

CANVAS INSTRUCTOR QUICKSTART GUIDE



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Get Started with Canvas

[Network](#) and [Free-for-Teacher](#) accounts also log in with a Canvas URL. You can also log in to Canvas on the Canvas Mobile apps; learn more about [Canvas URLs for mobile apps](#).

You must have an account to log in to Canvas:

- If you are associated with an institution using Canvas and do not know your username and password, please contact your site administrator.
- If you do not yet have an account, learn how to create a Canvas account as a [student](#) or [instructor](#)

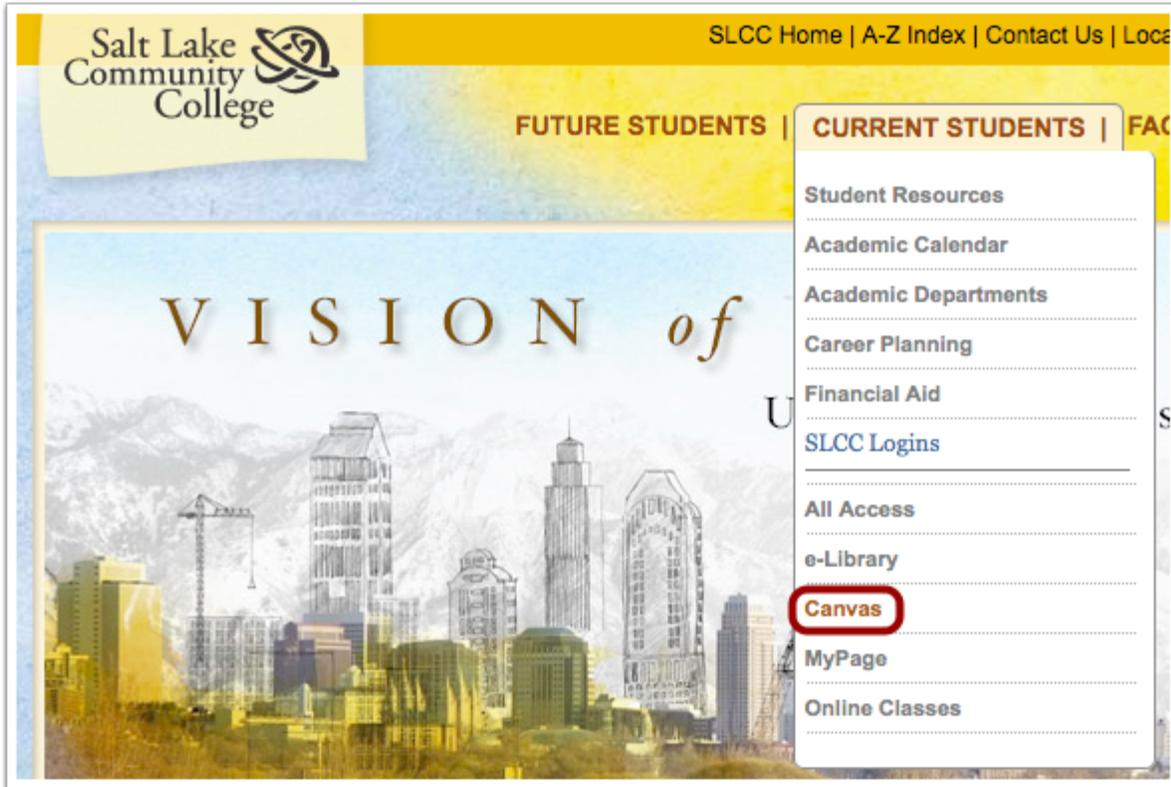
Note: If you are having trouble signing into Canvas, please see the troubleshooting section at the end of this lesson.

Login Troubleshooting

If you are having trouble logging in to your account, here are some tips:

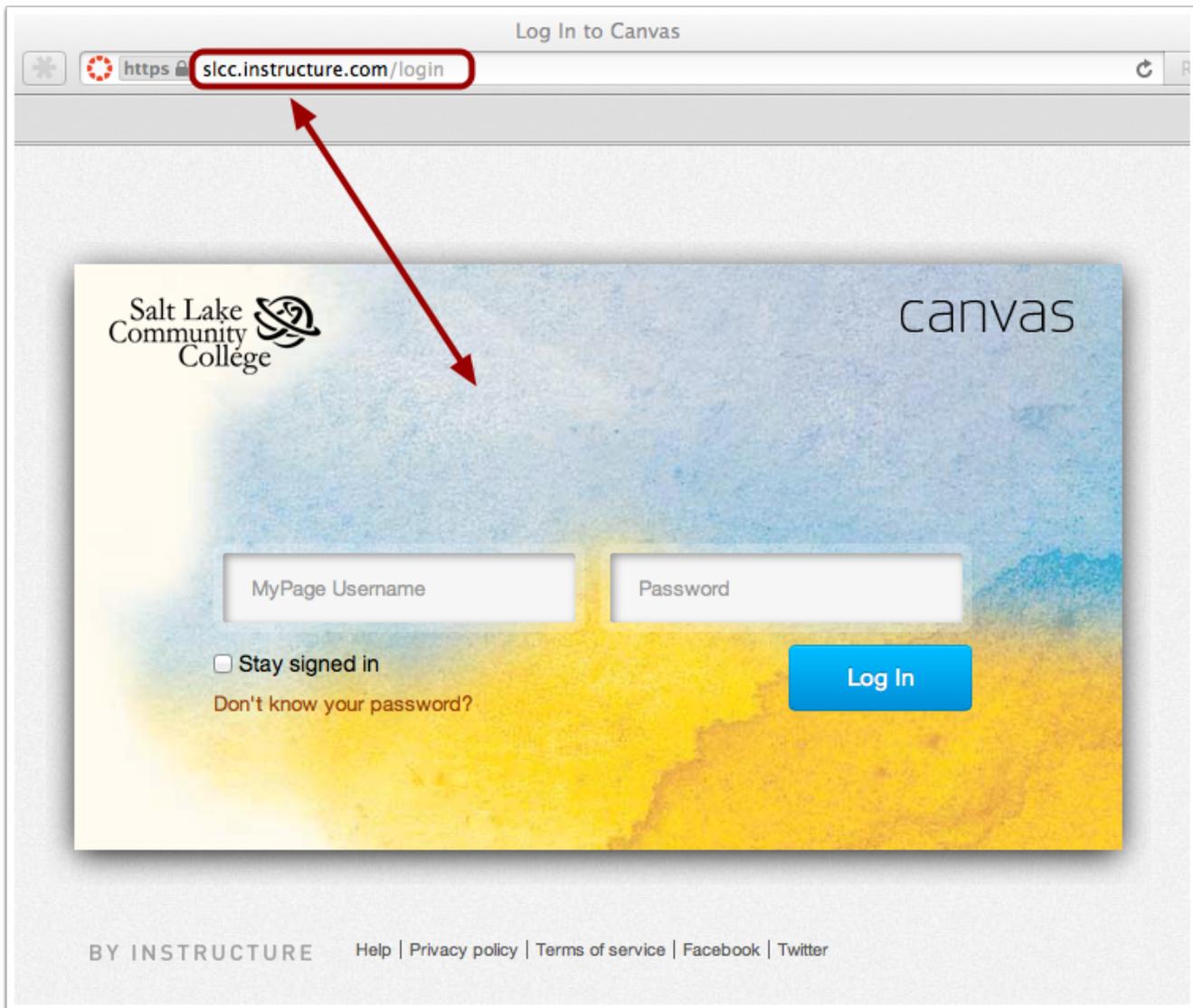
- Verify you are using the correct Canvas URL for your account.
- If you use more than one Canvas URL (such as one for your institution and one for Canvas Network), make sure you are using the correct login and password for each Canvas URL.
- If your login and password were given to you from your institution and you are having trouble logging in, please contact your institution. (Your institution may have changed your login credentials.)
- If you do not have a login and password, you may need to create an account.
- If you have forgotten your password, you may be able to [reset your password](#).

Access Canvas via Institution



Some institutions host Canvas within their website, so you may only need to sign into your institution's internal system to access Canvas.

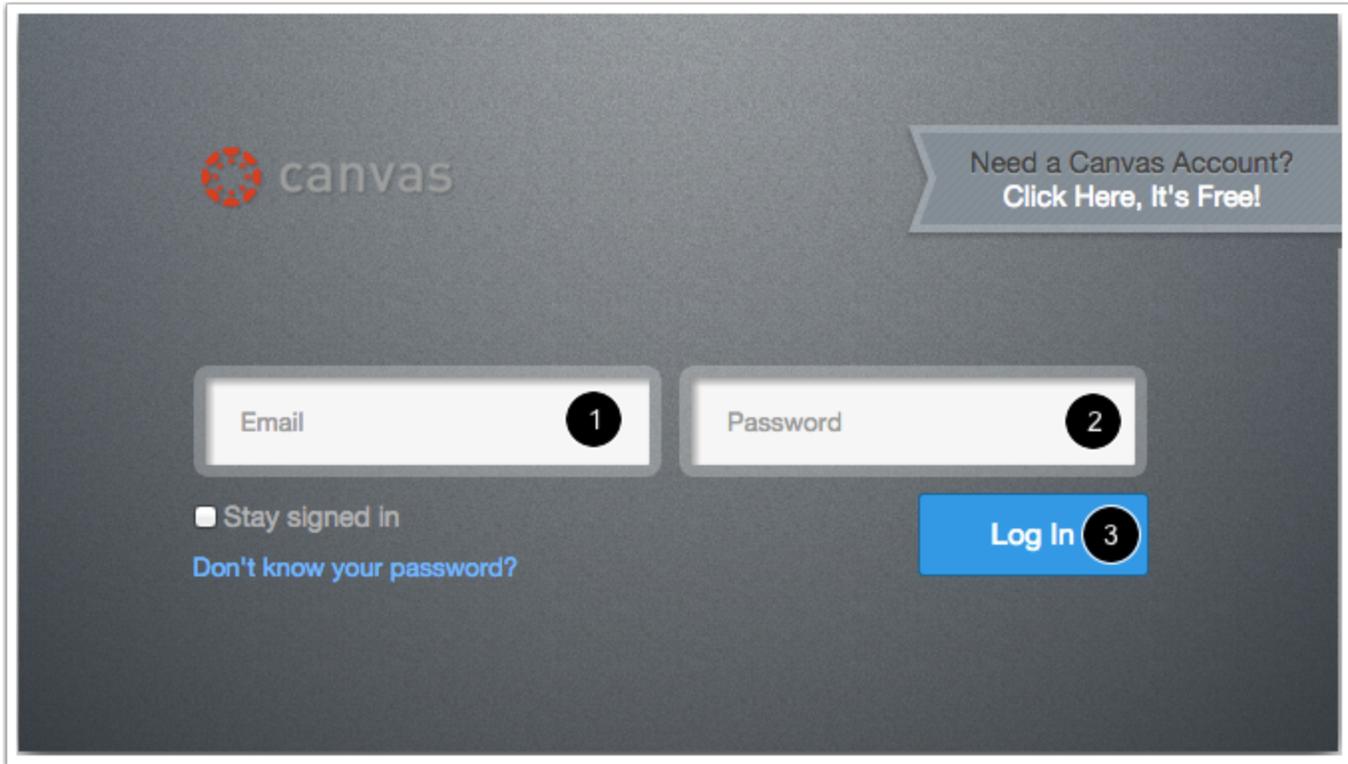
Access Canvas via Canvas URL



Some institutions have you log in to Canvas using the direct link to their Canvas URL. In a browser window, enter your Canvas URL. Your Canvas login page will appear in the window.

Note: The URL for [Canvas Network](https://learn.canvas.net) is learn.canvas.net. The URL for [Free-For-Teachers \(FFT\)](https://canvas.instructure.com) is canvas.instructure.com.

Log in to Canvas



The Canvas login screen requires your login [1] and password [2]. Depending on your institution, login information may vary.

Click the **Log In** button [3].

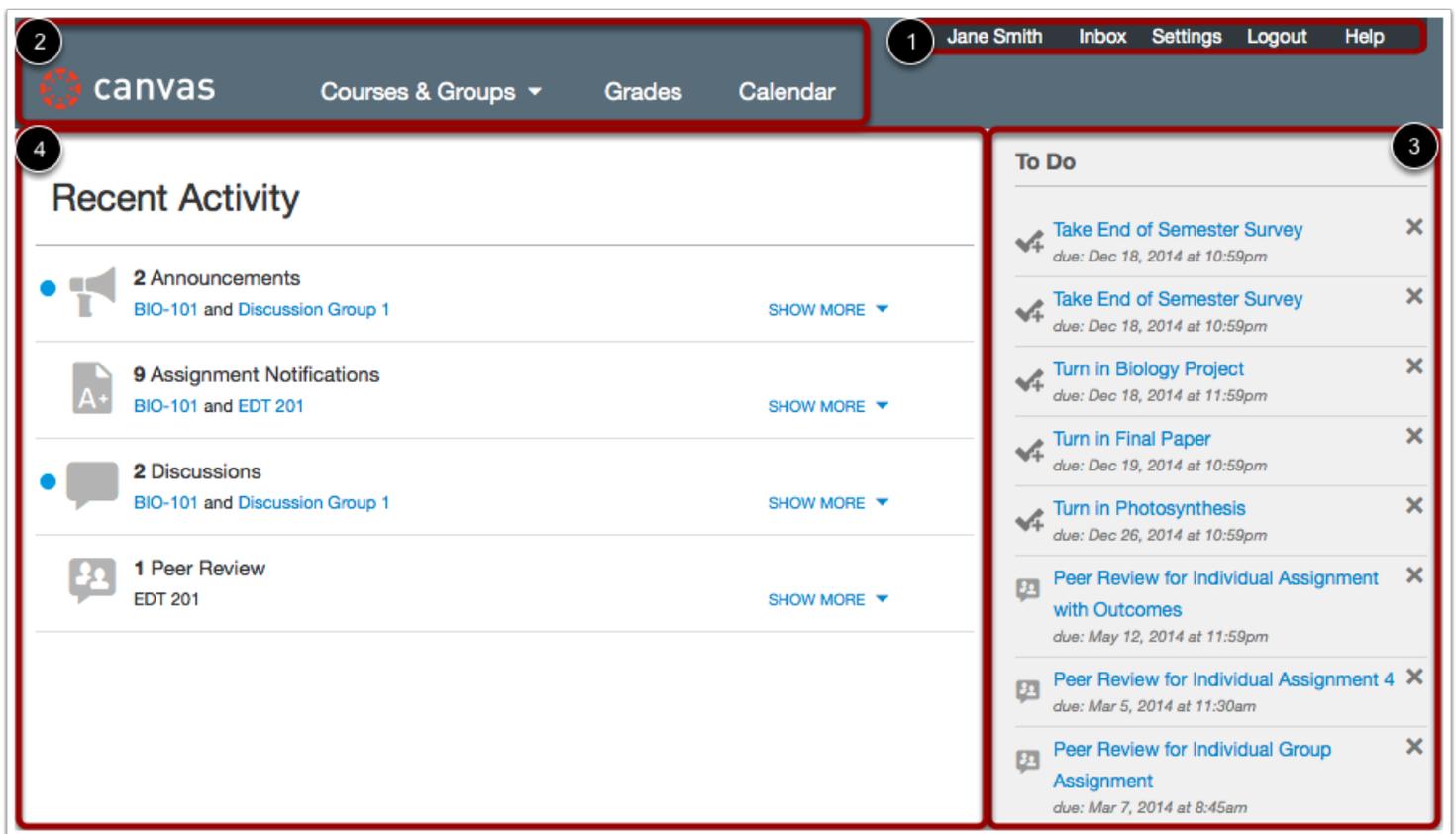
Each screenshot is acknowledged by its respective university for use in this lesson.

