

NEED HELP GETTING STARTED

CANVAS QUICK START

UNC

Instructional Design & Development

Need Help with Getting Started in Canvas?

Okay, so you've got a class starting SOON and you haven't used Canvas much. We all know that planning is important, but things aren't always under your control. This document provides information and links to the Canvas guides on the key things that you will need to do before your class starts.

STEP ONE: Login to Canvas

First you need to login to Canvas and access your course shell.

- Go to [Canvas.unco.edu](https://canvas.unco.edu) and select "UNCO LOGIN."
- To login, enter your UNC email address and password.
- This takes you to main Canvas page, also known as the Dashboard. For an orientation to what is there, look at this Canvas guide:
<https://community.canvaslms.com/docs/DOC-12882-4152719650>

STEP TWO: Update Your Account

There are two things you should do in your Canvas Account:

- Add your profile picture <https://community.canvaslms.com/docs/DOC-13104-4152719731>
- Update your notifications <https://community.canvaslms.com/docs/DOC-10624>

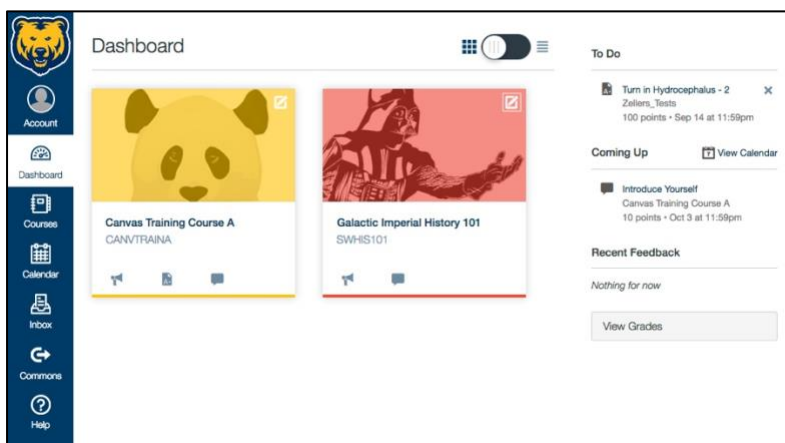
Canvas will notify both you and students of activity in the online course, so setting your notifications ensures that you (and students) keep up-to-date with Canvas tasks. Initially when you enter the notifications area, only your UNC email address will be listed. You may add another email address or even your phone number. We recommend receiving all email to your UNC account and setting the following notifications to "Notify me right away" (the green check):

- Announcement created by you
- Invitation
- All submissions
- Submission comment
- Discussions (you decide if you want to be notified of new posts)
- Conversations (this is email inside Canvas so set all to the green check)
- Administrative Notifications

STEP THREE: Find Your Course on the Dashboard

The dashboard is Canvas' landing page.

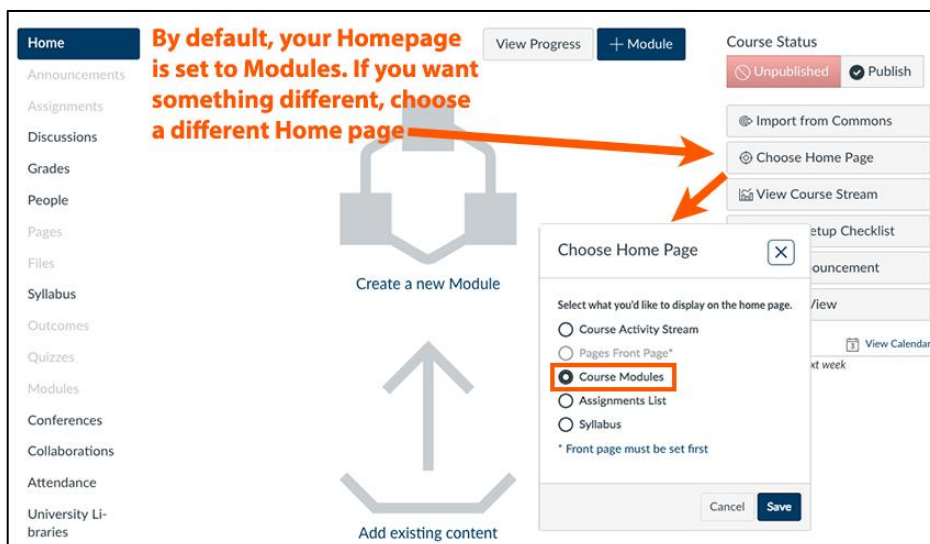
- Get oriented to the dashboard: <https://community.canvaslms.com/docs/DOC-12892-4152719656>
- If your course does not appear on the dashboard there are two things to check:
 - If you have many courses, those that appear on the dashboard are “favorites” and you might have to mark your course as a favorite by going to Courses (on the global menu) and looking at “All Courses.”
 - If the course doesn't appear anywhere in your course list, contact your department Scheduler. You may not be in the system as the “instructor of record.”
 - More information about viewing your courses in Canvas: <https://community.canvaslms.com/docs/DOC-12972>



STEP FOUR: Choose a Course Home Page (landing page for students)

When students enter your course, they will land on the “home page.” It's important for you to choose a page that helps students get oriented so that they can navigate and access course information.

