# Getting Started in Canvas!

Quick easy steps to starting your first Canvas Class.

Before jumping in to Canvas there are a few things you will need:

- Syllabus, Daily Course Plan, or Weekly Course Plan

- Introduction about yourself

- Your imagination!

We have all heard the saying "Rome was not built in a day" and we don't expect you to have an entire course built either. What we want is to give you the basic tools to get started and for you to have the knowledge to begin.
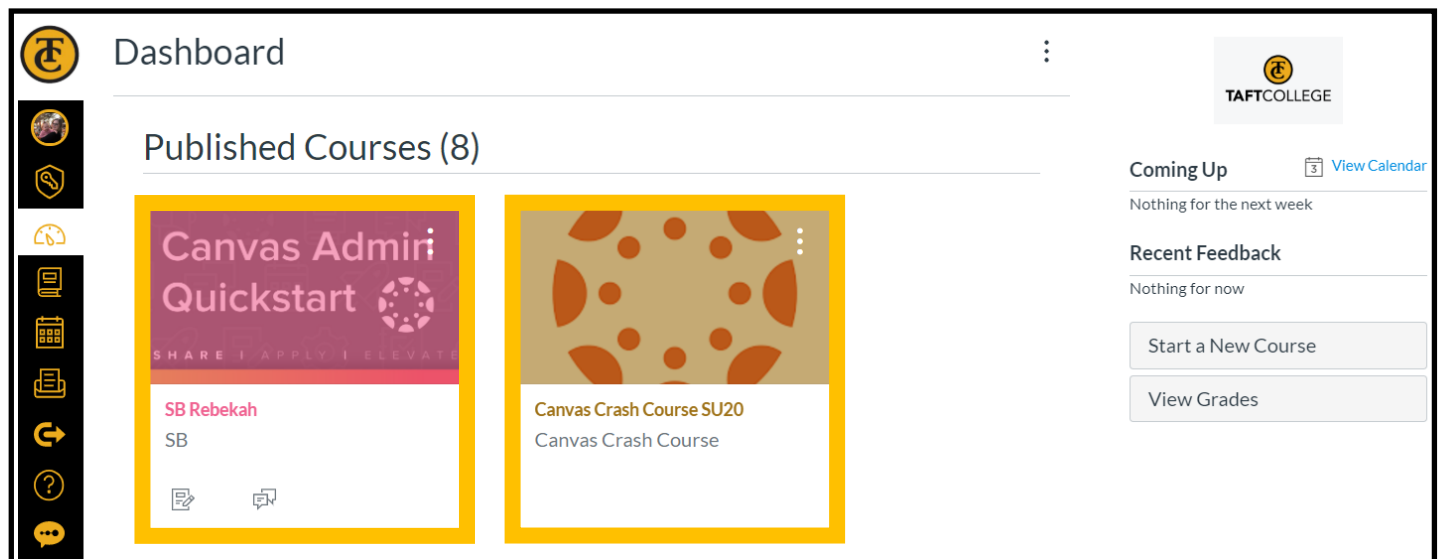
When you first log into Canvas you will be on your Dashboard. Here will be all of your courses and sandboxes. Your students classes will also show up on their dashboard in a similar fashion.
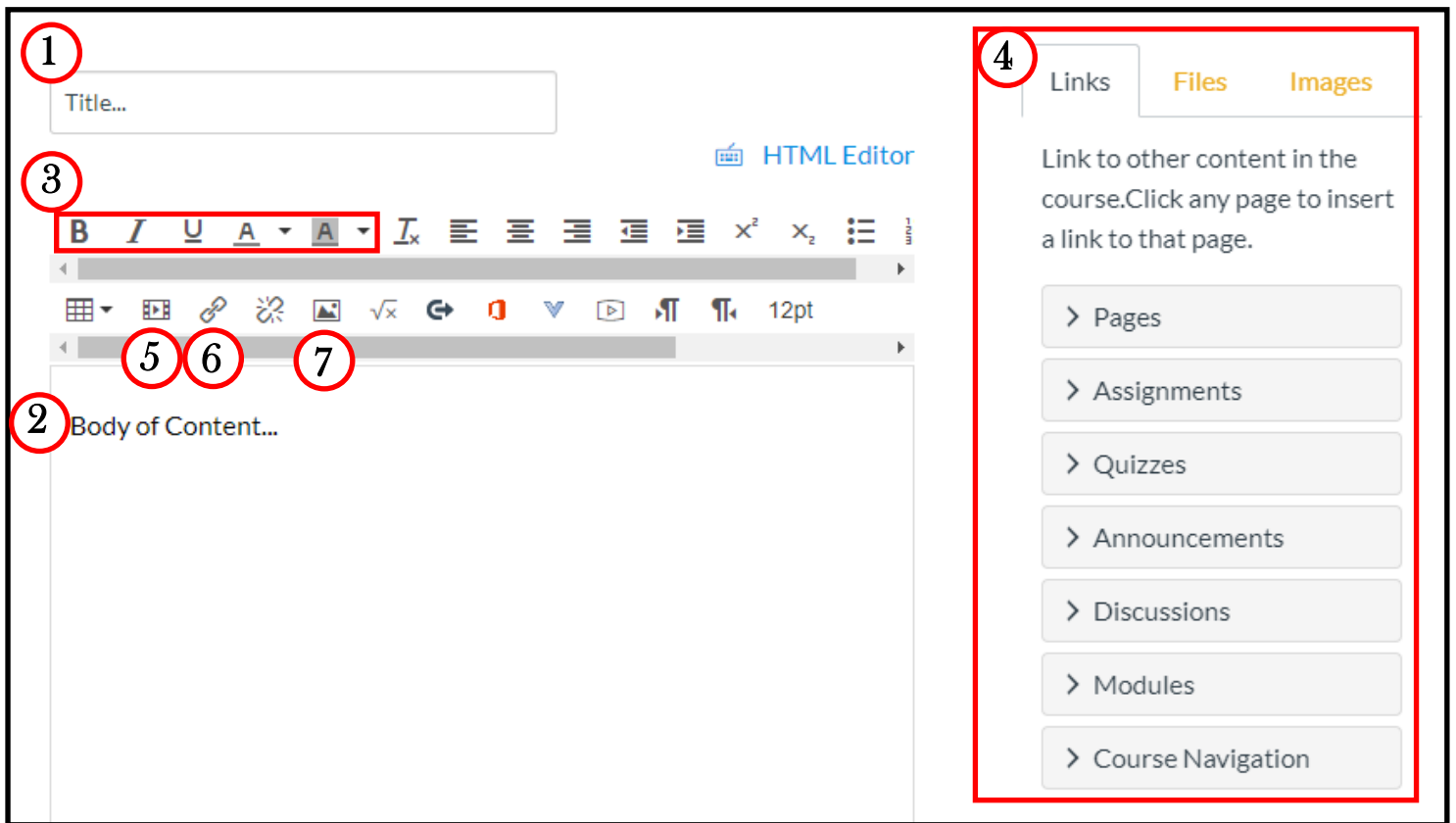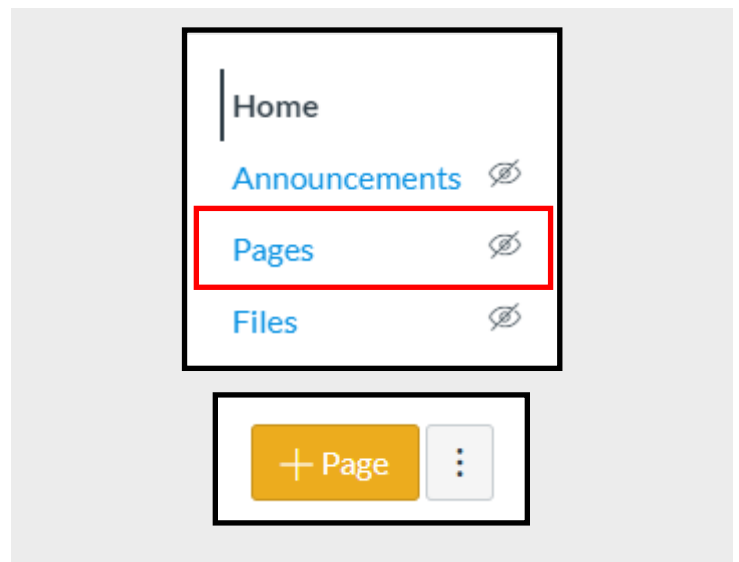
From here you will click on the sandbox or shell that you want to start working with. If you need a Sandbox to start developing in please contact your Canvas Admin.

