CSU Canvas Instructor
Quick Start Guide

OVERVIEW

Fall 2014

http://info.canvas.colostate.edu
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CSU and Canvas

How do I login to CSU's Canvas?
http://info.canvas.colostate.edu/login.aspx

There are two options on the login page:

1. eID – the option users most often will use.

2. Non-Credit – use this one to login with your Training account.

Log In to Canvas

For instructors and most students:

eID Login
- About your CSU eID

For non-credit students, training and admin accounts:

Non-Credit Login

Use Non Credit to login with your Training Accounts.
What is the Dashboard?

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

The Canvas Dashboard

1. 1 Announcement
   - ID 101
2. 24 Assignment Notifications
   - ID 101
3. 9 Discussions
   - ID 101

The Dashboard consists of three main elements:

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

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

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

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

These three menus and pages will display different items depending on whether you are a student or an instructor. Under Grades, for example, instructors will see a list of courses they are teaching and students will see a list of courses they are taking.

Sidebar

To Do

1. Grade Writing Assignment
   2. Grade Theory
   3. Grade Research Assignment

Coming Up

1. Genetics Quiz 1
   2. Ecology Quiz
   3. Initial Ideas about Biosynthesis

View Calendar

1. Turn in Research Assignment
   2. Take Ecology Quiz
   3. Turn in Initial ideas about Biosynthesis

View Calendar

1. Peer review different sections (auto assign)
   2. Peer Review with Rubric
   3. Unit 1 Quiz

7 more in the next week ...

Recent Feedback

1. Writing Assignment
   A - “Thank you for your submission.”
The Sidebar contains three helpful feeds:

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

**Global Stream**

**Recent Activity**

- **1 Announcement**
  - BIO-101

- **1 Conversation Message**
  - Emily Boone

- **13 Assignment Notifications**
  - BIO-101

- **5 Discussions**
  - BIO-101

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

**Return to Dashboard**

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

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.)

At the bottom of the drop-down menu, 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Bookbinding, BB 101</td>
<td>Sec 1</td>
<td>Enrolled as a student</td>
</tr>
<tr>
<td>Basic Written Communications</td>
<td>Section 1</td>
<td>Enrolled as a student</td>
</tr>
<tr>
<td>Biology 101</td>
<td>Section 2</td>
<td>Enrolled as a student</td>
</tr>
<tr>
<td>US History 101</td>
<td>History 101</td>
<td>Enrolled as a student</td>
</tr>
<tr>
<td>Using Technology in Education (K-12)</td>
<td></td>
<td>Enrolled as a student</td>
</tr>
</tbody>
</table>

My Groups

Weekly Groups

Student Group 1

Project A

Discussion Group 1

Group 1

Study Group

Past Enrollments

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simple Canvas Course</td>
<td>Enrolled as a student</td>
</tr>
<tr>
<td>US History 101, Section 1</td>
<td>Enrolled as a student</td>
</tr>
</tbody>
</table>

Future Enrollments

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 102</td>
<td>Enrolled as a student</td>
</tr>
</tbody>
</table>

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

My Courses

- Basic Bookbinding, BB 101 Sec 1
- Basic Written Communications, Section 1
- Biology 101, Section 2
- US History 101, History 101
- Using Technology in Education (K-12)

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.
View My Courses

My Courses

- Basic Bookbinding, BB 101 Sec 1
- Basic Written Communications, Section 1
- Biology 101, Section 2
- US History 101, History 101
- Using Technology in Education (K-12)

My Groups

- Weekly Groups
- Student Group 1
- Project A
- Discussion Group 1
- Group 1
- Study Group

Past Enrollments

- Simple Canvas Course
- US History 101, Section 1

Future Enrollments

- History 102

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
Basic Written Communications, Section 1
Biology 101, Section 2
US History 101, History 101
Using Technology in Education (K-12)

Enrolled as a student
Enrolled as a student
Enrolled as a student
Enrolled as a student
Enrolled as a student

My Groups

Weekly Groups
Student Group 1
Project A
Discussion Group 1
Group 1
Study Group

Past Enrollments

Simple Canvas Course
US History 101, Section 1

Enrolled as a student
Enrolled as a student

Future Enrollments

History 102

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
- Basic Written Communications, Section 1
- Biology 101, Section 2
- US History 101, History 101
- Using Technology in Education (K-12)

