



QuickStart Guide

Spring/Summer 2022

1. Access a Canvas Course

- **Option 1:** From the Global Navigation bar/Menu, click **Dashboard**. The Dashboard allows you to see all of your favorite published and unpublished courses.
- **Option 2:** From the Global Navigation bar/Menu, click **Courses**; all of your courses will appear in a list.

2. Set Your Notification Preferences

You can adjust your notifications for course activities. Notifications may be sent based on the type and frequency you choose. Notifications are emails sent to you based on course activities like announcements, items needing grading, etc.

1. From the Global Navigation bar/Menu, click **Account**, then **Notifications**.
2. Notification settings are differentiated by course or account. To differentiate, click the drop-down menu located under **Settings for**.
3. Click the bell or calendar icon to change the notification status (automatic save).

3. Edit Your Profile Information

1. From the Global Navigation bar/Menu, click **Account**. Click **Notifications** and then click **Profile**.
2. Click the options menu (three dots icon), on the top right corner, and click **Edit Profile**.
3. Type your preferred biography into the text box.
4. Click the boxes under Title and URL to add personal links to your profile.
5. Click **Save Profile**.

4. Modify Your Account Settings

1. From the Global Navigation bar/Menu, click **Account** and then **Settings**.
2. Click **Edit Settings** on the right of the screen.
3. Use the drop-down menus to adjust your pronouns, language, and time zone.
4. You may edit your contact methods on the right-hand side by clicking on the **+ Email Address** and **+ Contact Method**.
5. Click **Update Settings** to save changes.

5. Customize the Home Page

If you would like to point to a specific page, you will need to set a Front Page first by following the instructions below.

- Step 1:** From the Course Navigation bar/Menu, click **Pages**.
- A. Click the **View All Pages** button.
 - B. Locate the published page that you want to set as your **Front Page**.
 - C. The Front Page will be indicated by a gray Front Page tag.
 - D. To remove the Front Page, locate the page labeled with a gray Front Page tag.
 - E. Click the three dots icon and select the **Remove as Front Page** option.

Note: Only Published pages can be set as the Front Page.

- Step 2:** Click the options menu (three dots icon) and select **Use as Front Page**.

- A. After you have chosen your Front Page for a Course, you can change your Course Home Page from the Home page sidebar.
- B. You can select one of five layout options: The Recent Activity Dashboard, Pages Front Page, the Course Modules, the Assignment List, or the Syllabus.
- C. From the Course Navigation Menu, click **Home**. From the Home Page sidebar, click **Choose Home Page**.
- D. Click the button next to the **Home Page** layout you prefer.
- E. Click the Save button.

6. Update or Upload a Syllabus

1. Navigate to your Canvas course and click on **Syllabus** from the Course Navigation Menu.
2. Click the **Edit** button on the upper right side.
3. You will see a window for the Rich Content Editor where you can insert or upload your syllabus.
 - **Option 1:** Edit the existing syllabus page to add relevant information.
 - **Option 2:** Upload your course syllabus and update the page. If you use this option, consider some of our syllabus suggestions.
4. Click **Update Syllabus** to save.

7. Add Content to Your Course

1. Navigate to your Canvas course and click **Modules**.
2. In the preferred module, click on the **+** (top right of the module's header).
3. Click the drop-down menu and select the type of content you are adding. Depending on the item type, you may be required to fill out additional fields.
4. Then click **Add Module**.



8. Change Course Status

- **Option 1:** From the Global Navigation bar/Menu, click **Dashboard**. From this page, you can publish unpublished courses. Select the **Publish** button from the course card belonging to the course that you wish to publish (automatic save).
- **Option 2:** Navigate to your course. From the Course Navigation Menu, click the **Home** tab in the course menu. Click **Publish** or **Unpublish** at the top right of the page depending on the desired status change (automatic save). The course cannot be unpublished once students submit work.

9. Add Files to Your Account and Courses

1. In your Canvas course, click **Files**.
2. Click the **Upload** button (top right).
3. The **+ Folder** allows for creating a folder to organize files, not for uploading a folder.
 - Note that Canvas does not support file uploads larger than 5 GB.
 - Video/audio uploads to Canvas must be through Kaltura and can be up to 2 GB in size.
 - A pop-up allows you to search your computer's files. Click the title of the file you want to upload, then **Open**. You can also upload by dragging and dropping an item from your computer's files into the open pop-up window.
4. Upon completion, view the file by clicking on the file name. To exit, click **Close** in the upper right corner.

10. Change Your Course Settings

In course settings, make updates, see the different users and sections, and modify the course navigation. Settings are only available to instructors. Note: Some items will not be available for editing due to the permission settings set for ODU instructors.

1. From the course navigation menu, click **Settings**.
2. Course Details display an overview including the course name, the course code, the course license, time zone, etc.
3. Click **Update Course Details** in the bottom right corner to save changes.

11. Reset Content

1. Navigate to your Canvas course and, from the Course Navigation Menu, click **Settings**.
2. Choose **Reset Course Content** on the right side of the page. Read the warning pop-up carefully before choosing **Reset Course**.

Warning: This is a permanent action that cannot be undone.

12. Use Student View

Use Student View to view the course from the student's perspective. It also creates a Test Student for you to use.

1. Navigate to your Canvas course and, from the Course Navigation Menu, click **Student View** on the top right to view the course as a student.
2. To clear all test student activity, click **Reset Student** (bottom right).
3. To exit the student view, but keep the Test Student data, click **Leave Student View** (bottom right).

Note: This way of resetting only works for Classic Quizzes. To see New Quizzes from a student perspective, use the Quiz Preview option.

13. Create an Assignment

1. Navigate to your Canvas course and, from the Course Navigation Menu, click **Assignments**.
2. Click **+ Assignment** on the top right corner of the page.
3. Enter **Assignment Name** and information about the assignment in the text box.
4. Assign **Points, Submission Type**, and other pertinent information.
5. Click **Save**.

14. Create a Discussion Forum

1. Navigate to your Canvas course and, from the Course Navigation Menu, click **Discussions**.
2. Click **+ Discussion** at the top right corner of the page.
3. Enter **Topic Title** and information about the assignment in the text box.
4. Choose Options applicable to your discussion.
5. Click **Save**.

15. Create a New Quiz

1. Navigate to your Canvas course and, from the Course Navigation Menu, click **Quizzes**.
2. Click **+ Quiz** at the top right corner of the page. Choose **New Quizzes**, then click **Submit**.
3. Enter **Assignment Name** and information about the assignment in the text box.
4. Assign **Points, Submission Type**, and other pertinent information.
5. Click **Build** to add questions to your New Quiz.
 - Select **+** to add new questions.
 - Select **Item Banks** to add questions previously added to an Item Bank
6. From the **Settings** tab, adjust quiz settings (e.g., shuffle questions and/or answers, time limit, multiple attempts, restrict student result view, etc.).
7. If needed, from the **Moderate** tab, set **Accommodations** for a student for this and any future New Quizzes (e.g., extended time); select the pencil icon to the right of a student's name to adjust. The Moderate tab also allows you to set student attempts for quizzes.