



# GETTING TO KNOW CANVAS

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# Welcome!

- In this resource, when you see yellow underlined words there is a hyperlink to additional resources.

# Introduction - Canvas Basics Guide

- Canvas is a learning management system (LMS) organized by modules.
- Module: an organizational tool that helps instructors to structure course content by day, week, unit, topic or outcome.
- 24/7 support is provided to both faculty and learners through Instructure's Canvas Guides.

# The Dashboard Overview

## Global Navigation Menu:

Always on left; contains important quick links

## Canvas Help:

24/7 support

The screenshot shows the Canvas LMS dashboard. On the left is a vertical navigation menu with icons for Home, Courses, Calendar, and Help. The main area is titled 'Dashboard' and contains three main sections: 'Published Courses (1)' with a tile for 'eLearning Sandbox Course', 'Unpublished Courses (0)' with the text 'No courses to display', and a 'To Do' section with a task 'Grade Turnitin LTI Test' due on Dec 31, 2024. There are also 'Coming Up' and 'Start a New Course' buttons. The footer includes the INSTRUCTURE logo and links for Privacy Policy, Cookie Notice, Acceptable Use Policy, Facebook, and X.com.

## To-Do & Comping Up:

Calendar of events and assignments due within the next 8 days / up to 25 items learners need to complete

## Course Cards:

Courses are represented by tiles

# Access Dashboard Overview

You can always access the Dashboard by selecting the McNeese logo on upper left

**Dashboard**

**Published Courses (1)**

eLearning Sandbox Course  
eLearning Sandbox Course

**Unpublished Courses (0)**

No courses to display

**To Do**

1 Grade Turnitin LTI Test  
eLearning Sandbox Course  
10 points • Dec 31, 2024 at 11:59pm

**Coming Up** View Calendar

Nothing for the next week

Start a New Course

View Grades

INSTRUCTURE

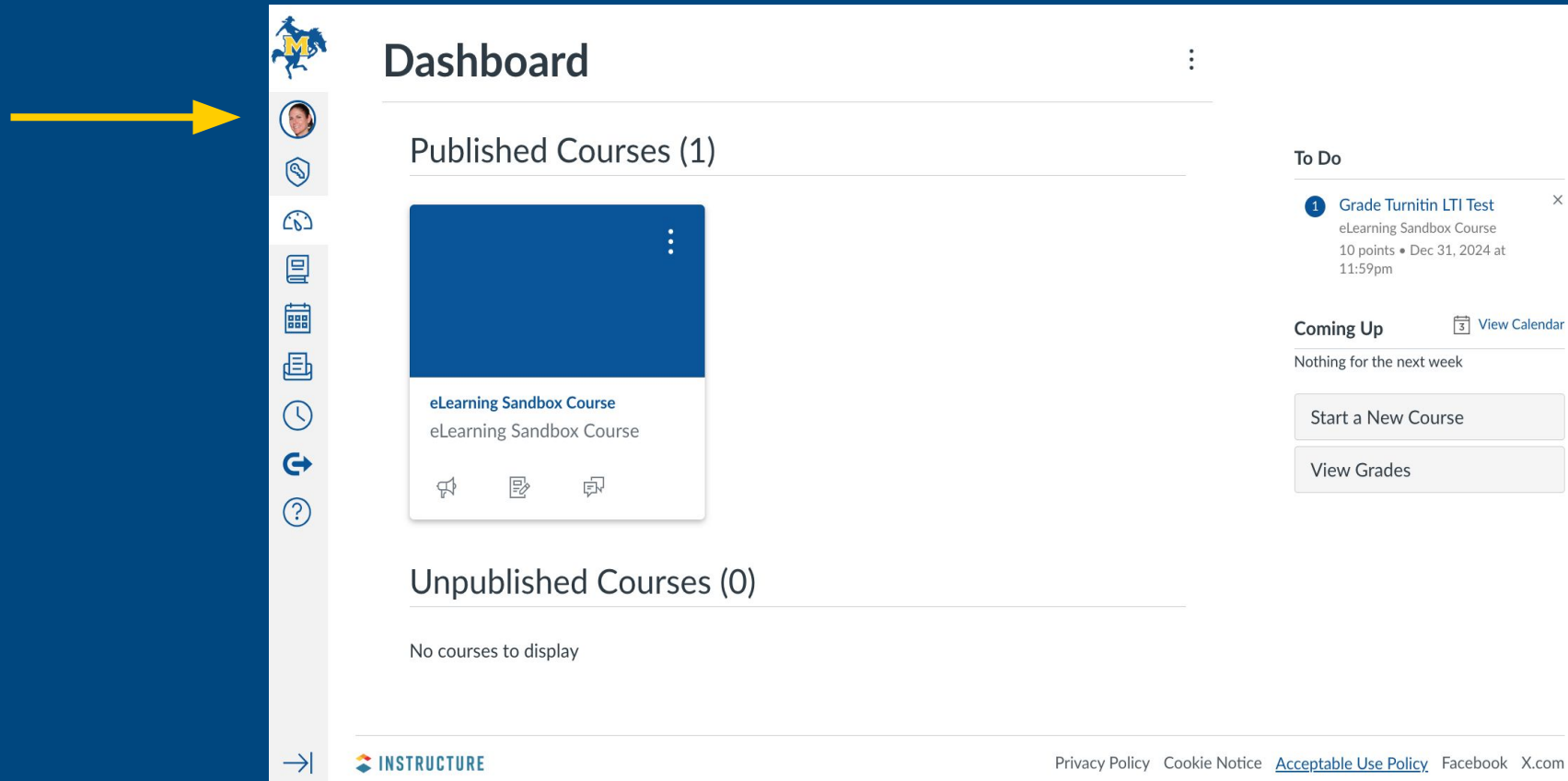
Privacy Policy Cookie Notice [Acceptable Use Policy](#) Facebook X.com



