

## Log Into Canvas

1. Go to [unco.instructure.com](https://unco.instructure.com).
2. Enter your UNC email address and the password you set during the Canvas registration process.
3. Select Log In to access your courses.

## Post a Syllabus

The syllabus feature in Canvas automatically compiles all your assignments, quizzes, discussions, and other graded work into one place. Non-graded work is also compiled at the bottom of the syllabus table. This provides students a place to view all of the assignments they have to complete and the due dates. There is also a calendar that is automatically filled with information from graded work in the course. You can also edit the syllabus description. Here is a good place to add your course objectives, expectations, grading criteria, communication preferences, and any other pertinent information from your syllabus. You can also attach a full version of your Syllabus as a PDF.

1. Click **Syllabus** on the course navigation.
2. On the right side, click **Edit Syllabus Description**.
3. Add the desired text, images, files, or course links to the content box. Once done, select **Save**.

## Create an Announcement

Announcements provide a central location in a course for information, notifications, reminders, assignments, and feedback from the instructor. As soon as an Announcement is posted in a course, Canvas takes care of notifying students according to their preferred Notification Preferences. If the Announcement has been set to display at a later date, the notification will be sent at that time.

1. Click **Announcements** on the course navigation.
2. Click **+ Announcement button** to add an announcement.
3. Add a **title**.
4. Add **content** in the content box. You can add text, images, files, or course links. You can also click **Attach File**, located under the content box.
5. To have an **Announcement** post at a later date, under Options check the **Delay Posting** box and choose date and time. Canvas will send it at the selected date and time.

## Add Modules

In Canvas, course content is housed in Modules rather than folders. Modules allow you to organize your content to help control the flow of your course. Modules can contain readings, materials, assignments, web links, videos, etc. To add a module:

1. On the course navigation, click **Modules**.
2. On the top right, click **+ Module button**.
3. Name the module and choose settings:
  - a. **Lock Until** allows you to date release a module
  - b. **Add a Prerequisite** means students must complete a module before moving to the next module
4. When done click **Add Module button**.

## Add Content

1. On the **Modules page**, locate the module that you wish to add content to.
2. On the right side of the module name, click the **+** button.
3. From the list, select the desired existing content you wish to add or you can add a new item:
  - a. Assignment
  - b. Quiz
  - c. File
  - d. Content Page
  - e. Discussion
  - f. Text Header
  - g. External URL
  - h. External Tool
4. Click the item you wish to add then select **Add Item**.

## Create Pages

When you create a Content Page in a module you are creating a **page** in Canvas. The Pages Index lets you see those pages you created or create new pages. The Pages Index in Canvas makes it easy to add a variety of media such as images, video, files, and other multimedia. In addition, instructors can insert content into pages such as links to other pages, assignments, assessments or even other modules within a page. Pages can also be used as a collaboration tool where you can create class wikis and set specific user access for each page. Canvas keeps the entire history of the page so you can see how it changes over time. To create a new page:

1. On the course navigation menu click **Pages**.
2. On the top right click **+ Page**.
3. **Name** the page.
4. In the content box you can **add** text, images, media or on the left side Insert course content, links or files from the course.
5. Under **Options**, select who can edit the page. Changing the setting to **Teachers & Students** will allow the page to function like a wiki where student can add to or edit the content on the page.
6. When done, click **Save & Publish**.

## Create Assignments

All assignments will be automatically added the Syllabus table and the course Calendar. Using Assignment Groups allows you to organize the assignments in your course. You also must add Assignment Groups if you wish to weight your final course grade. To create a new assignment:

1. On the course navigation, click **Assignments**.
2. On the top right, click **+ Assignment button**.
3. **Name** the assignment.
4. In the content box **add** the assignment description, instructions, and grading rubric.
5. Add the **number of points** the assignment is worth.
6. Select **Assignment Group** the assignment belongs to.
7. Choose desired **Submission Type**.
8. If applicable, select Group Assignment, Peer Review, or Moderated Grading.
9. In the Assign To option, enter a **due date** and **availability dates**.
10. When done, click **Save & Publish**.

## Create Quizzes

The quiz tool is used to create and administer quizzes and surveys. To create a new quiz:

1. On the course navigation, click **Quizzes**.
2. On the top right, click **+ Quiz button**.
3. **Name** the quiz.
4. In the content box **add** quiz instructions.
5. Select the **quiz type**.
6. Set the **quiz options**:
  - a. Shuffle answers.
  - b. Set a time limit.
  - c. Feedback results.
  - d. One question at a time.
  - e. Allow multiple attempts.
  - f. Require a password to access the quiz.
  - g. Set the availability dates.
7. To add quiz questions, underneath the quiz title select the **Questions tab**.
8. Click **+ New Question**.
9. Choose the **question type**.
10. Enter the **question information** including the question, answer choices, point value, and feedback.
11. To select the correct answer, **click the arrow** next to the correct answer choice.
12. Click **Update Question** when finished.
13. After adding all questions, click **Save & Publish**.

## Create Discussions

Discussions is a tool for instructors and students to share ideas and converse on topics. Instructors can create several discussion forums within a course with each forum addressing a specific course topic or activity. To create a new discussion:

1. On the course navigation, click **Discussions**.
2. On the top right, click **+ Discussions button**.
3. **Name** the discussion forum.
4. In the content box **add** discussions forum questions.
5. Set the **forum options**:
  - a. Allow threaded replies.
  - b. Users must post before seeing replies.
  - c. Graded.
  - d. Allowing liking.
6. If applicable, select Group Discussion or Peer Reviews.
7. If you selected **Graded**, add points possible, grade display, and assignment group information.
8. In the Assign To box, enter a **due date** and **availability dates**.
9. After adding all questions, click **Save & Publish**.

## Customize the Homepage

The course homepage is the first thing students see when they log into a course. This is a great place to grab your students' attention, provide timely information, or incorporate social media feeds such as Twitter or blogs. You might choose to keep a static homepage the entire semester or change the homepage every week to reflect current content. To customize a home page of a course:

1. Click **Home**, located on the left.
2. On the right side, select **Choose Homepage**.
3. You will be given the option to choose a layout:
  - a. Course Activity Stream
  - b. A page you, or your Canvas Coordinator designed
  - c. Course Modules
  - d. Assignment List
  - e. Syllabus
4. Select your **preferred layout** and **Save**.

## Hide Unused Course Navigation Links

It is recommended that any unused course navigation links be hidden from the student to simplify the navigation and avoid confusion about empty content areas. Hiding a link does not disable the tool. If you have link to quizzes, discussions, and assignments within the modules students would still be able to access these links even if the course navigation links were hidden. It makes sense to hide the corresponding course navigation links to direct students to sequentially access the materials through Modules. To hide course navigation links:

1. Click **Settings**, located on the left.
2. Select the **Navigation tab** at the top center.
3. **Drag and Drop** any unused menu items from the top to the bottom list.
4. When done, click **Save**.

## Publish

In order for students to see Pages, Quizzes, Assignments, and Discussions, they must be "published". Items that are not published exists in a draft, or unpublished, state. These items are invisible to students. To publish an item:

1. When you are done creating content and setting options, click **Save & Publish**.

**Or**

2. Visit the Index Page or Module for the item you wish to publish and click the cloud icon next to the item. **Green cloud** icons with a white checkmark indicate the module is published. **Gray cloud** icons indicate unpublished modules. You can change the status of a module by toggling the published or unpublished icons.