

# Introduction to Canvas Workshop

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## Login and Navigation

Tips and Notes

### Logging into Canvas

1. Go to [courses.uchicago.edu/](https://courses.uchicago.edu/) and click the **Login** button. This page also has the latest information about UChicago Canvas, support and educational technology.
2. There are two options for logging in.
  - i. If you have a CNetID you can login with your regular CNetID and password
  - ii. If you don't have a CNetID you can login with the email address and password you setup when finishing your registration.

### Support Information

Get help with Canvas by clicking the **Help** button in the left hand grey Global Menu. You will then see a list of resources to help you with Canvas. For more detailed information about the many features and tools please visit one of the following

1. UChicago Courses homepage: [courses.uchicago.edu/](https://courses.uchicago.edu/)
2. Canvas 24/7/365 hotline: 844.334.6803.
3. ITS Service Desk: [itservices.uchicago.edu/page/support](https://itservices.uchicago.edu/page/support)
4. Setup an individual consultation with ASTS [academictech.uchicago.edu/about](https://academictech.uchicago.edu/about)

### Global Menu

The Global Menu links to all of your account wide features. It will always appear on the far left hand side in grey.

### Course Navigation Menu

The Course Navigation Menu appears when you have entered into a course. It links to all of your course specific features and appears on the left hand side next to the Global Menu.

### Tools Menu

The Tools Menu contains buttons for various actions like add, edit, delete, copy, import, etc. These contextual actions will change depending on the feature you are using. The Tools Menu will also appear and disappear depending on what you are doing.

See next page for image

The screenshot displays the Canvas LMS interface for a course titled 'can-demo-101'. The interface is divided into three main sections:

- Global Menu:** A vertical sidebar on the left containing icons for Account, Admin, Canvas, Calendar, Inbox, Commons, and Help.
- Navigation Menu:** A horizontal menu below the Global Menu with options like Home, Announcements, Grades, Library Reserves, People, Assignments, Discussions, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, University of Chicago Library, Starfish, and Settings.
- Content Area:** The main workspace showing course modules. It includes 'Week 00: Introduction' with items like 'Welcome to Canvas Demo 1011' and 'Week 01: The American Colonies' with items like 'Week 01 outline', 'Readings (This is a header)', and 'Discussions (This is a header)'.
- Tools Menu:** A vertical menu on the right with options like 'Unpublish', 'Published', 'Import from Commons', 'Choose Home Page', 'View Course Stream', 'Course Setup Checklist', 'New Announcement', and 'View Course Analytics'.


Labels at the bottom of the screenshot identify these sections: 'Global Menu' (pointing to the sidebar), 'Navigation Menu' (pointing to the horizontal menu), 'Content Area' (pointing to the main workspace), and 'Tools Menu' (pointing to the right-hand menu).

## Syllabus and Course Documents

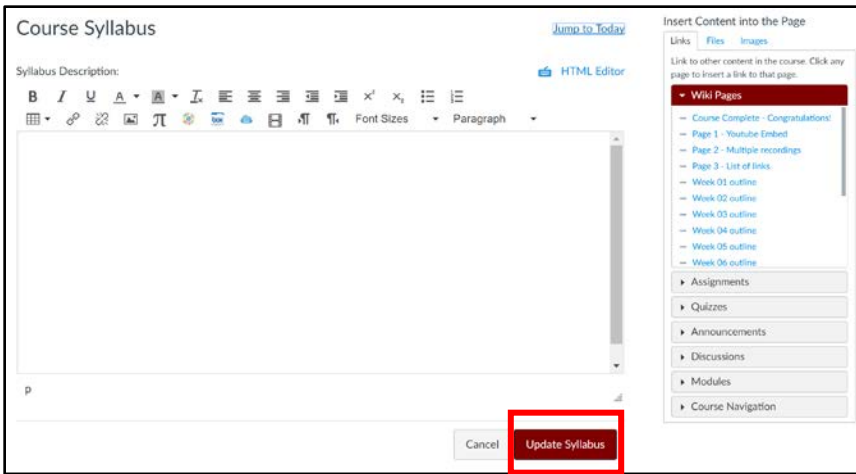
### Uploading and editing the Syllabus

The Syllabus feature in canvas has two parts. The first part of the syllabus is a description which allows you to add text and link files, images, and other course content. The second half is an automatically generated table of items based on Assignments and Events created within a course. The syllabus page allows students to see their assignments and activities in chronological order. It also updates with any changes you make.


