [learn.canvas.net](http://learn.canvas.net) for Canvas Network courses in a browser address bar.

Enter Login Information

Enter your email address [1] and password [2]. Click the Log In button [3].

**Note:** If you need a free Canvas account, click the **Click Here, It's Free!** link [4] and [learn how to sign up for free](http://learn.canvas.net). The free Canvas account is for instructors who are not already using Canvas through their institution.
What is the Dashboard?

The Dashboard is the first thing you will see when you log into Canvas. The Dashboard helps you see what is happening in all your courses and allows you to figure out what to do next.

The Canvas Dashboard

The Dashboard consists of three main elements:

1. Global Navigation across the top of the page,
2. the Sidebar with various types of feeds, and
3. the Global Stream, which comprises the main body of the page.

The Dashboard is designed to answer the questions, "What is going on in all of my courses?" and "What do I need to do next?"
Global Navigation

The Global Navigation directs users to menus or pages that display:

1. all of a user's courses and groups,
2. all of a user's assignments,
3. a grade summary page, and
4. the Calendar.

These four menus and pages will display different items depending on whether you are a student or an instructor. Under Assignments, for example, Instructors will see assignments that need to be graded and students will see assignments that need to be turned in.
Sidebar

The Sidebar contains three helpful feeds:

1. The **To Do** feed lists the next five assignments you need to turn in (if you are a student) or you need to grade (if you are an instructor). Assignments will still show up in this list even if they are past due. Click on the links to go directly to the Assignments page.
2. The **Coming Up** feed lists the next five assignments or events coming due in the next week.
3. The **Recent Feedback** feed lets students know when their instructor has left a comment or a grade for one of their submissions. The same feed will let instructors know when students have left comments about work they have evaluated. This feed helps students and instructors keep the conversation alive around Assignments.
Global Stream

The Global Stream contains a stream of recent activity from all of your courses. There are announcements, discussions, assignment notifications, and conversations. This activity stream helps students and teachers to stay on top of what is going on in the course and allows them to easily ask questions and post to discussion forums. You can view the details of each section by hovering in the section area and clicking the **Show More** button.

Return to Dashboard

Click the Canvas logo in the Global Navigation to return to your Dashboard.
How do I view my courses?

You can view your current, past, and future enrollments in Canvas.

**Note:** Some institutions may disable the option for students to view Future Enrollments.

**Open Courses**

Hover over **Courses & Groups** in your Global Navigation [1], then click the **View all courses** link [2].
View Courses

Each course displays your enrollment status: student, teacher, TA, observer, or designer.

Courses are organized into three categories:

- My Courses are courses that are active and currently in progress.
- Past Enrollments are courses that have concluded and are archived as a read-only course. Past enrollees can view course material and grades but cannot submit any assignments.
- Future Enrollments are courses that you have enrolled in that have not yet started. Students cannot access these courses until they are published as active courses.

Note: Some institutions may disable the option for students to view Future Enrollments.
How do I navigate a Canvas course?

A Canvas course is divided into six main sections.

Canvas Course Navigation Overview

There are six main sections in a Canvas course:

1. Course Navigation
2. Global Navigation
3. Breadcrumb Navigation
4. Content Area
5. Sidebar
6. Help Corner
Course Navigation

The Course Navigation links help you get to where you want to go within a Canvas course. As an instructor, you can customize what links are shown in your course.

Global Navigation Menu
The Global Navigation menu helps you get to where you want to go across all of the Canvas courses you are enrolled in.

**Help Corner**

The Help Corner helps students contact the instructor or Canvas Support. It also provides places for user feedback and user ideas.

**Breadcrumbs**

The Breadcrumbs appear above the main body of the page. Breadcrumbs leave a trail that help you see where you have navigated to inside a Canvas course. Follow these links backward to visit parent pages. Click on the house icon at the far left of the Breadcrumbs to move all the way back to the Dashboard.
The content of the course will be displayed in the Content Area. The content can be a page, the syllabus, discussions, announcements, quizzes, or imported content.
Sidebar

The Sidebar provides the tools available for the Canvas feature you are currently using. The Sidebar will change dynamically as you use different tools in a feature as well as when you move from feature to feature.
Customize Canvas
How do I access my personal Settings?

Personal settings differ from course settings.

If you want to view a video about personal settings, you can watch Settings - Personal Settings and Profile Picture (Video).

Locate Settings Link

![Settings Link](image)

By clicking on the Settings link in the Help Corner of the Canvas interface, users can

- add a Profile picture
- change their display name
- adjust Notification Preferences
- upload Files
- create ePortfolios
- adjust user settings

[Click here to return to the Profile & Personal Settings chapter.]

How do I set my Notification Preferences?

You can set each notification to your preference and it will apply to all of your courses.

Open Personal Settings

![Open Personal Settings](image)

Click the Settings link.
View Settings

After clicking the Settings link, you will be able to edit your personal settings.

Add Ways to Contact

1. Add Email Address
2. Add Contact Method
Before you can set your Notification Preferences, you will need to set the ways you want to be notified. Click the Add Email Address link to add additional emails to be contacted by [1]. Click the Add Contact Method link to add an SMS contact [2].

