



Canvas- A Beginner's Guide

-Follow the provided for more instructions

Canvas Course Setup-

1. Add Content

- a. [Copy content from another Canvas course.](#)
- b. [Upload a file to your course.](#)
- c. Create original content in [Pages](#).

2. Add Assignments

- a. Add your assignments. You can just make a long list of them in a logical order, or break them up into groups - and even specify weights for each assignment group.
- b. [What are Assignments?](#)
 - i. Assignments include Quizzes, graded Discussions and online submissions.

3. Add Students

- a. You do not need to add any student or instructor enrolled in your course. Banner does this for you!

4. Add Files

- a. The Files tab is the place to share lecture slides, example documents, study helps -- anything your students will want to download. Uploading and organizing your files is easy with Canvas. We'll show you how.
- b. [What are files?](#) Learn about Personal files, Course files, and Group files.
- c. [How do I bulk upload files?](#)

5. Select course menu links

- a. By default, all course menu links are enabled for a course. Students won't see links to sections that don't have content. For example, if you haven't created any quizzes, they won't see the quizzes link. You can [sort and explicitly disable these links](#) if there are areas of the course you don't want your students accessing.
- b. We suggest only using these links: Home, Announcements, Modules, Grades, People, Discussions and sometimes Conferences.



6. Create Modules

- a. Use Modules to help you arrange your files, pages, and assignments in a logical order.

7. Choose a Home Page

- a. When people visit the course, this is the page they'll see. You can set it to show an activity stream, the list of course modules, a syllabus, or a custom page you write yourself. The default is the course activity stream.
- b. If you use the Syllabus page as the Home Page, students will see an automatically updated Assignment Sheet.

8. Create Announcements

9. Add Course Calendar Events

- a. Events are different from assignments. Any assignment that is published with a due date automatically appears on the Calendar.
- b. Test the “Drag & Drop” feature of the Calendar.
- c. You can create assignments directly from the Calendar.
- d. Set placeholders in your Calendar for each assignment so students can see what’s coming.

10. Invite Users to your Course

- a. You may want to assign some CA’s to help you with the course. CA’s can grade student submissions, help moderate the discussions and even update due dates and assignment details for you. Only add people who are officially assigned to your course.

11. PUBLISH your course

- a. Great, so you've got a course. Now what? Well, before you go publishing it to the world, you may want to check and make sure you've got the basics laid out. Work through this [Prepare to Publish Your Course](#) list to ensure that your course is ready to use.
- b. Finally, check your course for accessibility. Here’s another checklist to help:
 - i. Check your course’s accessibility.