

Canvas Quick Start Guide



CANVAS BASICS

Logging In

To login to Canvas you **must** have your Clemson login credentials and have two-factor authentication (Duo) setup on your mobile device. Visit www.clemson.edu/2fa for more details on two-factor authentication.

1. Navigate to www.clemson.edu/canvas
2. Click the orange **Sign In** button under *Clemson Faculty & Students*
3. Enter your Clemson Username and Password
4. Authenticate your account with Duo.
5. Contact CCIT if you need any assistance with logging in or Duo.

Canvas Dashboard

1. **Global Navigation Menu** - contains shortcuts to help you navigate through Canvas
2. **Course Cards** - quick access to your courses.
3. **To Do** - contains a To Do list for grading and any upcoming events.

Notification Preferences

Notifications by default are sent to your @clemson.edu email. You can make changes to the default notifications you receive from Canvas in both type and frequency.

1. In the **Global Navigation Menu**, click **Account**.
2. Click **Notifications**.
3. There are four notification options. Click on the option that suits you best for each course activity. Any changes you make are saved automatically. Students can also customize their notification settings. If students are not being notified of course communications and updates, ask them to review their personal settings.

Changing Profile Settings

1. In the **Global Navigation Menu**, click **Account**.
2. Click **Profile**.
3. You can make changes to any of the following:
 - a. Click **Edit Profile** in the right-hand drop-down menu to update your profile information
 - b. Click on your **Profile Picture** to change your photo.
4. Click on **Settings** to edit additional features such as adding additional contact methods or connect additional services.

Course Navigation

The course home page contains your course navigation, content area, and the sidebar.

Course Navigation contains links to the main features of your course. You are able to change what students see on the course navigation.

1. In **Course Navigation**, go to **Settings**.
2. Click the **Navigation** tab.
3. Drag and drop links to reorder the navigation links. You can also click the **Settings** icon to move links or disable or enable links.
4. Click **Save** to save your course navigation changes.

Crosslisting Sections

You can combine multiple sections into a single Canvas course using the **CrossList Assistant** tool. You are able to combine any sections where you are listed as instructor.

1. Go to the course you wish to add other sections into. **Note:** Content will not be moved, only users in the section.
2. In **Course Navigation**, click the **CrossList Assistant** link.
3. Choose the sections you wish to crosslist by clicking on the name of the section.
4. Click **Confirm**.
5. On the confirmation page, review the information. Click **Submit** if the information is correct.

The sections you selected will now be moved into the course you are currently in. This course shell will become the single location for all sections.

Publishing A Course

When your course design is finalized, you are ready to publish your Canvas course. Publishing your course allows students to access your material and begin viewing course content.

1. Go to the **Course Home** page.
2. To the right of the page, you will see a heading labeled **Course Status**. Below this, you will see if your course is unpublished or published.
3. Click the **Publish** button to publish your course.

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MODULES

Modules control the entire flow of your course and its content. You can add modules, add items to a module, duplicate a module and reorder all modules and module items.

Creating a Module

1. In **Course Navigation**, click the **Modules** link.
2. Click the **+Module** button.
3. Enter a name for the module in the **Module Name** box.
4. Click the **Add Module** button.

Adding Items to a Module

1. In **Course Navigation**, click the **Modules** link.
2. Click the **plus sign** button on the module where you wish to add content.
3. Click the dropdown on the **Add** box to select the type of content you want to add.
4. Select the item you want in the list that appears.
5. Click the **Add Item** button.

Deleting a Module or Removing Module Items

When you delete a module, all of the items in that module are removed, but they are not deleted from the course. When you remove a module item, it is also not deleted from the course - only removed from modules.

1. In **Course Navigation**, click the **Modules** link.
2. Click the **Settings** button on the module or module item you want to remove and select **Delete** or **Remove**.
3. Click **OK** to confirm deletion.