What is the User Dashboard?

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

You can return to your User Dashboard at any time by clicking your institution's logo in Global Navigation. (For Canvas Catalog users, clicking your institution's logo will return you to your [Catalog dashboard](#).)

View User Dashboard



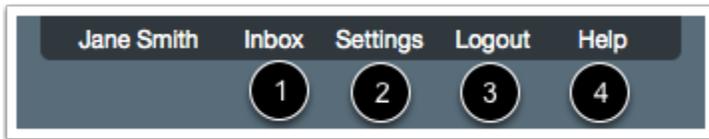
The screenshot shows the Canvas User Dashboard interface. It is divided into several sections:

- 1. Help Corner:** Located in the top right, containing the user's name (Jane Smith), Inbox, Settings, Logout, and Help links.
- 2. Global Navigation:** Located in the top left, containing the Canvas logo, Courses & Groups, Grades, and Calendar links.
- 3. Sidebar:** Located on the right side, titled "To Do", listing various tasks with due dates and completion status (e.g., "Take End of Semester Survey", "Turn in Biology Project").
- 4. Activity Stream:** Located on the left side, titled "Recent Activity", listing various activities (e.g., "2 Announcements", "9 Assignment Notifications", "2 Discussions", "1 Peer Review").

The User Dashboard consists of four main elements:

1. the Help Corner
2. Global Navigation
3. the Sidebar
4. the Activity Stream

View Help Corner



The Help Corner provides easy access to your personal user links and appears at the top of every page in Canvas. You can view your Conversations [Inbox](#) [1], view your [user settings](#) [2], [log out](#) of Canvas [3], and [get help](#) with Canvas [4].

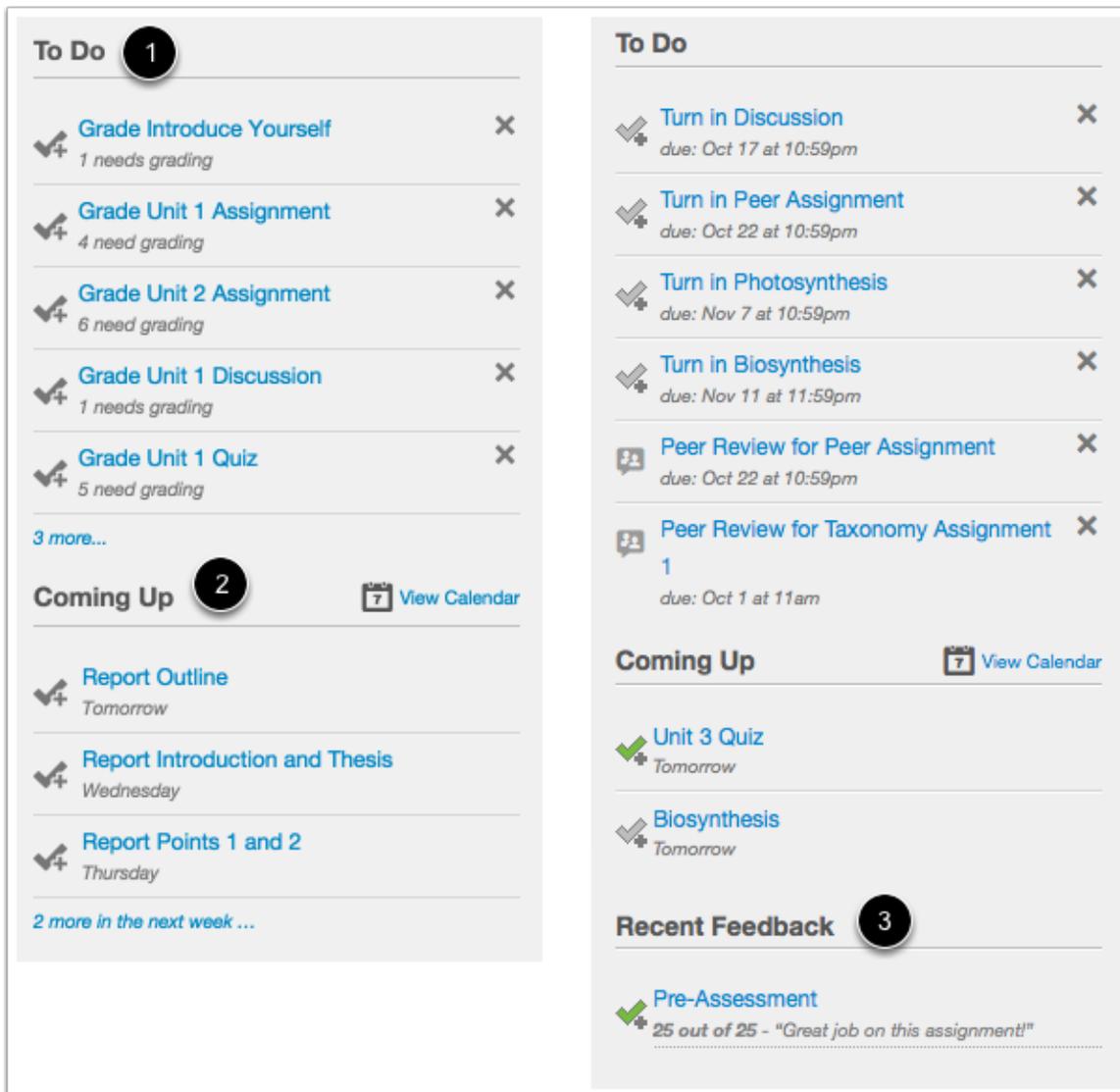
Note: If your institution allows you to create a [profile](#) (as part of your user settings), you can click your name to view your profile directly.

View Global Navigation



The Global Navigation menu provides you with quick access to all of your courses and groups [1], a summary page for all course grades [2], and the Canvas Calendar [3]. Global Navigation also appears at the top of every page in Canvas. Learn more about [Global Navigation](#).

View Sidebar



The screenshot displays the Canvas sidebar with three main sections:

- To Do (1):** A list of assignments requiring attention.
 - Grade Introduce Yourself (1 needs grading)
 - Grade Unit 1 Assignment (4 need grading)
 - Grade Unit 2 Assignment (6 need grading)
 - Grade Unit 1 Discussion (1 needs grading)
 - Grade Unit 1 Quiz (5 need grading)
 - 3 more...
- Coming Up (2):** A list of assignments due in the next seven days.
 - Report Outline (Tomorrow)
 - Report Introduction and Thesis (Wednesday)
 - Report Points 1 and 2 (Thursday)
 - 2 more in the next week ...
- Recent Feedback (3):** A list of assignments with feedback.
 - Pre-Assessment (25 out of 25 - "Great job on this assignment!")

Each section includes a 'View Calendar' link and a close button (X) for individual items.

The Sidebar helps you see what you need to do next across all your courses and can contain up to three helpful sections.

The **To Do** section [1] shows assignments or events that require your attention. If you are enrolled in a course as a student, the list shows assignments you need to turn in. If you are enrolled in a course as an instructor, the list shows assignments you need to grade. Items remain in this section for two weeks.

The **Coming Up** section [2] shows assignments and events coming due in the next seven days.

If you are enrolled in a course as a student, the **Recent Feedback** section [3] shows assignments with feedback from your instructor.

Manage Sidebar Items

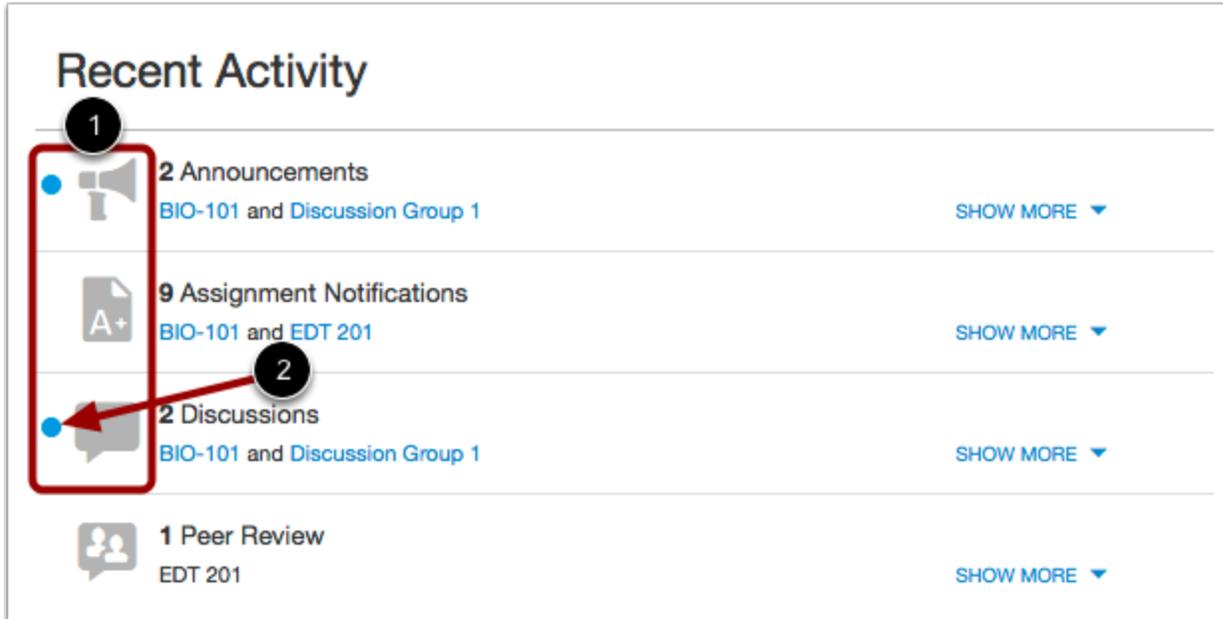
The image displays two side-by-side screenshots of the Canvas sidebar's 'To Do' section. The left screenshot shows a list of items: 'Grade Introduce Yourself' (1 needs grading), 'Grade Unit 1 Assignment' (4 need grading), 'Grade Unit 2 Assignment' (6 need grading), 'Grade Unit 1 Discussion' (1 needs grading), and 'Grade Unit 1 Quiz' (5 need grading). Below these is a '3 more...' link circled in red and labeled '2'. Underneath is the 'Coming Up' section with items like 'Report Outline' (Tomorrow), 'Report Introduction and Thesis' (Wednesday), and 'Report Points 1 and 2' (Thursday). The right screenshot shows a similar 'To Do' section with items: 'Turn in Discussion' (due: Oct 17 at 10:59pm), 'Turn in Peer Assignment' (due: Oct 22 at 10:59pm), 'Turn in Photosynthesis' (due: Nov 7 at 10:59pm), 'Turn in Biosynthesis' (Nov 11 at 11:59pm), 'Peer Review for Peer Assignment' (due: Oct 22 at 10:59pm), and 'Peer Review for Taxonomy Assignment' (due: Oct 1 at 11am). A red box highlights the peer review icon next to 'Turn in Biosynthesis', which is labeled '1'. Below this is the 'Coming Up' section with 'Unit 3 Quiz' (Tomorrow) and 'Biosynthesis' (Tomorrow). At the bottom is the 'Recent Feedback' section with 'Pre-Assessment' (25 out of 25 - "Great job on this assignment!").

Each section item displays an icon [1] to differentiate between assignments and peer review assignments. Items with green icons indicate the item has been completed as indicated by your user role.

If a section contains more items than are listed, click the **more** link [2].

If there are more than 25 items in the To Do section, you must remove items before you can view any new items. To remove a To Do item, click the **remove** icon [3].

View Recent Activity



Recent Activity

- 2 Announcements**
BIO-101 and Discussion Group 1 [SHOW MORE](#) ▼
- 9 Assignment Notifications**
BIO-101 and EDT 201 [SHOW MORE](#) ▼
- 2 Discussions**
BIO-101 and Discussion Group 1 [SHOW MORE](#) ▼
- 1 Peer Review**
EDT 201 [SHOW MORE](#) ▼

Recent Activity contains a stream of recent notifications from all of your courses, including [announcements](#), [discussions](#), [assignments](#), and [conversations](#). This activity stream helps you see all recent activity in your courses and easily ask questions and post to discussion forums.

Activities are indicated by activity type and display an icon [1] for the activity. New or unread activities are shown by the blue indicator dot [2]. Recent Activity items remain for four weeks.

Expand and Collapse Notifications

Recent Activity

- **2 Announcements**
BIO-101 and Discussion Group 1

SHOW MORE ▾ 1
- **9 Assignment Notifications**
BIO-101 and EDT 201

SHOW MORE ▾
- **2 Discussions**
BIO-101 and Discussion Group 1

SHOW LESS ▲ 2

 - BIO-101 Group Project Discussion

Jan 6 at 11:55am ✕
 - Discussion Group 1 New Project

Dec 17, 2014 at 2:49pm ✕

You can view the details of each activity by hovering in the notification area and clicking the **Show More** link [1]. To collapse recent activity, click the **Show Less** link [2].

Manage Recent Activity

Recent Activity

- **2 Announcements**
BIO-101 and Discussion Group 1

SHOW MORE ▾
- **9 Assignment Notifications**
BIO-101 and EDT 201

SHOW MORE ▾
- **2 Discussions**
BIO-101 and Discussion Group 1

SHOW LESS ▲

 - BIO-101 Group Project Discussion

Jan 6 at 11:55am ✕
 - Discussion Group 1 New Project

Dec 17, 2014 at 2:49pm ✕

You can directly access your recent activities by clicking the course link [1]. To remove a notification, click the **remove** icon [2].

Return to User Dashboard



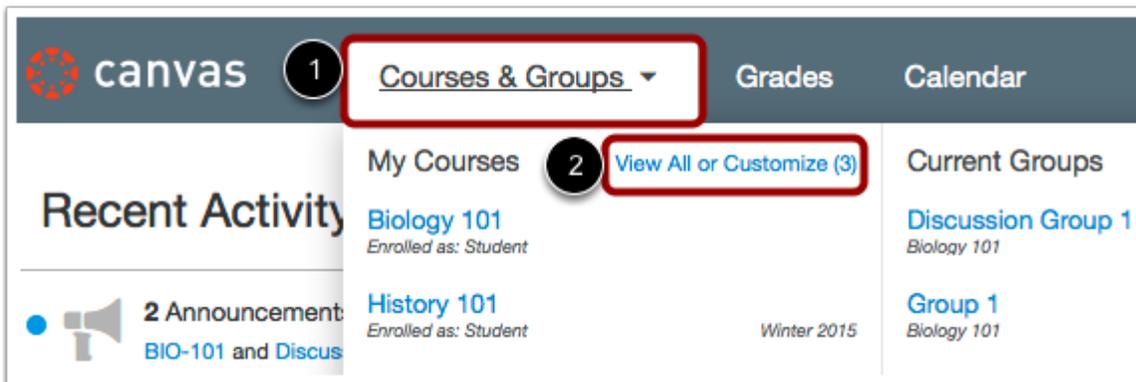
To return to your User Dashboard, click your institution's logo in Global Navigation.

Note: If you are taking a course through Canvas Catalog, clicking your institution's logo will return you to your Catalog dashboard.

How do I view my courses?

After logging into Canvas, you can view your current, past, and future enrollment courses in Canvas.

Open Courses



In Global Navigation, click the **Courses** link [1]. (If you are enrolled in any Groups, Global Navigation will show the link as **Courses and Groups**.)

Click the **View All or Customize** link [2].

Note: You can [customize your courses](#) that appear in the drop-down menu.

