University of Minnesota

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-...
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 Accessbility 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-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...