# PROFILE SETTING BASICS

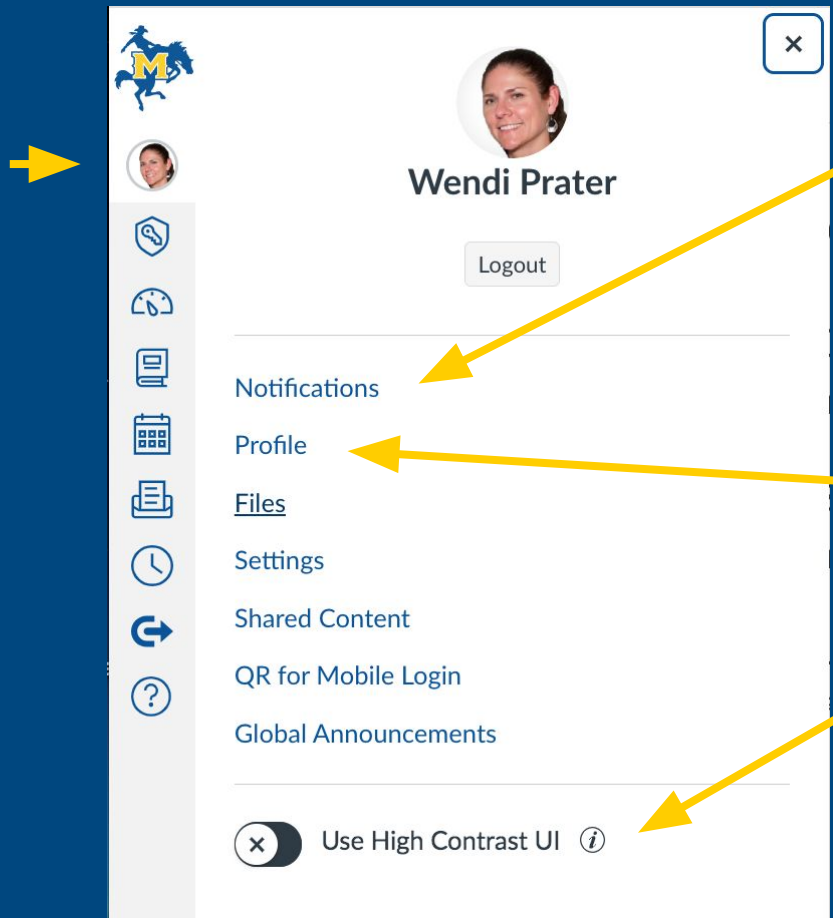


# Profile Location On Dashboard



The screenshot shows the Instructure dashboard interface. On the left, a vertical sidebar contains several icons: a profile picture, a shield, a home icon, a document icon, a calendar icon, a printer icon, a clock icon, a refresh icon, and a question mark icon. A yellow arrow points to the profile picture icon. The main content area is titled "Dashboard" and is divided into three sections: "Published Courses (1)", "Unpublished Courses (0)", and "To Do". The "Published Courses (1)" section displays a card for "eLearning Sandbox Course" with a blue header and a white body containing the course name and three action icons (megaphone, document, and comment). The "Unpublished Courses (0)" section shows "No courses to display". The "To Do" section lists a task: "Grade Turnitin LTI Test" for the "eLearning Sandbox Course", worth 10 points, due on Dec 31, 2024 at 11:59pm. Below this, the "Coming Up" section shows "Nothing for the next week" and a "View Calendar" link. At the bottom of the dashboard, there are buttons for "Start a New Course" and "View Grades". The footer includes the Instructure logo and links for "Privacy Policy", "Cookie Notice", "Acceptable Use Policy", "Facebook", and "X.com".

# Profile Customization



- Users can add additional means of contact for notifications like an additional email address
- Add Profile picture
- Allows for customization based on accessibility needs (high color contrast, underlining links)



