

How do I login?

Access Canvas from the Canvas gateway page, www.udel.edu/canvas.

Click **Log in to Canvas** from the menu. Use your UDEL ID and password.

How do I create a course?

If you are the instructor of record for a course, you can create your course using a self-service tool by clicking **Course Creation** on the Canvas gateway page. You can also access the tool while in Canvas under **Help** in the blue global navigation toolbar and choosing **Canvas Course Request**.

Please read through all the steps.

To create a course, select the course term from the drop-down box and display your available courses. If you create a Canvas course for an individual section, select only that section, and repeat the process for each Canvas course you wish to create. If you wish to create a Canvas course with a combination of sections, select multiple sections.


For upcoming courses, rosters are automatically uploaded about two weeks before the start of a term. For current courses, rosters are synchronized overnight.

What will I see when I login?

The **Dashboard** is the first thing you will see when you log into Canvas. The Dashboard displays active course cards and a global activity stream that shows recent course activity. You can drag and drop course cards into your preferred order. The Dashboard also includes a right sidebar, which contains the To Do list, upcoming events, and access to grades. To access a course, click on the course card.

Courses not displayed on your Dashboard can be accessed through the **Courses** on the blue global navigation toolbar. Choose **All Courses** and each course title is a link to a course.

How to I configure my account?

You can customize your Canvas personal information to include a biography and a picture. Click **Account** from the blue global navigation toolbar and click **Profile**. Click **Edit Profile** to make changes and click  to select or take a profile picture. **Save** your changes.

What are notifications?

Canvas allows faculty and students to stay updated on course announcements and activity easily. Everyone can configure how to receive notifications of course activity, so you may suggest to students your preferred setting based on how often you intend to communicate course information. Notification preference configuration is global, not course specific.

Click **Account** from the blue global navigation toolbar and click **Notifications**. Choose the timing for each course event using the key displayed on the top of the page.

How do I use the Syllabus?

Use the Canvas syllabus tool to create a Canvas page that can be used as a syllabus and/or course home page. This tool uses the Rich Content Editor and dynamically populates a list of assignments that you create in your Canvas course, including links to each assignment.

Click **Syllabus** from the course navigation toolbar on the left side of the course screen. Use the Rich Content Editor to enter text and/or insert a link to your uploaded syllabus file. To use the syllabus page as your course home page, click **Choose Home Page** from the right sidebar of your current course home page and choose **Syllabus**.

What is publishing?

Publishing is the way Canvas allows you to make information available to students. Students will not see your course until it is published. To publish your course, click **Publish** from the right sidebar of the course home page.

You must choose an appropriate tool in order to publish your course. The default tool is the Modules tool. If you do not use Modules, select another option. You can create a custom home page using the Pages tool. Once you save and publish the page and set the option to "Use as Front Page", you will be able to select it from the home page list.

In addition to publishing your course, you can publish and unpublish individual items in your course – including Assignments, Pages, Quizzes, Modules, etc.

Note: You cannot unpublish the course once students have a graded assignment.

What is Files?

Files is a repository for course files and documents and is the easiest way to share them with your students. You can create a directory structure using folders to organize files by week, chapter, unit, or whichever method best suits your course.

Click **Files** from the course navigation toolbar on the left side of the course screen. Click **+Folder** to create a folder or **↑Upload** to upload files. Make sure your file is published (✔ to the right of the file name) so that students can view the file. If you want to hide a file from students, change the file access to unpublished (⊘) – the icons act as toggle switches.

Where do I put my course content?

Files is a good, simple start to distributing content, but if you want to restrict access to your files, you will have to keep items unpublished that you do not want students to view. The better way to share and manage student content is **Modules**, where you can organize Canvas files, assignments, quizzes, discussions, and pages in a one-directional linear flow. You can even set requirements for student progress through the material.

Click **Modules** from the course navigation toolbar on the left side of the course screen. Click **+Module** to create a module, and from the module click **+** to add items. Make sure to publish your module when finished.

Learn more about **Modules** at <https://community.canvaslms.com/docs/DOC-10735>.

How do I design the course Gradebook?

The Gradebook is accessed using the **Grades** tool. Click **Grades** from the course navigation toolbar on the left side of the course screen. In order to enter grades for an assignment, the assignment must first be created in the **Assignments** tool, even if the assignment is not collected using Canvas.

How do create Assignments for my Gradebook?

The Canvas **Assignments** tool feeds the Gradebook, so you must create an assignment for every item you would like to appear in your Gradebook.

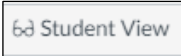
Click **Assignments** from the course navigation toolbar on the left side of the course screen. Click **+Assignment** and use the Rich Content Editor to edit your assignment. If you do not intend to use Canvas to collect the assignment, select a Submission Type of “No Submission” or “On Paper”. Assignments must be published to appear in the Gradebook.

How do I hide or reorder features in my course navigation toolbar?

The course navigation toolbar on the left-hand side of your course screen allows course participants to access different areas of the course site. Instructors may restrict what students can access in course navigation. As a general rule, restrict access to features that you will not be using in Canvas to avoid potential student confusion.

Click **Settings** from the course navigation toolbar on the left side of the course screen. Select the **Navigation** tab from the blue tabs at the top. Drag and drop toolbar features from between the enabled and hidden features list. Scroll to the page bottom to **Save** changes.

How do I view my course as a student?

Before you publish your site, you should verify how your students view your site and check file visibility and navigation. Click  **Student View** on the right sidebar of the course home page. You will know if you are in Student View because of the colored screen frame indicating you are logged into Student View. To exit and return to instructor view, click **Leave Student View**.

How do I contact students?

You can send an announcement to students using the **Announcements** tool.

Click **Announcements** from the course navigation toolbar on the left side of the course screen. Click **+Announcement** and use the Rich Content Editor to edit your announcement.

Where can I go if I need help or want to learn more?

The Faculty Commons offers Canvas support and training, ranging from basic tutorials to advanced usage. Please check the Canvas gateway page, www.udel.edu/canvas, to find announcements and news about Canvas@UD and a calendar of upcoming workshops or to request a personal consultation.

Visit the Canvas Faculty Center, a Canvas course with information about how to use Canvas, at <https://udel.instructure.com/courses/1370970>.

Canvas also has an excellent online support. Search the Canvas Guides at <https://community.canvaslms.com/community/answers/guides>.