

## 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-p...>

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-...>

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](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](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-media-gallery-kaltura-canvas>

## **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-I-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/1AkaJ3IAFDfizZaIR1RrKiBuXpb3tPW3DmAvjzbYf3ms...>

## **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

<https://docs.google.com/document/d/12e77Qa1vr0jphAswER6LC0PBygtGjK4Eb6DLrVDjP14...>

## **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...](https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-is-the-Canvas-<br/>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

[https://community.canvaslms.com/t5/Canvas-Student-iOS-Guide/How-do-I-download-  
t...](https://community.canvaslms.com/t5/Canvas-Student-iOS-Guide/How-do-I-download-<br/>t...)

Download the Canvas Student App on My Android Device

[https://community.canvaslms.com/t5/Canvas-Student-Android-Guide/How-do-I-  
downlo...](https://community.canvaslms.com/t5/Canvas-Student-Android-Guide/How-do-I-<br/>downlo...)

View Your Course Site on the Student App

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