# Try It Out

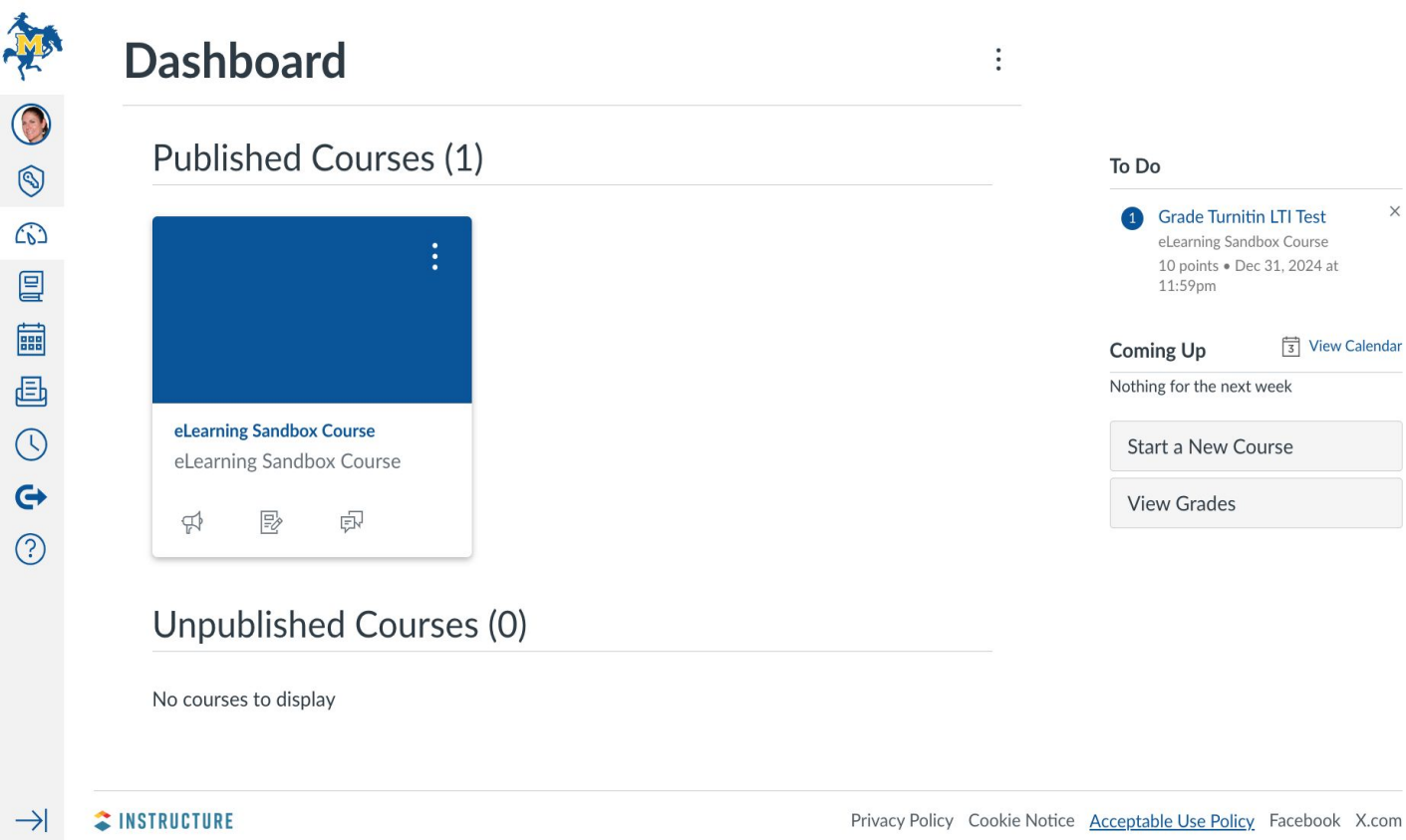
## *Update Your Canvas Profile*

- Upload a profile picture ("Account" - "Profile" - "Edit Profile").
- Add additional ways to be contacted ("Account" - "Settings" - "+ Email Address" & "+ Contact Method")

# Notifications

- User determines the frequency: would you like to receive notifications (right away, daily, weekly, not at all).
- User determines where the notification is received if they added more than one email account to their profile.
- Instructors should reinforce the importance of turning on critical notifications, as learners can turn these off.

# Canvas Inbox Location On Dashboard



The screenshot displays the Canvas Dashboard interface. On the left side, there is a vertical navigation sidebar with several icons. A yellow arrow points to the calendar icon, which is the location of the Canvas Inbox. The main content area is titled "Dashboard" and is divided into three sections: "Published Courses (1)", "Unpublished Courses (0)", and "To Do". The "Published Courses (1)" section shows a card for the "eLearning Sandbox Course". The "To Do" section lists a task: "Grade Turnitin LTI Test" for the "eLearning Sandbox Course", due on Dec 31, 2024 at 11:59pm. The "Coming Up" section shows "Nothing for the next week". At the bottom of the dashboard, there are links for "Privacy Policy", "Cookie Notice", "Acceptable Use Policy", "Facebook", and "X.com".

**Dashboard**

**Published Courses (1)**

eLearning Sandbox Course  
eLearning Sandbox Course

**To Do**

1 Grade Turnitin LTI Test  
eLearning Sandbox Course  
10 points • Dec 31, 2024 at 11:59pm

**Coming Up** [View Calendar](#)

Nothing for the next week

[Start a New Course](#)

[View Grades](#)

**Unpublished Courses (0)**

No courses to display

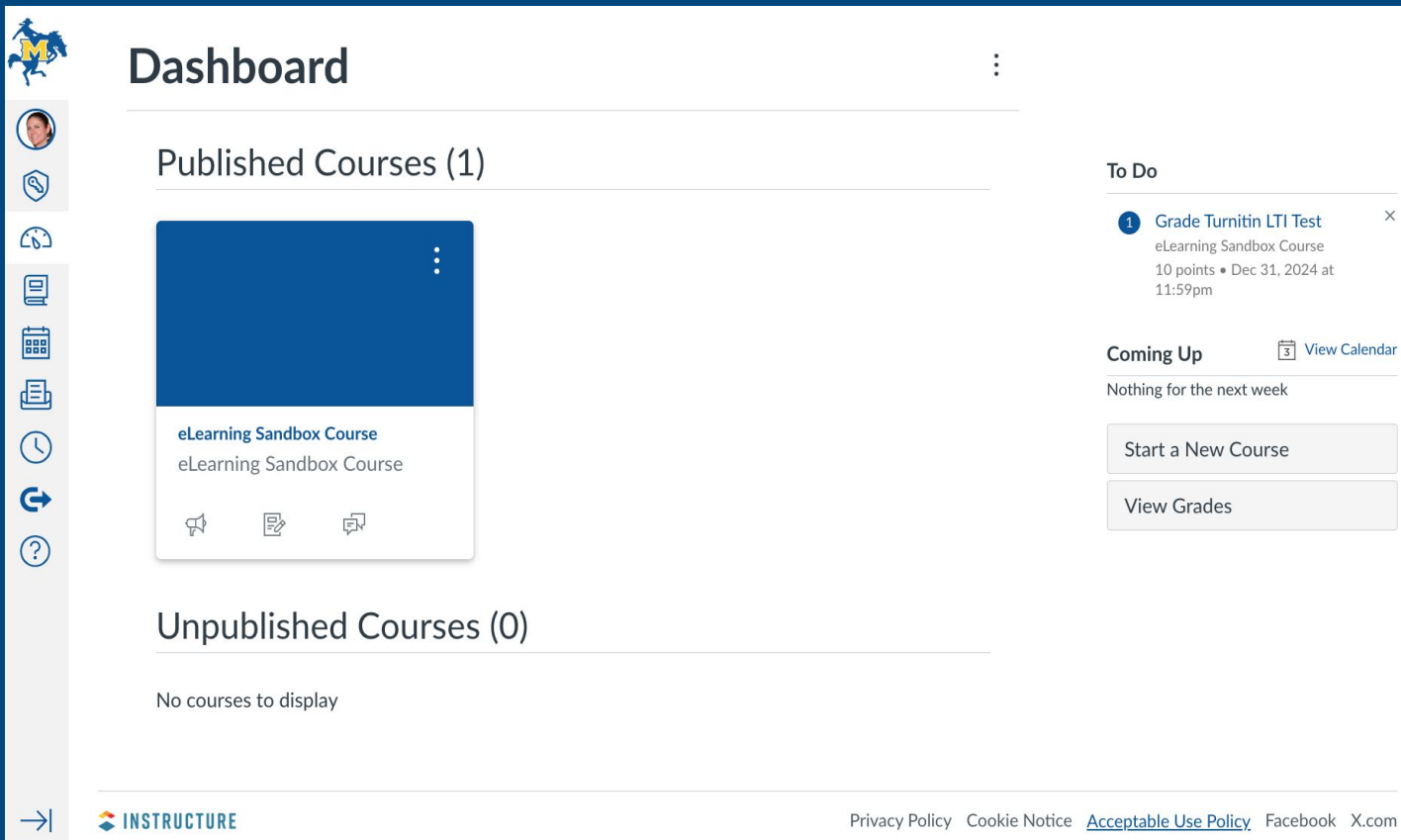
→ INSTRUCTURE

[Privacy Policy](#) [Cookie Notice](#) [Acceptable Use Policy](#) [Facebook](#) [X.com](#)