View Course Categories

My Courses 1

★ Basic Bookbinding, BB 101 Sec 1	unpublished	Enrolled as a student
★ Basic Written Communications, Section 1	unpublished	Enrolled as a student
★ Biology 100 , Lab		Enrolled as a student
★ Biology 101, Section 2 Fall 2014		Enrolled as a student
★ US History 101 RC		Enrolled as a student
★ US History 101, History 101 Fall 2014		Enrolled as a student

My Groups

Weekly Groups *US History 101 (Fall 2014)*

Project A *Biology 101 (Fall 2014)*

Study Group *Biology 101 (Fall 2014)*

Group 5 *US History 101 RC*

Past Enrollments 2

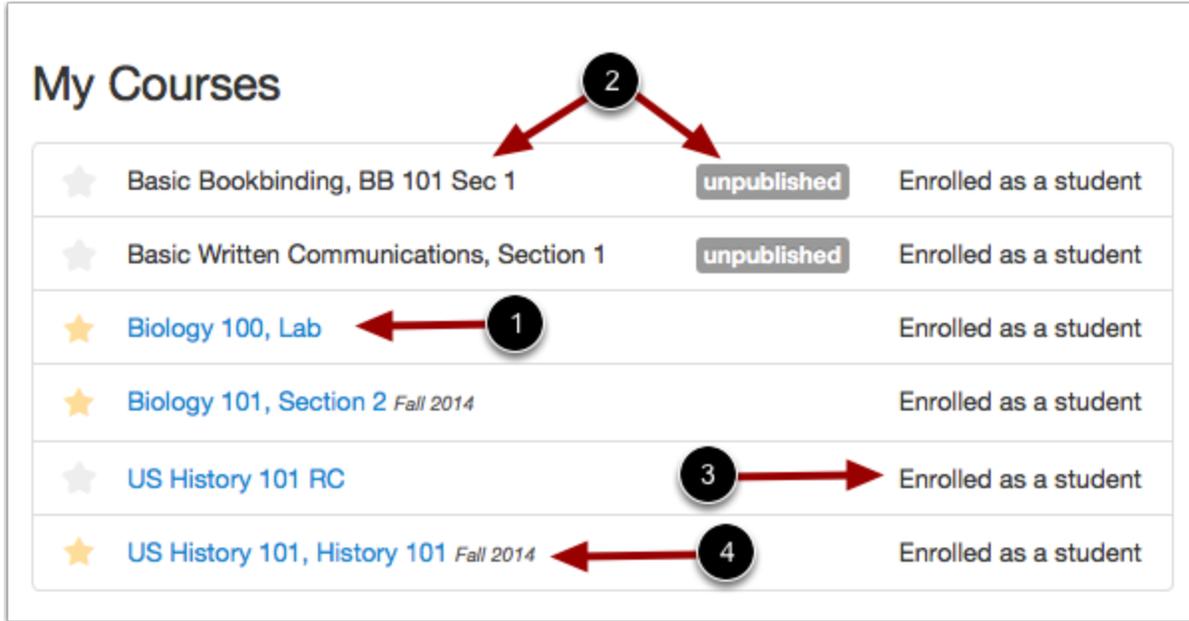
★ Simple Canvas Course	Enrolled as a student
------------------------	-----------------------

Future Enrollments 3

★ Biology 102 <i>Winter 2015</i>	Enrolled as a student
★ Design 101 <i>Winter 2015</i>	unpublished Enrolled as a student

Courses are organized into three categories: My Courses [1], Past Enrollments [2], and Future Enrollments [3].

View Course Status



Course Name	Status	Enrollment	Term Date
Basic Bookbinding, BB 101 Sec 1	unpublished	Enrolled as a student	
Basic Written Communications, Section 1	unpublished	Enrolled as a student	
Biology 100, Lab		Enrolled as a student	
Biology 101, Section 2 <i>Fall 2014</i>		Enrolled as a student	<i>Fall 2014</i>
US History 101 RC		Enrolled as a student	
US History 101, History 101 <i>Fall 2014</i>		Enrolled as a student	<i>Fall 2014</i>

Courses that are available to you are listed in blue text [1]. These courses have been published by your institution, admin, or instructor and include a link to the course.

Courses that are not yet available are listed in gray text and have an unpublished tag [2]. These courses have not been published.

Your enrollment status [3] is displayed next to each course name. Statuses can be student, teacher, TA, observer, or designer.

If there is a term date [4] associated with a course, it will appear next to the course name.

View My Courses

My Courses

★	Basic Bookbinding, BB 101 Sec 1	unpublished	Enrolled as a student
★	Basic Written Communications, Section 1	unpublished	Enrolled as a student
★	Biology 100 , Lab		Enrolled as a student
★	Biology 101, Section 2 Fall 2014		Enrolled as a student
★	US History 101 RC		Enrolled as a student
★	US History 101, History 101 Fall 2014		Enrolled as a student

My Groups

Weekly Groups *US History 101 (Fall 2014)*

Project A *Biology 101 (Fall 2014)*

Study Group *Biology 101 (Fall 2014)*

Group 5 *US History 101 RC*

Past Enrollments

★ Simple Canvas Course Enrolled as a student

Future Enrollments

★ Biology 102 *Winter 2015* Enrolled as a student

★ Design 101 *Winter 2015* unpublished Enrolled as a student

My Courses are courses that are part of the current semester or term. However, depending on access settings for a course, My Courses can also display courses that have not yet started or are unpublished.

Note: if you are enrolled in groups, the **My Groups** section will appear and display any groups within your current courses.

View Past Enrollments

My Courses

★ Basic Bookbinding, BB 101 Sec 1	unpublished	Enrolled as a student
★ Basic Written Communications, Section 1	unpublished	Enrolled as a student
★ Biology 100 , Lab		Enrolled as a student
★ Biology 101, Section 2 Fall 2014		Enrolled as a student
★ US History 101 RC		Enrolled as a student
★ US History 101, History 101 Fall 2014		Enrolled as a student

My Groups

- Weekly Groups *US History 101 (Fall 2014)*
- Project A *Biology 101 (Fall 2014)*
- Study Group *Biology 101 (Fall 2014)*
- Group 5 *US History 101 RC*

Past Enrollments

★ Simple Canvas Course		Enrolled as a student
------------------------	--	-----------------------

Future Enrollments

★ Biology 102 <i>Winter 2015</i>		Enrolled as a student
★ Design 101 <i>Winter 2015</i>	unpublished	Enrolled as a student

Courses under the **Past Enrollments** heading are courses that have concluded but are still available as a read-only archived course. Prior users can view course material and grades but cannot submit any assignments.

View Future Enrollments

My Courses

★ Basic Bookbinding, BB 101 Sec 1	unpublished	Enrolled as a student
★ Basic Written Communications, Section 1	unpublished	Enrolled as a student
★ Biology 100 , Lab		Enrolled as a student
★ Biology 101, Section 2 Fall 2014		Enrolled as a student
★ US History 101 RC		Enrolled as a student
★ US History 101, History 101 Fall 2014		Enrolled as a student

My Groups

- Weekly Groups *US History 101 (Fall 2014)*
- Project A *Biology 101 (Fall 2014)*
- Study Group *Biology 101 (Fall 2014)*
- Group 5 *US History 101 RC*

Past Enrollments

★ Simple Canvas Course		Enrolled as a student
------------------------	--	-----------------------

Future Enrollments

★ Biology 102 Winter 2015		Enrolled as a student
★ Design 101 Winter 2015	unpublished	Enrolled as a student

Future Enrollments are courses that will be made available as part of an upcoming term or specific course start date. These courses appear in gray text until they are available.

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

Open Course

My Courses

★ Basic Bookbinding, BB 101 Sec 1	unpublished	Enrolled as a student
★ Basic Written Communications, Section 1	unpublished	Enrolled as a student
★ Biology 100 , Lab		Enrolled as a student
★ Biology 101, Section 2 Fall 2014		Enrolled as a student
★ US History 101 RC		Enrolled as a student
★ US History 101, History 101 Fall 2014		Enrolled as a student

My Groups

- Weekly Groups *US History 101 (Fall 2014)*
- Project A *Biology 101 (Fall 2014)*
- Study Group *Biology 101 (Fall 2014)*
- Group 5 *US History 101 RC*

Past Enrollments

★ Simple Canvas Course	Enrolled as a student
------------------------	-----------------------

Future Enrollments

★ Biology 102 <i>Winter 2015</i>	Enrolled as a student
★ Design 101 <i>Winter 2015</i>	unpublished Enrolled as a student

To open an available course, click the name of the course.

View Course

BIO-101
🏠 > BIO-101

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

Biology 101

Edit
⚙️

Welcome to Biology 101!

In this course you will learn the major principles of general biology as they relate to the cellular, organismic and population levels of organization.

Course topics include:

- cell ultrastructure and function
- energy transfer
- reproduction
- genetics
- evolution
- diversity of organisms
- ecology

Begin by taking the pre-test to assess your knowledge of Biology as it now stands.

- Choose Home Page
- View Course Stream
- Course Setup Checklist
- New Announcement
- View Course Analytics

To Do

- Grade Biology History ✕
3 need grading
- Grade Biology Project ✕
3 need grading
- Grade Taxonomy Assignment 1 ✕
4 need grading
- Grade Taxonomy Assignment 2 ✕
3 need grading
- Grade Theory ✕
2 need grading

View the course dashboard.

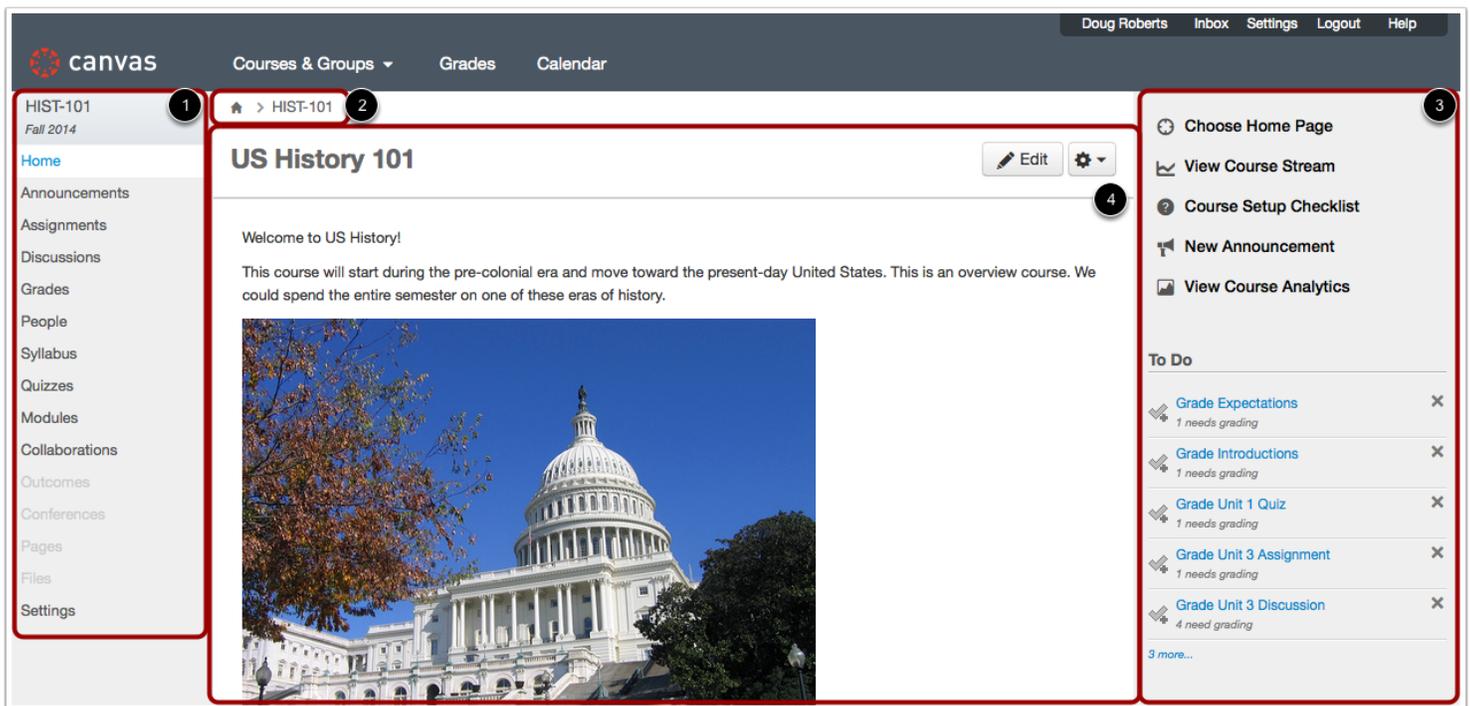
How do I use the Course Dashboard as an instructor?

If you are enrolled in a course as an instructor, the Course Dashboard helps you manage your course. You can also customize several areas to create a specific workflow for your students.

To help you learn how to navigate a Canvas course, this lesson uses a course that has already been populated. To learn how to build a new course, visit the [create a new course shell](#) lesson.

Note: If you are trying to navigate a Canvas course on a mobile device, please see our [iOS Phone](#), [iOS Tablet](#), [Android Phone](#), or [Android Tablet](#) guides.

View Course Dashboard



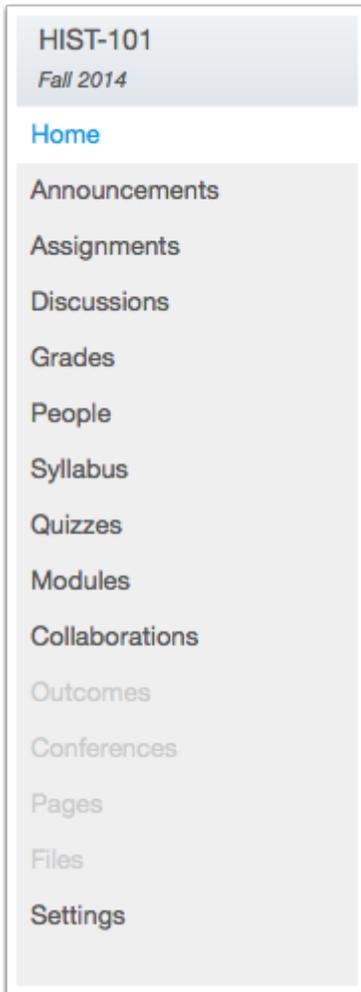
The screenshot shows the Canvas Course Dashboard for HIST-101. The dashboard is divided into four main sections, numbered 1 through 4:

- Course Navigation:** A sidebar on the left containing links for Home, Announcements, Assignments, Discussions, Grades, People, Syllabus, Quizzes, Modules, Collaborations, Outcomes, Conferencas, Pages, Files, and Settings.
- Breadcrumbs:** A top navigation bar showing the path: Home > HIST-101.
- Sidebar:** A right-hand menu with options: Choose Home Page, View Course Stream, Course Setup Checklist, New Announcement, and View Course Analytics. Below this is a 'To Do' section with a list of items: Grade Expectations (1 needs grading), Grade Introductions (1 needs grading), Grade Unit 1 Quiz (1 needs grading), Grade Unit 3 Assignment (1 needs grading), and Grade Unit 3 Discussion (4 need grading). There is also a '3 more...' link.
- Content Area:** The main area displaying the course title 'US History 101', a welcome message 'Welcome to US History!', and a paragraph: 'This course will start during the pre-colonial era and move toward the present-day United States. This is an overview course. We could spend the entire semester on one of these eras of history.' Below the text is a large photo of the US Capitol building.

The Course Dashboard consists of four main elements:

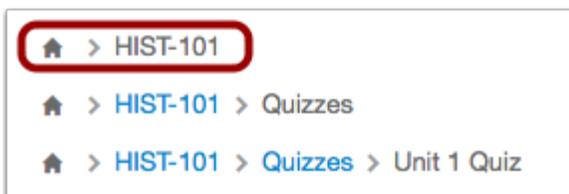
1. Course Navigation
2. Breadcrumbs
3. Sidebar
4. Content Area

View 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. Learn how to use the [Course Navigation menu](#).

