

## Self-Help Guide

# Canvas: Create and Organize Content

This self-help guide takes you through the basic process of building a Canvas course site from the ground up, starting with creating and linking content, building assessments, and choosing final course settings.

## Add Content

### Add Files

#### Working with Files

What are Files?

<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Files/ta-p/7>

Files Overview (video, 3:38)

<https://community.canvaslms.com/t5/Video-Guide/Files-Overview/ta-p/384392>

Upload a File to a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-upload-a-file-to-a...>

Bulk Upload Files to a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-bulk-upload-files-...>

Move and Organize My Files as an Instructor

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-move-and-organize-...>

...

Create a Folder in Files as an Instructor

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-folder-in...>

### Use the Rich Content Editor (RCE)

## **Format Items with the Rich Content Editor (RCE)**

See the RCE (video; 4:41)

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

What is the RCE?

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

Add and Modify Text in the RCE

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-and-modify-tex...>

Upload and Embed a New Image in the RCE

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-upload-and-embed-a...>

Embed Images from Your Canvas Course Files into the RCE

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-embed-images-from-...>

Use the Math editor in the RCE

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

All Canvas Resources Regarding the RCE

<https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor#NewRichCon...>

## **Create Accessible Content Using the Rich Content Editor (RCE)**

Accessible U: Instructor Considerations

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

Manage Alt Text and Display Options for Images Embedded in the RCE

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-manage-alt-text-an...>

Create Hyperlinks to External URLs in the RCE

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-hyperlinks-...>

Create Hyperlinks to Course or Group Content in the RCE

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-hyperlinks-...>

Insert a Table Using the RCE

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-insert-a-table-usi...>

Use the Accessibility Checker in the RCE

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

Add Media Using Kaltura with the RCE

<https://it.umn.edu/services-technologies/how-tos/canvas-add-media-using-kaltura...>

## **Build Pages**

### **Working with Pages**

What are Pages?

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

Pages: Overview (video, 3:10)

<https://community.canvaslms.com/t5/Video-Guide/Pages-Overview-Instructors/ta-p/...>

Use the Page Index Page

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

Create a New Page in a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-new-page-...>

Edit a Page in a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-a-page-in-a-c...>

Delete Pages in a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-delete-pages-in-a-...>

Upload a PDF to a Page in a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-upload-a-PDF-to-a-...>

Embed a Video in a Page in a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-embed-a-video-in-a-...>

Create a Hyperlink in the Rich Content Editor as an Instructor

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-hyperlink...>

### **Use the Library Course Page**

Enable Your Library Course Page

<https://it.umn.edu/services-technologies/how-tos/canvas-enable-your-library-cou...>

## **Add Media**

### **Using Voicethread**

Canvas: VoiceThread Overview

<https://it.umn.edu/services-technologies/how-tos/canvas-voicethread-overview>

Canvas: VoiceThread for Students

<https://it.umn.edu/services-technologies/how-tos/canvas-students-voicethread>

Troubleshoot VoiceThread

<https://voicethread.com/howto/category/troubleshooting/>

### **Using Kaltura**

Upload Videos to Kaltura My Media

<https://it.umn.edu/services-technologies/how-tos/canvas-upload-videos-kaltura-m...>

Use Your Computer's WebCam to Record a Video

<https://it.umn.edu/services-technologies/how-tos/canvas-use-your-computers-webc...>

Use Kaltura Capture

<https://it.umn.edu/services-technologies/how-tos/kaltura-use-kaltura-capture>

Add Kaltura Videos to Media Galleries

<https://it.umn.edu/services-technologies/how-tos/canvas-add-kaltura-videos-media>

### **Sharing YouTube Videos**

Link to a YouTube Video in the Rich Content Editor as an Instructor

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-link-to-a-YouTube-...>

Link to Content in YouTube from Kaltura

<https://it.umn.edu/services-technologies/how-tos/kaltura-linking-content-in-you...>

## **Build Assignments**

### **Adding Assignments**

What are Assignments?

<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Assignments/ta-...>

Assignments Overview (video)

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

Use the Assignments Index Page

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

Create an assignment

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-an-assignme...>

Canvas: Assess and Grade Student Work

<https://it.umn.edu/self-help-guide/canvas-assess-grade-student-work>

This self-help guide walks you through the process of planning, creating, and using methods of assessment and evaluation in Canvas.