FILES

Uploading Files to a Course

Files uploaded to a course can be linked to or embedded anywhere in Canvas. Canvas courses have a limit on file sizes. For videos, we recommend hosting in Ensemble. For large files, we recommend hosting in Box, Google Drive, One Drive, or other supported cloud services. If the Files tab is visible to students, they will be able to view all published files in the course - even if the files are located in an unpublished module or announcement. Clemson Online recommends hiding the Files tab from student view.

1. In **Course Navigation**, click the **Files** link.
2. Click the **Upload** button.
3. Locate and select the file you wish to upload and click the **Open** button.

***Reminder: All Canvas courses are limited to 1.5 GB of file storage.**

Creating a Folder

1. In **Course Navigation**, click the **Files** link.
 2. Click the **+Folder** button.
 3. Enter a name for the folder and click the button.
- You can upload files into a folder by clicking on the folder name and then clicking the **Upload** button.

PAGES

Creating a Page

Pages can be used to communicate learning content and information, share resources, or display media that is not necessarily associated with an assignment.

1. In **Course Navigation**, click the **Pages** link.
2. Click the **+ Page** button.
3. Type a name for your page.
4. Use the **Rich Content Editor** to create content for your page
5. Bonus: You can add links to course content, files, or images by using the **Insert Content into the Page** section on the right side of the screen.
6. Click the **Save & Publish** button to make available for students or the **Save** button to save as a draft.

Editing a Page

1. In **Course Navigation**, click the **Pages** link.
2. Locate the page you want to edit and click the title.
3. Click the **Edit** button.
4. Make changes to the page and click the **Save & Publish** button to make available for students or the **Save** button to save as a draft.

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SYLLABUS

The Syllabus contains an area for adding a syllabus description and a syllabus table which is automatically generated based on **Assignments** within a course. The syllabus table can only be changed by editing or deleting the Assignments.

Editing the Syllabus Description

1. In **Course Navigation**, click the **Syllabus** link.
2. Click the **Edit** button.
3. Enter a description in the box
4. Bonus: You can add links to course content, files, or images by using the **Insert Content into the Page** section.
5. Click the **Update Syllabus** button to save.

Syllabus Template

The Office of Teaching Effectiveness and Innovation (OTEI) and Clemson Online have developed a syllabus template based on the undergraduate regulations. You can import this syllabus and edit it directly in your course.

1. In the **Global Navigation Menu**, click **Commons**.
2. Search for OTEI in the search bar.
3. Click on **Student-centered Undergraduate Syllabus Template**.
4. Under **Import into Canvas**, choose the course you want to use the template in and click **Import into Course**.
5. The syllabus will be added as a **Page** in your course.

ASSIGNMENTS

The Assignments section in Canvas serves as the main area to build your **Grades**. Any created assignment will appear as a column in **Grades**. Assignments can be created as a place for students to submit work in Canvas or can be a placeholder for an activity taking place in class or being turned in physically. Any item you wish to appear as a column in Grades, must have a corresponding assignment.

Assignment Types

Canvas has several assignment types:

- **Assignment:** An assignment that can be submitted online through text entry, file upload, media recording, Google Docs, URLs, or Canvas pages. Assignments can also be a placeholder for an inclass activity or submission by choosing **No submission** or **On paper**.
- **Discussion:** An assignment that requires students to respond to a discus-

sion topic when enabling the graded option.

- **Quiz:** An assignment used to give an online quiz, test, or survey. Quizzes or tests given in class should use the **Assignment** option, rather than quiz.
- **External Tool:** An assignment that uses a link to a third-party application or website. This is commonly used for textbook publisher content or **Turnitin**.
- **Not Graded:** An assignment with a due date, but no points or grades given. Can be used for practice or draft assignments.

Creating Assignment Groups

Assignment groups allow you to organize the assignments in your course into clear categories. These categories can also be assigned percentage values, allowing for easy weighted grading.

1. In **Course Navigation**, click the **Assignments** link.
2. Click the **+Group** button.
3. Type the assignment group name.
4. Click the **Save** button.

