

Canvas Quick-Guide For Instructors

Log in to Canvas

Onlinelearning.wilson.edu

Use the same username and password that you use for the Wilson Portal.

Additional Training Available

The Faculty & Staff Training Course and Training Request Form are at my.wilson.edu/canvas

Frequently Asked Questions

Select Courses for Dashboard

1. Click on Courses then All Courses
2. Click on the Star next to each course you'd like on your Dashboard.

Published vs. Unpublished

For students to see your content, you must publish it. When publishing a module and its content, you must publish the module itself followed by each item.

Your entire course will not be accessible to students unless you publish it from the course Home page.

Customize Course Navigation

1. Click on Settings in your course
2. Click on the Navigation tab at the top
3. Disable pages you do not want your students to access.
4. Click Save

****Suggestion:** In an effort to drive students to Modules, disable the following: Quizzes, Files, Discussions, Pages, and Assignments.

Modules

Modules are how you can organize your course (weekly, by topic, etc.)

1. Click on Modules in your course
2. Add modules using the +Modules button
3. Name your module and click Add Module

To add content to your modules:

1. Click on the + on the same line as your module's name
2. In the Add drop-down menu, choose the content type
3. Choose [New _____] or choose another item already in the list
4. Choose an Indentation if desired
5. Click Add Item

****Note:** You must publish modules AND the items within modules for students to view the items**

Pages (Content Pages)

Pages in Canvas are meant as a way for instructors to display information that does not necessarily fit into an assignment or into any other areas.

To create a page:

1. Add a new content page to a module and then click on that page.
2. Click Edit
3. Add text, media, files, etc. to the page using the Rich Content Editor (training available in the Faculty & Staff Training Course)
4. Choose who can edit the page
5. Save or Save & Publish

****If you are making a welcome page, you will need to follow these steps after page creation****

1. Click on Pages in the course menu
2. Click on the option wheel for your welcome page
3. Select "Use as Front Page"

Customize Home Page

You have these options for a home page:

1. Activity Stream
2. Pages Front Page (See Above)
3. Modules
4. Assignments List
5. Syllabus

****We recommend choosing Welcome Page, the Syllabus, or Modules****

To change your home page:

1. Go to your course home
2. Click on Choose Home Page
3. Select your choice
4. Click Save

Syllabus

Many instructors will choose to provide their syllabus as a pdf within the first module. You can also use the Syllabus page to make a more media-rich syllabus that updates assignment dates throughout the semester.

To use the Syllabus page:

1. Click on Syllabus in your course
2. Click on Edit
3. Add your Syllabus text/media using the Rich Content Editor. Keep in mind that you can use the pane on the right to link to pages, assignments, quizzes, etc. while typing your Syllabus.
4. Click Update Syllabus

****Note:** Any graded activities in your Canvas course will display beneath the syllabus**

Add Files

There are 3 ways to add files to your course.

1. Through the Files page
 - a. Click on Files
 - b. Click on Upload
 - c. Select your File
 - d. Once uploaded, insert your file into a module, onto a page, etc.

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Add Files (Continued)

2. Directly into Modules
 - a. Click the + for a Module
 - b. Select File from the drop-down menu
 - c. Select [New File]
 - d. Click on Choose File
 - e. Find your File
 - f. Click Add Item
3. Through the Rich Content Editor
 - a. Enter the Edit option for a page, quiz, etc. and click on Files in the pane on the right.
 - b. Click Upload a new file
 - c. Choose your file
 - d. Click Upload
 - e. A link to the file will appear in the Rich Content Editor

Add/Edit Assignments

1. Add the assignment to a Module
2. Click on the assignment
3. Click Edit
4. Type assignment instructions (preferred) or add a file with instructions.
5. Enter a number of points
6. Enter an Assignment Group (more on this later)
7. Select how to display grade
8. Select a Submission Type (if online, select Online Entry Options)
9. Select a Due Date
10. Save or Save & Publish

Assignment Groups

You can make assignment groups such as Quizzes, Homework, etc.

1. Click on Assignments
2. Click +Group
3. Name your group
4. Click Save
5. Repeat steps 2-4
6. Drag and Drop assignments into the appropriate group.

You can also have your gradebook calculate grades based on weighted categories.

1. Create Assignment Groups

Assignment Groups (continued)

2. Click on the options wheel next to +Assignment
3. Select Weight final grade based on assignment groups
4. Enter your percentages
5. Click Save

Discussions

1. Add a discussion to a module
2. Click on the discussion
3. Click Edit
4. Add instructions using the Rich Content Editor
5. Select Allow threaded replies
6. Choose your other options
7. If it is a graded discussion:
 - a. Select Graded
 - b. Enter a number of points
 - c. Enter an Assignment Group
 - d. Select how to display grade
 - e. Select a Due Date
8. Save or Save & Publish

Quizzes

The quiz tool can be used to create and administer online quizzes and surveys.

Adding a quiz and selecting options:

1. Add the quiz to a Module
2. Click on the quiz
3. Click Edit
4. Type Quiz Instructions into the Rich Content Editor
5. Select Quiz Type
6. Select Assignment Group if graded
7. Select your options
 - a. Shuffle Answers for Multiple Choice/Matching
 - b. Set a time limit
 - c. Allow multiple attempts
 - d. Select when to allow students to see correct answers
 - e. Show one question at a time
 - f. Require an access code
8. Select a due date.
9. Save or Save & Publish

Quizzes (Continued)

Adding quiz questions:

1. Click on the quiz
 2. Click Edit
 3. Click on the Questions tab at the top
 4. You can find your previously used questions by clicking Find Questions
 5. If a new question, click +New Question
 6. Name your question
 7. Select question type in the drop-down menu
 8. Assign # of points.
 9. Enter the question information including the question, answer choices (if applicable)
 10. Click Update Question
 11. To finish a quiz, click Save or Save & Publish at the bottom.
- Detailed instructions available in the Faculty & Staff Training Course

Grades

For an assignment to be in the gradebook, you have to create it in Canvas. For papers or presentations submitted in class, just use the "on paper" submission type. This is what creates a column in the Canvas gradebook.

To Grade an Assignment:

1. Click on Grades
2. If it is an "on paper" assignment, just click on the cell, type a number, and hit enter.
3. If it is an "online submission" hover your mouse at the top of the column and click on the down arrow.
4. Select SpeedGrader
5. View the submissions and enter grades and comments in the pane on the right.
6. Move to the next student using the student list arrows in the top-right of your screen.
7. When finished, Click on the A+ in the top-left of your screen to return to the gradebook.