My Groups

Weekly Groups
- Student Group 1
- Project A
- Discussion Group 1
- Group 1
- Study Group

Past Enrollments

- Simple Canvas Course
- US History 101, Section 1

Future Enrollments

- History 102

Future Enrollments [3] are courses that will be made available as part of an upcoming term or specific course start date. These courses appear in gray text [2] 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
- Basic Written Communications, Section 1
- Biology 101, Section 2
- US History 101, History 101
- Using Technology in Education (K-12)

My Groups

- Weekly Groups
- Student Group 1
- Project A
- Discussion Group 1
- Group 1
- Study Group

Past Enrollments

- Simple Canvas Course
- US History 101, Section 1

Future Enrollments

- History 102

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

BIO-101
Home
Announcements
Assignments
Discussions
Grades
People
Outcomes
Modules
Quizzes
Collaborations
Conferences
Settings

BIO-101

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.

View the Dashboard for your course.
How do I navigate a Canvas course as an instructor?

A Canvas course is divided into six main sections.

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.

Canvas Course Navigation Overview

There are six main sections in a Canvas course:

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

**Course Navigation**

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

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

**Global Navigation Menu**

```
canvas Courses & Groups ▾ Grades Calendar
```

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

**Help Corner**

```
Doug Roberts Inbox Settings Logout Help
```

Canvas Instructor Quickstart Guide Updated 9/27/14
The Help Corner is where users can access their personal settings and where students can contact the instructor or Canvas Support. It also provides places for user feedback and user ideas.

**Breadcrumbs**

🏠 HIST-101 · Pages · Welcome

The Breadcrumbs appear above the main body of the page. Breadcrumbs leave a trail that help you see where you have navigated to inside a Canvas course. Follow these links backward to visit parent pages. Click the house icon at the far left of the Breadcrumbs to move all the way back to the Dashboard.

**Content Area**

**Welcome**

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 will be displayed in the Content Area. The content can be a page, the syllabus, discussions, announcements, quizzes, or imported content.

**Sidebar**

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

**To Do**

- Grade Expectations  [X]
  - 1 needs grading
- Grade Unit 2 Discussion  [X]
  - 5 need grading
- Grade Introductions  [X]
  - 1 needs grading
- Grade Unit 1 Quiz  [X]
  - 1 needs grading
- Grade Unit 3 Assignment  [X]
  - 1 needs grading
  - 4 more...

The Sidebar provides the tools available for the Canvas feature you are currently using. The Sidebar will change dynamically as you use different tools in a feature as well as when you move from feature to feature.
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

<table>
<thead>
<tr>
<th>Start a New Course</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name</td>
<td>History of the performing arts</td>
</tr>
<tr>
<td>Short Name</td>
<td>Course-101</td>
</tr>
<tr>
<td>This will be displayed in places with little space</td>
<td></td>
</tr>
<tr>
<td>Content License</td>
<td>Private (Copyrighted)</td>
</tr>
<tr>
<td>□ Make course publicly visible (student data will remain private)</td>
<td></td>
</tr>
</tbody>
</table>

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.
Canvas Instructor Quickstart Guide

View Course Shell

History
Home
Announcements
Discussions
Grades
People
Paper
Files
Syllabus
Assignments
Surveys
Surveys
Conferences
Collaborations
Settings

Course Status

Unpublished

Choose Home Page

Course Setup Checklist

New Announcement

Coming Up

View Calendar

Nothing for now

THIS COURSE IS UNPUBLISHED

Only teachers can see this course until it is published

Recent Activity in History

No Recent Messages
You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.

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** (iPad only, iOS 7.0+) 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 way for instructors to collect student opinion in their classrooms without any extra devices.
• **SpeedGrader™ App** (iPad only, iOS 5.0+). This app is specifically designed for instructors and allows them to grade student submissions on the go. Syncs with SpeedGrader™ and the Gradebook.

Learn more about mobile applications in the Canvas Mobile Guides.
Customize Canvas
How do I access my User Settings?

Personal settings differ from course settings.