View Breadcrumbs

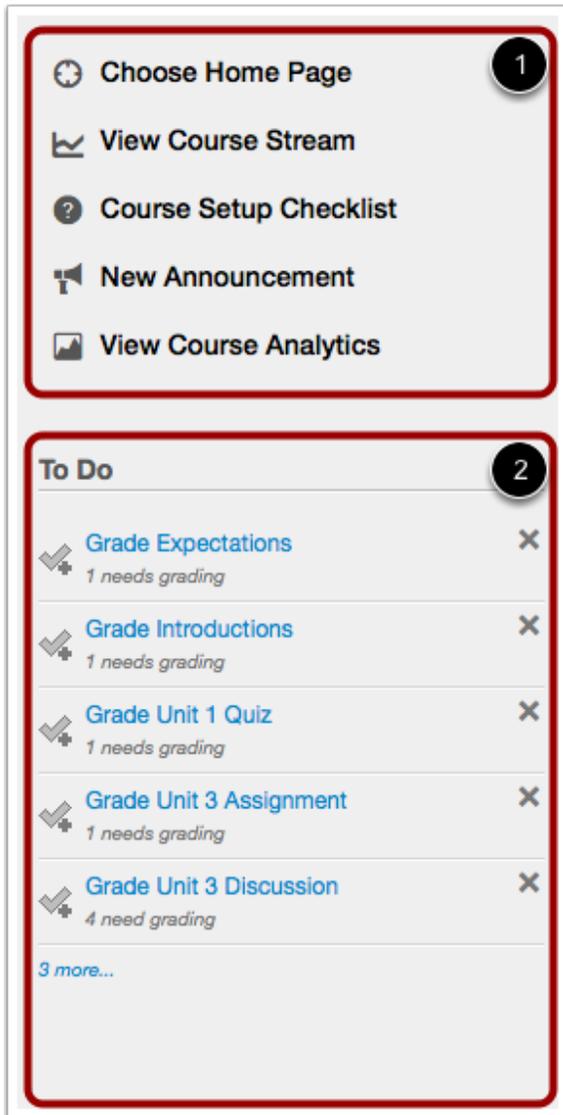


Breadcrumbs appear above the course content area.

As you view course content, the breadcrumbs leave a trail to show where you are inside the course. You can follow these links backward to visit prior course content.

To return to the [User Dashboard](#), click the breadcrumbs **Home** icon.

View Sidebar



The Sidebar helps you see what you need to do next in your course. The top of the sidebar contains links for managing your course [1]. Depending on the layout you set for the Course Home Page, the sidebar can also display several sections of content for you and your students [2].

Learn how to use the [Course Home Page sidebar](#).

View Content Area

🏠 > HIST-101

US History 101

✎ Edit
⚙️ ▾

Welcome to US History!

This course will start during the pre-colonial era and move toward the present-day United States. This is an overview course. We could spend the entire semester on one of these eras of history.



The content of the course is displayed in the Content Area. The content can be a page, the syllabus, discussions, announcements, quizzes, or imported content as set by your [Course Home Page](#). The content can also show the [Course Activity Stream](#).

View Another Course



Courses & Groups ▾
Grades
Calendar

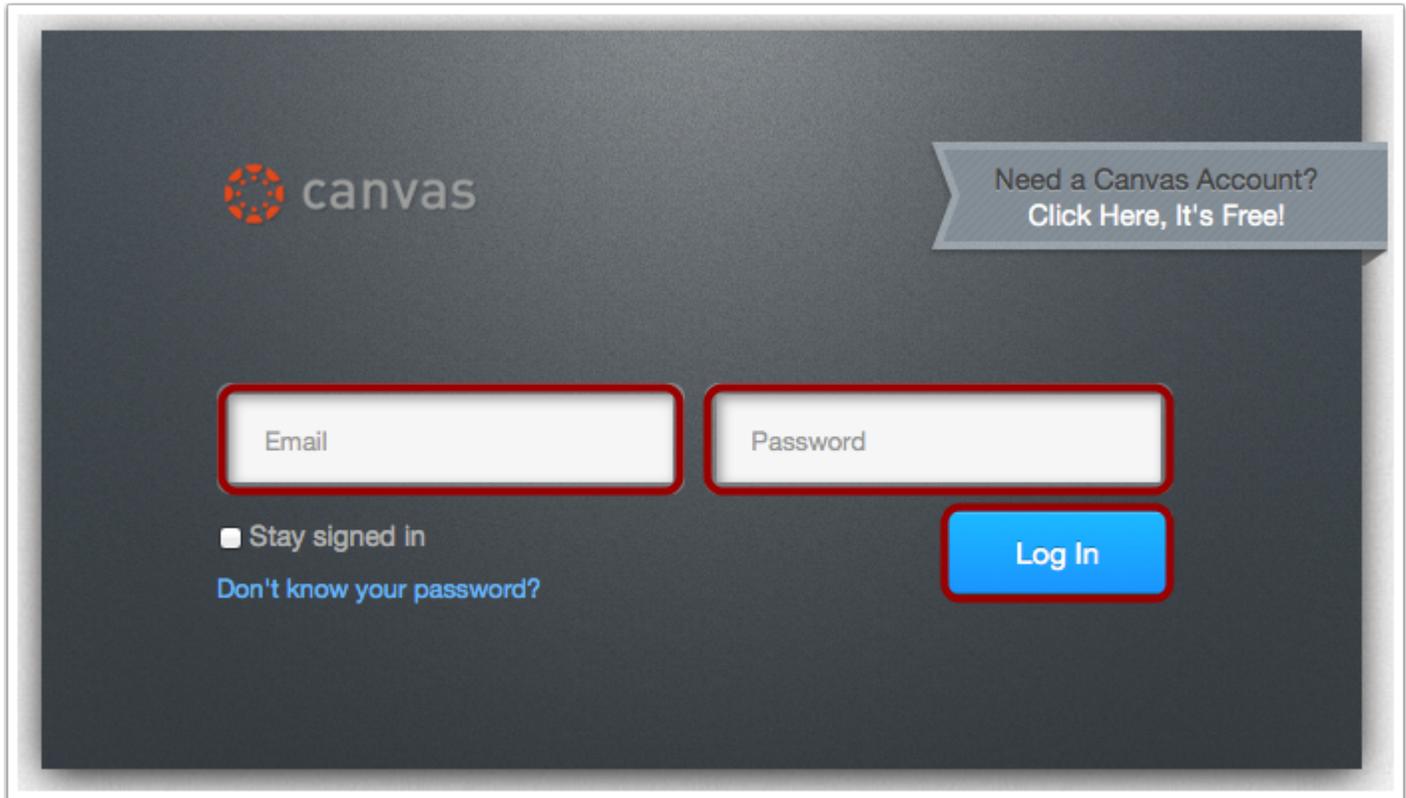
To view another course, click the Courses & Groups menu in [Global Navigation](#).

How do I create a new course shell?

Admins or instructors can create a course shell in Canvas to host courses for their institution. Some institutions will have this option disabled and instead provide course shells to faculty automatically via SIS (Student Information System) imports.

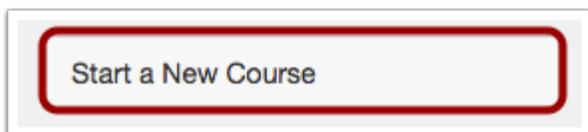
Note: If you are not able to create your own course shell as shown in these instructions, your institution has disabled this feature. Contact your Administrator for assistance.

Log in to Canvas



Login to your Canvas instance by entering your username and password in the appropriate fields.

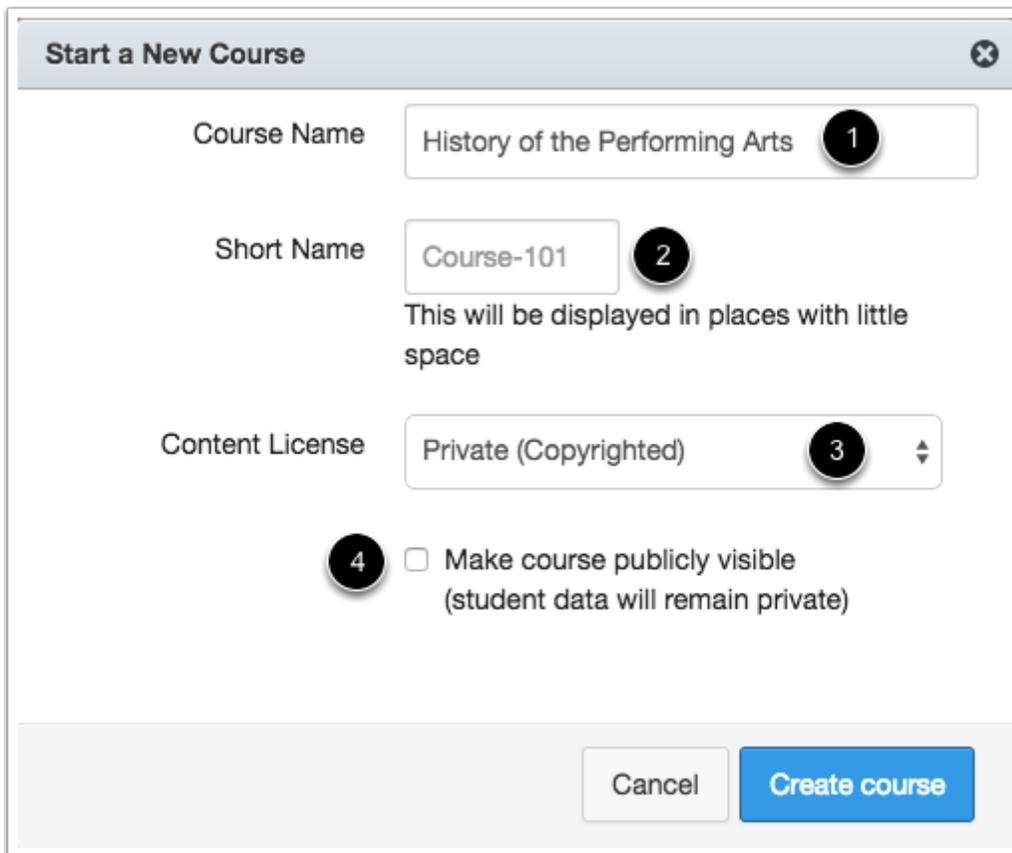
Start a New Course



In the Sidebar, click the **Start a New Course** button.

Note: If you do not see this button in Canvas, your institution has disabled this feature.

Add Course Details



Start a New Course [X]

Course Name: History of the Performing Arts [1]

Short Name: Course-101 [2]
This will be displayed in places with little space

Content License: Private (Copyrighted) [3]

[4] Make course publicly visible
(student data will remain private)

Cancel Create course

Add your course name by typing in the course name field [1].

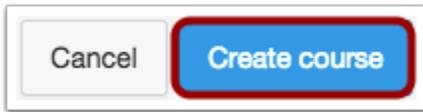
If your course name is longer than 21 characters, you can create a course code in the Short Name field [2].

Note: If your course name is too short to create a Short Name, you can create a course code later in your [Course Settings](#).

Set the content license by selecting the content license drop-down menu [3]. This setting will help Canvas can track of the default license for content inside of your course. By default all content is considered copyrighted, but you can also release your content to the public domain or choose a Creative Commons license. Learn more about [Creative Commons licenses](#). You can also [change the license](#) in Course Settings.

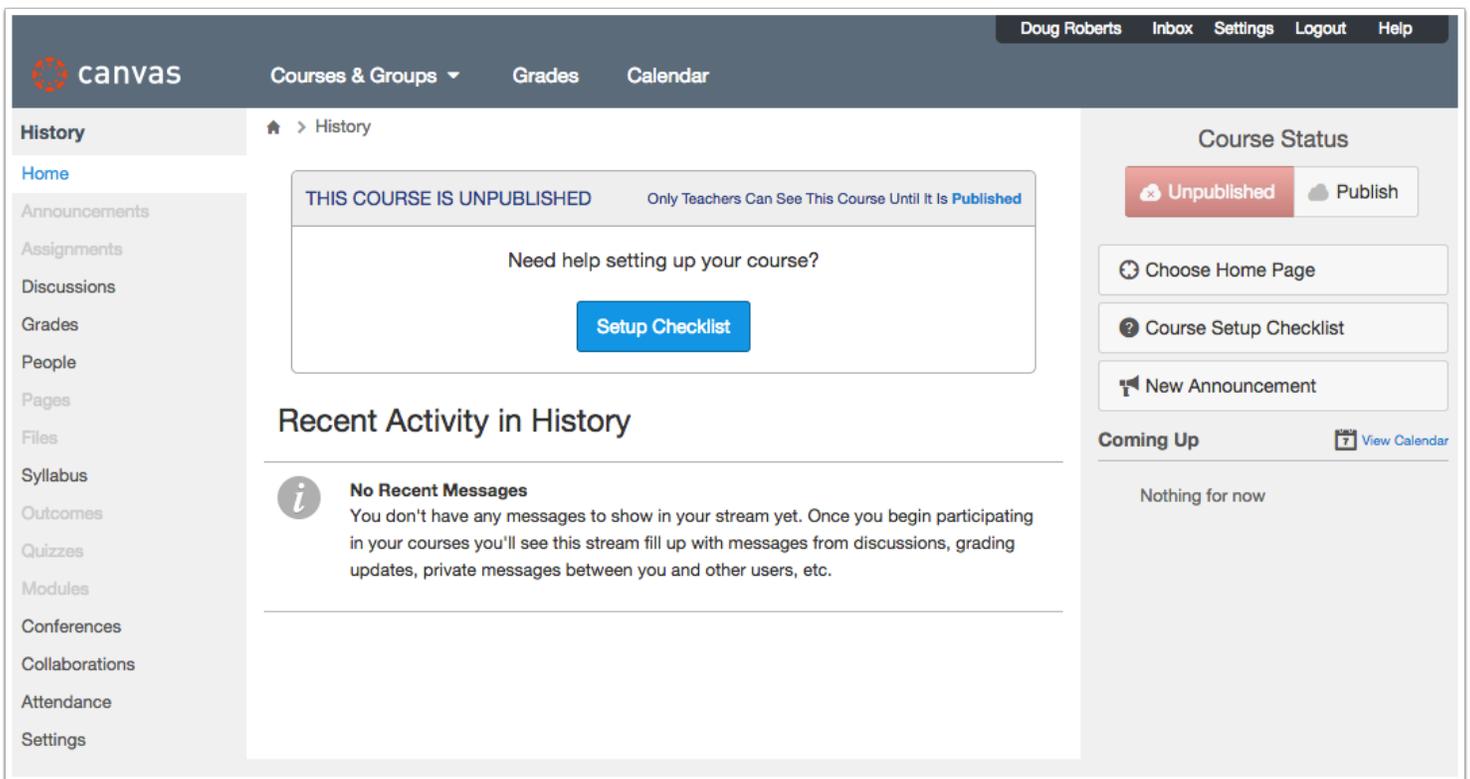
If you want to make the course publicly visible, click the **Make course publicly visible (student data will remain private)** checkbox [3].

Create Course



Click the **Create course** button.

View Course Shell



View the new course shell.

Repeat these steps to create additional course shells.

Will Canvas work on my mobile device?

Canvas is built on open web standards and uses minimal instances of Flash, so most features are supported on mobile devices. With the growing use of mobile devices, instructors should build their courses with best practices for mobile in mind.

Mobile Browsers

You can access Canvas on your mobile device through any mobile browser. However, mobile browsers are not officially supported. We recommend using Canvas mobile applications for an improved user experience.

Mobile Applications

We are actively improving our native mobile applications to support as many Canvas features as possible. Instructure has four native mobile applications free for download on both phones and tablets. Please note that mobile applications are only supported in English at this time.