**Link to Other Services**

If you want to be contacted through Facebook or Twitter, you will need to link to those services. Register the external service by clicking the [ServiceName] button [1].

**Open Notifications**

Click the Notifications link.
View Notification Preferences

<table>
<thead>
<tr>
<th>Category</th>
<th>Notification Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Activities</td>
<td>Due Date, Grading Policies, Course Content, Files, Announcement, Grading, Invitation, All Submissions, Late Grading, Submission Comment.</td>
</tr>
<tr>
<td>Discussions</td>
<td>Discussion Entry, Discussion</td>
</tr>
<tr>
<td>Communications</td>
<td>Added To Conversation, Conversation Message</td>
</tr>
<tr>
<td>Scheduling</td>
<td>Student Appointment Signups, Appointment Signups, Appointment Cancelations, Appointment Availability, Calendar.</td>
</tr>
<tr>
<td>Groups</td>
<td>Membership Update</td>
</tr>
<tr>
<td>Alerts</td>
<td>Alert, Administrative Notifications</td>
</tr>
</tbody>
</table>

You will need to go through and set how you want to be notified for each type of alert. The notifications are divided up into six categories:

1. Course Activities
2. Discussions
3. Communications
4. Scheduling
5. Groups
6. Alerts
View Weekly Notification Time

Your weekly notifications will be sent Friday between 11pm and 1am.

Here is an example of what the weekly notifications note will look like at the bottom of the page. It will give you a day and time when they will be sent. This varies between users.

Set Notification Preferences

When you hover over a cell, four icons appear.

1. By selecting the Checkmark icon, you will be immediately notified of any change for the activity.
2. By selecting the Clock icon, you will be notified daily of any change for the activity.
3. By selecting the Calendar icon, you will be notified weekly of any change for the activity.
4. By selecting the X icon, you will remove the notification preference and will not be notified of any change for the activity.

Note: Each set notification preference will apply to all of your courses.
View Set Notification Preferences

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Email Address</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td>Emailed weekly</td>
<td>Emailed weekly</td>
</tr>
<tr>
<td>Grading Policies</td>
<td>ASAP</td>
<td>ASAP</td>
</tr>
<tr>
<td>Course Content</td>
<td>ASAP</td>
<td>ASAP</td>
</tr>
<tr>
<td>Files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Announcement</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>Grading</td>
<td>Include scores when alerting about grade changes.</td>
<td>Include scores when alerting about grade changes.</td>
</tr>
<tr>
<td>Invitation</td>
<td>ASAP</td>
<td>ASAP</td>
</tr>
<tr>
<td>All Submissions</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>Late Grading</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>Submission Comment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark new submission comments as read</td>
<td>ASAP</td>
<td>ASAP</td>
</tr>
</tbody>
</table>

View the newly set notification preferences.

The default notification settings are:

**Course Activities**

- Due Date: Emailed weekly
- Grading Policy changes: Emailed weekly
- Course Content: Emailed never
- Files: Emailed never
- Announcements: Emailed right away
- Grading notifications: Emailed right away
- New Invitations: Emailed right away
- All Submissions: Emailed never
- Late Grading: Emailed daily
- Submission Comments: Emailed daily

**Discussions**
• Discussion Entry: Emailed daily
• Discussion Topics: Emailed never

Conversations

• Added to Conversation: Emailed right away
• Conversation Messages: Emailed right away

Scheduling

• Student Appointment Signups: Emailed never
• Appointment Signups: Emailed right away
• Appointment Cancelations: Emailed right away
• Appointment Availability: Emailed right away
• Calendar changes: Emailed never

Groups

• Membership Update: Emailed daily

Alerts

• Administrative Notifications: Emailed daily

**Note:** There are newer notification options. The Files notification will notify users of new files in a course, but will wait until all the files are done updating before sending a notification [1]. Users can also click the **Mark new submission comments as read** checkbox to mark all submission comment as read in their Inbox [2].
View Notification Descriptions

When you hover over the name of the notification, you can view the details of the notification and adjust your preferences. Some hover descriptions will let you know if it is Instructor and Admin only.

The hover notification descriptions are:

**Course Activities**

- Due Date: Assignment due date change
- Grading Policies: Course grading policy change
- Course Content: Change to course content, including WikiPage, Assignment & Quiz content
- Files: New file added to your course
• Announcement: New announcement in your course
• Grading: Includes assignments/submission grade entered/changed, un-muted assignment grade, grade weigh changed. Check ‘Include scores when alerting about grade changes’ if you want to see your grades in your notifications. If you aren't using your institutional email address, then sensitive information will be sent outside the institution.
• Invitation: Includes invitations to web conferences, collaborations, groups, course, peer review & peer review reminders
• All Submissions: Instructor & Admin only: Assignment submission/resubmission
• Late Grading: Instructor & Admin only: Late assignment submission
• Submission Comment: Assignment submission comment. Check ‘Mark new submission comments as read.’ if you don't want submission comments to show up as ‘new’ in your Canvas Inbox.