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

Locate Settings Link

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

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

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

How do I set my Notification Preferences?

You can set notification preferences to receive updates about your Canvas courses. These steps apply for all users.

View a video about Notification Preferences.

Note: These settings apply to all of your courses.

Open Personal Settings

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

Canvas Student's settings

Canvas Student's Settings

Full Name: Canvas Student
This name will be used for grading.
Display Name: Canvas Student
People will see this name in discussions, messages, and comments.
Sortable Name: Student, Canvas
This name appears in sorted lists.
Language: System Default (English (US))
Time Zone: Mountain Time (US & Canada)

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

Registered Services

Within your personal settings, you can:

• Add ways for your fellow classmates to contact you
• Link to web services
• View and set notifications preferences
• View approved integrations

Add Ways to Contact
Before you can set your Notification Preferences, you will need to set the ways you want to be notified.

Your account will already display the email associated with your account. However, if you want to add an additional email address, click the Add Email Address link [1].

If you want to add any other type of contact method such as Twitter or text messages, click the Add Contact Method [2].

**Edit Contact Methods**

**Ways to Contact**

Canvas will ask to verify your additional contact methods. Once they have been verified, a checkmark will appear next to the method type [1]. You can delete additional contact methods at any time by clicking the trash icon [2].

**Bounced Communication Warnings**

Canvas does not send notifications to communication channels that have bounced, which means the channel can no longer attempt to generate or send a notification. Bounces can occur from invalid addresses (caused by address typos, changed addresses, etc.) or blocked servers.

You will be notified in Canvas when one of your communication channels has bounced. If you are on a Canvas page outside of your User Settings, Canvas displays a warning banner at the top of your browser window [1].
In User Settings, the bounced contact method displays a warning icon [2]. To correct the error, you can remove then re-add the contact method to your profile.

**Link to Web Services**

The Web Services portion on your settings page is divided into two columns. Services you have already registered, such as through the Ways to Contact section of your settings, or through course Collaborations and assignments, appear in the left column under the **Registered Services** heading [1].

Other services that are available for registration appear in the right column under the **Other Services** heading [2]. Register for any of these other services by clicking one of the **[ServiceName]** buttons [3]. Once you have registered for that service properly, the service name will move from the right column to the left column. Repeat this process to add additional services.

**View Notification Preferences**

You can view and set notification preferences within your course. In the user navigation menu, click the **Notifications** link.
View Notification Preferences

Notification Preferences

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Due Date</th>
<th>Email Address</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>weekly</td>
<td>weekly</td>
</tr>
<tr>
<td></td>
<td>Grading Policies</td>
<td>Weekly</td>
<td>Weekly</td>
</tr>
<tr>
<td></td>
<td>Course Content</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Files</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Announcement</td>
<td>Asap</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Announcement Created By You</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grading</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td></td>
<td>Include scores when alerting about grade changes</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Invitation</td>
<td>Asap</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submission Comment</td>
<td>Daily</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Discussions</th>
<th>Discussion</th>
<th>Daily</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Post</td>
<td>Daily</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Conversations</th>
<th>Added To Conversation</th>
<th>Asap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conversation Message</td>
<td>Asap</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scheduling</th>
<th>Student Appointment Signups</th>
<th>Asap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Signups</td>
<td>Asap</td>
<td></td>
</tr>
<tr>
<td>Appointment Cancellations</td>
<td>Asap</td>
<td></td>
</tr>
<tr>
<td>Appointment Availability</td>
<td>Asap</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Groups</th>
<th>Membership Update</th>
<th>Daily</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Alerts</th>
<th>Administrative Notifications</th>
<th>Daily</th>
</tr>
</thead>
</table>

Your notifications preference page will display all of the contact methods you have created across the top of the page. You will need to specify how you want to be notified for each contact method.

The notifications are divided up into six categories:
Canvas Instructor Quickstart Guide

1. Course Activities
2. Discussions
3. Conversations
4. Scheduling
5. Groups
6. Alerts

View Notification Descriptions

Course Activities

Due Date
Grading Policies
Course Content
Files
Announcement

Course Content
Change to course content:
- WikiPage
- Quiz content
- Assignment content

Email Address
cnvssstudent@gmail.com

Weekly
Weekly

Scheduling

Student Appointment Signups
Appointment Signups

Instructor and Admin only:
Student appointment sign-up

When you hover over the name of the notification, you can view the details of the notification and adjust your preferences.