Pages in Canvas!

Content Pages will be essential to your class. You will use a Content Page to build your home page, module overview, syllabus, chapter summary, and additional course/chapter/unit information.

Steps:

1. To create your first content page you will go to **Pages** within your course.

2. Then click **+Page** in the top right corner.

Home
Announcements
Pages
Files

＋ Page

① Title...

HTML Editor

③ B I U A ▾ A ▾ Iₓ ⬛ ⬛ ⬛ ⬛ ⬛ x² x₂ ⬛

⬛ ⬛ 🔗 ⬛ ⬛ √x ⬛ ⬛ V ⬛ ⬛ ⬛ 12pt
⑤ ⑥ ⑦

② Body of Content...

④ Links   Files   Images

Link to other content in the course. Click any page to insert a link to that page.

> Pages
> Assignments
> Quizzes
> Announcements
> Discussions
> Modules
> Course Navigation

Now we can:

1. Add a Title.

2. Add in your content. You can copy and paste content into this box.

3. Change the style of your text. (Bold, Italics, Size, Color, etc.)

4. Quickly link to another item in Canvas. (Modules, Quizzes, etc.)

5. Add a video.
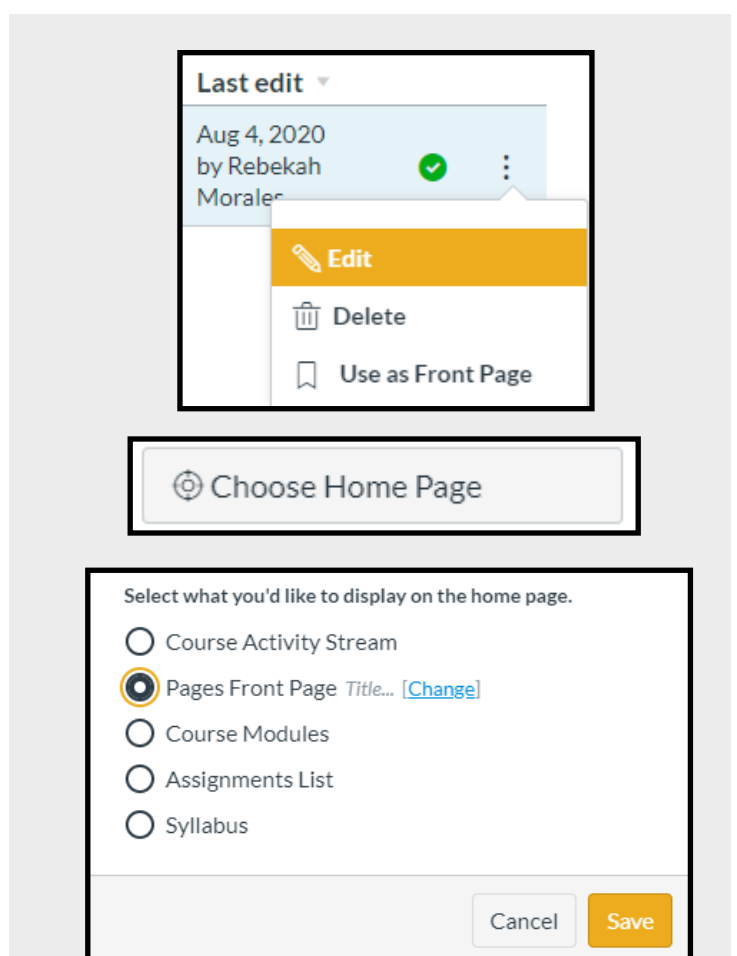
6. Link to an external source.

7. Add a picture.

Once you are all done editing the page, you can choose to **Save** or **Save &Publish.**

Cancel   Save & Publish   Save
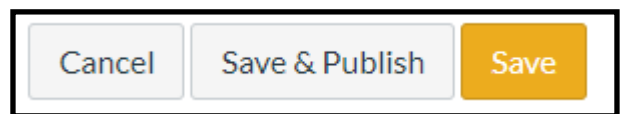
Note: students cannot see content until it is Published. It is recommended to publish once you are finished with a page. You can choose to unpublish it later.