Discussions

• Discussion Entry: New discussion post in a topic you've participated in
• Discussion: New discussion topic in your course

Conversations

• Added to Conversation: You are added to a conversation
• Conversation Message: New Inbox message

Scheduling

• Student Appointment Signups: Instructor & Admin only: Student appointment sign-up using Scheduler
• Appointment Signups: New appointment on your calendar
• Student Appointment Cancellations: Appointment cancelation
• Appointment Availability: Instructor & Admin only: Change to appointment time slots
• Calendar: New and changed items on your course calendar

Groups

• Group Membership Updates: Group enrollment, accepted/rejected membership, Admin only: pending enrollment activated

Alerts

• Administrative Notifications: Instructor & Admin only: includes course enrollment, report generated, context export, migration export, new account user, new teacher registration, new student group
How do I connect to web services outside of Canvas?

Canvas is integrated with a number of third party web services. Most of these services can be configured from the user settings page.

Integrate Web Services With Canvas

Web Services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in “Other Services” to see what we mean.

Let fellow course/group members see which services I’ve linked to my profile

By registering other web services with Canvas, you create different ways to be contacted. By default we do not disclose this information to other users within the system unless you give us your consent.

Integrate Web Services with Canvas

Other Services

Click any service below to register:

Google Docs
Skype
Facebook
LinkedIn
Twitter
Delicious
Diigo
Integrated web services include:

- Google Docs
- Etherpad (Typewith.me)
- Facebook
- Twitter
- Scribd
- Skype
- LinkedIn
- Delicious

Integrated education-centric web services include:

- Diigo
- Turnitin
- Respondus
- Wimba

How do I customize my Courses dropdown menu?

Canvas displays up to 12 courses in the Courses dropdown menu. Once users have more than 12 courses, they may customize the dropdown menu to choose which courses will display.

Select Courses from the Global Navigation

Click Customize on the Courses dropdown menu
Choose Courses

1. Click the checkboxes next to a course to add or remove the course from the Courses dropdown menu [1].

2. Courses you add will immediately appear in the menu to the left. Courses you remove will immediately disappear from the menu [2].

Note: You can see all your present, past, and future courses by clicking on the View all courses link [3]. You will only see future courses if the start date is in the future, the course is published, and you have been enrolled in the course.
Close the Customization Menu

Once you have finished customizing the dropdown Courses menu, close the customization menu by clicking the X icon at the top right. You can also click the Reset button to make all the courses you are enrolled in re-appear.

How do I change the language preference in my user account?

English is Canvas' language default, but you can choose to view the Canvas interface in another language.

Note: Instructors have the option to change the language preference for their courses. If you enroll in a course where the instructor has made this change (most often for a foreign language course), the course language will override the language in your user settings.

Open Settings

In the Help Corner, click the Settings link.

Edit Settings

Click the Edit Settings button.
Select Language

Choose your preferred language in the Language dropdown menu.
Update Settings

Language:  русский

Time Zone:  Mountain Time (US & Canada)

Password:  □ Change Password

Delete My Account

Click the Update Settings button.

View Preferred Language
View Canvas in your preferred language.

Click here to return to the Profile & Personal Settings chapter.
Organize a Course
What is the Course Setup Checklist?

The first few times you create a new course in Canvas, it's a challenge to remember all of the steps required. The Course Setup Checklist exists to help you remember to cover all your bases before the course goes live.

View Course

A course originally starts in an unpublished state allowing instructors to set up your course and ready the content while concealing it from students. Instructors, designers, and admins can add students, teachers, and TAs to the course. As soon as you're ready then you can publish your course and make it available to the students.

When would I use the Course Setup Checklist

The Course Setup Checklist appears as a grey pop-up pane at the bottom of your screen when you first create a new course in Canvas. The checklist reminds you to:

- Import content using the Course Import Tool
- Add assignments or assignment shells on the Assignments page
- Add Students to the course under the Users tab in Settings
- Select the links you wish to display in the Course Navigation under the Navigation tab in Settings
- Choose a layout for your Course Home Page
- Add events and Assignments to your course Calendar
- Add TAs to the course under the Users tab in Settings
- Publish the course, which will automatically send invitation emails to any students you have already added to the course
How do I change the Course Home Page?

You can change your Course Home Page to 1) the Recent Activity Dashboard, 2) a Page you can Decide Yourself, 3) the Course Modules/Sections, 4) the Assignment List, or 5) the Syllabus with Assignment List.

Open Course

Find the course you want to view the home page for and click on the link. You will see the Course Home Page when you open the course.

View Course Home Page

Click the Change Home Page Layout link to update or change the home page [1].
Open Home Page Layout Drop Down Menu

Set Home Page Layout

When people visit the course page, show them a Page I'll Design Myself

You can design your own course home page and include whatever links, images or rich media you like.

Update Layout   Cancel

Open the Home Page Layout drop down menu.

Select Home Page Layout

Click the home page layout you prefer. Your selection will be indicated with a check mark. Your choices for the home page include: the Communication Stream, a Page I'll Design Myself, the Course Modules/Sections, the Assignment List, or the Assignments with Syllabus.