Note: Some notifications are for instructors and admins only as noted in the hover descriptions:

Course Activities

- Due Date: Assignment due date change
- Grading Policies: Course grading policy change
- Course Content: Change to course content including WikiPage, Assignment, and Quiz content
- Files: New file added to your course. Canvas will only notify you of new files in a course once they have been updated.
- Announcement: New announcement in your course
- Announcement Created By You: You can see what announcements you have sent. Also, if you allow replies, a notification will be sent for announcement replies.
- Grading: Includes assignments/submission grade entered/changed, unmuted assignment grade, grade weight changed. Check include scores when alerting about grade changes checkbox if you want to see your grades in your notifications. If you aren't using your institutional email address, be aware that sensitive information will be sent outside the institution.
Invitation: Includes invitations to web conferences, collaborations, groups, course, peer review and peer review reminders
• All Submissions (Instructor & Admin only): Assignment submission/resubmission
• Late Grading (Instructor & Admin only): Late assignment submission
• Submission Comment: Assignment submission comment.

Discussions
• Discussion: New discussion topic in your course
• Discussion Post: New discussion post in a topic you're subscribed to

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

Scheduling
• Student Appointment Signups (Instructor & Admin only): Student appointment signup using Scheduler
• Appointment Signups: New appointment on your calendar
• Student Appointment Cancelations: Appointment cancelation
• Appointment Availability (Instructor & Admin only): Change to appointment time slots
• Calendar: New and changed items on your course calendar

Groups
• Group Membership Updates: Group enrollment, accepted/rejected membership; (Admin only) pending enrollment activated

Alerts
• Administrative Notifications (Instructor & Admin only): includes course enrollment, report generated, context export, migration export, new account user, new student group
Notification Preferences

### Course Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Email Address 1</th>
<th>Email Address 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td>weekly</td>
<td></td>
</tr>
<tr>
<td>Grading Policies</td>
<td>weekly</td>
<td></td>
</tr>
<tr>
<td>Course Content</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Announcement</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>Announcement Created By You</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>Grading</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>Invitation</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>Submission Comment</td>
<td>Daily</td>
<td></td>
</tr>
</tbody>
</table>

For email whitelist purposes, notifications will be sent from an email address ending in icontact.com.

**By default, your notifications will be set as follows:**

**Course Activities**

- Due Date: Emailed weekly
- Grading Policy changes: Emailed weekly
- Course Content: Emailed never
- Files: Emailed never
- Announcements Emailed right away
- Announcement Created By You: Emailed daily
- Grading notifications: Emailed right away
- New Invitations: Emailed right away
- All Submissions: Emailed never
- Late Grading: Emailed daily
Canvas Instructor Quickstart Guide

• Submission Comments: Emailed daily

Discussions
• Discussion: Emailed daily
• Discussion Post: Emailed never

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

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

Groups
• Membership Update: Emailed daily

Alerts
• Administrative Notifications: Emailed daily

View Weekly Notification Time

Your weekly notifications will be sent Saturday between 12pm and 2pm.

At the bottom of the page, Canvas will let you know when you can expect to receive each notification. The date and time will vary between users.
Edit Notification Preferences

Notification Preferences

Course Activities

Due Date
Grading Policies
Course Content
Files
Announcement

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 Checkmark 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 apply to all of your courses. They cannot be set individually.

View Approved Integrations

Approved Integrations:

These are the third-party applications you have authorized to access the Canvas site on your behalf:

<table>
<thead>
<tr>
<th>App</th>
<th>Purpose</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canvas iOS Apps</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When you allow third-party integrations to access your account, the Approved Integrations section will appear and display the authorized integrations. Each integration will show you the name of the app, the purpose (if one is noted), the date the app was last used, the date the app expires, and a link to view further details.
How do I connect to web services outside of Canvas?