## Canvas Inbox

- Internal messaging system for Canvas
- Not a new email address - connected to your main email address
- Only those connected to you through a Canvas Course or Group can contact you
- User contact is pre-populated into address book
- Can add audio or video to Canvas message
- Ability to archive all conversations

# Canvas Calendar Location On Dashboard



The screenshot displays the Canvas Dashboard interface. On the left side, there is a vertical navigation menu with several icons. A yellow arrow points to the calendar icon, which is the fourth icon from the top. The main content area is titled "Dashboard" and is divided into three sections: "Published Courses (1)", "Unpublished Courses (0)", and "To Do". The "Published Courses (1)" section shows a card for the "eLearning Sandbox Course". The "To Do" section lists a task: "Grade Turnitin LTI Test" for the "eLearning Sandbox Course" with a due date of "Dec 31, 2024 at 11:59pm". Below this, the "Coming Up" section shows "Nothing for the next week" and buttons for "Start a New Course" and "View Grades". The footer of the dashboard includes the "INSTRUCTURE" logo and links for "Privacy Policy", "Cookie Notice", "Acceptable Use Policy", "Facebook", and "X.com".

# Calendar

This is what the Calendar looks like in Canvas

The screenshot shows the Canvas calendar interface. On the left is a vertical navigation menu with icons for Home, Security, Notifications, Courses, Calendar (highlighted), Documents, Clock, Refresh, and Help. The main area displays a monthly calendar for February 2025. At the top, there are navigation buttons for 'Today', navigation arrows, the month name 'February 2025', and view options for 'Week', 'Month' (selected), 'Agenda', and a '+' button. The calendar grid shows days of the week (SUN to SAT) and dates from 1 to 29. The date 12 is highlighted. On the right side, there is a secondary calendar view for February 2025 with navigation arrows and a list of calendars: 'Wendi Prater' and 'eLearning Sandbox Course'. Below this is an 'UNDATED' section and a 'Calendar Feed' link.

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1

# Calendar

- User can choose view by month, week or agenda
- Dates function across Canvas: Change due date on assignment and it mirrors those changes in calendar and syllabus
- Items are crossed off the calendar for students when work is submitted
- For faculty, items are crossed off the calendar when the due date has passed and all items are graded
- Scheduler allows students to make appointments
- Calendar syncs with other calendar software (Outlook)

# Try It Out

## *Create a Calendar Event*

1. Open Calendar Tab
2. Select + button at top-right to Create New Event
3. Decide if you want it to be an Event, Assignment, or Appointment Group
4. Add to Sandbox Course Calendar





# COURSE COMPONENTS



# Course Location On Dashboard

Select Tile to  
Open A  
Course Shell

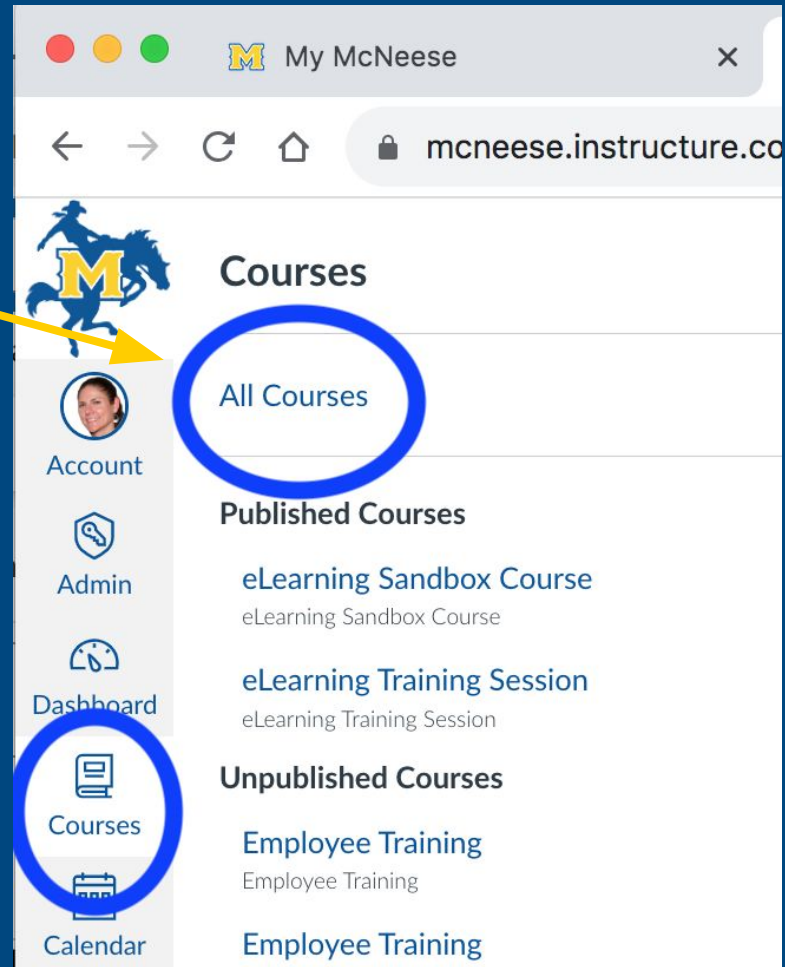
Select  
Courses from  
the  
Dashboard  
Menu to  
Access All  
Courses

The screenshot displays the Instructure Dashboard interface. On the left, a vertical navigation menu contains several icons. The icon representing a course shell (a book with a play button) is circled in yellow. A yellow arrow points from this icon to the 'eLearning Sandbox Course' tile in the 'Published Courses (1)' section. Another yellow arrow points from the text 'Select Tile to Open A Course Shell' to the same course tile. The dashboard also features a 'To Do' section with a task 'Grade Turnitin LTI Test' and a 'Coming Up' section with a 'View Calendar' link. At the bottom, there are links for 'Privacy Policy', 'Cookie Notice', 'Acceptable Use Policy', 'Facebook', and 'X.com'.