- The default Home Page is the Modules index page, which is the page that contains “units” or “lessons” of organized course content. When selecting your home page, think about the type of course. The home page for a face-to-face, hybrid, or fully online may differ based on the content you want to deliver. “Syllabus” would be a good home page for a face-to-face class. <https://community.canvaslms.com/docs/DOC-13012-4152724499>



STEP FIVE: Upload Your Syllabus

If you do nothing else in Canvas, you should at minimum provide your course Syllabus. Here is the simplest method:

SIMPLE METHOD

- Choose Syllabus in the course menu and choose EDIT in the upper right corner of the page.
- Type a short message to the students (if desired).
- Choose FILES, one of the three tabs at the right of the screen.
- Choose UPLOAD NEW FILE and then find and select the Syllabus file on your computer.
- Click UPLOAD.
- Be sure to save the page.

ALTERNATIVE METHOD

Any file you upload into Canvas goes into FILES (see your course navigation menu). An alternative to uploading files one at a time (as above) is to batch upload your course files into the FILES area first, and then insert the files you need on appropriate pages throughout your course. More: <https://community.canvaslms.com/docs/DOC-12831-415255577>

STEP SIX: Create Announcements

Announcements allow you to communicate with all students in your class. The announcement is posted in Canvas and sent to their UNC email. You can also post your announcements to the course home page.

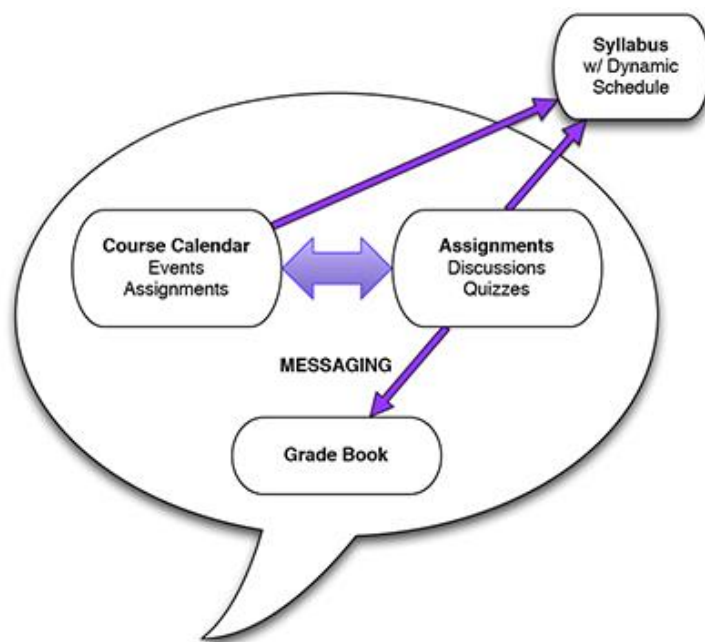
- Add announcement <https://community.canvaslms.com/docs/DOC-10405-415250731>

STEP SEVEN: Create Assignments

If you would like to have students submit assignments in Canvas, and use the Canvas gradebook, then you can create assignments in Canvas:

- Add an assignment
<https://community.canvaslms.com/docs/DOC-9873-415267003>
- Add assignment details
<https://community.canvaslms.com/docs/DOC-10113-415241285>

It is helpful to understand that Canvas tools are interconnected. Because of these connections, you will find that you are building your gradebook when you build assignments. Creating a graded assignment automatically adds a corresponding column to the gradebook. To give a participation grade, create a participation assignment and indicate that there is "No Submission." You can also post an assignment select "On Paper." Canvas will then tell students to submit their work "On Paper."



STEP EIGHT: Create Discussion Boards

If you want to have students to engage in online discussions you will need to create a Discussion Board.

- Adding a Discussion: <https://community.canvaslms.com/docs/DOC-13016-4152724374>

If you want to have students post and reply to each other in a robust discussion, choose “Allow Threaded Replies.” If you want to be sure they post before seeing other posts, choose “Users must post before seeing replies.” If you are using the gradebook and the discussion is graded, choose “Graded” to create a gradebook column for the discussion.

STEP NINE: Add Modules

Modules are containers - like folders - that allow you to organize units or lessons. You can add content pages (pages you write), links, assignments, discussions, quizzes, and more to a module. Students can then move through the course content in the order you create by using the module. They can move back and forth, clicking next and previous buttons.

- Add modules: <https://community.canvaslms.com/docs/DOC-13129-415241424>
- Add items to a module: <https://community.canvaslms.com/docs/DOC-12689-415241427>

STEP TEN: Create Content Pages

Content pages are pages that you write and construct. You can enter text into them and add images, tables, and links to web pages, documents or YouTube videos. With a little extra effort, you can also format these pages like web pages, and you can embed your own home-made video. While there are a couple of ways to create pages, the easiest is to add a new content page to a module (see above) and then edit that page to add your content. To learn more about Pages:

- Canvas Pages: <https://guides.instructure.com/m/4152/c/23858>

STEP ELEVEN: Publish Your Content and Your Course

Both the course content (modules, assignments, discussions, etc.) and the entire course must be published in order for students to see the information. Every item you add to a course has a “publish” button. However, if you have created modules and included your pages, assignments, discussions, in the modules, then you just need to publish the module and everything inside the module is published. When your course is complete you can publish the entire course.

Publish a module: <https://community.canvaslms.com/docs/DOC-10114-4152180497>

Publish a course: <https://community.canvaslms.com/docs/DOC-13030-415257126>