Update Layout

Set Home Page Layout

When people visit the course page, show them a Page I'll Design Myself

You can design your own course home page and include whatever links, images or rich media you like.

Update Layout   Cancel
Click the Update Layout button to save the changes made to the Course Home Page.

View the Recent Activity Dashboard

The Recent Activity Dashboard lets participants see the most recent conversations, notifications and interactions for this course. It is very similar to the dashboard page where users first log in, but only shows content for the specific course.
View Page I'll Design Myself

**U.S. Presidents 101**

Welcome to U.S. Presidents 101!

Meet Your Instructor
About the Course
Modules

A Page I'll Design Myself allows instructors to design your course homepage and include links, images or rich media.
View the Course Modules/Sections

The Course Modules/Sections allows instructors to organize the course into modules or sections. This layout is probably best for courses that aren't based on a specific schedule like a term or semester.

View the Assignment List

Upcoming Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abraham Lincoln Assignment</td>
<td>10</td>
</tr>
<tr>
<td>George Washington Assignment</td>
<td>10</td>
</tr>
<tr>
<td>Graph Assignment</td>
<td>10</td>
</tr>
<tr>
<td>Introduce Yourself</td>
<td>5</td>
</tr>
<tr>
<td>John Adams Assignment</td>
<td>10</td>
</tr>
</tbody>
</table>
The Assignment List shows the list of assignments for the course with upcoming and recent assignments at the top of the page.

**View the Assignments with Syllabus**

The Assignments with Syllabus allows instructors to write up a description of course expectations or introduce the course with links, images, etc. It then shows a calendar view of all assignments and course events.

**How do I reorder and hide Course Navigation links?**

By default, all links are enabled for all courses. Please note that links cannot be renamed.
Links to sections that don't have any content and that students cannot create content for will not be shown to students and will be "grayed" for your view. For example, if there are no learning outcomes set for the course, you will see the "Outcomes" link in gray, but students will not see the link at all. You can also hide and reorder links in the left navigation for your course.

**Note:** Configured [External (LTI) Tools](#) may create additional Course Navigation links.

### Open Settings

<table>
<thead>
<tr>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements</td>
</tr>
<tr>
<td>Assignments</td>
</tr>
<tr>
<td>Discussions</td>
</tr>
<tr>
<td>Grades</td>
</tr>
<tr>
<td>People</td>
</tr>
<tr>
<td>Pages</td>
</tr>
<tr>
<td>Files</td>
</tr>
<tr>
<td>Syllabus</td>
</tr>
<tr>
<td>Outcomes</td>
</tr>
<tr>
<td>Quizzes</td>
</tr>
<tr>
<td>Modules</td>
</tr>
<tr>
<td>Conferences</td>
</tr>
<tr>
<td>Collaborations</td>
</tr>
<tr>
<td>Settings</td>
</tr>
</tbody>
</table>

Click the **Settings** link.
Open Navigation

Click the Navigation tab.

Reorder Navigation Links
Drag and drop items to reorder them in the Course Navigation. You can also drag and drop course navigation links to hide them from students. Click the Save button when you are finished reordering everything.

**Note:** Course Navigation links cannot be renamed.

**What course settings do I have control over?**

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

**Open Settings**

```
Home
Announcements
Assignments
Discussions
Grades
Syllabus
Quizzes
Modules
Outcomes
Conferences
Collaborations
People
Pages
Files
Settings
```

The settings portion of your course is only available to teachers. Students won’t be seeing this link so this is where we put in the different reports just for the teachers themselves.
View Settings

Depending on your permissions, you can edit differing levels of the course settings.

1. In the Course Details tab, you can view the details of your course, its name, what your quota is, and what license you’ve attached to this content inside of your course.
2. In the Sections tab, you can manage the different sections of students and see all the people associated with your course according to role.
3. The Users tab redirects to the People page.
4. In the Navigation tab, you can modify the Content Navigation links listed in your course. You can drag and drop to change the order of the links. You can also hide specific links from students. Any configured External (LTI) Tools will also appear here as links.
5. The External Tools tab allows you to link external tools enabled by your institution to your course.
Add Course Content
How do I add a file to my course?

To add a file to your course, make sure you are in the course you wish to add the file to.

**Note**: Video and audio uploads to Canvas through the media tool can be up to 500 MB in size.

**Open Files**

Click the **Files** link.
Add Files

Click the Add Files link to upload files.
Select Files

Click the title of the file you wish to upload [1] and click the Open button to upload the file.

Monitor Uploads

A progress bar [1] will appear at the top of screen tracking the progress of your file upload.
View Files

US History

- Assignments
- Private
- Public
- Quizzes
- Syllabus

- American Revolution.docx
  - 21.6 KB

All files will be organized in alphabetical order.
Adding Files in Chrome, Firefox & Safari

Some web browsers (Chrome, Firefox, and Safari) contain a unique feature which allows the user to add to files by simply dragging and dropping the files from a file window directly into the Canvas file repository. Click the title of the file you wish to add [1] and drag the file to your open browser [2]. Your file will automatically upload.
How do I create a new Page?

