Self-Help Guide

Canvas: Get Started with Canvas

This self-help guide is a starting point for faculty and staff who need to develop a course in Canvas. It orients you to the tool, gives you important design information to consider, and points you to the resources you will need to build your course sites.

Understand Canvas

Find Your Way Around Canvas

Orient Yourself

Canvas Overview (video; 5:47)

https://community.canvaslms.com/t5/Video-Guide/Canvas-Overview-Instructors/ta-

<u>p...</u>

Canvas Glossary

https://community.canvaslms.com/t5/Admin-Group/Canvas-Glossary/ba-p/250899 Use the Global Navigation Menu

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Global-Nav...

Use the Course Navigation Menu

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Course-Nav...

Use the Dashboard

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Dashboard-

<u>...</u>

Use the To Do List and Sidebar in the Dashboard

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-To-Do-list...

Recording of Canvas Basics Webinar (video; 1:30)

https://mediaspace.umn.edu/media/t/0_w98vmqxi

Watch this faculty-centered introduction to Canvas distributed by Academic Technology Support Services (ATSS).

Set Up Your Profile

Edit My Profile in My User Account

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-my-profile-in...

Add a profile picture, edit your bio, add contact methods, and more.

Add Your Personal Pronouns to Your Canvas Profile

/services-technologies/how-tos/canvas-add-your-personal-pronouns-your

Add Your Name Pronunciation to NameCoach

/services-technologies/how-tos/canvas-add-your-name-pronunciation

Set Your Preferred Name in Your Canvas Profile

/services-technologies/how-tos/canvas-set-your-preferred-name-in-your

Set My Canvas Notification Preferences as an Instructor

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-set-my-Canvas-noti...

Learn About Canvas Components

Understand Communication Tools

Use the Inbox

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Inbox-as-a...

Use the Announcements Index Page

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-

Announceme...

What is the Calendar?

https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-is-the-Calendar/ta-

Host a Zoom Meeting within Canvas

/services-technologies/how-tos/canvas-host-zoom-meeting-within-canvas

Communicate with Students

/services-technologies/self-help-guides/canvas-communicate-students

This self-help guide is an in-depth look at these communication tools.

Understand Ways to Deliver Course Content

What are Pages?

https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Pages/ta-p/5

Library Course Page integration

https://docs.google.com/document/d/1LLIZs2zK8NQTF2E_wn_RyM7xHVvaqLU8CkWK2yTLuW0

Understand Modules (video; 4:05)

https://youtu.be/RkdEXEfXy64

Add Kaltura Course Tools to Canvas

/services-technologies/how-tos/canvas-add-move-or-remove-media-gallery

Understand Assessment Tools

What are Assignments?

https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-

Assignments/ta-...

Assignments Overview

https://community.canvaslms.com/t5/Video-Guide/Assignments-Overview-

Instructors...

What Are Quizzes?

https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Quizzes/ta-p/68

Understand Quiz Types

https://community.canvaslms.com/t5/Instructor-Guide/What-quiz-types-can-l-creat...

What Are Discussions?

https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Discussions/ta-

...

Understand Discussions

https://community.canvaslms.com/t5/Video-Guide/Discussions-Overview-

Instructors...

Understand Teaching with Sections in Canvas

Understand Course Sections

/services-technologies/how-tos/canvas-understand-course-sections

Manually Create a Section and Add Students

/services-technologies/how-tos/canvas-manually-create-section-add

Delete a Course Section

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-delete-a-course-se...

Canvas Guide: Multi-Section Courses in Canvas

https://docs.google.com/document/d/1AkaJ3IAFDfizZalR1RrKiBuXpb3tPW3DmAvJzbYf3ms...

Get Help

Get Help with Canvas

Find your University of Minnesota Canvas Contact

/services-technologies/resources/academic-technology-contacts

Get Help with Canvas

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-get-help-with-

Canv...

Canvas Instructor Guide - Table of Contents

https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor

IT@UMN Resources

https://it.umn.edu/services-technologies/resources/69116/all

Design For Student Success

Understand Tool Integration

Learn How Tools are Integrated Throughout Canvas

Integrated Tools in Canvas (video; 1:33)

https://youtu.be/dI7T4Y3rke8

Putting it all Together: Canvas Shortcuts (video; 2:31)

https://youtu.be/KzE2TdB02Ko

Add a Page to the Student To-Do List

https://it.umn.edu/services-technologies/how-tos/canvas-add-page-student-do-list

Making Canvas Design Decisions (video; 7:20)

https://www.youtube.com/watch?v=AfPGDSMNuqc&feature=youtu.be

Design for Accessibility

Accessible U: Instructor Role

https://accessibility.umn.edu/your-role/instructors

Accessible U: Start with the 7 Core Skills

https://accessibility.umn.edu/what-you-can-do/start-7-core-skills

Digital Accessibility Badging Program

/services-technologies/digital-accessibility-badging-program

This program is a series of courses that teach you how to create accessible slide decks, documents, and PDFS.