1. In the Course Navigation Menu, click on the **Syllabus** link.
2. At the top right click on the **Edit** button.
3. Edit the syllabus description using the Rich Content Editor. You can copy and paste your syllabus description from a Word Document to save time.
4. Click **Update Syllabus** to save your work.


 **Tip:** Use the tools menu on the right hand side to add existing course items such as files.

See next page for image



## Tips and Notes

 **Tip:** You will see this same rich content editor layout when creating different activities. It will have a title at the top, description in the middle, extra options at the bottom, and a tools menu on the right hand side.

 **More info:** For a detailed version of these steps please visit:

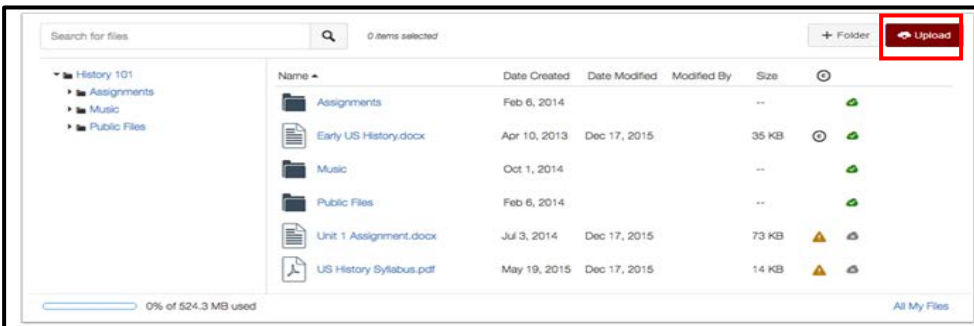
*How do I edit the Syllabus description in a course?*  
[community.canvaslms.com/docs/DOC-1862](https://community.canvaslms.com/docs/DOC-1862)

*How do I use the Syllabus as an instructor?*  
[community.canvaslms.com/docs/DOC-1860](https://community.canvaslms.com/docs/DOC-1860)

## Uploading Files

Canvas allows you to upload files, syllabi, readings, or other documents into one area which can be shared with students. Instructors can place files in Modules, Assignments, Pages; they can also restrict access so students cannot access them.

1. In the Course Navigation Menu, click on the files link.
2. In the files content area, click on the maroon **Upload** button near the top right hand side of your screen.



3. In the popup window of your computer's file explorer, click on the title of the file you want to upload, then click the **Open** button.

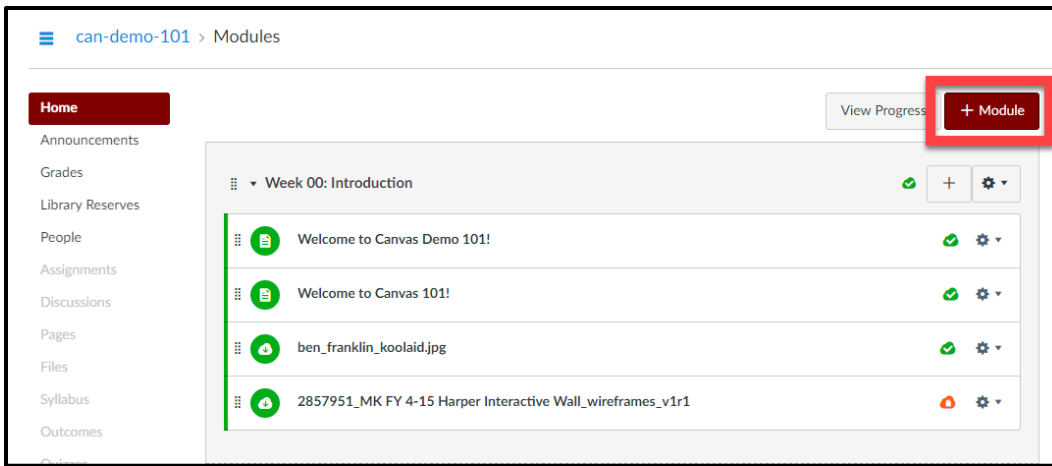
## Creating and adding items to Modules

Modules is the main organizational tool for your course and the content. The module can represent a week, class session, chapter, topic or problem. Once you have created a module you can add items such as files, assignments, discussions, quizzes etc.

1. In the Course Navigation Menu, click on the **Modules** link to go to the Modules Index Page.
2. In the Modules content area, click on the **+Module** button.