# Locate All Courses in Canvas

Select Courses

Then select  
All Courses



# Locate All Courses in Canvas

All Courses has current courses at top



All Courses

+ Course

SHRM\_MCNEESE\_CHAPTER

You've been invited to join SHRM\_McNeese\_Chapter as a teacher for the user account kscott@mcneese.edu. When you're ready, you can either accept or reject the invitation.

Accept Invitation Reject Invitation

Favorite	Course	Nickname	Term	Enrolled as	Published
☆	EMPLOYMENT LAW		Spring 2025	Teacher	No
☆	INTRO_HUM RESOURCE MGMT		Summer 2025	Teacher	No
☆	INTRO_HUM RESOURCE MGMT		Spring 2025	Teacher	No
☆	STAFF,RECRUIT,_PERF MGMT		Summer 2025	Teacher	No
☆	STRAT_HUM_RESOURCE MGMT		Spring 2025	Teacher	No

Past Courses at the bottom of list



Past Enrollments

Favorite	Course	Nickname	Term	Enrolled as	Published
☆	23S 23855 - MGMT315-7XB-STAF...		Spring 2023	Teacher	No
☆	23U 47140 - MGMT310-W-INTRO...		Summer 2023	Teacher	No
☆	24F 65340 - MGMT310-A-INTRO_...		Fall 2024	Teacher	No
☆	24F 65341 - MGMT312-7XA-EMPL...		Fall 2024	Teacher	No
☆	24S 26104 - MGMT310-7XA-INTR...		Spring 2024	Teacher	No
☆	24S 26105 - MGMT312-7XA-EMPL...		Spring 2024	Teacher	No
☆	24U 40092 - MGMT310-W-INTRO...		Summer 2024	Teacher	No

# Open Course for Setup Settings and Components

Course Components

The screenshot displays a course management interface for an "eLearning Training Session" in the "Modules" section. The interface includes a top navigation bar with a hamburger menu, the course name, and a "View as Student" button. A left sidebar contains a list of navigation options: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, Attendance, Chat, New Analytics, Item Banks, Lucid (Whiteboard), SmarterProctoring, RedShelf Course Materials, Gradescope, and Settings. The main content area shows a "Setup Course" section with a "Drop files here to add to module" area. The right sidebar displays "Course Status" (Published) and various action buttons like "Import Existing Content", "Import from Commons", "Choose Home Page", "View Course Stream", "New Announcement", "New Analytics", and "View Course Notifications".

Course Settings

# Course Settings

- Manage Course Details, Sections, Navigation and Features
- Course navigation options: Customize navigation options to streamline learner experience & control which links appear in Course Navigation Bar
- Add a Course Image; Please use the McNeese Branding Guide for color selection and guidance

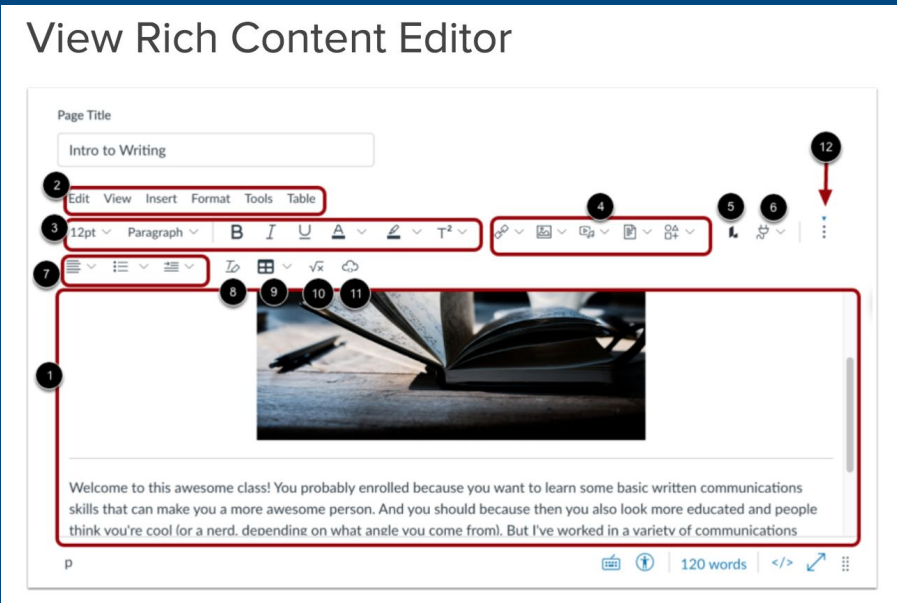


# Try It Out

## *Change Course Settings*

1. Open Settings inside course (bottom left)
2. Upload an image ("Course Details")
3. Change options to control tabs that learners will see - less is more. ("Navigation")
4. Save your changes ("Navigation" - "Save")
5. Finalize course details changes ("Update Course Details" - "Course Details")

# Rich Content Editor (RCE)



- Provides a condensed toolbar that groups common icons and interactions, similar to Microsoft Word or Google Docs
- Available for: announcements, assignments, discussions, pages, quizzes, and syllabus
- Contains an accessibility checker to verify that content meets accessibility requirements



# Open Course Homepage

The screenshot displays a course management interface for an "eLearning Training Session". The left sidebar contains a navigation menu with icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Commons, and Help. A yellow arrow points to the "Home" icon in the "Courses" section. The main content area shows the "Home" page with a "Setup Course" section. The "Setup Course" section has a "Drop files here to add to module" prompt and a "or choose files" link. The right sidebar contains a "Course Status" section with a "Published" status and a "View as Student" button. Below the status are buttons for "Import Existing Content", "Import from Commons", "Choose Home Page", "View Course Stream", "New Announcement", "New Analytics", and "View Course Notifications". At the bottom of the right sidebar is a "Coming Up" section with a "View Calendar" button and the text "Nothing for the next week".

