



Review Course Settings

Check Notification Settings



In the global navigation menu, click on **Account > Notifications**. Please review the list of activities for which you would like email notifications. To receive copies of all outgoing e-mail, select the checkmark next to **Conversations Created By Me**.

Please note: You can change notifications on a course by course basis by going into the specific course and click View Course Notifications on the right-hand side.

Add People (TAs, Graders, PLAs)

In course navigation, click on **People > + People** and follow the prompts.



Check Course Dates



Classes are set to begin in Canvas the first day of the term.

If you'd like to begin your class early, you can modify your start date [following these instructions](#). *Please note: You must do this in order to send your class Announcements or to contact them via Email.*

Communicate with Your Class

It's good to reach out to your class early and often. Don't forget to Publish your course site before emailing your class!

Send Email

In the global navigation menu click on **Inbox** to send a message to your class. Make sure you're sending email during the active term and your course site is Published (or see *Check Course Dates* above for opening your course early).



Post Announcements



To send an Announcement, click on **Announcement** in the left-hand navigation and follow the prompts. Announcements are emailed to students as well as appear in your course site. Make sure you're posting an Announcement during the active term and your course site is Published (or see *Check Course Dates* above for opening your course early).

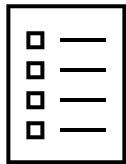
Set up Office Hours

Use Canvas **Calendar** to create [bookable time](#) for your office hours for you and your TAs/PLAs availability.



Add Your Stuff

Add a Syllabus



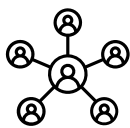
In course navigation, click on **Syllabus**. Click the **Edit** button. To upload an existing syllabus file, click on the Document icon (or click Insert > Document) and follow prompts. Alternately, copy and paste content from a Word document directly into the Rich Content Editor window. When you are finished, click the **Update Syllabus** button.

Upload Files

In course navigation, click on **Files**. Then click on the **Upload** button. To upload files in bulk use shift-click or CTRL-click to select multiple files. You may also compress files to ZIP format and upload the file.



Create Engaging Content



In course navigation, click on the name of the content item you'd like to create. You can create **Discussions**, **Groups**, and **Collaborations** to allow your students to actively participate and engage with their classmates (and instructor!) within your course site.

Organize it!

Use Canvas **Modules** like folders to house and organize your lectures, files, quizzes, assignments, and other course materials. Click on **Modules > + Module** to create a new module. Use the **[+]** button to add content to your module.



Assess Student Progress

Canvas has assessment tools built directly into the platform, and other tools can be integrated in as well. You can use them for a variety of formative, knowledge checks, high-stakes and low-stakes quizzing, exams, and surveys.

Create a Quiz



In course navigation, click on **Quizzes**, then click on **+ Quiz**. You can create a quiz or survey. Quizzes in Canvas are auto-graded in Canvas when you use certain question types.

Do you have academic integrity concerns around teaching online? The ATC has a guide for how to utilize the built in Canvas tools to design quizzes to [help prevent cheating](#) before it happens.

Create an Assignment

In course navigation, click on **Assignments**, then click on **+ Assignment**.

Assignments can be checked for plagiarism by enabling **SimCheck** in the assignment details.



Finalize and Publish your Course

Before publishing, review all course materials and ensure that everything that you want students to see, they can see!

Set Navigation Links



Create less clutter in your course navigation by hiding links you won't use in your course. In course navigation, click on **Settings > Navigation**. Click and drag items to the bottom of the page that you would like to be hidden from students. Click **Save**.

Review Individual Course Materials

Each Assignment, Quiz, Module and File should have a green cloud icon next to it, showing that it is visible to students. If there is a gray "no symbol", click on it to Publish the item.



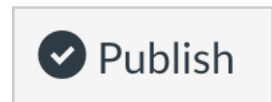
Use Student View



Click **Student View** to review your site as a student would see it.

Publish Your Site

On your course home page, look to the top right-hand corner and find the **Publish** button.



Need help? Please email canvashelp@wpi.edu or click on the **Help** button in Canvas.