 **More info:** For a detailed version of these steps please visit: *How do I upload a file to a course?*  
[community.canvaslms.com/docs/DOC-2553](https://community.canvaslms.com/docs/DOC-2553)

See next page for image



3. In the popup window, type a name for your module.

4. Click **Add Module** to save your module.
5. Your new module should appear in the list of modules.
6. To the right of your Module name, click on the + symbol button. Each module will have its own + symbol button and its own settings button so that you can edit each module individually.

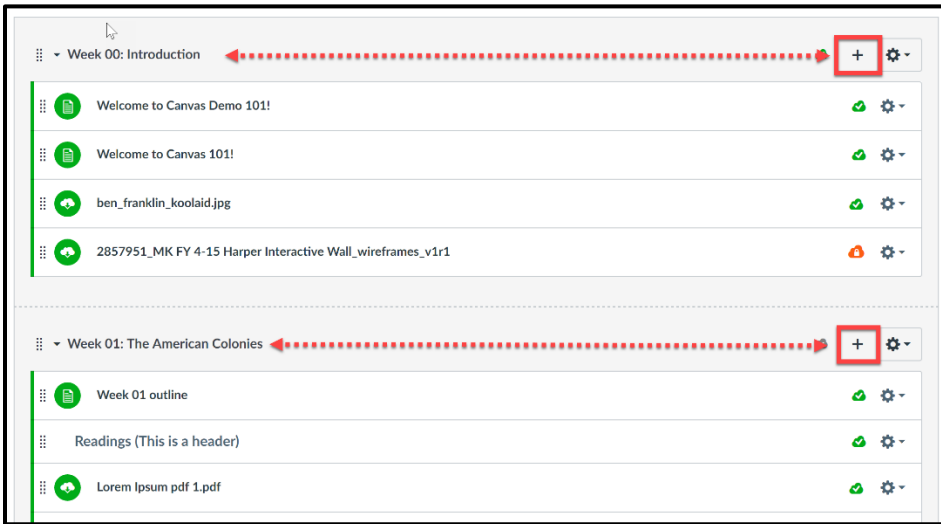
 More info: For a detailed version of these steps please visit:

*How do I create a module?*  
[community.canvaslms.com/docs/DOC-2557](https://community.canvaslms.com/docs/DOC-2557)

*How do I add items to a module?*  
[community.canvaslms.com/docs/DOC-2827](https://community.canvaslms.com/docs/DOC-2827)

*How do I use the Modules Index Page?*  
[community.canvaslms.com/docs/DOC-2810](https://community.canvaslms.com/docs/DOC-2810)

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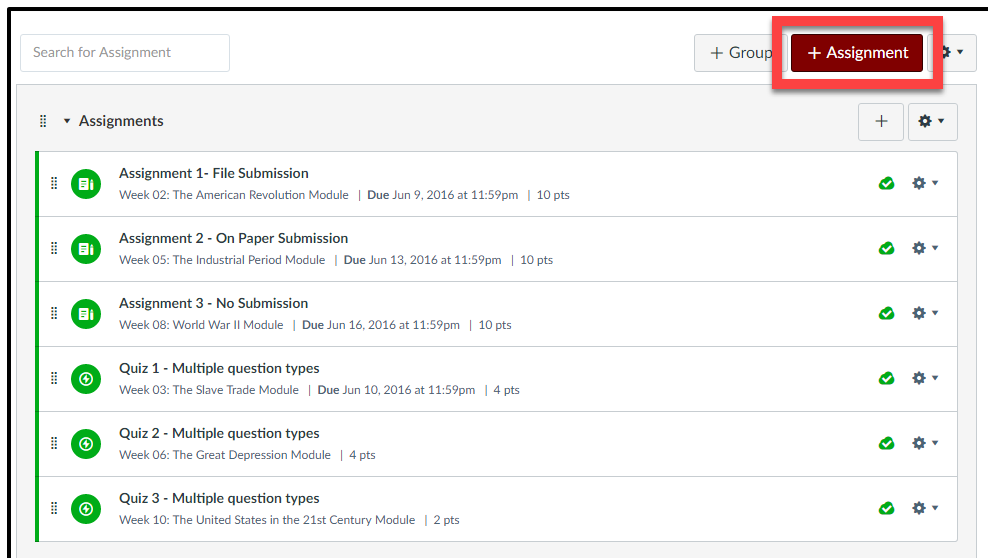


7. In the **Add Item** popup window, click the drop-down menu and select the type of item you want to add.
8. Once you have selected an item type the list will update to show you previously created items from that category.
9. Click **Add Item** to save the item to the module.