# Homepage

Choose Course Home Page

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

Course Activity Stream

Pages Front Page *Home* [\[Change\]](#)

Course Modules

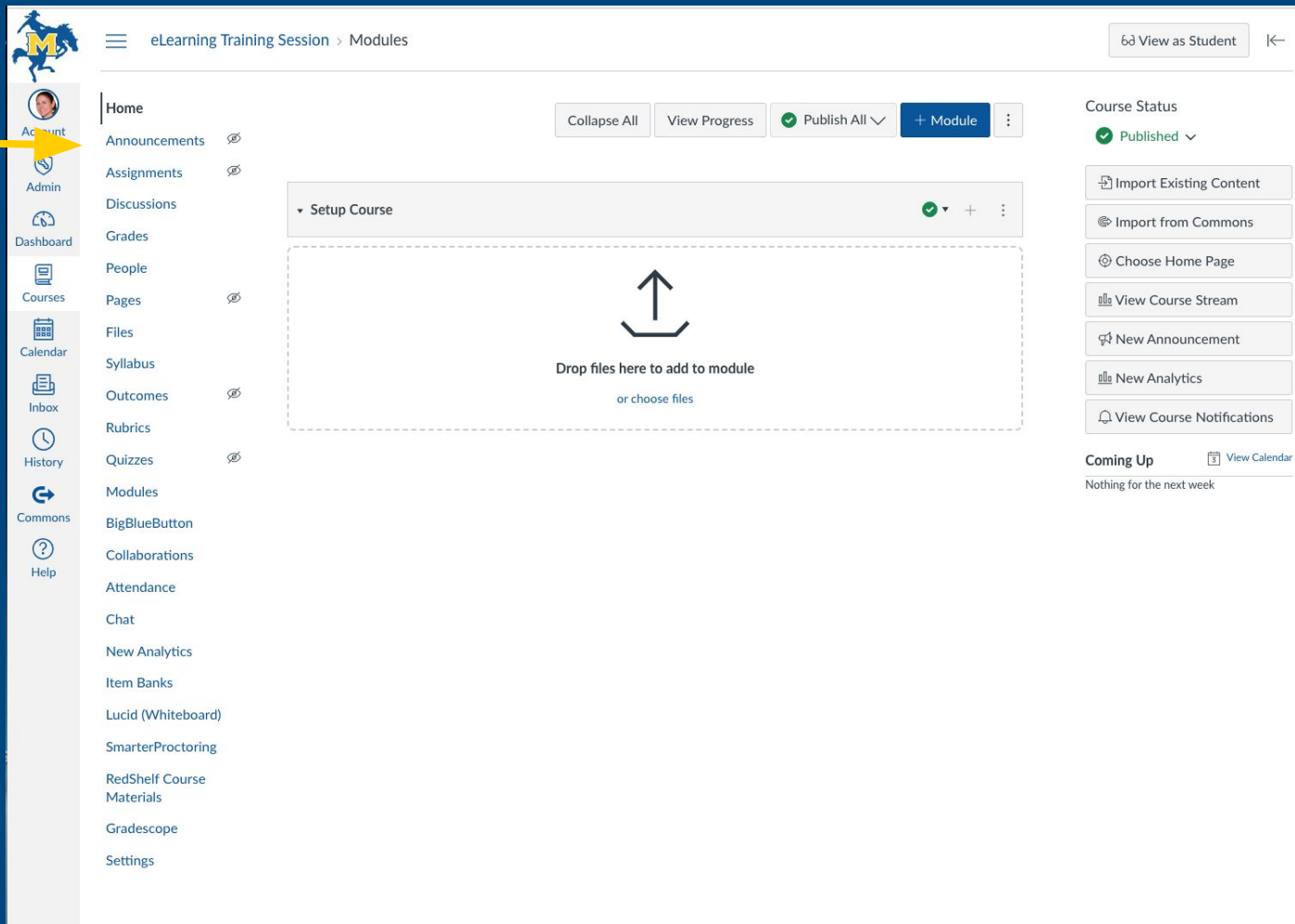
Assignments List

Syllabus

- Instructor decides where learners land when entering the course
- Faculty can use Homepage to guide learners to important areas of the course using banners, buttons and text

# Open Course for Announcement Setup

Access  
Announcements



The screenshot displays a course management interface for 'eLearning Training Session > Modules'. The left sidebar contains a navigation menu with items: Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Commons, and Help. The 'Account' item is highlighted with a yellow arrow. The main content area shows a 'Home' section with a list of course components: Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, Attendance, Chat, New Analytics, Item Banks, Lucid (Whiteboard), SmarterProctoring, RedShelf Course Materials, Gradescope, and Settings. The 'Announcements' item is selected. The right sidebar shows 'Course Status' as 'Published' and a 'Coming Up' section with 'Nothing for the next week'. A central area contains a 'Setup Course' section with a dashed box and the text 'Drop files here to add to module or choose files'.

# Announcements

- Control Recent announcements and commenting
- Broadcasting information to all members of a course or section
- Maintaining record of communication
- Allows students to interact through replies and likes
- Allows for delayed posting based on time

# Open Course for Syllabus Setup

The screenshot displays a course management interface for an "eLearning Training Session". The main content area is titled "Setup Course" and features a large dashed box with an upward-pointing arrow and the text "Drop files here to add to module" and "or choose files". Above this area are buttons for "Collapse All", "View Progress", "Publish All" (with a green checkmark), and "+ Module".

The left sidebar contains a navigation menu with the following items: Account, Admin, Dashboard, Courses, Calendar (highlighted with a yellow arrow), Inbox, History, Commons, and Help. The "Courses" section is expanded, showing a list of course-related options: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, Attendance, Chat, New Analytics, Item Banks, Lucid (Whiteboard), SmarterProctoring, RedShelf Course Materials, Gradescope, and Settings.

The right sidebar shows the "Course Status" as "Published" with a green checkmark. Below this are several action buttons: "Import Existing Content", "Import from Commons", "Choose Home Page", "View Course Stream", "New Announcement", "New Analytics", and "View Course Notifications". At the bottom right, there is a "Coming Up" section with a "View Calendar" link and the text "Nothing for the next week".

# Syllabus

- Items and dates are automatically added to Course Summary as you add graded components and calendar events
- Learners can see all due dates in one place
- Faculty can make syllabus public and share with others outside of the course
- Faculty can also set syllabus as Home Page

# Open Course for Modules Setup

The screenshot displays the Canvas LMS interface for an 'eLearning Training Session' course. The left-hand navigation menu includes options like Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Commons, and Help. A yellow arrow points to the 'Modules' link in the 'Courses' section. The main content area shows the 'Setup Course' section with a dashed box and an upload icon, indicating where to add content to the course modules. The right-hand sidebar shows course status as 'Published' and a 'Coming Up' section.

