

Self-Help Guide

Canvas: Overview

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. NOTE: If you are migrating a course from Moodle, see the Canvas Transition: Migrate a Course from Moodle to Canvas Self-Help Guide: z.umn.edu/migrate2canvas.

Understand Canvas

Find Your Way Around Canvas

Understand Canvas Terms

Canvas Glossary

<https://community.canvaslms.com/docs/DOC-5341-canvas-glossary>

Types of Assessment Tools and How They Show Up in Canvas

<https://www.lucidchart.com/documents/edit/cd648e86-9d66-4fef-b4d8-fee4a4d27017?...>

Navigate Canvas

Use course settings

<https://community.canvaslms.com/docs/DOC-12814-4152724176>

Use the Course Navigation Menu as an instructor

<https://community.canvaslms.com/docs/DOC-12936-415263275>

Reorder and hide Course Navigation links

<https://community.canvaslms.com/docs/DOC-12933>

Control What your Students See in Canvas

Publish and Unpublish Courses

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 Students will see nothing if you do not Publish the course.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/docs/DOC-13031-415257125>

Publish a Course

<https://community.canvaslms.com/docs/DOC-13030-415257126>

Publish and Unpublish Content Items

If you want to hide items from students, even while a course is Published and visible, you can leave the items Unpublished. This allows you greater control of what your students can see and when.

Use Draft State in Assignments

<https://community.canvaslms.com/docs/DOC-10101-4152180493>

Publish/Unpublish Content Items

</canvas-publishunpublish-content-items>

Update Canvas Profile Settings

Profile and User Settings

Add a profile picture in my user account as an instructor

<https://community.canvaslms.com/docs/DOC-13104-4152719731>

Edit my profile in my user account as an instructor

<https://community.canvaslms.com/docs/DOC-13089-4152719730>

Set my Canvas notification preferences as an instructor

<https://community.canvaslms.com/docs/DOC-13111-4152719738>

Profile and User Settings

https://community.canvaslms.com/docs/DOC-10460#jive_content_id_Profile_and_User...

See a complete list of canvas resources on Profile and User Settings

Get Help

Get Help with Canvas

Find Your University of Minnesota Canvas Contact

</canvas-transition-information-find-your>

Get help with Canvas as an instructor

<https://community.canvaslms.com/docs/DOC-12877-4152719652>

Getting Started as an Instructor

<https://community.canvaslms.com/community/answers/guides/canvas-guide/getting-S...>

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<https://community.canvaslms.com/docs/DOC-10460>

Use Common Canvas Tools

The Rich Content Editor

Format Items with the Rich Content Editor

The Rich Content Editor is a tool seen throughout Canvas that allows you to format content, insert images, links, and more.

Align text using the Rich Content Editor

<https://community.canvaslms.com/docs/DOC-12883-415241501>

Style text content in the Rich Content Editor

<https://community.canvaslms.com/docs/DOC-12855-415241511>

Remove formatting copied from another source in the Rich Content Editor

<https://community.canvaslms.com/docs/DOC-12921-415241502>

Create a bulleted or numbered list using the Rich Content Editor

<https://community.canvaslms.com/docs/DOC-12917-415241503>

Insert a table using the Rich Content Editor

<https://community.canvaslms.com/docs/DOC-12912-415241504>

Rich Content Editor

https://community.canvaslms.com/docs/DOC-10460#jive_content_id_Rich_Content_Edi...

See a complete list of Canvas resources on the Rich Content Editor

Use the Content Selector

Insert links to course content into the Rich Content Editor using the Content S...

<https://community.canvaslms.com/docs/DOC-12985>

Insert course images into the Rich Content Editor using the Content Selector

<https://community.canvaslms.com/docs/DOC-13014-415265830>

Insert course files into the Rich Content Editor using the Content Selector

<https://community.canvaslms.com/docs/DOC-12991-415265829>

Outcomes

Use Outcomes in Canvas

What are Outcomes?

<https://community.canvaslms.com/docs/DOC-10711>

Outcomes

https://community.canvaslms.com/docs/DOC-10460#jive_content_id_Outcomes

See a complete list of Canvas resources on Outcomes

Create an outcome for a course

<https://community.canvaslms.com/docs/DOC-13125-415267951>

Create outcome groups for a course

<https://community.canvaslms.com/docs/DOC-13103-415241437>

Analytics

Use Analytics in Canvas

What are Analytics?

<https://community.canvaslms.com/docs/DOC-13103-415241437>

View Course Analytics

<https://community.canvaslms.com/docs/DOC-10299-415266790>

View analytics for a student in a course

<https://community.canvaslms.com/docs/DOC-10297-415266791>

Get Ready to Work in Canvas

Use Templates

Find University of Minnesota Templates

Canvas Templates

[/canvas-templates-0](#)

Use Canvas Commons

What is Commons?

<https://community.canvaslms.com/docs/DOC-11178-38287725286>

Use Commons

<https://community.canvaslms.com/docs/DOC-11177-38287725291>

Migrate from Moodle

Migrate Content from Moodle to Canvas

Note Moodle Activities and Resources

[/canvas-transition-note-moodle-activities](#)

Some Moodle activities and resources transition to Canvas well, some transition with work, and some do not transition. For those that do not transition, you will need to find a new approach.

Migrate a Course from Moodle to Canvas

[/self-help-guide/canvas-transition-migrate-course-moodle](#)

A Self Help Guide with instructions to migrate a course from Moodle to Canvas