## Creating assignments


In Canvas an Assignment is any activity given to the students which will be assessed by the instructors. Other Canvas features, like quizzes and discussions feed into the assignments area once they are set to be graded. The Assignments feature automatically creates the columns in gradebook.

1. In Course Navigation, click the **Assignments** link.
2. In the top right corner of the screen click the **Add Assignment** button.



3. Enter the assignment title and description.

## Tips and Notes

 More info: For a detailed version of these steps please visit:

*How do I create an assignment?*

[community.canvaslms.com/docs/DOC-1797](https://community.canvaslms.com/docs/DOC-1797)

*How do I add details to an assignment?*









[community.canvaslms.com/docs/DOC-2637](https://community.canvaslms.com/docs/DOC-2637)

4. Select appropriate assignment options (Points, Submission Type, Due Date, etc.).
5. In the bottom right hand side click **Save** or **Save and Publish**.

## Entering Grades

In Canvas the Gradebook stores all information about student progress in the course. It can record letter grades, points, percentages and course outcomes.

1. In the Course Navigation menu, click the **Grades** link.
2. Click the assignment cell located in the row of the student whose score you want to enter.

Student Name	Secondary ID	Patriotism or Trea... Out of 30	Revolution Review Out of 10
 <b>Emily Boone</b> American History	emboone86@gmail.c		6
 <b>Jessica Doe</b> American History	jessica.doe.canvas@	-	-
 <b>Max Johnson</b> American History	max.johnson.canvas		
 <b>Bruce Jones</b> American History	bruce.jones.canvas@		T

3. Type the new score in the cell and press **Return** or **Enter**. The New scores are saved automatically.

## Communications

### Making Announcements

You can create an announcement to share important information with the whole class.

1. In Course Navigation, click the **Announcements** link
2. Click the **+ Announcement** button.

3. Type a title for the announcement in the topic title field and add content in the Rich Content Editor.

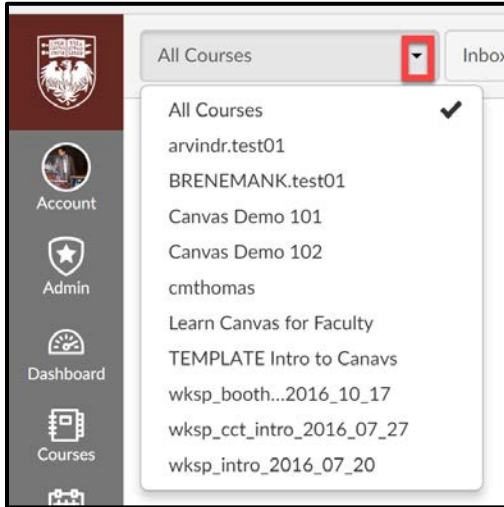
## Sending Messages

To write students a message use the Conversations feature in Canvas which can be accessed through **Inbox**.

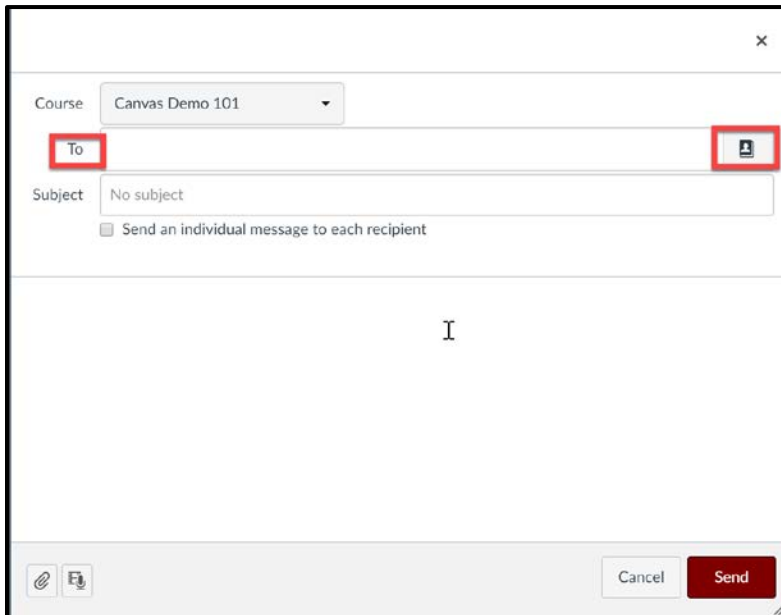
1. In the Global Menu, click the **Inbox** link.
2. To start a new message, click the **Compose** icon.




