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 Proctorio for Exam Security

Learn about Proctorio

/services-technologies/proctorio
Add Proctorio to a Quiz
/services-technologies/how-tos/canvas-use-proctorio-canvas-quiz
Extending a Timed Proctorio Exam
/services-technologies/how-tos/canvas-extending-timed-proctorio-exam
Use Proctorio with Canvas Classic Quiz
/services-technologies/how-tos/canvas-use-proctorio-canvas-quiz
Proctorio: Student Guide
/services-technologies/how-tos/proctorio-student-guide

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...

Create a Homepage Using a Design Tools Template

/services-technologies/self-help-guides/design-tools-canvas-create-course

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
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...