Creating new Pages is easy in Canvas courses.

Open Pages

Click the Pages link.

Create a New Page

Click the Create a New Page button.
Name the Page

Type a name for the page in the new page title field [1]. Click the Create button [2].

Add Content

Add content to your page using the Content Selector [1]. Edit the content using the Rich Content Editor [2] or switch views to edit HTML [3].
Edit Page Settings

1. Hide this Page from Students
2. Only Teachers
3. Notify users that this content has changed

You can choose to hide the page from students by selecting the Hide this Page from Students checkbox [1]. You can decide who can edit the page by selecting the Who can edit this page drop down menu [2]. You can also notify users that content has changed by selecting the Notify users that this content has changed checkbox [3].

Save Changes

Click the Save Changes button.
View Page

History of Surfing

For centuries surfing was a central part of ancient Polynesian culture. Surfing might have been first observed by Europeans at Tahiti in 1767 by Samuel Wallis and the crew members of the Dolphin, who were the first Europeans to visit the island in June 1767. Another candidate is the botanist Joseph Banks being part of the First voyage of James Cook on the HMS Endeavour, who arrived on 10 April 1769 on Tahiti. Lieutenant James King was the first one who wrote about the art of surfing on Hawaii when completing the journals of Captain James Cook upon Cook’s death in 1779.

When Mark Twain visited Hawaii in 1866 he wrote,

"In one place we came upon a large company of naked natives, of both sexes and all ages, amusing themselves with the national pastime of surf-bathing."

References to surf riding on planks and single canoe hulls are also verified for pre-contact Samoa, where surfing was called fa‘asse‘e or sa‘egalu (see Kramar, Samoa Islands) and Tonga far pre-dating the practice of surfing by Hawaiians and eastern Polynesians by over a thousand years.

George Freeth (November 8, 1883 – April 7, 1919) is often credited as being the "Father of Modern Surfing". He is also thought to have been the first modern surfer.

View the page you created.

What is the Rich Content Editor?

Canvas has a simple, yet powerful, word processor that is available anytime for creating new content (assignments, announcement, discussions, blogs etc.) within Canvas.

Although clean and streamlined, the Rich Content Editor is sophisticated enough to support embedding any video content, math formula, and other rich media.
Note: Configured External (LTI) Tools may create additional buttons in the Rich Content Editor.

Open the Rich Content Editor

Anything that can be viewed in a web browser can be inserted into the Rich Content Editor content area [1]. Content can also input HTML directly into Canvas using the Switch View link [2]. Users can also easily link to course content using the Content Selector [3].

What Canvas Features Use the Rich Content Editor?

The following Canvas features use the Rich Content Editor:

- Announcements
- Assignments
- Discussions
- Pages
- Quizzes
- Syllabus

Click here to go to the Rich Content Editor chapter.
How do I create a new Module?

Modules are used to organize course content by weeks, units, or whatever organizational structure works for your course. With modules, you are essentially creating a one-directional linear flow of what you would like your students to do.

Open Modules

Click the Modules link.

Create a Module

Click the Create a Module button.
Name the Module

Type a Module name in the name field.

Lock Module Until a Given Date

Set the date when the module should be locked and make sure students can only view the module after this date.
Select the **Lock module until a given date** checkbox [1] to lock the module until a set date. Select the **Calendar** icon [2] to set the date and time.

**Add Prerequisites**

Click the **Add prerequisite** link [1] to define prerequisites for access to the module.

**Set Prerequisites**
Select the prerequisite dropdown menu [1] and select the task students must complete to set the prerequisite.

**Add Module Requirements**

![Add Module Menu]

Select the **Students must move through requirements in this module in sequential order** checkbox [1] to require students to move through the content in the modules in sequential order.

**Add Modules**

Click the **Add Module** button to create the module.

**View Module**

![View Module Interface]
View the new module.

**What are the different Assignment types?**

The different assignment types include Assignments, Discussions, Quizzes, External Tools, and Not Graded.

**Open Assignments**

Click the **Assignments** link.

**Add Assignment (Instructors)**

Click the **Add Assignment** link to view assignment options.
View Assignment Types (Instructors)

Click the dropdown menu [1] underneath the assignment title to view assignment types.

View Assignment Types: Assignment

Selecting Assignment creates a Canvas assignment that can be submitted online through text entry, file uploads, media recordings, Google Docs, URLs, or Canvas pages. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

View Assignment Types: Discussion

Selecting Discussion creates a Canvas assignment that will grade student response to discussion topics. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

View Assignment Types: Quiz

Selecting Quiz creates a Canvas assignment that can be used to conduct a survey or assess a student's comprehension of course content. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.
**View Assignment Types: External Tool**

Selecting **External Tool** creates an assignment that utilizes LTI technology to link to a third-party application or website. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

**View Assignment Types: Not Graded**

Selecting **Not Graded** creates a Canvas assignment with a due date, but no points or grades will be given for completing the assignment. This assignment will show up on the Syllabus page and the Dashboard.