3. In the Courses drop-down menu, select the course where you want to send your message.



4. Add a user by searching for the user in the **To** field or you can use the **Course Roster** button on the right hand side to search through a list.



5. In the subject line field enter a subject line for your message.
6. In the message field, type your message. All content is sent in plain text.
7. When you are finished, click the **Send** button.

 Tip: Be sure to check the “Send an individual message to each recipient” box when you are emailing the entire class. This is the equivalent of a blind carbon copy.

# Settings

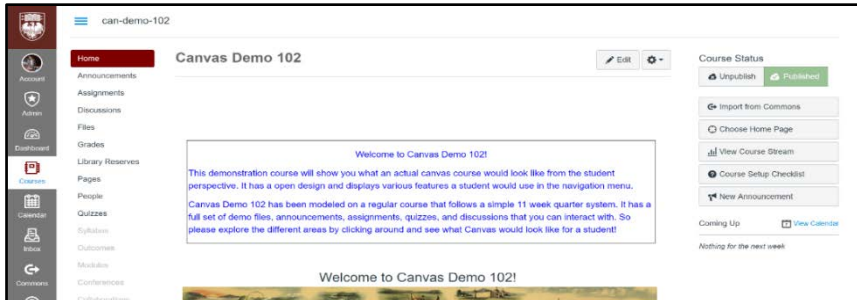
## Selecting a Course Home Page

You can change your Course Home Page to reflect one of five layout options:

1. Course Modules
2. Pages Front Page
3. Assignment List
4. Recent Activity Dashboard
5. Syllabus

Follow the steps below to set a home page:

1. In the Global Menu, click the Courses link.
2. Click the name of the course.
3. In the Home Page sidebar, click the **Choose Home Page** button.
4. Click the radio button next to the layout you would like to display as your home page.
5. If you want to select a Pages Front Page you must first set a front page in the pages feature. If the link is grayed out it means you have not selected a front page yet. Also, please note that only published pages can be set as the front page.




## Customize the Navigation Menu

Instructors can control which links appear in Course Navigation Menu and rearrange the order of the links. Links cannot be renamed.

1. In Global Menu, click the **Settings** link.
2. Near the top center, click the **Navigation** tab.
3. To reorder navigation links, you can drag-and-drop links to create a custom order. Or you can also click the gear **Settings** icon next to each link and then select the **Move** option.

### Tips and Notes

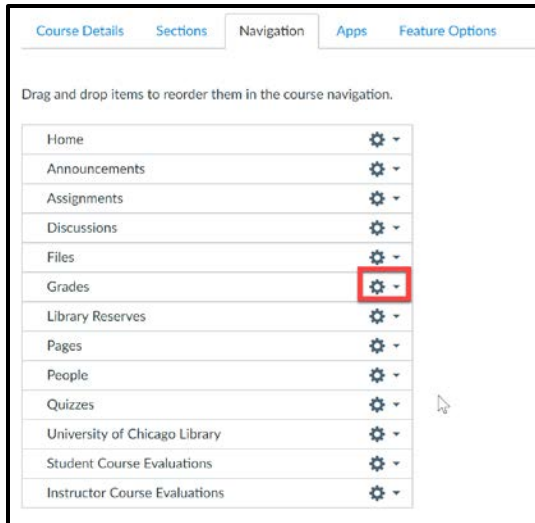
 More info: For a detailed version of these steps please visit:

*How do I use the Course Home Page as an instructor?*  
[community.canvaslms.com/docs/DOC-2556](https://community.canvaslms.com/docs/DOC-2556)

*How do I change the Course Home Page?*  
[community.canvaslms.com/docs/DOC-2554](https://community.canvaslms.com/docs/DOC-2554)

*What layout options are available in the Course Home Page?*  
[community.canvaslms.com/docs/DOC-2681](https://community.canvaslms.com/docs/DOC-2681)