# Modules

- Flexible structure: Modules can be weeks, units, chapters, etc.
- Flexible content: Add assignments, quizzes, pages, discussions, external URLs, and more to your modules
- Easy to customize: Reorder modules and individual items with drag and drop
- Organization of modules creates a course flow: “Next” and “Previous” buttons guide learners through modules and course
- Add prerequisites and requirements
- Use text headers and indentations to visually organize modules
- Lock modules or set them to automatically open on a specific date so students have access to activities



# Try It Out

## *Create a Course Module*

1. Add a module to your course ("Modules" - "+" Module")
2. In the module, add the following:
  - Page ("+" )
  - Assignment ("+" )
  - Quiz ("+" )
3. Publish Module & Publish Course



# CONTENT & ASSESSMENT



# Open Course for Pages Setup

The screenshot displays a course management interface for an "eLearning Training Session". The left sidebar contains a navigation menu with items such as Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Commons, and Help. The "Courses" item is highlighted with a yellow arrow. The main content area shows a "Setup Course" section with a dashed box containing an upload icon and the text "Drop files here to add to module or choose files". The right sidebar includes "Course Status" (Published) and "Coming Up" (Nothing for the next week) sections.

# Pages

- Similar to Moodle set-up
- Use Rich Content Editor (RCE) to add images, files, record or upload multimedia, embed external tools
- Content Selector allows you to add direct links to other graded items, Announcements, Discussions, or modules
- Built-in accessibility checker
- Can work like collaborative wiki page that students can edit

# Open Course for Assignment Setup

The screenshot displays a course management interface for an "eLearning Training Session". The left sidebar contains a navigation menu with items such as Account, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, Commons, and Help. A yellow arrow points to the "Assignments" menu item. The main content area shows a "Setup Course" section with a dashed box and an upload icon, with the text "Drop files here to add to module" and "or choose files". The right sidebar includes "Course Status" (Published) and "Coming Up" (Nothing for the next week).

# Assignments

- Can be graded or ungraded
- Learners can submit assignments through Canvas or a 3rd-party apps such as assignments submitted through the course textbook or Inclusive Access
- Assignments are automatically populated to the syllabus, calendar, and to-do lists
- Assignments can accept any type of multimedia as submission
- Assignments can dictate types of submissions allowed in the course
- Faculty can add a rubric for easy grading
- Faculty can have students participate in peer review of an assignment

## SpeedGrader - Located in Assignments

- Student work is shown on left, and grading functions on right
- Color-coding for submissions is listed as: graded, needs grading, has not submitted yet
- Time Stamp: Late submissions are shown in red
- Feedback can either be: Written, audio, video
- Mute Assignment feature: allows you to withhold feedback until you've completed grading all the submissions
- Annotate inside student submissions of Docs, PDFs, or PPTs
- App: SpeedGrader works very well within Canvas Teacher app

# Try It Out

## *Assignment Speed grader*

1. Go back to the Assignment you created
2. Enter Student View (top right) & navigate to assignment
3. Click "Submit Assignment" & upload a file for your submission.
4. Leave Student View (bottom right)
5. Return to the assignment and open SpeedGrader to see submitted work
6. Give a grade, provide feedback in Comments tab, and use annotations tools to "mark up" the submission.



# Open Course for Discussion Setup

The screenshot displays a course management interface for an "eLearning Training Session". The breadcrumb navigation shows "eLearning Training Session > Modules". The top right corner includes a "View as Student" button and a back arrow. The left sidebar contains navigation options: Account, Admin (highlighted with a yellow arrow), Dashboard, Courses, Calendar, Inbox, History, Commons, and Help. The main content area is titled "Home" and lists various course components: Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, Attendance, Chat, New Analytics, Item Banks, Lucid (Whiteboard), SmarterProctoring, RedShelf Course Materials, Gradescope, and Settings. The "Setup Course" module is expanded, showing a "Drop files here to add to module" area with an upload icon and the text "or choose files". The right sidebar shows "Course Status" as "Published" and a "Coming Up" section with "Nothing for the next week".

# Discussions

- Similar to Moodle Forums
- Discussion functions (attaching files, editing & deleting posts)
- Discussions can be graded or ungraded
- Faculty can set learner flexibility (require submissions before access to peer posts, allow students to edit/ delete their posts)
- Replies are created in Rich Content Editor (RCE), so learners can submit multimedia responses
- Faculty can easily duplicate discussions for reuse throughout the course
- Faculty can add a rubric for easy grading; also allows for peer review

# Try It Out

## *Modify an Assignment*

1. Go back to assignment created in last activity
2. Select "Online" in Submission Type & select "File Upload" for online submission options
3. Modify assignment to include:
  - Title
  - Due Date
  - Submission Type

# Open Course for Quiz Setup

The screenshot displays a course management interface for an "eLearning Training Session". The breadcrumb navigation shows "eLearning Training Session > Modules". The interface includes a left-hand navigation menu with various options: Account, Admin, Dashboard, Courses, Calendar, Inbox, Quizzes (highlighted with a yellow arrow), Modules, Commons, and Help. The main content area is titled "Home" and contains a list of course components: Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, Attendance, Chat, New Analytics, Item Banks, Lucid (Whiteboard), SmarterProctoring, RedShelf Course Materials, Gradescope, and Settings. A "Setup Course" section is visible, featuring a dashed box with an upload icon and the text "Drop files here to add to module or choose files". The right-hand side of the interface shows "Course Status" as "Published" and a "Coming Up" section with the text "Nothing for the next week".

# Quizzes

- Four types of quizzes: Graded, Practice, Graded Survey, Ungraded Survey
- Question types: Multiple Choice, True/False, Fill-in-the-Blank, Fill-in-Multiple-Blanks, Multiple Answers, Multiple Drop-Downs (can be used for Likert scale), Matching, Numerical Answers, Formula, Essay, File Upload
- Classic Quizzes & New Quizzes; Classic Quizzes is being phased out by Instructure with no end date set yet

# Try It Out

## *Update Quiz*

1. Go back to quiz previously created
2. Update the following:
  - Student Instructions
  - Add a question
  - Add Feedback

# Open Course for Rubric Setup

The screenshot displays a course management interface for an "eLearning Training Session". The breadcrumb navigation shows "eLearning Training Session > Modules". The interface includes a top navigation bar with "View as Student" and a back arrow. A central content area shows a "Setup Course" module with a "Drop files here to add to module" instruction. A sidebar on the left contains a navigation menu with the "Rubrics" option highlighted by a yellow arrow. The right sidebar shows "Course Status" as "Published" and a "Coming Up" section with "Nothing for the next week".

