

Canvas Cheat Sheet for Instructors

Canvas is our Learning Management System (LMS) used by staff and students to support online learning and teaching.

- Instructors: create, publish and manage course materials, grading, communicate with students, etc..
- Students: access course content, submit assignments, and collaborate with peers and instructors.

SELF-ENROLL IN A CANVAS COURSE

All staff can self-enroll in a Canvas course.

1. Access the course catalog by visiting catalog.collierschools.com
2. Locate the course module.
3. Click on the course module.
4. Click the enroll button.
5. You may receive a prompt to enter your Full Name and Email address. **DO NOT DO THIS.**
6. Click “Already have an account? Sign in Here”.
7. Login using your current network username and password.
8. Click the “Enroll in Course” button.
9. Accept the invite on your Canvas Dashboard to complete the enrollment.
10. Your course module will be displayed on your Canvas dashboard.

ACCESSING CANVAS

To access canvas:

1. Access Canvas by visiting canvas.collierschools.com
2. If you are logged onto a CCPS computer system, you will automatically be logged in via single sign-on.
3. If you are accessing offsite, you will need to log in using your network credentials.

Note: Students and Staff have access to Canvas. Parents **DO NOT** have access to Canvas.

CREATING A NEW COURSE

You can create a new course from your Canvas Dashboard. When you create a course from the Dashboard, you are automatically added to the course as an instructor. No other enrollments exist in the course.

You can create a new course to use as a sandbox. A sandbox is a course without student enrollments where you can create, modify, and preview course content and structure without student interference. You can then share or import your sandbox content into live courses.

To create a new course/sandbox:

From the Dashboard:

1. In the Dashboard sidebar, click the Start a New Course button.
2. In the “Which account will this course be associated with?” drop-down menu, select the account where you want the course to be organized – SANDBOXES.
3. In the “Course Name” field, enter the name for your course. A course code is automatically created based on the first string of connected characters in the course name.
4. Click the Create button to create the course.

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CREATING AN ANNOUNCEMENT

Announcements are used to let your students know new information relating to a course. As soon as you create the announcement, Canvas sends out a message to all your students in that course. There are many different features for announcements.

To create an announcement:

1. Click the course you wish to add an announcement to.
2. Click **Announcements**, located on the left side of the screen.
3. Click **Add Announcement** button, located on the right side of the screen.
4. Insert a title in the title box.
5. Add your content in the textbox for your announcement. If you want to add a file, click Choose File, located under the textbox, then click Browse.
6. Select additional options as desired.
7. Click Publish when you are finished creating your announcement.

MODULES

To add a module:

1. Click the course you wish to add a module to.
2. On the left, scroll down until you see Modules. Click **Modules**.
3. On the top right, click **Add Module** button.
4. A box will appear. Name your module and choose the settings for it.
5. Click **Add Module**.

To add content to your module:

1. Choose the designated course.
2. On the left, click **Modules**.
3. Find the module listed on the page.
4. Under the name, click **Add item to Module**.
5. In the Add drop-down menu, choose the file type.
6. Choose [**New Assignment**], located at the bottom of the list, or choose another assignment in the list if you wish to associate the module with an already existing one.
7. Choose an **Indentation** if desired.
8. Click **Add Item**.

ASSIGNMENTS

To create a new assignment:

1. Choose the desired course from the course tab on the main dashboard.
2. On the left, click **Assignments**.
3. Click **Add Assignment** button.
4. Name your assignment.
5. Fill out the assignment details.
Assignment details include fields for the assignment type, name, description, points, assignment group (if desired), grade display, and submission type, and due dates. You can also specify if the assignment is a group assignment or requires peer reviews in the assignment details lesson.

- When you add details to an assignment, you can also assign the assignment to all students, course sections, course groups, or individual students as part of the Canvas differentiated assignments feature.
6. Click **Save**.

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EDITING ASSIGNMENTS

To edit an assignment:

1. Choose the desired assignment.
2. Click the **Edit** button in the upper right of the screen.
3. Make your desired changes to the assignment.
4. Click **Save**.

PAGES

Pages in Canvas provide an area for instructors to display information that does not necessarily fit into an assignment or any of the other areas.