Setting your Home Page

1. Click on the **3 dots** next to your Published page.

2. Click on **Use as Front Page**.

3. Go to your Home page, then click **Choose Home Page**.

4. Select **Pages Front Page** and click **Save**.

Last edit ▾
Aug 4, 2020 by Rebekah Morales

✎ Edit
🗑 Delete
🔖 Use as Front Page

⊕ Choose Home Page

Select what you'd like to display on the home page.
○ Course Activity Stream
◉ Pages Front Page *Title...* [Change]
○ Course Modules
○ Assignments List
○ Syllabus

Cancel   Save

Files in Canvas!

There are two files in Canvas. My files are associated with your account and Course Files are associated to a specific class. You can upload files smaller than 5GB. Video and audio files must be smaller than 500MB. File types can be .doc, .pdf, .ppt, .rtf, .xlsx, .txt, jpeg, png, and many more!

Steps:

1. Go to the Files tab under your course.

2. You can then Drag and Drop files to add them in, or you can click Upload.

To organize your files you can click +Folder to add them into a folder.
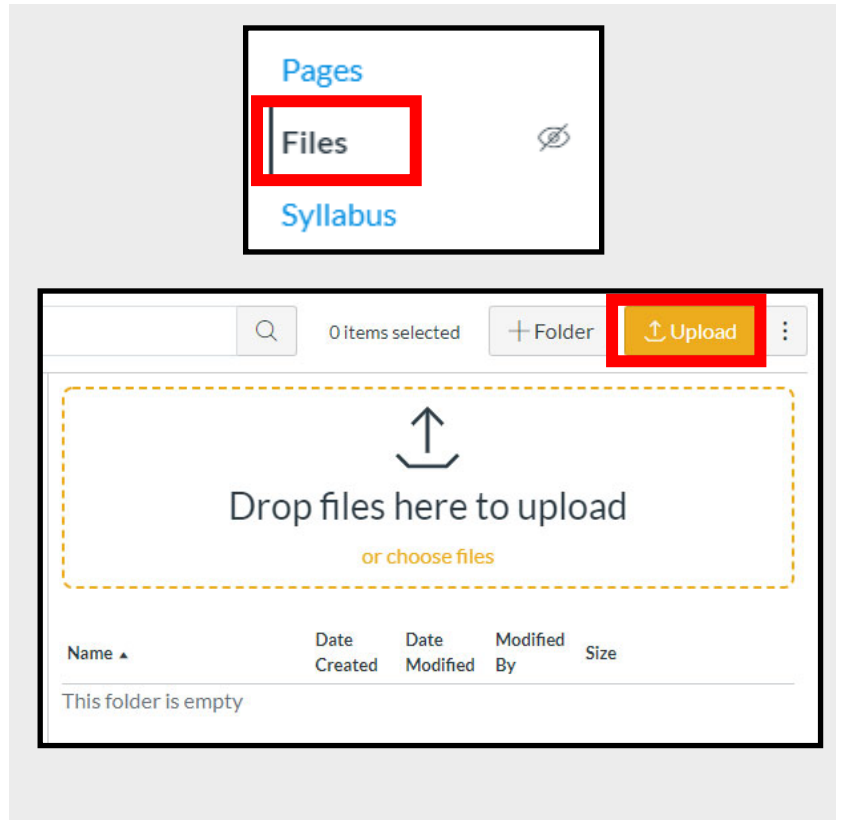
Files will automatically publish so you can quickly access them. If you do not want them to be published you can click on the Green Check Mark to unpublish items.