Publish or Unpublish an Assignment

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-publish-or-unpubli...>

## **Build Quizzes**

### **Adding Quizzes**

Understand Classic Quizzes vs. New Quizzes

</services-technologies/how-tos/canvas-understand-classic-quizzes-vs-new>

What are Classic Quizzes?

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

Use the Classic Quizzes Index Page

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

Understand Classic Quiz Types

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

Understand Classic Quiz Options

<https://community.canvaslms.com/t5/Instructor-Guide/What-options-can-I-set-in-a...>

Canvas: Assess and Grade Student Work

</services-technologies/self-help-guides/canvas-assess-grade-student-work>

This links to a self-help guide resource on how to grade student work.

### **Using Honorlock for Exam Proctoring**

Learn about Honorlock

[/services-technologies/honorlock](#)

Enable Honorlock in Canvas

[/services-technologies/how-tos/canvas-enable-honorlock](#)

Honorlock Get Started Guide

<https://honorlock.kb.help/getting-started-guide/>

Example Proctor Settings and Test Taker Guidelines

<https://it.umn.edu/services-technologies/good-practices/honorlock-example-proct...>

Use a Suggested Syllabus Statement for Honorlock

<https://it.umn.edu/services-technologies/resources/honorlock-use-suggested-syll...>

Create a Practice Exam in Canvas

<https://honorlock.kb.help/create-a-practice-exam-in-canvas/>

## **Using Respondus Lockdown Browser**

Learn about Respondus Lockdown Browser

[/services-technologies/respondus-lockdown-browser](#)

Install Respondus 4.0 (Quiz Builder)

[/services-technologies/how-tos/canvas-install-respondus-40-quiz-builder](#)

Respondus for Quiz Building Overview

[/services-technologies/how-tos/canvas-respondus-quiz-building-overview](#)

Publish Questions from Respondus Directly to Canvas

[/services-technologies/how-tos/canvas-publish-questions-respondus](#)

Enable Respondus Lockdown Browser for a Quiz

[/services-technologies/how-tos/canvas-enable-respondus-lockdown-browser](#)

Canvas for Students: Download and Install Respondus LockDown Browser

[/services-technologies/how-tos/canvas-students-download-install](#)

## **Build Discussions**

### **Adding Discussions**

What are Discussions?

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

...

Create a Discussion as an Instructor

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-discussio...>

Canvas: Assess and Grade Student Work

<https://it.umn.edu/self-help-guide/canvas-assess-grade-student-work>

This self-help guide walks you through the process of planning, creating, and using methods of assessment and evaluation in Canvas.

Canvas: Communicate with Students

<https://it.umn.edu/self-help-guide/canvas-communicate-students>

This self-help guide helps you use tools available within Canvas to communicate with your students.

## **Create Modules**

### **Using Modules**

What Are Modules?

<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Modules/ta-p/6>

Modules: Creation and Management (video, 4:12)

<https://community.canvaslms.com/t5/Video-Guide/Modules-Overview-Instructors/ta->

...

Use the Modules Index Page

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

[In...](#)

Add a Module

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-module/ta->

[p/...](#)

Move or Reorder a Module

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-move-or-reorder-a->

...

Add Requirements to a Module

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-requirements->

[t...](#)

Add a Prerequisite to a Module

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-prerequisites-...>

Edit a Module

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-a-module/ta-p...>

### **Working with Module Items**

Add a Text Header as a Module Item

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-text-header-...>

Add Course Content as Module Items

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-course-content...>

Move or Reorder a Module Item

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-move-or-reorder-a-...>

Edit Module Items

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-module-items/...>

## **Incorporate External Apps**

### **Working with External Apps (LTIs)**

Status of Canvas Integrations

</services-technologies/learning-tools-canvas>

Overview on Using iClicker

</services-technologies/how-tos/canvas-overview-using-iclicker>

Canvas for Students: Purchase and Register an iClicker Remote

</services-technologies/how-tos/canvas-students-purchase-register>

Host a Zoom Meeting within Canvas

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

## **Set Up the Student Interface**

### **Use the Syllabus Tool**

#### **Using the Syllabus Tool**

Use the Syllabus as an Instructor

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

Edit the Syllabus in a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-the-Syllabus-...>

### **Use the Calendar**

#### **Working with the Calendar**

What is the Calendar?