To create a page:

1. Go to the desired course and click **Pages** on the left side of the screen.
2. Click **Add Page** button located on the right side of the screen.
3. Name your page.
4. Enter the desired information in the textbox. This can be content or media.
5. You can choose: to hide a page from students, who can edit the page, and whether to notify students of changes by looking under the textbox in the middle of the screen.
6. Click the **Save** button to complete your page.

The list of all your pages will appear on the right. There will be groups of common pages, recent changes, and all pages to make choosing a page easier. You can always go back and edit your pages by choosing which page you want to edit and clicking the **Edit** button in the upper right of the screen.

You can view a page's history by choosing a page, clicking the three dots, and selecting **View Page History**. That gives you all the times that page has been edited or revised.

QUIZZES

The quiz tool can be used to create and administer online quizzes and surveys. There are varieties of different types of quizzes, question types, and quiz options:

To create a quiz:

1. Choose a course.
2. Click **Quizzes** on the left.
3. Click the **Add Quiz** button in the upper right.
4. In the Choose a Quiz Engine screen, select the **New Quizzes** option. To save your quiz engine selection for this course, check the Remember my choice for this course checkbox.
5. Click the **Submit** button.
6. Name your Quiz.
7. Choose your desired settings.
8. Click the **Build** button in the bottom right corner of the screen.
Note: If you accidentally click the Save button, click the ellipsis in the upper right and select Build.
9. You can add instructions in the textbox that appears.
10. Proceed with building your quiz.
11. Click Done when finished.
12. Click **Update Question** when finished.

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CUSTOMIZE HOME PAGE

There are many different options for personalizing the Home Page. Instructors can customize what their home page will look like to their students. It is away for instructors to direct their students' attention in the direction they want.

To customize a homepage of a course:

1. Click **Home**, located on the left.
2. In the middle section of your screen, click **Choose Home Page**.
3. You will be given options for your homepage in a drop-down menu.
 - Course Activity Stream
 - Pages Front Page*
 - Course Modules
 - Assignment List
 - Syllabus
4. After you choose an option, click **Save**.

SETTING YOUR FRONT PAGE

The Course Home Page is the first view your students will see when they enter your course. For the Course Home Page, you can customize a page from your course Pages and have it display as the Course Home Page.

Note: Before setting the Front Page, the page must be published.

To set your front page:

1. In Course Navigation, click the Pages link.
2. If a front page has been selected previously, it will display.
3. To view a list of all course pages, click the View All Pages button.
4. Locate your published page that you want to set as your Front Page.
5. Click the Options icon and select the Use as Front Page link.
6. The Front Page will be indicated by a gray Front Page tag.

CALENDAR

Canvas provides a Calendar for students, faculty, and staff in order to create new events and assignments in an organized structure.

To use the calendar:

1. Click the Calendar tab, located on the top of your screen.
2. If you are creating an assignment, first make sure that on the right-hand side under the mini calendar a course is selected.
3. Click the desired date.
4. Create a new event or assignment (If you click More Options you can add content to the event or assignment).
5. Click Submit.
6. The item you just created should appear on the calendar.

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HIDING A COURSE NAVIGATION LINKS FROM STUDENTS

You can hide the sections in the navigation from students in your course.

To hide a section:

1. Open the course.
2. Click **Settings** on the left.
3. Click the **Navigation** tab.
4. You can use the drag and drop option to reorder and move navigation links. Or you can click the elipses to navigate via the drop-down.

MAKING YOUR COURSE AVAILABLE TO STUDENTS

You must publish a course before students can access it and its contents. Students cannot see unpublished courses and content. You can publish from the dashboard or from within the course.

To publish a course or section:

From the Dashboard:

1. Locate the Unpublished Courses section in the Dashboard.
2. Find the unpublished course and click the Publish button.

Course Status



Course Status



To publish from within a course or section:

1. Open the course.
2. The course status displays in the upper right portion of the page.
3. To publish your course, click the Publish button.
4. A message will appear at the top of your screen confirming the publishing of your course.
Note: If the Unpublished button is red=the course is NOT published. If the Published button is green=the course IS published.

To unpublish a course:

1. If you need to unpublish your course, click the Unpublish button in the sidebar. Students who already received course invitations will not be able to access your course.

ADD USERS TO A COURSE

Students are automatically enrolled in your course upon the course section being added to their schedule.

Note: This is an overnight process, therefore if a student is enrolled in your course you will not see them in the canvas course on the same day. However, you can invite users to join your course at any time.