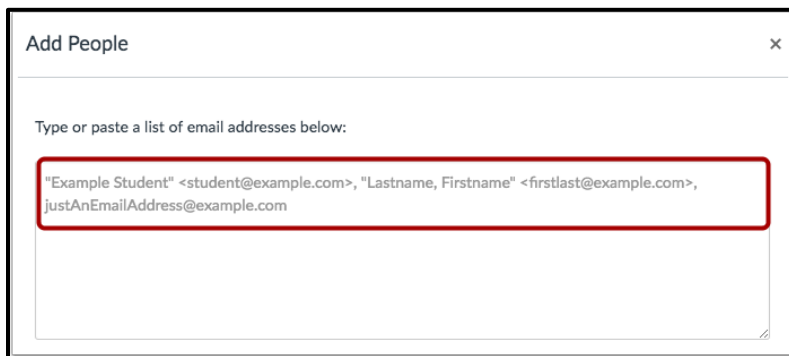
## Tips and Notes

- To hide a navigation link, you can drag-and-drop the link to the hidden section at the bottom of the page. You can also click the gear **Settings** icon next to each link and select the **Disable** option.
- Once you have arranged all the links click the **Save** button.

## Adding People

Students and staff enrolled in credit courses listed by the Registrar will be populated into Canvas by them however, you can invite people with CNetIDs to join your course at any time.

- In Course Navigation, click the **People** link.
- Click the **+ People** button.
- In the address field, type or paste the list of CNetIDs to add the users to the course. Names and emails are not required. It is best to use CNetIDs for enrollment.

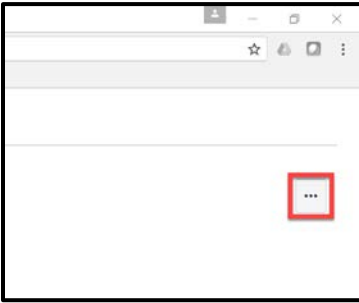


## Editing your Profile

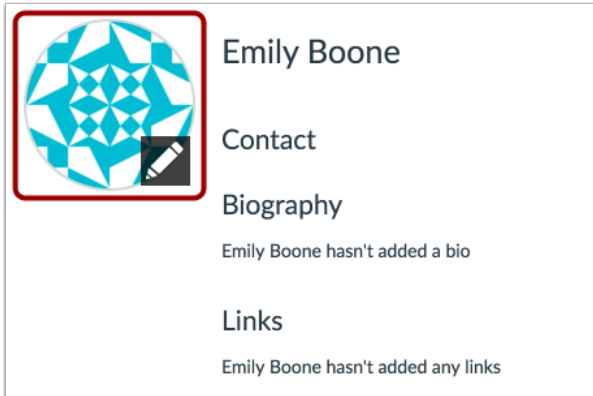
In Canvas every user receives a profile page. Profiles allows you to update your name, preferred contact methods, and any personal links for your account.

- In the Global Menu, click the **Account** link.
- Then click the **Profile** link.

- In the top right hand corner click on expand menu button.



- Click the **Edit Profile** button.
- To upload a profile picture, click the **profile picture** icon.

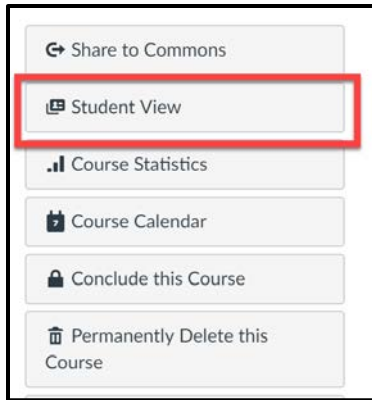


- To add personal links to your profile, such as personal websites, blogs, or portfolios, enter the title of the link in the title field. Then type the URL in the URL field.
- Click **Save Profile** to save the changes.

## Student View

You can view a course the same way that your students view your course through Student View. Enabling Student View creates a Test Student in your course. You can activate Student View in your Course Settings.

- In the Course Navigation menu, click the **Settings** link.
- On the right hand side, in the Tools Menu, click the **Student View** button.



3. You can now view the course as a student would see it. There will be a persistent box on the bottom of the screen indicating you are logged into Student View and a magenta/ bright pink border around the screen.
4. To return to your course in the instructor view, click the **Leave Student View** button.



## Publishing a Course

Unlike Chalk, Canvas courses are in an unpublished state by default. This allows you to work on a course before students gain access to the course site. After you are done *you must publish the course* for students to view and complete the course work. Follow the steps below to publish a course:

1. Open your course and view the Course Home Page.
2. In the right hand side Tools Menu, click the Publish button.

**Please note** that you can unpublish your course by clicking the unpublish button in the Course Home Page sidebar. However, once your course contains a graded submission, *you can no longer unpublish your course*.