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

Calendar Overview for Instructors (video, 5:02)

<https://community.canvaslms.com/t5/Video-Guide/Calendar-Overview-Instructors/ta...>

Use the Calendar as an Instructor

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

Add an Event to a Course Calendar

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-an-event-to-a-...>

Use the Course Activity Stream as an Instructor

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

Canvas: Communicate with Students

<https://it.umn.edu/self-help-guide/canvas-communicate-students>

This self-help guide helps you use tools available within Canvas to communicate with your students.

## **Working with Scheduler**

What is the Scheduler?

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

## **Set a Home Page**

### **Selecting a Home Page**

Use the Course Home Page

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

Change the Course Home Page

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-change-the-Course-...>

Set a Front Page in a course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-set-a-Front-Page-i...>

# Set the Student Navigation Menu

## Setting the Student Navigation Menu

What Layout Options Are Available in the Course Home Page as an Instructor?

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

Course Home Page Customization (video, 3:25)

<https://community.canvaslms.com/t5/Video-Guide/Course-Home-Page-Customization-I...>

Start at 2:50 into video

Reorder and Hide Course Navigation Links

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

Use the Course Navigation Menu as an Instructor

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

Use the Global Navigation Menu as an Instructor

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

View a Course as a Test Student Using Student View

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-a-course-as-a...>

View course as a student to check your navigation.

## Customize Your Course

### Customize Course Settings

Use Course Settings

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-course-setting...>

View Favorite Course Cards in the Dashboard

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-my-favorite-c...>

Add an Image to a Course Card in the Dashboard

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-an-image-to-a-...>

What Are Profile and User Settings?

<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Profile-and-Use...>

Edit My Profile in My User Account

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

Changes to your user profile apply across all courses.

## **Building and Applying Letter Grade Scales**

What Are Grading Schemes?

<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-grading-schemes...>

Use Grading Schemes in a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-grading-scheme...>

Enable a Grading Scheme For a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-enable-a-grading-s...>

Add a Grading Scheme in a Course

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-grading-sche...>

Add a Grading Scheme to an Assignment

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-grading-sche...>

## **Publish/Unpublish Your Course**

### **Check Your Course for Accessibility**

Use UDOIT to Scan Your Course for Accessibility Issues

<https://it.umn.edu/services-technologies/how-tos/canvas-use-udoit-scan-course>

### **Publishing a Course**

What Are the Different States of a Canvas Course?

<https://community.canvaslms.com/t5/Instructor-Guide/What-are-the-different-stat...>

Publish a Course

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

Publish/Unpublish Content Items

</canvas-publishunpublish-content-items>

Use the Course Setup Checklist

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

## **Viewing a Course as a Student**

View a Course as a Test Student Using Student View

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-a-course-as-a...>

View your course as a student before making it available to students.

# **Organize Content for Groups and Sections**

## **Set up Groups**

### **Setting up Groups**

What Are Groups?

<https://community.canvaslms.com/docs/DOC-10717-67952724469>

Use Groups for Collaboration

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

This resource is a self-help guide for setting up and using groups for collaboration.

### **Setting up Collaborations**

What Are Collaborations?

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

Use the Collaborations Index Page

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

## **Set up Sections**

### **Working with Sections**

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](#)

Cross-List (Merge) Course Sites or Sections

[/services-technologies/how-tos/canvas-cross-list-merge-course-sites-or](#)

Assign an Assignment to a Course Section

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-an-assignment...>

Change the Name of a Course Section

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-change-the-name-of...>

Delete a Course Section

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

View Enrollments in a Course Section

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-enrollments-i...>

Remove an Enrollment from a Course Section

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-remove-an-enrollme...>

## **Set up the Attendance Tool**

### **Setting up the Attendance Tool**

Use the Roll Call Attendance Tool in a Course

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

Edit a Roll Call Attendance Assignment

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-the-Roll-Call...>