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

Integrate Web Services With Canvas

Web Services

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

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

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

Integrate Web Services with Canvas

Other Services

Click any service below to register:

- Google Docs
- Skype
- Facebook
- LinkedIn
- Twitter
- Delicious
- Diigo

Integrated web services include:
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

My Courses

- Basic Bookbinding, BB 101 Sec 1
- Basic Written Communications, Section 1
- Biology 101, Section 2
- BC History 101, History 101
- Using Technology in Education (K-12)

Click the stars 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. Current courses are starred by default. You can toggle the stars to favorite or unfavorite a course.

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, the course is published, and you have been enrolled in the course.
Unpublished Courses

- Biology 101, Section 2
- Introduction to Documentation
- Simple Canvas Course
- US History 101, History 101
- Using Technology in Education (K-12), Section A for Awesome

My Courses

- Basic Bookbinding, BB 101 Sec 1
- Basic Written Communications, Section 1
- US History 101, History 101
- Using Technology in Education (K-12)

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].
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

Jane Smith's Settings

Full Name: Jane Smith
This name will be used for grading.

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

Sortable Name: Smith, Jane
This name appears in sorted lists.

Language: System Default (English (US))

Time Zone: English (Australia)

Password: Dele...~r Account

Web Services
Canvas can make... in "Other Services"

Let fellow courses... linked to my pro

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

Update Settings

Cancel Update Settings

Click the Update Settings button.
View Preferred Language

Jane Smith's Profile

Full Name: Jane Smith

Display Name: Jane Smith

Sortable Name: Smith, Jane

Language: German

Timezone: Mountain Time (US & Canada)

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.

Andere Kurs- und Gruppenmitglieder dürfen sehen, welche Dienste mit meinem Profil verknüpft sind.

View Canvas in your preferred language.

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

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

View Course

Course Setup Checklist

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

When would I use the Course Setup Checklist?

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

- Import content using the Course Import Tool
- Add assignments or assignment shells on the Assignments page
- Add Students to the course 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 you have published a course, it cannot be unpublished.
How do I change the Course Home Page?

You can change your Course Home Page to 1) the Recent Activity Dashboard, 2) Pages Front Page, 3) the Course Modules, 4) the Assignment List, or 5) the Syllabus.

Open Course

In the Courses & Groups drop down, find and click the course you want to view the home page for. You will see the Course Home Page when you open the course.

View Course Home Page

Click the Choose Home Page link.
Select Home Page Layout

Choose Home Page

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

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

Click the home page layout you prefer. Your choices for the home page include: the Recent Activity Dashboard, Pages Front Page, Course Modules, Assignments List, or Syllabus.

Update Layout

Choose Home Page

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

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

Click the Save button to save the changes made to the Course Home Page.
View the Recent Activity Dashboard

Recent Activity in HIST-101

<table>
<thead>
<tr>
<th>3 Announcements</th>
<th>Mar 18 at 4:33pm</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>54 Assignment Notifications</th>
<th>Mar 18 at 4:25pm</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>7 Discussions</th>
<th>Mar 18 at 11:48am</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Favorite Presidents</th>
<th>Mar 18 at 4:33pm</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Group Project Discussion</th>
<th>Mar 18 at 4:25pm</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Introduce Yourself</th>
<th>Mar 18 at 11:53am</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Unit 3 Discussion</th>
<th>Mar 18 at 11:48am</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Introductions</th>
<th>Mar 18 at 4:29pm</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Unit 2 Discussion</th>
<th>Mar 18 at 11:40am</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Unit 1 Discussion</th>
<th>Mar 12 at 5:32pm</th>
</tr>
</thead>
</table>

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

Welcome to US History!

This course will help you understand the beginnings of the history of the United States.

You will want to start in the Introduction Module.

Pages Front Page allows instructors to design the course homepage and include links, images or rich media. Students will be able to interact with the content added to this page. If you have already set a Front Page in your course, Canvas will display the name of your Front Page next to the Pages Front Page option. If you want to change your Front Page, click the Change link, which will redirect to the Pages index and allow you to easily set a new Front Page.