**Create Assignment**

Click the **Update** button.
How do I create an Assignment shell on the Assignments page?

You can create an Assignment shell on the Assignment page. Assignment shells are placeholders for the Assignment until you fill in the Assignment details.

Open Assignments

Click Assignments in the Course Navigation.

Create an Assignment Shell

Click the plus icon in an Assignment group header [1] or the Add Assignment to link [2] to create an assignment shell.
Enter Assignment Shell Details

Enter the Assignment title in the first field [1], click the Calendar icon to select a due date [2] or manually enter a due date, and enter the number of points for the assignment in the points field [3]. Set the Assignment type by selecting the type drop down menu [4]. Click Update to save the Assignment shell [5].

Add More Assignment Details

<table>
<thead>
<tr>
<th>Assignments:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment #1</td>
<td>Jan 25 at 12am</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #2</td>
<td>Feb 1 at 12am</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #3</td>
<td>Feb 8 at 12am</td>
<td>out of 15</td>
</tr>
<tr>
<td>Assignment #4</td>
<td>Friday at 12am</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #5</td>
<td>Feb 22 at 12am</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #6</td>
<td>Mar 1 at 12am</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #7</td>
<td>Mar 8 at 12am</td>
<td>out of 10</td>
</tr>
</tbody>
</table>

To add more Assignment details click the assignment title [1].
Edit the Assignment

**Assignment #6**

No Content

Click the **Edit** button to add more details to the Assignment.

**What are the different types of Quizzes?**

The quiz tool is used to create and administer online quizzes and surveys. The steps to create quiz content are the same for each quiz type.

**Create Graded Quiz**

**Quiz Type**  Graded Quiz

A graded quiz is the most common quiz, and Canvas automatically creates a column in the grade book for any graded quizzes you build. After a student takes a graded quiz, certain question types will be automatically graded.

**Create Practice Quiz**

**Quiz Type**  Practice Quiz
A practice quiz can be used as a learning tool to help students see how well they understand the course material.

**Create Graded Survey**

**Quiz Type** Graded Survey

A graded survey allows the instructor to give students points for completing the survey, but does not allow the survey to be graded for right or wrong answers.

**Create Ungraded Survey**

**Quiz Type** Ungraded Survey

An ungraded survey allows you to get opinions or other information from your students, but they are not given a grade for answering.
How do I create a new Quiz with individual Questions?

You can add your own questions to your quizzes.

Open Quizzes

Click the Quizzes link.

Create New Quiz

Click the Create a New Quiz button.
Edit Quiz Settings

In the Settings tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.

Complete the rest of the quiz settings [3]. If you need help with settings, view the lesson on Quiz options.
Add New Question

Click the **Questions** tab [1]. Manually create a new quiz question by clicking the **New Question** button [2].
Complete Question

Enter your question and multiple answers, then select the one correct answer.

Save Quiz

Click the Save button to save your work on your quiz.

Read the other lessons in the chapter to learn more about adding different type of quiz questions.
Publish Quiz

Click the Preview button [1] to see what students will see when they take the quiz. If the preview shows the quiz the way you want it, click the Publish button [2].

**Note**: You should not publish your quiz until it is your final product. Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

How do I start a Discussion?

Creating and starting a Discussion in your course is straightforward.

Open Discussions

Click the Discussions link.

Start a Discussion

Click the Discussion button.
Create a Discussion

1. Enter your topic title in the topic title field.
2. Use the Rich Content Editor to format your content.
3. Attach a file to your discussion.
4. Create a threaded replies by clicking the Allow threaded replies checkbox.
5. Require users to post to the discussion before viewing other replies by clicking the Users must post before seeing replies button.
6. Create a podcast feed for the discussion by clicking the Enable podcast feed checkbox.
7. Create a graded discussion by clicking the Graded checkbox.
8. Make your discussion available on a certain date by filling out the Available From and Until fields.
Save Discussion

Click the Save button to start the discussion.

View Discussion

View the discussion.
What is the 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.

Locate Syllabus Link

Click the Syllabus link in the course navigation.
View Syllabus

To edit the Syllabus, click on Edit Syllabus Description [1]. There are three main parts: a calendar and grading scheme [2], a syllabus description [3], and a syllabus table automatically managed by Canvas [4].

View Syllabus Description

Course Syllabus

Greetings fellow learners! You have enrolled in Documentation Sandbox for the Spring 2013 quarter.

Instructor Contact Information

- Name: Canvas Instructor
- Phone Number: 123-456-7890
- Email: canvasinstructor@awesomeschool.com
- Office: Panda Desk

Description of course: This course is a kaleidoscope of information regarding Canvas. It's pretty awesome and you should enjoy doing everything in this course because you are guided throughout the entire course.

If you need help, feel free to email, call or text, stop by the office, or send me a message in Canvas. I am here to help you be successful, please do not hesitate to ask questions.
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 directly into the Rich Content Editor or create original content inside of the Rich Content Editor. You can also link to your Syllabus by uploading it into Files. Canvas will automatically create a Scribd preview of your document so your students don't have to download it before reading it.