- **Canvas by Instructure** (iOS 7.0+, Android 4.0+). This app provides access to Canvas for both instructors and students while on the go. Depending on your device, not all Canvas features may be available on the app at this time. View [Canvas mobile features](#) by version and device.
- **MagicMarker** (iOS 7.0+ iPad only). This app is specifically designed for instructors to assist them with standards-based learning. Syncs with the Learning Mastery Gradebook.
- **Polls for Canvas** (iOS 7.0+, Android 4.0+). This app is the easy to way for instructors to collect student opinion in their classrooms without any extra devices.
- **SpeedGrader App** (iOS 8.0+ iPad only; Android 4.0.3+). This app is specifically designed for instructors and allows them to grade student submissions on the go. Syncs with SpeedGrader and the Gradebook. View [SpeedGrader mobile features](#) by version and device.

You can learn more about mobile applications in the Canvas Mobile Guides.

Customize Canvas

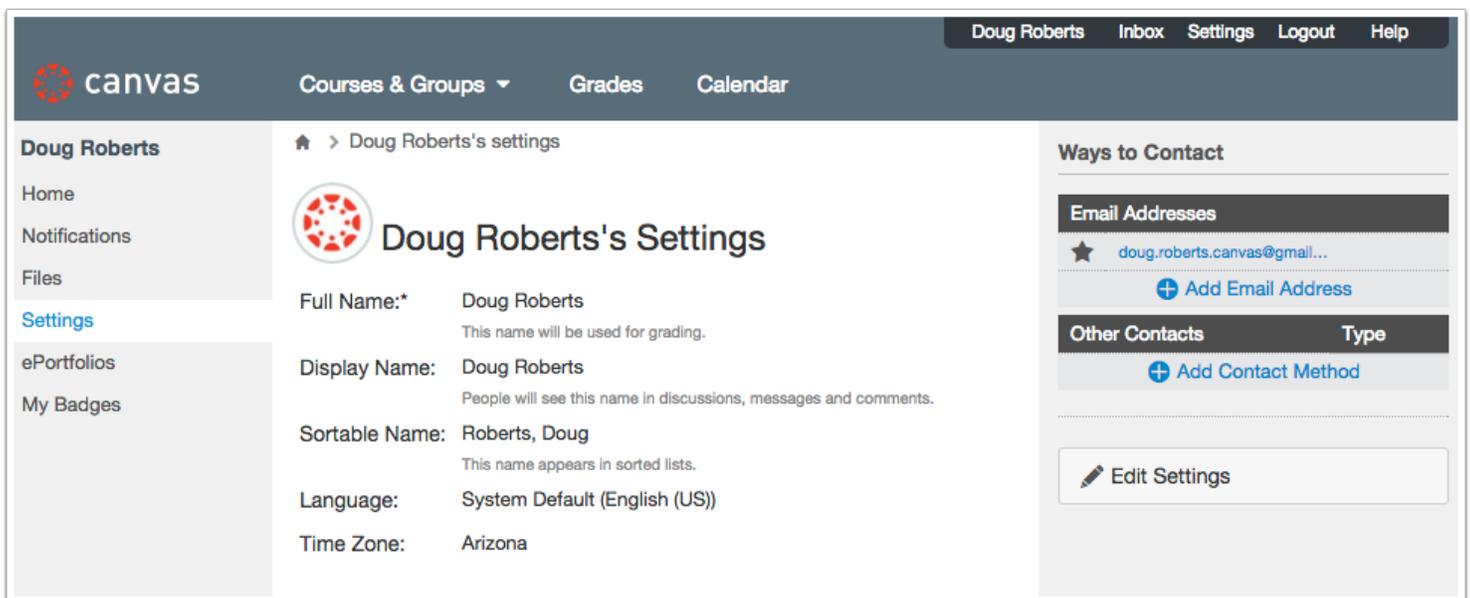
What are my Profile and User Settings?

Profile and User Settings let you control your personal information in Canvas. You can control this information in the Help Corner.

If you want to view a video about personal settings, you can watch the [User Settings and Profile Picture video](#).

Note: Your institution may restrict one or more settings options.

When would I use my profile and user settings?



You can use your profile and user settings to:

- View and edit your [user settings](#), such as display name, [language preference](#), and [time zone](#)
- View or add a [profile picture](#)
- Set [Notifications](#) for your favorite communication channels
- Upload [personal Files](#)
- Create and manage [ePortfolios](#) of your course work
- Manage new [user features](#)

If your institution has enabled profiles, you can also edit your [profile](#) information.

Note: Your institution may restrict one or more of these options.

How do I set my Notification Preferences?

Canvas includes a set of default notification preferences for your account. However, you can set your own Canvas notification preferences that connect with your linked web services and other contact methods in in your [Profile and User Settings](#).

Notes:

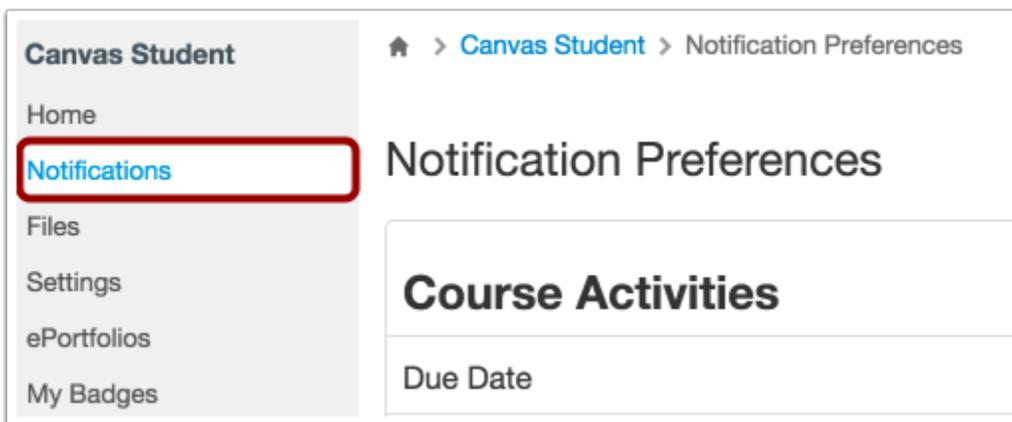
- These settings apply to all of your courses; you cannot change settings for individual courses.
- The Canvas by Instructure Android app supports setting notification preferences. However, setting preferences inside the app will override preferences in the browser version of Canvas, and some preferences are not supported. Learn about setting preferences in the Canvas app for [Android phones](#) and [Android tablets](#).

Open Personal Settings



In the Help Corner, click the **Settings** link.

Open Notifications



You can view and set notification preferences within your course. In User Navigation menu, click the **Notifications** link.

Edit Notification Preferences

Notification Preferences

	Email Address cnvsstudent@gmail.com
Course Activities	
Due Date	<div style="border: 2px solid red; padding: 2px; display: inline-block;"> ✓ 🕒 📅 ✕ </div>
Grading Policies	<div style="display: flex; align-items: center;"> 📅 Weekly </div>
Course Content	
Files	<div style="display: flex; justify-content: space-around; width: 100%;"> 1 2 3 4 </div>
Announcement	✓ ASAP

To change a notification for a contact method, hover over the notification type you want to change. Select one of four options.

1. Select the **Check mark** icon to be notified immediately of any change for the activity.
2. Select the **Clock** icon to be notified daily of any change for the activity.
3. Select the **Calendar** icon to be notified weekly of any change for the activity.
4. Select the **X** icon to remove the notification preference so you won't be notified of any change for the activity.

Note: Each set notification preference will automatically apply to all of your courses. They cannot be set individually.

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
-  LinkedIn
-  Twitter
-  Yo
-  Delicious

Integrated web services include:

- [Google Docs](#)
- [Etherpad](#) (Typewith.me)
- [Twitter](#)
- [Document Previewer](#)
- [Skype](#)
- [LinkedIn](#)
- [Delicious](#)

Integrated education-centric web services include:

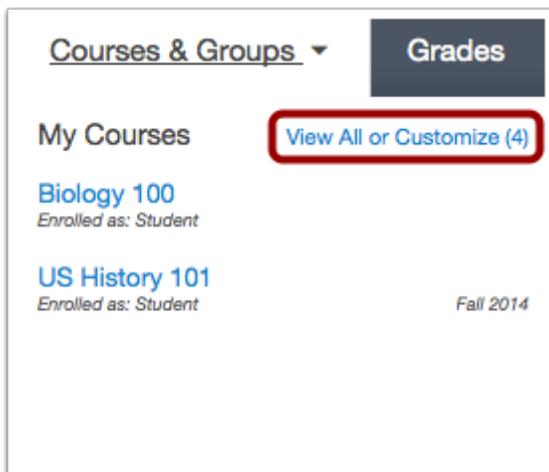
- Diigo
- [Turnitin](#)
- [Respondus](#)
- Wimba

How do I customize my Courses drop-down menu?

You can customize the courses you want to show in your Courses drop-down menu.

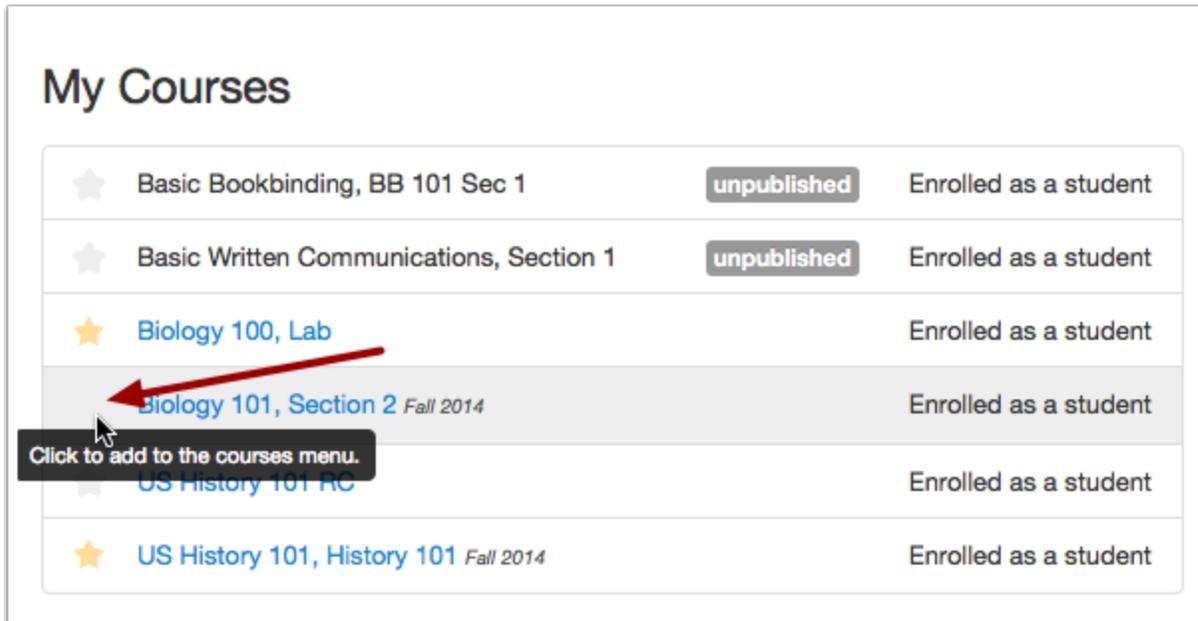
Note: Courses are always listed alphabetically; you cannot reorder your courses manually.

Select Courses from the Global Navigation



In the Courses drop-down menu, click the **View All or Customize** link.

Choose Courses



Course Name	Status	Enrollment
Basic Bookbinding, BB 101 Sec 1	unpublished	Enrolled as a student
Basic Written Communications, Section 1	unpublished	Enrolled as a student
Biology 100, Lab		Enrolled as a student
Biology 101, Section 2 Fall 2014		Enrolled as a student
US History 101 RC		Enrolled as a student
US History 101, History 101 Fall 2014		Enrolled as a student

Click the star next to a course to add or remove the course from the Courses drop-down menu. Courses with yellow stars indicate a favorite course and are included in the Courses and Groups drop-down menu. You can toggle the stars to favorite or unfavorite a course. You can only favorite current courses.

Your favorite courses will appear in your Courses and Groups drop-down menu after you make your selection(s).

Note: You can see all your present, past, and future courses by clicking the **View All or Customize** link [3]. You will only see future courses if the start date is in the future and you have been enrolled in the course.

Unpublished Courses

My Courses

★ Basic Written Communications, Section 1	unpublished	Enrolled as a teacher
★ Biology 101, Section 1 Fall 2014		Enrolled as a teacher
★ Design 101	unpublished	Enrolled as a teacher

My Courses

★ Basic Bookbinding, BB 101 Sec 1	unpublished	Enrolled as a student
★ Basic Written Communications, Section 1	unpublished	Enrolled as a student
★ Biology 100, Lab		Enrolled as a student
★ Biology 101, Section 2 Fall 2014		Enrolled as a student

Only instructors can favorite unpublished courses [1]. Students can hover over a star icon for an unpublished or concluded course and view a message indicating that the course cannot be added as a favorite [2].

Past Enrollments

My Courses

★ Biology 101, Section 2 Fall 2014	Enrolled as a student
★ Simple Canvas Course	Enrolled as a student

Past Enrollments

★ US History 101 RC	Enrolled as a student
★ Using Technology in Education (K-12), Section A for Awesome	Enrolled as a student

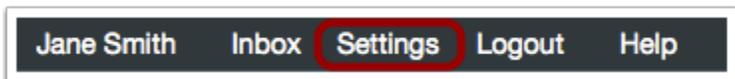
Depending on course configuration, some favorited courses may still display the favorite icon even after the course has ended. If a past enrollment course shows the favorite icon, users can unfavorite the course by toggling the star icon.

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.

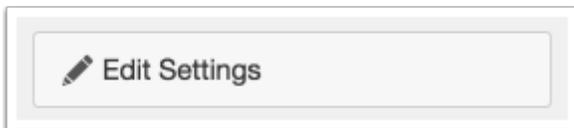
Note: Instructors have the option to change the language preference for their courses. If you enroll in a course where the instructor has made this change (most often for a foreign language course), the course language will override the language in your user settings.

Open Settings



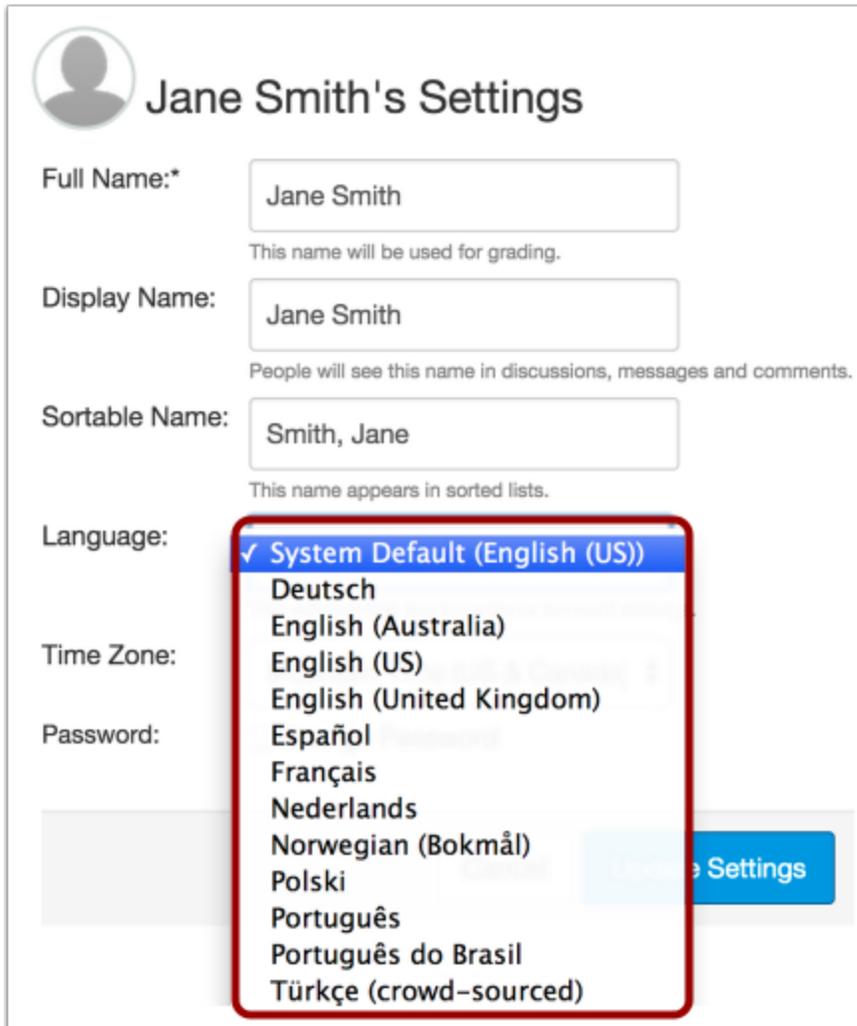
In the Help Corner, click the **Settings** link.