Note: When the Pages Front Page is selected as the home page display, the Course Home Page will not update accordingly unless a Front Page is assigned in Pages. Please be aware that new courses created with Draft State no longer produce a default front page. Therefore, to select a Front Page, you will need to create a new page in Pages and associate it as the course Front Page. See the Pages chapter for more details.
Set Front Page

Choose Home Page

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

- Recent Activity Dashboard
- Pages Front Page
- Course Modules
- Assignments List
- Syllabus

If you have not set a page as the Front Page, Canvas will ask you to set a Front Page before you can choose the Pages Front Page 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.
View the Course Modules

- Introduction
  - Overview
  - Welcome: must view the page
  - Overview of Course: must view the page
  - US History Syllabus: must view the page
  - US History Overview: must view the page
  - Quiz
  - Information Survey: Feb 25, 5 pts, must submit the assignment
  - Discussion
  - Introduce Yourself: Feb 27, 15 pts

The Course Modules/Sections allows instructors to organize the course into modules or sections.

View the Assignment List

- Upcoming Assignments
  - Unit 1 Quiz: Due Mar 18 at 11:59pm, 10 pts
  - Unit 2 Assignment: Due Mar 25 at 11:59pm, 10 pts
  - Unit 2 Discussion: Due Mar 27 at 11:59pm, 15 pts
  - Introductions: Due Mar 28 at 11:59pm, 15 pts, Not Yet Graded
The Assignment List shows the list of assignments for the course with upcoming and recent assignments at the top of the page.

**View the Syllabus**

**Biology 101**

Jump to Today

Welcome to Bio 101!
**Instructor:** Canvas Instructor
**Office:** Edison Building, Room 258

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

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

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

**Note:** Configured External 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**

- Pages
- Syllabus
- Outcomes
- Quizzes
- Conferences
- Collaborations
- Settings

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

**Open Navigation**

- Course Details
- Sections
- Navigation
- Apps
- Feature Options

Click the **Navigation** tab.
Reorder Navigation Links

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

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.

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 course settings do I have control over?

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

- Home
- Announcements
- Assignments
- Discussions
- Grades
- Syllabus
- Quizzes
- Modules
- Outcomes
- Conferences

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.
Canvas Instructor Quickstart Guide

View Settings

Course Details

Name: Biology 101
Course Code: BIO-101
Time Zone: Pacific Time (US & Canada)
Department: Biology
Term: Default Term
Starts: Feb 17, 2014 at 12am
Ends: No Date Set
Language: Not set (user-configurable, defaults to English)
File Storage: 500 megabytes
Grading Scheme: Default Grading Scheme
License: Private (Copyrighted)
Visibility: Private

Course is Published

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 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.
CSU Canvas Overview Exercises
Fall 2014

1. Login to the CSU Canvas with your instructor training account
   http://info.canvas.colostate.edu
   -Use the Non Credit button

2. Identify the 3 elements of the Canvas Dashboard
   a. ________________________________
   b. ________________________________
   c. ________________________________

3. Add your CSU email address to your user settings

4. Demonstrate how you would add Canvas notifications to Facebook Twitter, etc.

5. Hide your training course under the courses menu.
   Show the course again.

6. Locate the Instructor Quick Start Guide under the Help menu.

7. Enter your Canvas Training course. Name four things you can do from the Course Setup Checklist.
   a. ________________________________
   b. ________________________________
   c. ________________________________
   d. ________________________________

Close the Course Setup Check list. Reopen the Course Setup Checklist
8. From the Course Settings, enter Student View mode.
   Exit Student View mode.

9. Describe why you might wish to hide the Files link on the Course Navigation from students.
   Hide the Files link.
   Use Student View to verify that the link is hidden from students.

10. Where do you go to change the Course Home page for a Canvas course?

11. Import the Instructor Orientation Export .zip file into your training course.

12. Export a copy of your training course to your lab computer.
CSU Canvas Support

CSU Canvas Help Web Pages
http://info.canvas.colostate.edu

CSU’s Canvas Information Center – Morgan Library, room 185
-Stop by if you have a quick question or just want to learn more about CSU’s upgrade to Canvas.
   Mon – Thur: 9 AM – Noon, 1 – 4 PM
   Fri – 9 AM – Noon

College Canvas Coordinators
http://info.canvas.colostate.edu/coordinators.aspx

Instructure Canvas User Guides:
http://guides.instructure.com

Email:
CanvasHelp@colostate.edu