Account  
Admin  
Dashboard  
Courses  
Calendar  
Inbox  
History  
Commons  
Help

Home  
Announcements  
Assignments  
Discussions  
Grades  
People  
Pages  
Files  
Syllabus  
Outcomes  
Rubrics  
Quizzes  
Modules  
BigBlueButton  
Collaborations  
Attendance  
Chat  
New Analytics  
Item Banks  
Lucid (Whiteboard)  
SmarterProctoring  
RedShelf Course Materials  
Gradescope  
Settings

View as Student

Collapse All View Progress Publish All + Module

Setup Course

Drop files here to add to module  
or choose files

Course Status  
Published

Import Existing Content  
Import from Commons  
Choose Home Page  
View Course Stream  
New Announcement  
New Analytics  
View Course Notifications

Coming Up View Calendar  
Nothing for the next week

# Rubrics

- Work with variety of assessments: assignments, graded discussions, quizzes
- Allows for flexibility in scoring: Faculty can set rubric to a point value or range
- Streamlines grading: Faculty can set criterion scores to automatically assign points
- Creates a bank of available rubrics across your courses



# Open Course for Gradebook Setup

The screenshot displays a course management interface for an "eLearning Training Session". The breadcrumb navigation shows "eLearning Training Session > Modules". In the top right corner, there is a "View as Student" button and a back arrow. The left sidebar contains a navigation menu with items: Account, Admin, Dashboard (highlighted with a yellow arrow), Courses, Calendar, Inbox, History, Commons, and Help. The main content area is titled "Home" and includes a list of course management tools: Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, Attendance, Chat, New Analytics, Item Banks, Lucid (Whiteboard), SmarterProctoring, RedShelf Course Materials, Gradescope, and Settings. At the top of the main area, there are buttons for "Collapse All", "View Progress", "Publish All" (with a green checkmark), and "+ Module". Below these is a "Setup Course" module header with a green checkmark, a plus sign, and a menu icon. The main content area contains a dashed box with an upward-pointing arrow and the text "Drop files here to add to module" and "or choose files". On the right side, there is a "Course Status" section showing "Published" with a green checkmark and a dropdown arrow. Below this are several action buttons: "Import Existing Content", "Import from Commons", "Choose Home Page", "View Course Stream", "New Announcement", "New Analytics", and "View Course Notifications". At the bottom right, there is a "Coming Up" section with a "View Calendar" button and the text "Nothing for the next week".

# Gradebook

- Easily see and enter grades
- Grades can be viewed as points, percentages, complete, incomplete, GPA scale, or letter grade
- "Message Students Who" Feature allows faculty to communicate with students based on assignments submission or grade earned
- Import/Export grades to or with a CSV file
- Set late policies Faculty can post a Missing submission grading and Late submission policy



# Additional Features in Canvas



## Student View

- Test the view of a student who is enrolled in your course
- Use it to make sure course is set up how you'd like students to see and navigate through activities
- Check the publish and availability settings of activities in the course
- Submit work as a student to test settings for course activities and to test grading options
- Please note that "Student View" only works when course is published.

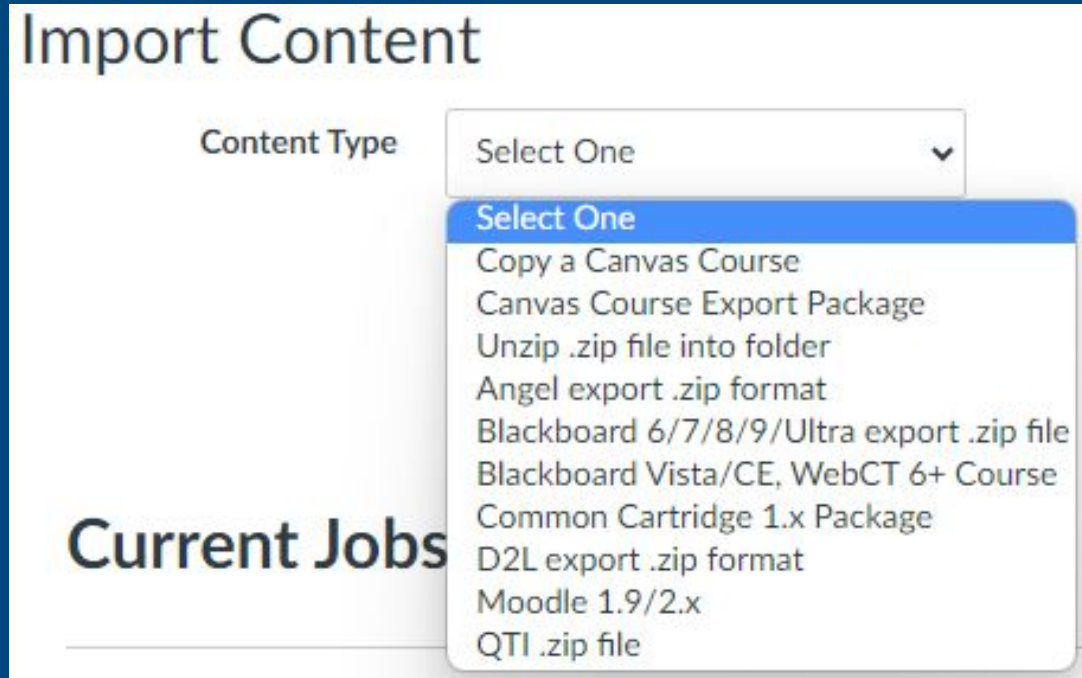
# Groups

- Can enhance collaboration within a course
- Manually or Automatically create groups and assign group leaders
- View all group activity to determine student participation in groups
- Students can also create groups
- Groups allow for sharing files, discussions, and collaboration. Content and activity can be viewed by instructor

# Canvas Commons

- Canvas learning repository is available and open for public use
- Allows users to share content from a single page or an entire course
- Search the repository by grade level, type of Canvas content, or an outcome
- Includes reviews so you can judge quality of content
- Import items you like from the repository into your own course
- You can share content you've created to the Canvas Commons Community

# Course Importing



- Allows you to import content from Moodle
- Dates can automatically adjust upon import
- You can choose specific content or import entire course





For additional  
questions contact:

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