To add a user to your course:

1. Choose a course.
2. On the left click **People**.
3. Click the **Add People** button in the upper right.
4. Select the Login ID button.
5. Enter the users network username (student=student ID; employee=EID) you want to add.
Note: You can copy and paste multiple login IDs at once by placing a comma or line break between login IDs.
6. Select the proper role for the individual or group.
7. Select the course section you want to add the student to.
8. Select can interact with users in their section only.
Note: If you are adding multiple students at the same time, all users inherit the same role and section

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9. Click **Next**.
10. Confirm the user(s) before adding the students to the course.
11. Click the **Add Users** button to add the student to your course.
12. If the correct user was not found, click Start Over button.

FILES

Canvas allows you to upload files to your course. You have the ability to lock files if you do not want students to access them. You also have an option of collaboration.

1. Choose the desired course you wish to work in on the main dashboard.
2. On the left click **Files**.
3. Click the course folder.
4. To upload, click **Add File**, which is located on the right.
5. Browse for your desired file or folder and click **Open**.
6. To add a new folder, click **Add Folder** on the right and type in a name for it. Click outside of the box to enter the name.

To lock a folder or file:

1. Highlight the desired field.
2. Move your mouse to the right, to the icons.
3. Click the first icon, picture of a lock, labeled **Lock this file/folder**.
4. Check the box next to the label **Let students download....**if you wish for students to download or view the file or if you want the students to be able to view it.
5. The box labeled **Lock until I manually unlock it** is automatically checked. If you wish to uncheck it the file or folder will be locked until a time you set.
6. Click **Lock this File** to complete it.

DRAGGING AND DROPPING FILES

Canvas gives you the option of dragging and dropping files within the File tab.

To move a file into a folder from another course:

1. Choose a course.
2. Click Files on the left.
3. In the bottom-right corner, click the link/button **See files for all your courses/groups**.
4. Choose the course that you want to share files with.
5. Drag files to/from the file area in that course.
6. Click and hold the icon next to the item you wish to drag.
7. It should show a symbol with 4 arrows: one up, down, right, left.
8. Drag the file over the folder you wish to put it in.
9. Drop the item in the folder.

GRADES

Canvas allows faculty members to make changes to student grades. This allows students to view their progress in a quick and easy way.

There are two ways of accessing your grades:

- Click the **Grades** tab located at the top of the screen.
- Or, click the **Course** tab located at the top of the screen, then, click the **Grades** tab located on the left.

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You will have options for each submission, assignment, quiz, etc., in the gradebook. By clicking the drop menu next to a particular one, you have several options. Depending on the type of submission, there may be different options.

- Assignment Details
- SpeedGrader
- Message Students Who...
- Set Default Grade
- Curve Grades
- Download Submissions
- Re-Upload Submissions

RUBRIC

Canvas provides a rubric tool for instructors and students that can be used to aid in the grading of assignments, assessments, and peer reviews. The rubric tool provides standard criteria and levels of rating within each criterion. It also has additional flexibility in the ability to support various levels of ratings with a given rubric.

Within an assignment, assessment, quiz, or any other type of graded work, you can set up the rubric by choosing the item from the menu on the left.

CROSS-LISTING SECTIONS

Cross-listing allows you to move section enrollments from individual courses and combine them into one course. This feature is helpful for instructors who teach several sections of the same course and only want to manage course data in one location.

To cross-list courses:

1. In Global Navigation, click Courses, then click the child course.
2. Click Settings.
3. Click the Sections tab.
4. Click the title of the section you want to cross-list.
5. Click the Cross-List this Section button.
6. In the Search field, enter the name or course ID of the parent, or main, course into which you are cross-listing all other sections or courses.
7. Confirm you have selected the correct course and click the Cross-List This Section button.
8. The cross-listed section now appears in the new course. The breadcrumbs show the new course code.
9. Sections can only be in one course at a time. If you need to cross-list the section into a different course, click the Re-Cross-List this Section button.

ADDITIONAL RESOURCES –

CCPS Canvas Catalog (online course)

- <https://catalog.collierschools.com/>

Canvas **Student and Faculty** Guides

- <http://guides.instructure.com>

Canvas **Instructor** Guides

- <https://community.canvaslms.com/docs/DOC-10460-canvas-instructor-guide-table-of-contents>

Canvas **Video** Guides

- <https://community.canvaslms.com/community/answers/guides/video-guide>