View Calendar and Grading Scheme

The Calendar and Grading Scheme section will display information about course events and grading. The grading scheme information can be edited in the Assignments feature while the Calendar information can be edited in both the Assignments and Calendar features. Any changes made will be reflected in the Syllabus tool.
View Syllabus Table

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Details</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 8</td>
<td>Fri</td>
<td>Assignment #3</td>
<td>by 12am</td>
</tr>
<tr>
<td>Feb 15</td>
<td>Fri</td>
<td>Reading Assignment #1</td>
<td>by 12am</td>
</tr>
<tr>
<td>Feb 22</td>
<td>Fri</td>
<td>Take This Quiz</td>
<td>by 11:59pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment #5</td>
<td>by 11:59pm</td>
</tr>
<tr>
<td>Mar 1</td>
<td>Fri</td>
<td>Assignment #6</td>
<td>by 12am</td>
</tr>
<tr>
<td>Mar 8</td>
<td>Fri</td>
<td>Assignment #7</td>
<td>by 12am</td>
</tr>
<tr>
<td>Mar 15</td>
<td>Fri</td>
<td>What do you know about Psychology?</td>
<td>by 11:59pm</td>
</tr>
<tr>
<td>Mar 22</td>
<td>Fri</td>
<td>Getting to Know You</td>
<td>by 11:59pm</td>
</tr>
<tr>
<td>Mar 29</td>
<td>Fri</td>
<td>Reading Assignment #6</td>
<td>by 11:59pm</td>
</tr>
<tr>
<td>Apr 5</td>
<td>Fri</td>
<td>Assignment #4</td>
<td>by 11:59pm</td>
</tr>
<tr>
<td>Apr 25</td>
<td>Thu</td>
<td>Softchalk Assignment</td>
<td>by 11:59pm</td>
</tr>
<tr>
<td>May 8</td>
<td>Wed</td>
<td>Assignment #2</td>
<td>by 11:59pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment #8</td>
<td>by 11:59pm</td>
</tr>
<tr>
<td>May 9</td>
<td>Thu</td>
<td>Assignment #1</td>
<td>by 11:59pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Extra Credit 1</strong></td>
<td></td>
</tr>
</tbody>
</table>

Any course assignment or event will be listed in the bottom half of the Syllabus page with the undated items appearing at the bottom [1]. Changes to these dated events can be made in both the Assignments and Calendar features and will be automatically updated in the Syllabus tool.
View Public Syllabus Course Setting

You can choose to make your syllabus public so that people who aren't enrolled in your course can view more information about the course. In your course settings, you can select the **Make the syllabus for this course publicly visible** check box to make your syllabus public.
How do I view the Calendar?

The Calendar is a great way to view everything you have to do for all your courses in one place.

Locate Calendar Link

Click the Calendar link in the Global Navigation menu.

View Calendar

After clicking the Calendar link, you will see the Calendar for everything you are enrolled in since the Calendar spans across all courses.
Work with Grades and People
How do I enter and edit scores in the Gradebook?

Most likely you will use the SpeedGrader to enter grades. The grades will appear in the Gradebook when you are done. However, if you want to enter or edit scores in the Gradebook, follow these steps.

Open Grades

Click the Grades link.
Enter New Score

Click the assignment cell located in the row of the student whose score you want to enter.

Enter New Score

Type or use the arrows to enter the new score in the cell and press Return (on a MAC keyboard) or Enter (on a PC keyboard).
View New Score

View the new score.

Click here to return to the Grades chapter.
What can I do with SpeedGrader™?

The SpeedGrader™ allows you to view different types of assignment submissions in one place, make text and audio comments to students, and grade using different methods including a simple point scale or a complex rubric.

View Assignment Submissions

Canvas accepts a variety of document formats and even URLs as assignment submissions. SpeedGrader™ will automatically convert .doc, .docx, .xls, .xlsx, .ppt, .pptx, and .pdf using Crocodoc, while the rest of the file formats will be converted using either Scribd or Google Preview.

Within one frame, you can view [1], grade [2], start discussions [3], and provide students with written, video, and audio commentary [4]. Your private feedback to the student, through text, audio, or video, will be sent via the communication channels that they prefer.

When you have finished with the first student, you can see the submission from the next student by clicking the arrow button [5].
View Submission Details

When you open SpeedGrader™ for a particular assignment, you will see each individual submission, the date and time that it was submitted [1], and a red notification if the assignment was submitted after the due date [2].
Use Rubrics for Grading

SpeedGrader™ also supports the use of Rubrics, which can help you communicate your expectations for any given assignment, increasing the chances that students will turn in better work.

Click here to return to the SpeedGrader™ chapter.
How do I invite students into my course shell?

You can send an invitation to a student to join your course.

Open People

Open the People link in the Course Navigation Menu.

Add People

Click the Add People button.
Submit Email Addresses

Type or paste a list of email addresses below:  

"Example Student" <student@example.com>, "Lastname, Firstname" <firstlast@example.com>, 
justAnEmailAddress@example.com

Role:  
Student

Section:  
History 101 - Section C

Click the Next button.

