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?
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
Move and Organize My Files as an Instructor
... 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-text...

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

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

Create Hyperlinks to Course or Group Content in the RCE

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-Accessibility...
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?
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
...
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](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](https://it.umn.edu/services-technologies/how-tos/canvas-students-voicethread)  
Troubleshoot VoiceThread  
[https://voicethread.com/howto/category/troubleshooting/](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...](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...](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](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](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  
Link to Content in YouTube from Kaltura  

**Build Assignments**

**Adding Assignments**

What are Assignments?  
Assignments Overview (video)
Use the Assignments Index Page

Create an assignment

Canvas: Assess and Grade Student Work

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

Build Quizzes

Adding Quizzes

Understand Classic Quizzes vs. New Quizzes

What are Classic Quizzes?

Use the Classic Quizzes Index Page

Understand Classic Quiz Types

Understand Classic Quiz Options

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

Using Proctorio for Exam Security

Learn about Proctorio
Using Respondus Lockdown Browser

Learn about Respondus Lockdown Browser
Install Respondus 4.0 (Quiz Builder)
Respondus for Quiz Building Overview
Publish Questions from Respondus Directly to Canvas
Enable Respondus Lockdown Browser for a Quiz
Canvas for Students: Download and Install Respondus LockDown Browser

Build Discussions

Adding Discussions

What are Discussions?
Create a Discussion as an Instructor
Canvas: Assess and 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?
Modules: Creation and Management (video, 4:12)

Use the Modules Index Page

Add a Module

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-

Add a Prerequisite to a Module
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-prerequisites-

Edit a Module

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-
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?
Calendar Overview for Instructors (video, 5:02)

Use the Calendar as an Instructor

Add an Event to a Course Calendar

Use the Course Activity Stream as an Instructor

Canvas: Communicate with Students

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

**Working with Scheduler**

What is the Scheduler?

**Set a Home Page**

**Selecting a Home Page**

Use the Course Home Page

Change the Course Home Page

Set a Front Page in a course

Create a Homepage Using a Design Tools Template
This guide walks through how to create and customize a Canvas course homepage using a Design Tools template.

**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  
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...
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?
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-assignme...
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...