Edit Settings



Click the **Edit Settings** button.

Select Language



The screenshot shows the 'Jane Smith's Settings' page. The 'Language' field is highlighted with a red box, and its dropdown menu is open, showing a list of languages. The 'System Default (English (US))' option is selected and highlighted in blue. Other visible options include Deutsch, English (Australia), English (US), English (United Kingdom), Español, Français, Nederlands, Norwegian (Bokmål), Polski, Português, Português do Brasil, and Türkçe (crowd-sourced). The 'Update Settings' button is visible to the right of the dropdown menu.

Jane Smith's Settings

Full Name:*
This name will be used for grading.

Display Name:
People will see this name in discussions, messages and comments.

Sortable Name:
This name appears in sorted lists.

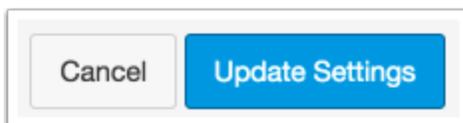
Language:
✓ System Default (English (US))
Deutsch
English (Australia)
English (US)
English (United Kingdom)
Español
Français
Nederlands
Norwegian (Bokmål)
Polski
Português
Português do Brasil
Türkçe (crowd-sourced)

Time Zone:

Password:

Choose your preferred language in the Language drop-down menu.

Update Settings



The screenshot shows two buttons: a grey 'Cancel' button and a blue 'Update Settings' button.

Click the **Update Settings** button.

View Preferred Language

🏠 > Jane Smiths Profil



Jane Smiths Profil

Vollständiger Name:* Jane Smith
Dieser Name wird von den Dozenten bei der Leistungsbewertung verwendet.

Name anzeigen: Jane Smith
Andere Benutzer sehen diesen Namen in Diskussionen, Nachrichten und Kommentaren.

Sortierbarer Name: Smith, Jane
Dieser Name wird in sortierten Listen angezeigt.

Sprache: Deutsch

Zeitzone: Mountain Standard Time (USA und Kanada)

Webdienste

Durch die Integration der Webtools, die Sie bereits nutzen, erleichtert Ihnen Canvas die Nutzung der Plattform erheblich. Klicken Sie auf einen beliebigen Webdienst unter "Andere Webdienste", um zu erfahren, was damit konkret gemeint ist.

Kontaktmöglichkeiten

E-mailadressen

★ jane.smith.canvas@gmail.c...

+ E-mailadresse hinzufügen

Sonstige Kontakte Typ

+ Kontaktmöglichkeit hinzufügen

✎ Einstellungen bearbeiten

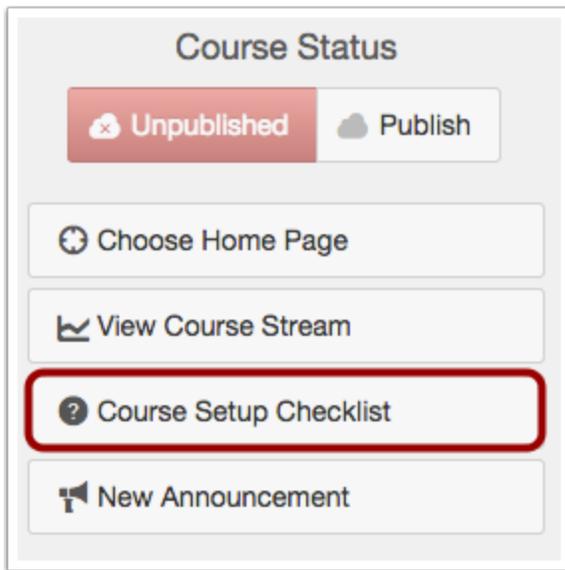
View Canvas in your preferred language.

Organize a Course

What is the Course Setup Checklist?

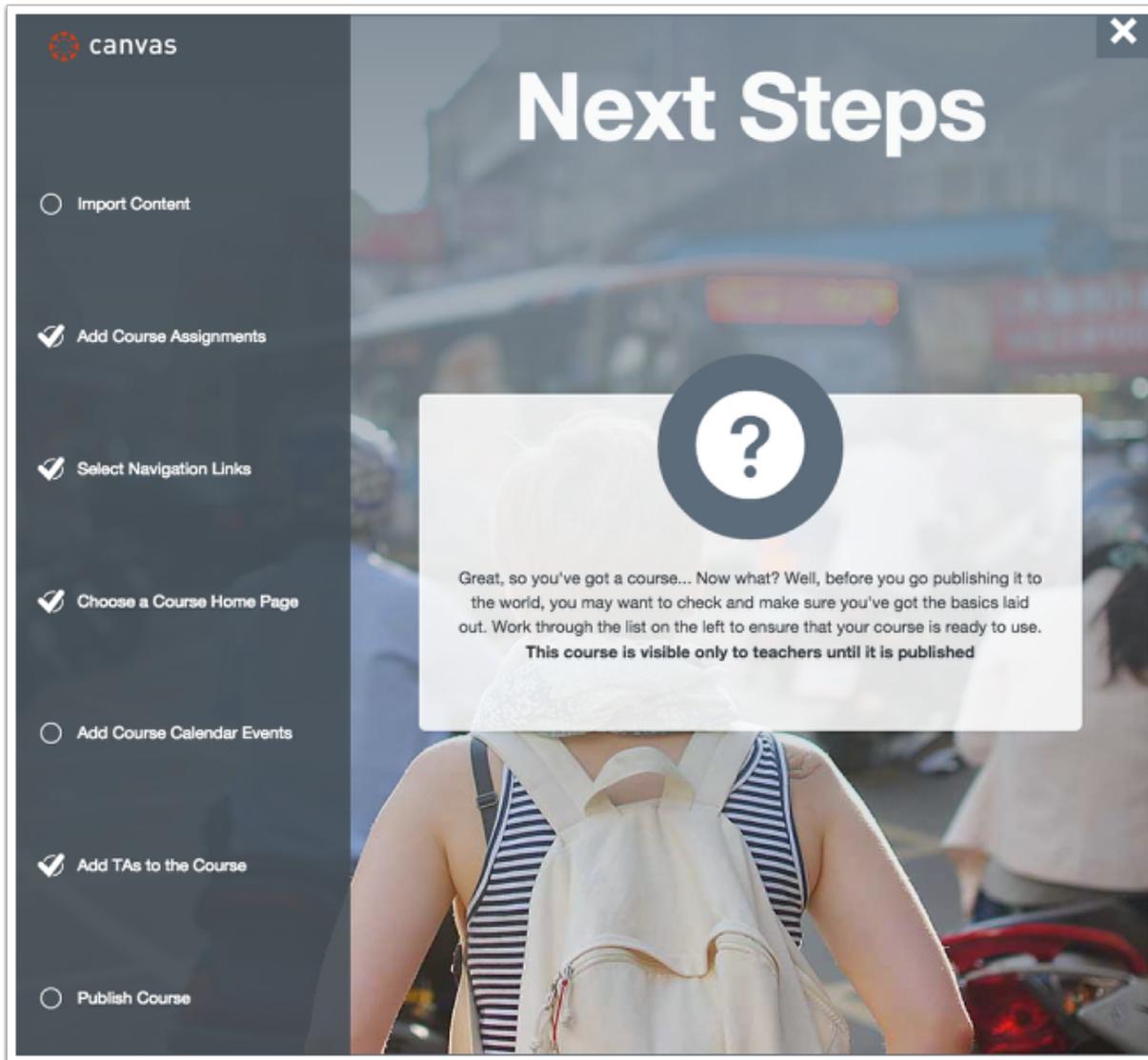
The first few times you create a new course in Canvas, it's a challenge to remember all of the steps required. The Course Setup Checklist exists to help you remember to cover all your bases before the course goes live.

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 will help you create a new course in Canvas. Open the checklist by clicking the Course Setup Checklist button. 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 via the People page
- 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 via the People page

- [Publish](#) the course, which will automatically send invitation emails to any students you have already added to the course

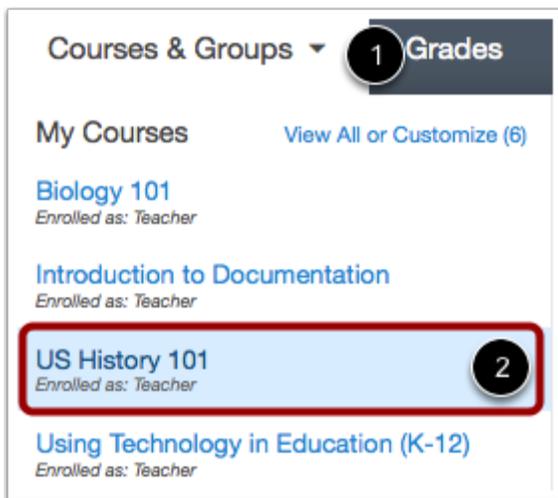
Note: Once your course contains a graded submission, you cannot unpublish your course.

How do I change the Course Home Page?

You can change your Course Home Page to reflect one of five layout options: the Recent Activity Dashboard, Pages Front Page, the Course Modules, the Assignment List, or the Syllabus. Learn about [Course Home Page options](#).

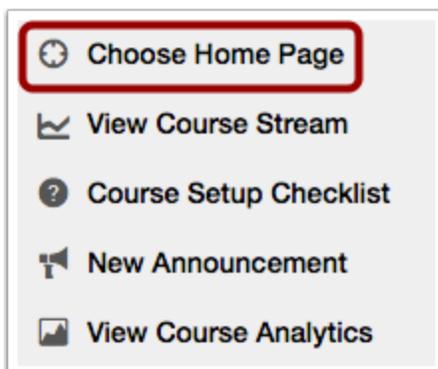
Note: You must set a Front Page before selecting the [Pages Front Page](#) option. Additionally, only Published pages can be set as the Front Page.

Open Course



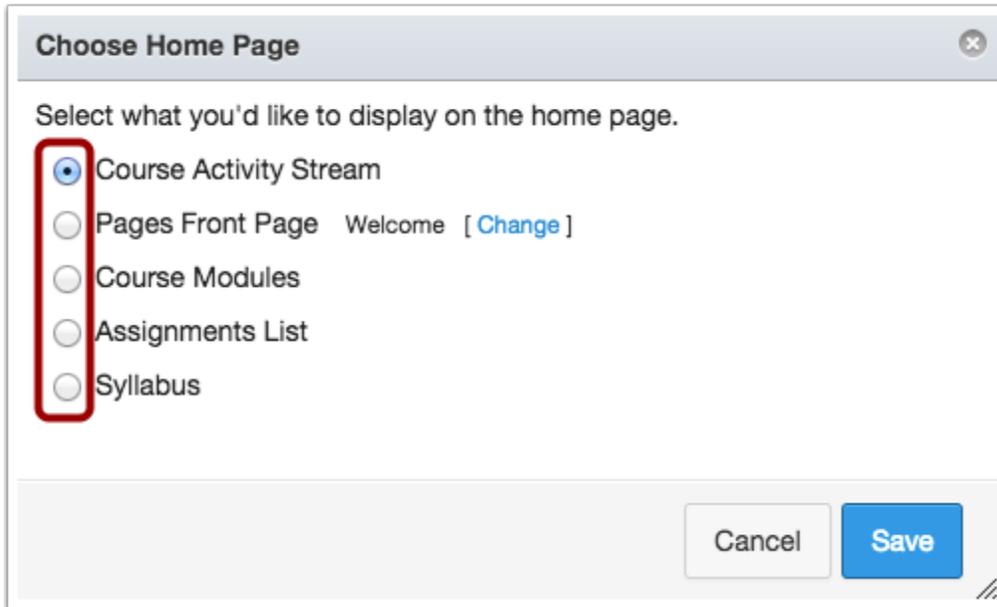
In the Courses drop-down menu [1], click the name of the course [2].

Choose Home Page



In the Home Page sidebar, click the **Choose Home Page** link.

Select Home Page Layout



Choose Home Page [Close]

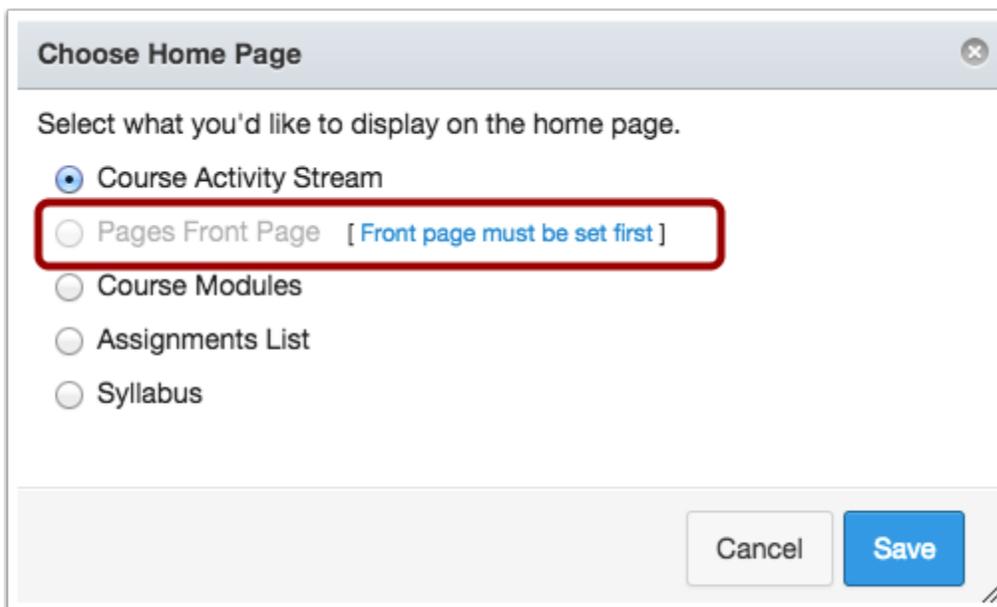
Select what you'd like to display on the home page.

- Course Activity Stream
- Pages Front Page Welcome [Change]
- Course Modules
- Assignments List
- Syllabus

Cancel Save

Click the radio button next to the Home Page layout you prefer.

Set Front Page



Choose Home Page [Close]

Select what you'd like to display on the home page.