Use UDOIT to Scan a Course for Accessibility Issues

/services-technologies/how-tos/canvas-use-udoit-scan-course

Use the Rich Content Editor (RCE)

What is the Rich Content Editor?

https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-is-the-New-Rich-Con...

Guide to Using the Rich Content Editor (video; 5:01)

https://community.canvaslms.com/t5/Video-Guide/New-Rich-Content-Editor/ta-p/383...

Create and Organize Content Self-Help Guide

https://it.umn.edu/services-technologies/self-help-guides/canvas-create-organiz...

See "Use the Rich Content Editor" section in this self-help guide for more resources.

Make Design Decisions

Organize Your Course Content

Canvas Pages vs. Canvas Modules

https://community.canvaslms.com/t5/Instructional-Designer/Canvas-Pages-vs-

Canva...

Canvas: Understanding Modules (video; 4:05)

https://youtu.be/RkdEXEfXy64

Decide How to Organize Your Course Content

https://it.umn.edu/services-technologies/how-tos/canvas-decide-how-organize-you...

Choose a Home Page

What Layout Options Are Available in the Course Home Page?

https://community.canvaslms.com/t5/Instructor-Guide/What-layout-options-are-ava...

Use PPT to Create a Banner for Your Course Home Page

Choose How to Display Your Syllabus

Use the Syllabus Tool

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Syllabus-a...

Three Ways to Display Your Course Syllabus

/services-technologies/how-tos/canvas-three-ways-display-your-course

Choose Course Navigation

Canvas Course Navigation and Student View (video; 4:16)

https://youtu.be/JcKKHyQaAjw

Good Practices for Setting Your Course Navigation for Students

/services-technologies/how-tos/canvas-good-practices-setting-your

Manage Course Navigation Links

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-manage-Course-

Navi...

Design Your Course to Gather Useful Analytics

Using Learning Data: Sustainable Practice

https://canvas.umn.edu/courses/177961/pages/using-learning-data-sustainable-pra...

This link goes to an open Canvas course on analytics that ATSS maintains.

Student Privacy in the Online Environment

https://canvas.umn.edu/courses/177961/pages/student-privacy-in-the-online-envir...

This link goes to an open Canvas course on analytics that ATSS maintains.

Learning Analytics at the University of Minnesota

https://pressbooks.umn.edu/learninganalytics/

This link opens a pressbook built by ATSS.

Build Your Course

Use Templates

Use Templates

Use a Template

/services-technologies/how-tos/canvas-use-template

What is Canvas Commons?

https://community.canvaslms.com/t5/Commons/What-is-Canvas-Commons/ta-p/1788

Import and View a Commons Resource in Canvas

https://community.canvaslms.com/t5/Commons/How-do-I-import-and-view-a-

Commons-r...

Create Your Course

Create Content and Assessments

Canvas: Create and Organize Content

/services-technologies/self-help-guides/canvas-create-organize-content

Canvas: Use Groups for Collaboration

/services-technologies/self-help-guides/canvas-use-groups-collaboration

Publish Course Content

Publish Your Course Site

Canvas has two levels of content, the course level and the content item level. Students will see nothing if you do not Publish the course. Individual content items also need to be Published before students can see those.

The Different States of a Canvas Course

https://community.canvaslms.com/t5/Instructor-Guide/What-are-the-different-stat...
Publish a Course Site

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-publish-a-course/t...

Show/Hide Course Content

If you want to hide individual items from students, even while a course is Published and visible, you can leave the items Unpublished until you are ready for students to view them.

Publish/Unpublish Content Items

/services-technologies/how-tos/canvas-publishunpublish-content-items
Publish or Unpublish an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-publish-or-unpubli...

Use the Student App

Use the Student App

What is the Canvas Student App?

https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-is-the-Canvas-Stude...

Instructors Should Use the Canvas Student App

https://www.youtube.com/watch?v=MDqmXJ9kQRc&feature=youtu.be

Download the Canvas Student App on My iOS Device

 $\underline{https://community.canvasIms.com/t5/Canvas-Student-iOS-Guide/How-do-I-download-t...}$

Download the Canvas Student App on My Android Device

https://community.canvaslms.com/t5/Canvas-Student-Android-Guide/How-do-l-downlo...

View Your Course Site on the Student App

https://it.umn.edu/services-technologies/how-tos/canvas-view-your-course-site-s...