Type or paste an email address or several email addresses in the type field [1]. Assign the user(s) a role by selecting the Role drop-down menu [2]. Assign the user(s) a Section by selecting the Section drop-down menu [3]. Click the Next button [4].
Check People

Validated and ready to add 1 users:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessica Doe</td>
<td><a href="mailto:jessica.doe.canvas@gmail.com">jessica.doe.canvas@gmail.com</a></td>
</tr>
</tbody>
</table>

Canvas will verify that the email is a valid email address [1]. If you are not ready to add the user, click the Start Over button [2]. Otherwise click the Add Users button [3].

Note: If the user has previously created a Canvas account with the email address you are using, the user's name will populate in the name field. Otherwise the name field will remain blank.
Confirm Enrollment

Canvas will verify your enrollment. To add more users, click the Add More Users button [1]. To return to the People page, click the Done button [2].
View Pending Enrollment

The user will receive an invitation to join the course in their email. The user’s status will display as pending until he or she accepts the course invitation.

**Note:** It could take up to 24 hours for users to receive their invitations.
How do I access People?

You can access details about the people, or users, in your course using the People page.

Open Course

In the Courses & Groups drop-down menu, click the course title.

Open People
Click the **People** navigation link.

**View People**

In People, instructors can:

1. View all the users participating in the course, including the ones whose course enrollment is pending.
2. Use the search bar to find a specific person.
3. Use the drop-down menu to filter users by role. The filter will also display the number of users in each type of role [e.g. student, TA].
4. Resend course invitations to all students who have not yet accepted.
5. Manually add people to the course.
6. View user groups in the course.
7. View prior enrollments in the course.
8. View registered services for course users.
9. Manage users in the course by hovering over a user’s name.

Students can view users [1], use the search bar [2], use the drop-down menu [3], view user groups [6], and view registered services for course users [8].

To learn more about the People page, read the lesson about [people in the course](#).
Where do I download a copy of the Instructor Quickstart Guide?

You can view the Canvas Instructor Quickstart Guide online or download a PDF version.

Canvas Instructor Quickstart Guide

Click here to download the Instructor Quickstart Guide.

Guía de Inicio Rápido del Instructor de Canvas

Click here to download the Spanish version - Guía de Inicio Rápido del Instructor de Canvas. Or you can visit the Spanish version online.

How do I get help and submit feedback?

Here you will learn how to search Canvas Documentation, request a new feature, and submit feedback to Canvas Support.

Open Help

Click the Help link [1] from anywhere in Canvas to contact your instructor or Canvas Support. A popup window will appear in your browser.
View Different Types of Feedback

There are five links to various types of options available for help or feedback:

1. **Ask your instructor a question**: Ask your instructor questions about course material or send them a message.
2. **Search the Canvas Guides**: This link will take you to Canvas Guides where you can search Canvas documentation for information about features inside of Canvas.
3. **Report a Problem**: Submit questions and problems to the Canvas Support Team.
4. **Ask the Community**: Submit questions and problems to the community of Canvas experts.
5. **Request a Feature**: Submit ideas about how to make Canvas better.

**Note**: If you are an instructor, you will not see the Ask your instructor a question help link.
Ask Your Instructor a Question

Which course is this question about?
Message will be sent to all the Teachers / TA's in the course.

Writing for Nonreaders in the Postprint Era

Message
I missed class on Monday, can I do some extra credit work, please?
Thank you!

Send Message

To ask your instructor or TA questions about course material or send them a message, click the Ask your instructor a question link. Select the relevant course in the dropdown [1] and type your message in the description field [2]. When you're done, click the Send Message button.

Note: If you are an instructor, you will not see the Ask your instructor a question help link.
Search Canvas Guides

To find an answer to your question, click the Search Canvas Guides link. This link will take you to Canvas Guides where you can search Canvas documentation for information about features inside of Canvas.
Report a Problem

1. Before submitting a ticket, try searching the Canvas Guides for help.
2. To report a problem with Canvas, click the Report a Problem link.
3. Add a subject to your message by typing in the subject field.
4. Type a message in the description field being as detailed as possible. This will help Canvas Support better troubleshoot the problem.
5. Choose from the drop-down menu of how the problem is affecting you. Your choices include: Just a casual question, comment, idea, suggestion; I need some help but it's not urgent; Something's broken but I can work around it for now; I can't get things done until I hear back from you; EXTREMELY CRITICAL EMERGENCY!
6. When you're done, click **Submit Ticket** to send your problem. All questions and problems will be sent to the Canvas Support Team.

**Ask the Community**

To ask a question or get feedback about Canvas from a community of experts, click the **Ask the Community** link. This link will take you to the [Canvas Coach Q&A Site](#) and allow you to ask questions and get feedback from Canvas users like you.

**Request a Feature**

Click the **Request a Feature** link. You can submit your ideas about how to make Canvas even better by clicking on this link or by visiting the [Feature Request Categories](#).