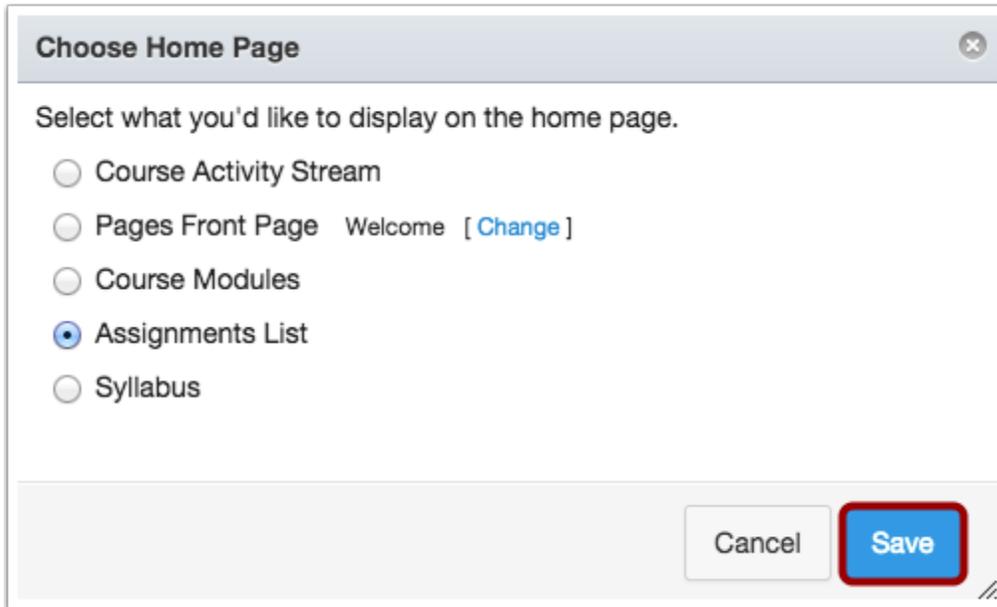
- Course Activity Stream
- Pages Front Page [Front page must be set first]
- Course Modules
- Assignments List
- Syllabus

Cancel Save

If you want to select a Pages Front Page but have not set a Front Page, you must set a Front page before choosing this option.

Note: Only Published pages can be set as the Front Page. Make sure the page you want to set as the Front Page is published.

Update Layout



The image shows a dialog box titled "Choose Home Page" with a close button (X) in the top right corner. Below the title bar, the text reads "Select what you'd like to display on the home page." There are five radio button options: "Course Activity Stream", "Pages Front Page Welcome [Change]", "Course Modules", "Assignments List" (which is selected with a blue dot), and "Syllabus". At the bottom right of the dialog box, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red border.

Click the **Save** button to save the changes made to the Course Home Page.

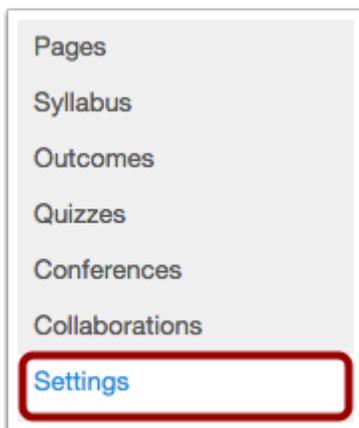
How do I reorder and hide Course Navigation links?

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 Apps](#) may create additional Course Navigation links. You can also select, navigate, and drop navigation links using a keyboard. To view the keyboard shortcuts, press the **comma key**. Links will always be placed below the link where you drop it. To replace a link at the beginning of the navigation menu, drop the link at the top. By default the link will appear as the second link in the list. Then move the top link down below your preferred link.

Open Settings



In Course Navigation, click the **Settings** link.

Open Navigation



Click the **Navigation** tab.

Reorder Navigation Links

Drag and drop items to reorder them in the course navigation.

1	Home		▼
	Announcements		▼
	Assignments		▼
	Discussions		▼
	Grades		▼
	Collaborations		▼
	Syllabus		▼
	Quizzes		▼
	Modules		▼
	Pages		▼
	Conferences		▼

4

3

Drag items here to hide them from students.
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

	People		▼
2	Files		▼
	<i>Page disabled, will redirect to course home page</i>		
	Outcomes		▼
	<i>Page disabled, will redirect to course home page</i>		

5

Save

Navigation links in blue text [1] are displayed to students. Navigation links in gray text [2] are hidden from students. Course navigation links cannot be renamed.

Drag and drop items to reorder them in the Course Navigation. You can drag and drop course navigation links from each section—to hide them from or show them to students [3]. You can also use the **Settings** icon [4] to disable/enable and move course navigation links. This is useful for keyboard users. Click the **Save** button [5] when you are finished reordering everything.

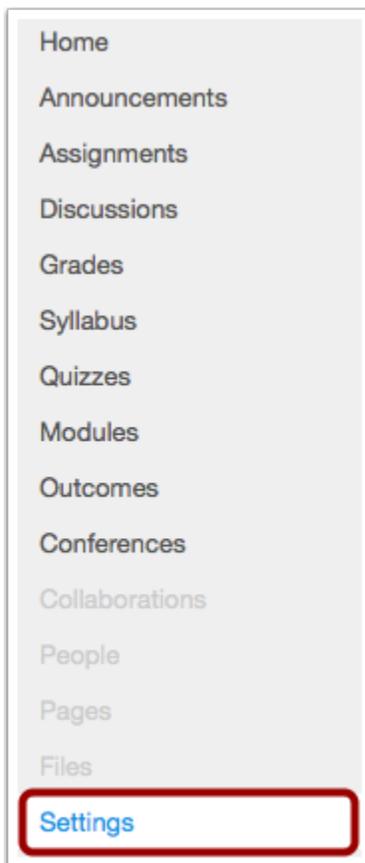
Note: You can also select, navigate, and drop navigation links using a keyboard. To view the keyboard shortcuts, press the **comma key**. Links will always be placed below the link where you drop it. To replace a link at the beginning of the navigation

menu, drop the link at the top. By default the link will appear as the second link in the list. Then move the top link down below your preferred link.

What are the Canvas settings at the course level?

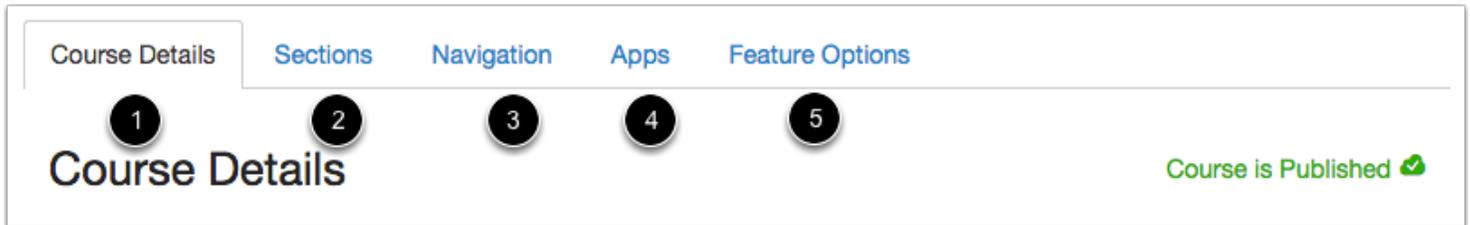
The Settings navigation link is where you can easily update and see the different users and sections, and you can also modify the navigation of your course.

Open 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 that you've attached to this content inside of your course. You can also view the course status. If the course cannot be unpublished, the hover text will notify you accordingly.
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. 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 Apps](#) (LTI Tools) that appear in Course Navigation also appear here as well.
4. The [Apps](#) tab allows you to view installed apps and link apps enabled by your institution to your course.
5. The [Feature Options](#) tab allows you to enable and disable Canvas features within your course as made available by your account admin.

Add Course Content

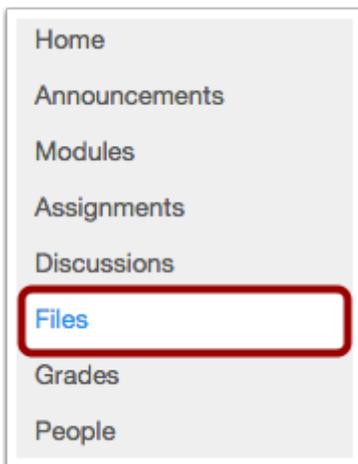
How do I add a file to my course?

You can add a file to your course by uploading a file. You can also import files using the [course import tool](#).

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

If you are not using the Usage Rights feature option (part of the New Files feature option), please view the [New Files version](#) of this lesson. If you are not using the New Files feature option, please view the [archived version](#) of this lesson.

Open Files



In Course Navigation, click the **Files** link.

Add Files

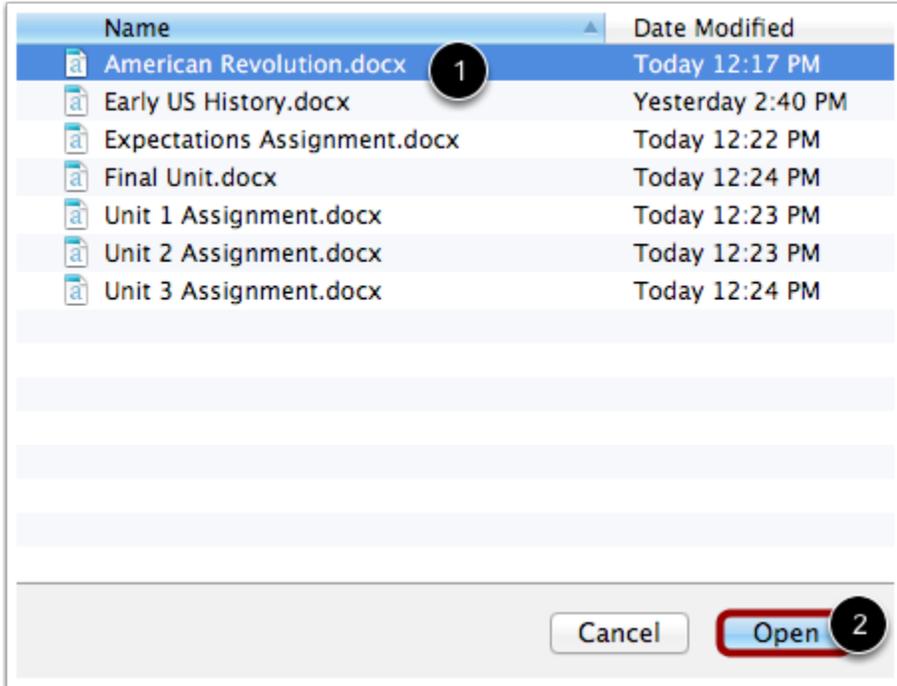
🏠 > HIST-101B > Files

+ Folder
Upload

	Name ▲	Date Created	Date Modified	Modified By	Size	
History 101	Assignments	Feb 6, 2014	Dec 19, 2014		--	✓
Assignments	Early US History.docx	Apr 10, 2013	Jan 9, 2015		35 KB	© ✓
Public Files	Public Files	Feb 6, 2014	Dec 19, 2014		--	✓
Quiz Files	Quiz Files	Tuesday	Tuesday		--	🔒
	Unit 1 Assignment.docx	Jul 3, 2014	Tuesday		73 KB	© 🔒
	assignment.docx	10:55am	10:55am	Doug Roberts	166 KB	© ✕
	commentstostudent.doc	10:56am	10:56am	Doug Roberts	24 KB	⚠️ ✕

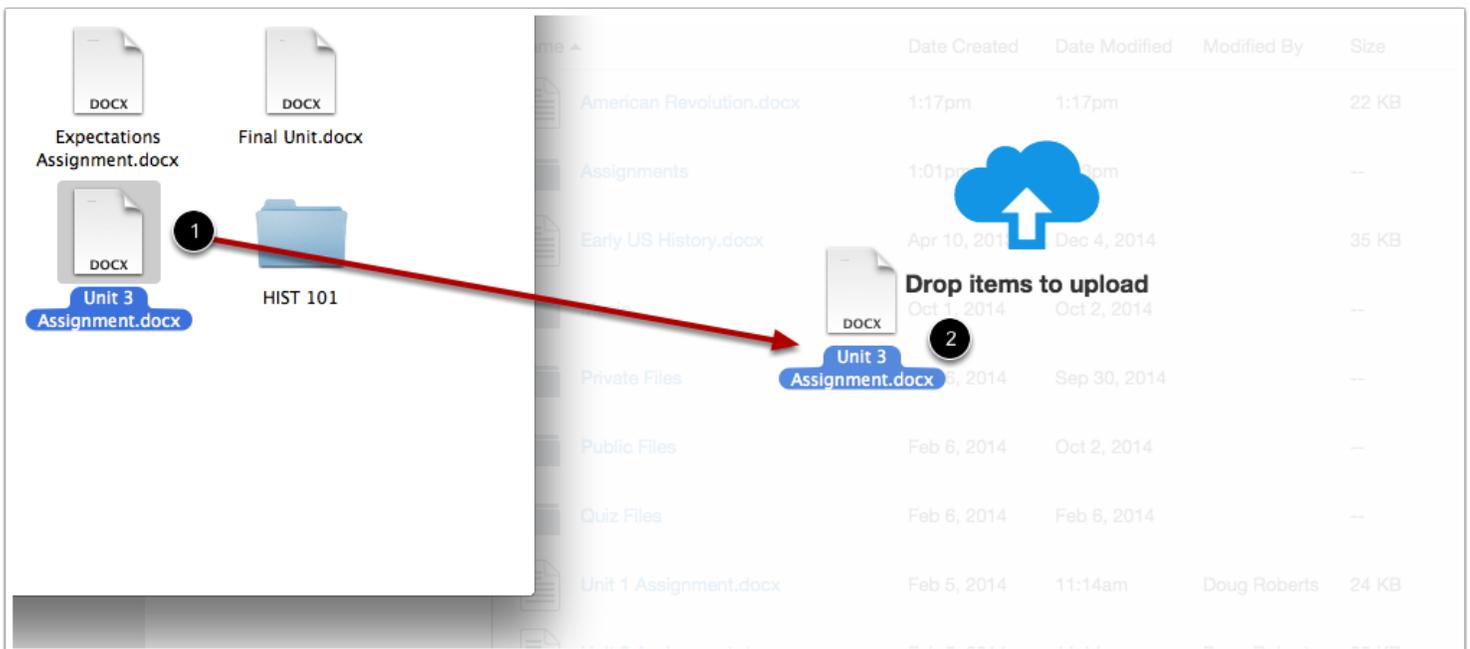
Click the **Upload** button.

Select Files



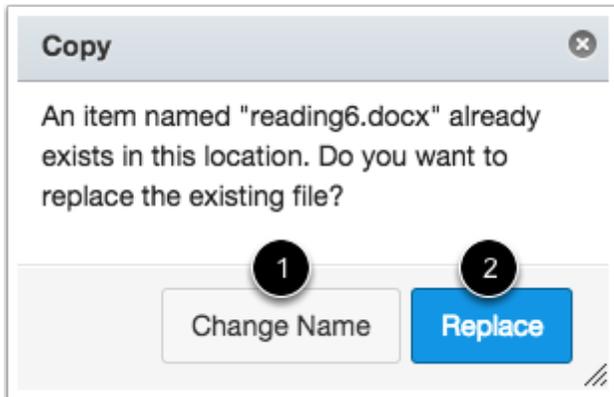
Click the title of the file you wish to upload [1] and click the **Open** button [2] to upload the file.

Add Files via Drag and Drop



Some web browsers contain a unique feature that 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.