Weighted Grades in Canvas!

Assigning groups to different assignments will allow you to weight each group with a percentage of the Final Grade. For example, if you wanted your Final to be 20% of their overall grade and Discussions to only be 5% you could assign the groups weights so you do not have to calculate points.

First let's set up your Groups

Steps:

1. Go to the Assignments tab under your course.

2. Click on +Groups to set up your groups.

3. Add all groups that you would have on your syllabus.

To change the name of any of the groups click on the 3 dots next to the name and click edit.
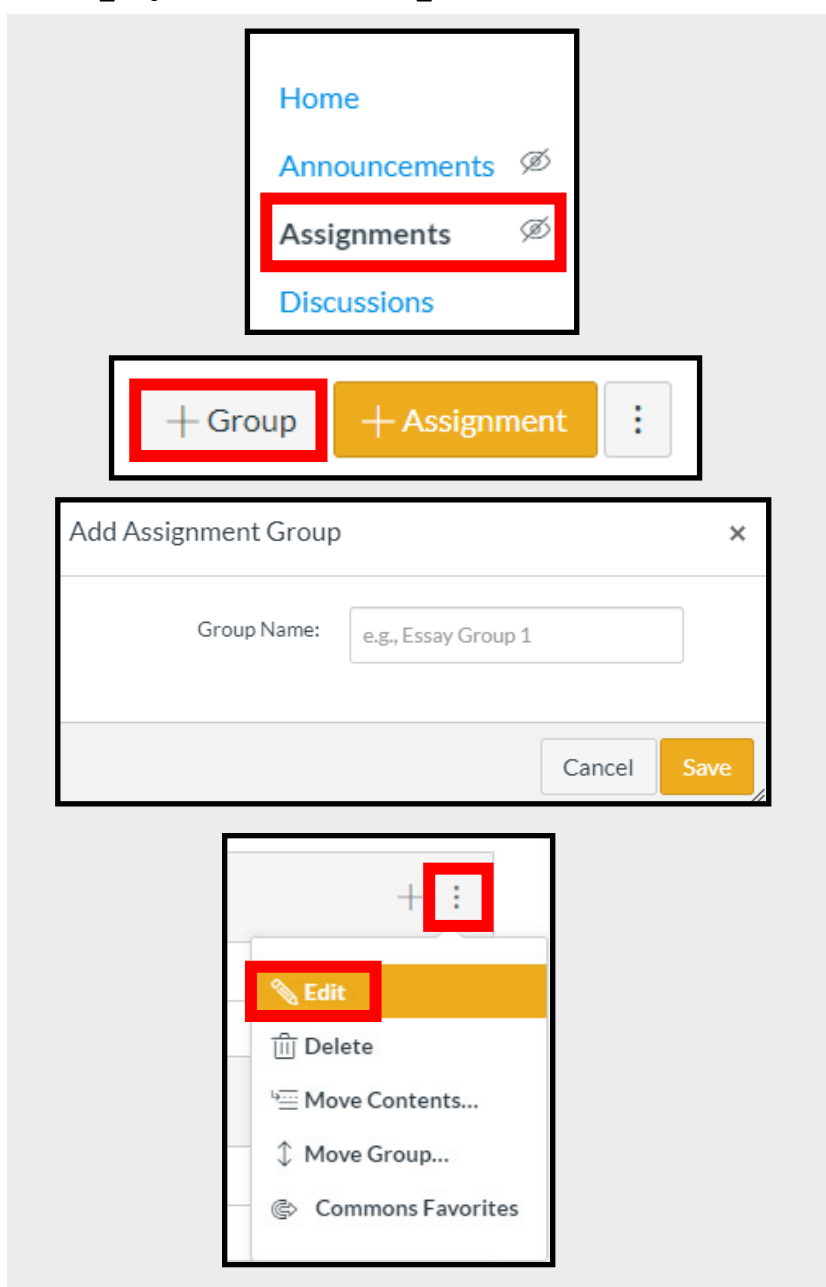
Now that we have groups we can set up weights!