Replace Duplicate File

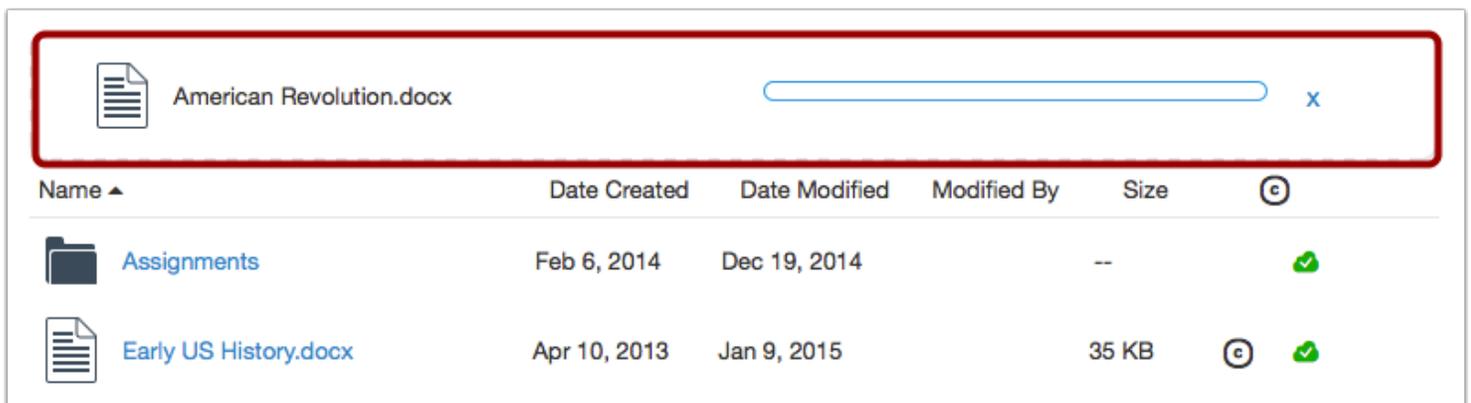


If a file with the same name already exists in the folder where you are uploading your file, you will be asked if you want to replace or rename it.

To rename the file, click **Change Name** button [1].

To replace the file, click the **Replace** button [2].

Monitor Uploads



A progress bar will appear at the top of screen tracking the progress of your file upload.

View Files

Home > HIST-101B > Files

Search for files

1 item selected

+ Folder Upload

Name	Date Created	Date Modified	Modified By	Size	Permissions
American Revolution.docx	11:38am	11:38am		171 KB	Warning icon, X icon
Assignments	Feb 6, 2014	Dec 19, 2014		--	Checkmark icon
Early US History.docx	Apr 10, 2013	Jan 9, 2015		35 KB	CC icon, Checkmark icon
Public Files	Feb 6, 2014	Dec 19, 2014		--	Checkmark icon
Quiz Files	Tuesday	Tuesday		--	Lock icon

View your new file in the course.

How do I create a new page in my course?

As an instructor, you can create a new page to add to your course.

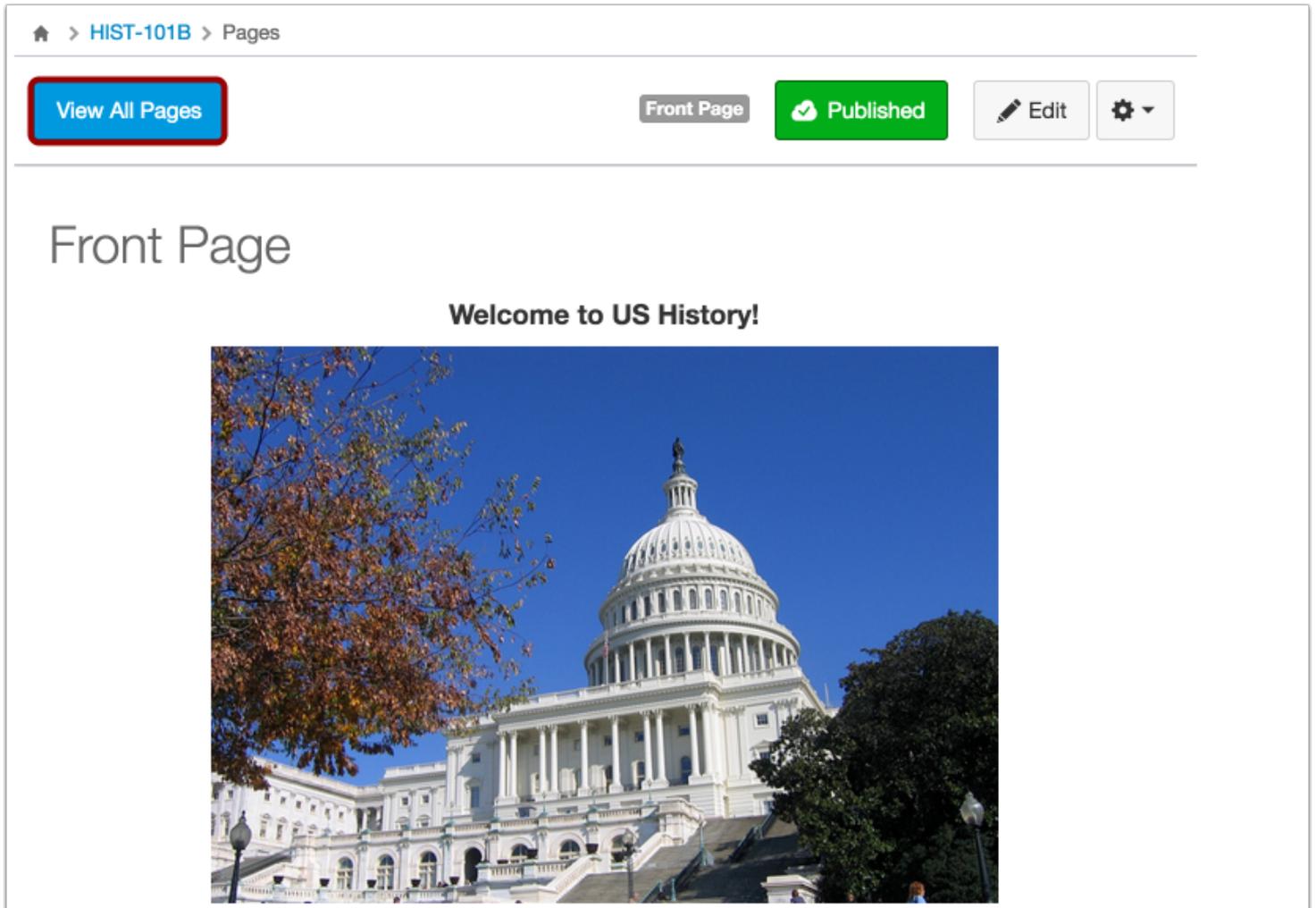
When creating pages, you can set page permissions as to who can edit the page: instructors (teachers), instructors and students, or anyone.

Open Pages

- Home
- Announcements
- Assignments
- Discussions
- Pages**
- People
- Outcomes

In Course Navigation, click the **Pages** link.

View Pages



🏠 > HIST-101B > Pages

View All Pages Front Page Published Edit ⚙️

Front Page

Welcome to US History!



Pages is designed to open to the front page for the course, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Create a New Page



Click the **Add Page** button.

Add Content

Type a name for your page [1]. Add content to your page using the [Content Selector](#) [2]. Edit the content and add links and media using the [Rich Content Editor](#) [3] or switch to the [HTML Editor](#).

Edit Page Settings

You can decide who can edit the page by selecting the **Who can edit this page** drop down menu [1]. Options include only teachers, teachers and students, or anyone.

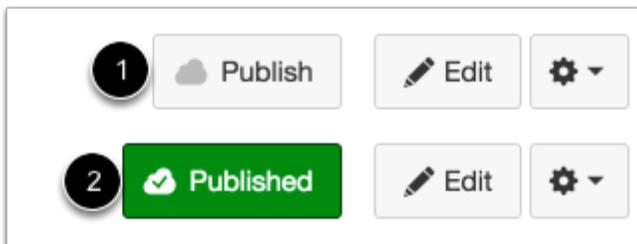
You can also notify users that content has changed by selecting the **Notify users that this content has changed** checkbox [2].

Save and Publish



If you are ready to publish your page, click the **Save & Publish** button [1]. If you want to create a draft of your page, click the **Save** button [2].

Note: If you try to navigate away from a page without saving, you will generate a pop-up warning.



When your page is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button [1]. The button will change from gray to green [2].

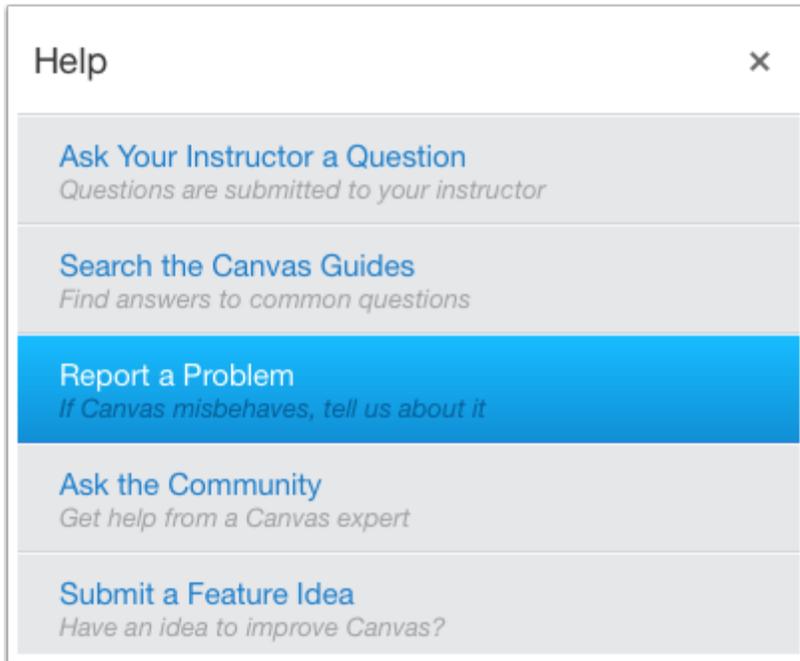
Search Canvas Guides

Help ×

- [Ask Your Instructor a Question](#)
Questions are submitted to your instructor
- [Search the Canvas Guides](#)
Find answers to common questions
- [Report a Problem](#)
If Canvas misbehaves, tell us about it
- [Ask the Community](#)
Get help from a Canvas expert
- [Submit a Feature Idea](#)
Have an idea to improve Canvas?

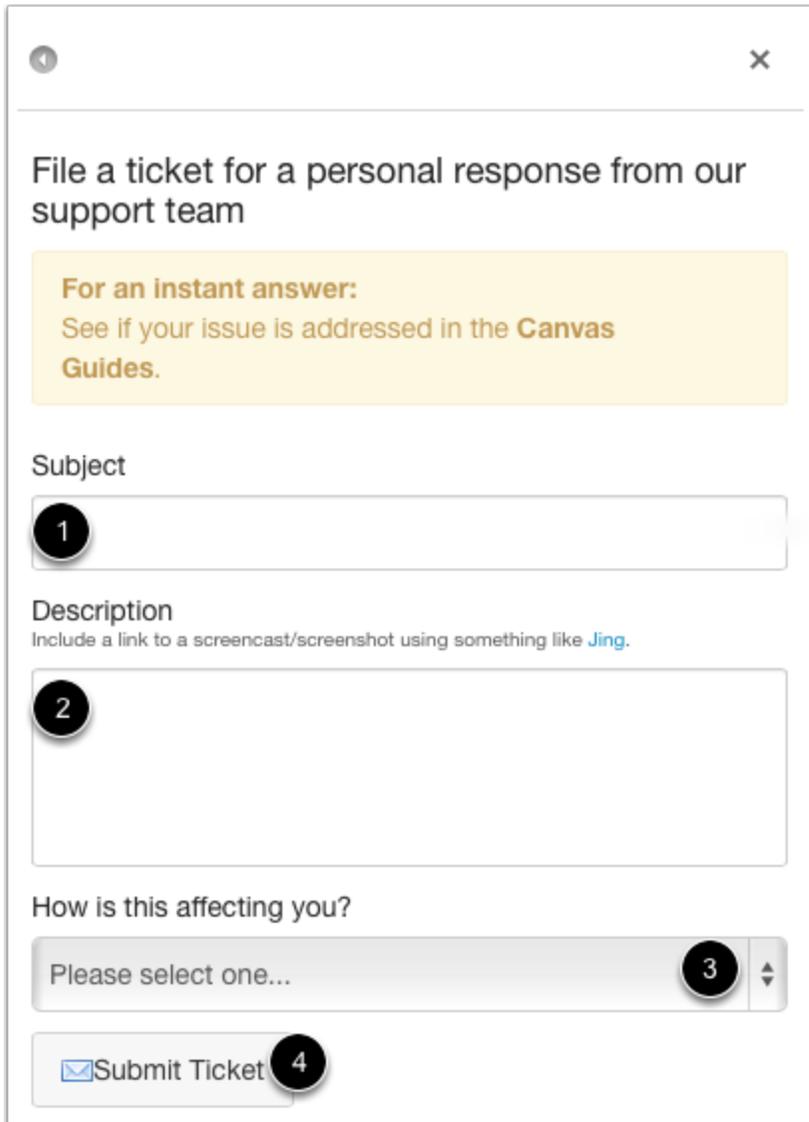
To find an answer to a question about a Canvas feature, click the **Search Canvas Guides** link. This link will take you to [Canvas Guides](#) where you can search Canvas documentation for information about features inside of Canvas.

Report a Problem



To report a problem with Canvas, click the **Report a Problem** link.

Note: Before reporting a problem with Canvas, please Ask the [Canvas Community](#) or search the [Canvas Guides](#) for help.

Submit Ticket

File a ticket for a personal response from our support team

For an instant answer:
See if your issue is addressed in the **Canvas Guides**.

Subject

1

Description

Include a link to a screencast/screenshot using something like [Jing](#).

2

How is this affecting you?

Please select one... 3

Submit Ticket 4

In the subject field [1], create a subject for your ticket.

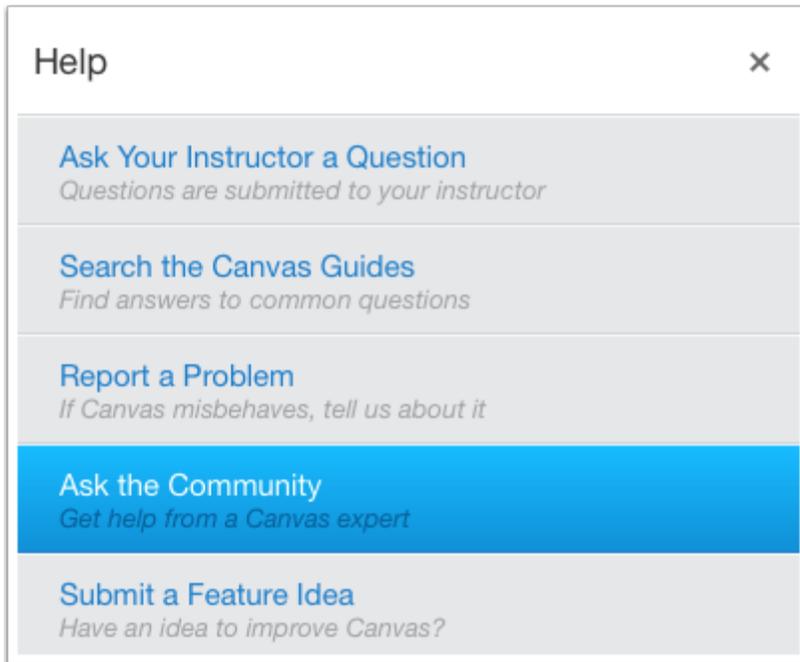
In the description field [2], describe the problem you are experiencing in Canvas. Please be as detailed as possible to help troubleshoot the problem.

In the drop-down menu [3], select the statement that best describes how the problem is affecting you:

- 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

When you're done, click the **Submit Ticket** button [4].

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 to you [Find Answers](#) and allow you to ask questions and get feedback from Canvas users like you.

Request a Feature

Help ×

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