Steps:

1. Go to the Assignments tab under your course.

2. Click on 3 dots, then click on Assignment Groups Weight.

3. Click on the Check box by Weight final grade.

4. Give each group the appropriate weight for your class.

Note: it will allow you to save your weights with totals that do not add to 100% and it will also allow you to save weights above 100%. Please double check your Total Row.
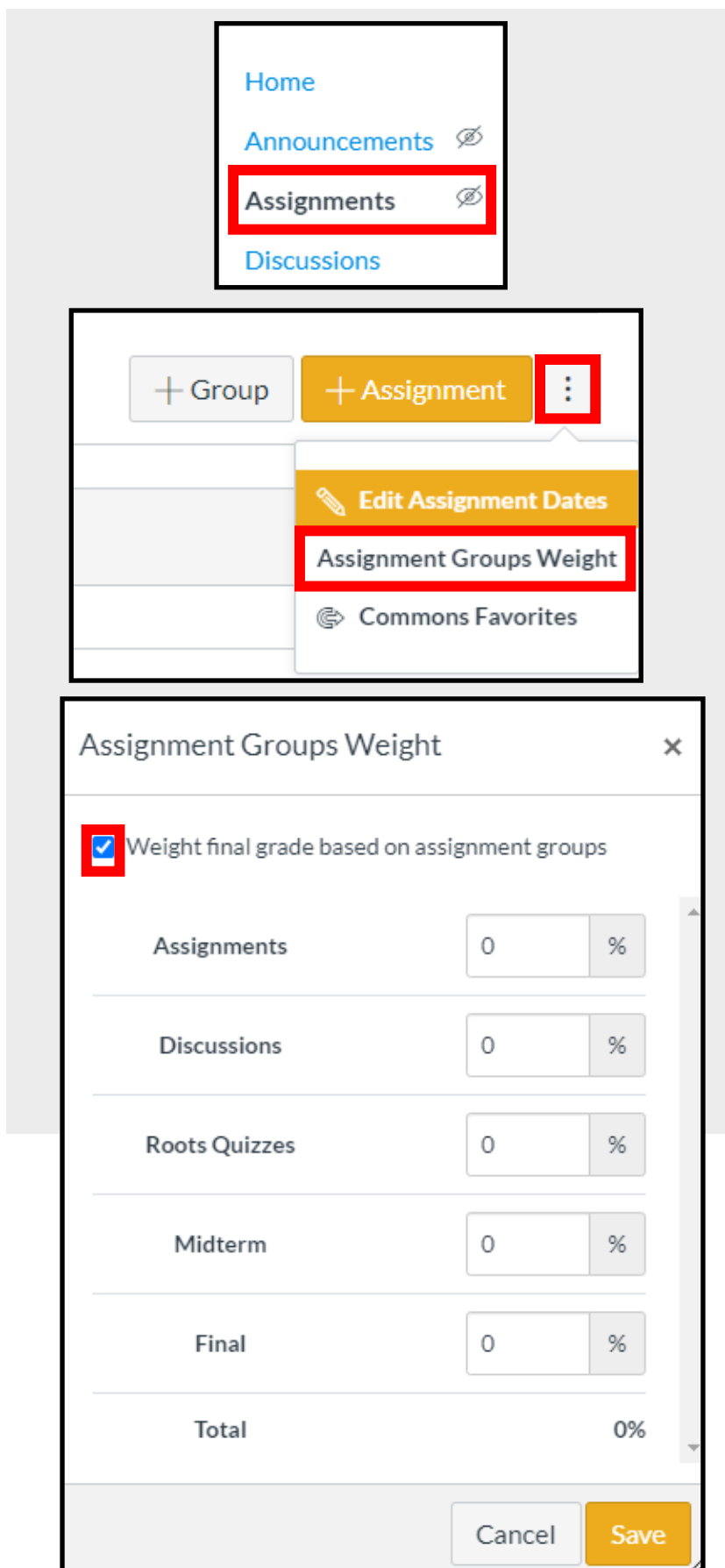
Totals as it appears in Grades.

| Student Name	Assignments 10% of grade	Discussions 20% of grade	Roots Quizzes 10% of grade	Midterm 30% of grade	Final 40% of grade	Total

Modules in Canvas!

Modules are where your students will go to find all the information for your class in one place. Modules can hold Content Pages that list instructions or topics that are fully explained. They can also hold Discussions, Quizzes, Assignments, and other learning material.

Modules can be ordered by day, week, or units/chapters. Just try to stay consistent if possible. Creating a predictable flow will let your students know what to expect throughout your course.

Steps:

1. Go to the Modules tab under your course.

2. Click on + Module

3. Title your module, if you do not want your module visible till a specific date click Lock until and then set a date. Then click Add Module.

4. You can drop in **files** by dragging or clicking on the + sign in title bar.

5. Click the down arrow to change the type of item that you wish to add.

6. If you do not have your discussions, quizzes, or assignments built you can quickly add it here and edit it later. Click New Topic then add in the name and click Add Item.

7. Continue adding items to build your Module. Once you are done click into each item to finish building and developing.
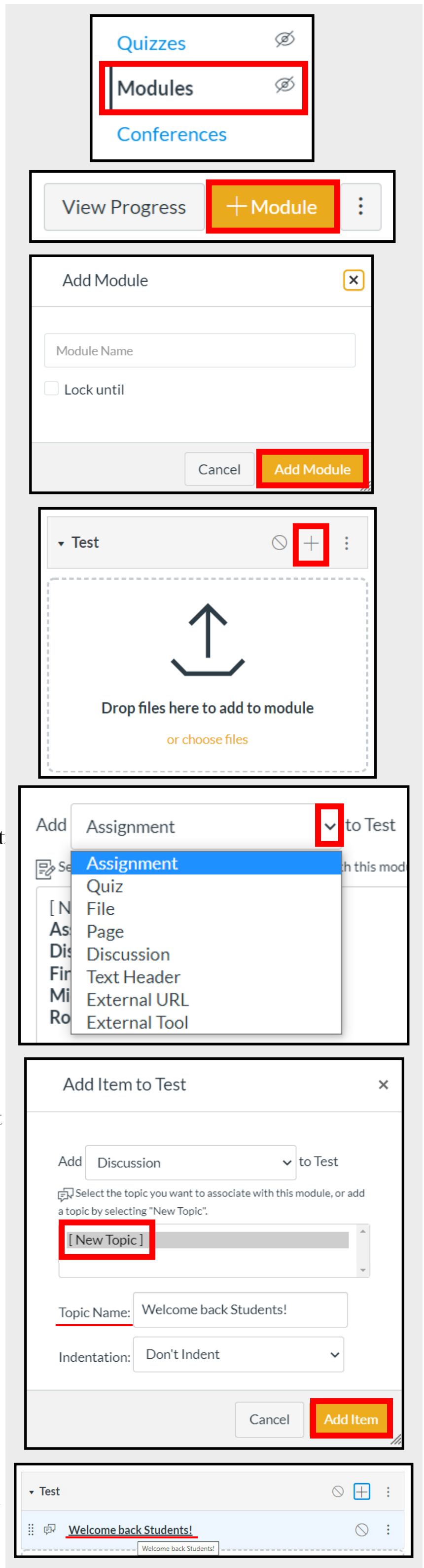
Discussions in Canvas!

Discussions can be graded or ungraded in Canvas. You can have a Q&A discussion that is not worth points so students can ask questions about the topics you are covering. You can also create graded discussions that make students interact with each other for points towards their final grade.

Steps:

1. Go to the Discussions tab under your course.

2. Click on +Discussion to create a new discussion.

3. Add a topic and instructions for your discussion. (Get creative here, you can use the body similar to a content page!)

4. Below the body/ instructions you will see Options. Here you can select if the Discussion is Graded.

5. If graded make sure to add Points, and assign it a Assignment Group if your grades are weighted.

6. Then enter your Dates. The Due date does not need to be the same as the Until date. If you accept late work you can extend the until date past the due date. It is important to set a due date and the Available from date. To set different due dates for students you will want to click the +Add and list just them in the Assign to area.

7. Then click Save or Save & Publish