Creating an Assignment

1. In **Course Navigation**, click the **Assignments** link.
2. Click the **+Assignment** button.
3. Type the assignment name in the **Assignment Name** box.
4. Enter an assignment description in the **Rich Content Editor**.
5. Bonus: You can add links to course content, files, or images by using the **Insert Content into the Page** section.
6. Enter the point total in the **Points** box.
7. Select the **Assignment Group** the assignment belongs to.
8. Select the way to show the grade to students with the **Display grade** as option.
9. Select the assignment type in the **Submission Type**.
10. Add in dates.
11. Click the **Save & Publish** button to make the assignment available for students. If you wish to save the assignment as a draft, click the **Save** button.

Adding a Rubric to an Assignment

You can add a rubric to an assignment to help your students understand the expectations. Rubrics can also be used to quickly grade items in SpeedGrader

1. In **Course Navigation**, click the **Assignments** link.
2. Click the name of the assignment.
3. Click the **+Rubric** button.
4. Enter a title for the rubric in the Title box.

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5. Hover over the boxes in the **Criteria** and **Ratings** section and click the Edit button that appears to make changes to those options. Enter the number of points the criteria is worth in the **pts** box.
6. Bonus: To add an additional criterion click the **Add Criterion** link.
7. Choose **Use this rubric for assignment grading** to grade using the rubric in SpeedGrader.
8. Click the **Create Rubric** button to save.

Editing an Assignment

1. In **Course Navigation**, click the **Assignments** link.
2. Click the Assignment name and choose the **Edit** button.
3. Make changes to the assignment and click the **Save & Publish** button or **Save** button depending on your preference.

Duplicating an Assignment

1. In **Course Navigation**, click the **Assignments** link.
2. Click the Settings button of the assignment you wish to duplicate.
3. Select **Duplicate**.

Deleting an Assignment

Caution: Deleting a graded assignment also removes the assignment from Grades. If an assignment has student submissions, this will remove student submissions and any comments.

1. In **Course Navigation**, click the **Assignments** link.
2. Located the assignment you want to delete and click the **Options** icon.
3. Click the **Delete** link.

QUIZZES

Types of Quizzes

The quiz tool allows you to create and administer both graded and ungraded online quizzes and surveys.

- **Graded Quiz:** The most common quiz type. Canvas automatically creates a column in Grades for this quiz and certain question types will be automatically graded.
- **Practice Quiz:** Allows students to see how well they understand the course material. Students do not receive a grade and the quiz will not appear in Grades.
- **Graded Survey:** Allows you to give student points for completing a survey.

The survey will be not be graded for right or wrong answers. Responses can be anonymous.

- **Ungraded Survey:** Allows you to get opinions or other information from your students, but students do not receive a grade. Responses can be anonymous.

Creating a Question Bank

A question bank allows to create questions that can be added to quizzes across courses or accounts.

1. In **Course Navigation**, click the **Quizzes** link.
2. Click the **Settings** button and choose **Manage Question Banks** from the menu.
3. Click the **+Question Bank** button.
4. Enter a name for the question bank in the **Bank Name** and press **Enter**.
5. Click on the name of the question bank.
6. Click the **Add Question** button.
7. Select the type of question in the question type box.
8. Enter the question details and click the **Update Question** button to save.

Creating a Quiz

1. In **Course Navigation**, click the **Quizzes** link.
2. Click the **+Quiz** button.
3. Enter a name for the quiz in the **Unnamed Quiz** box.
4. Enter instructions in the **Rich Content Editor**.
5. Complete the **Quiz Details** based on your preferences for grading, time limit, and number of attempts.
6. Click the **Questions** tab.
7. Click the **New Question** button.
8. Choose the **Question Type**.
9. Set the point value for the question in the **pts** box.
10. Enter your question and answer selections.
11. Click the **Update Question** button to save the question. **Make sure to do this before saving the quiz to avoid losing any work.**
12. Click the **Save & Publish** button to make available for students or the **Save** button to save as a draft.

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DISCUSSIONS

Creating a Discussion

1. In **Course Navigation**, click the **Discussions** link.
2. Click the **+Discussion** button.
3. Create a title for your discussion in the **Topic Title**.
4. Add a description in the **Rich Content Editor**
5. Bonus: You can choose which section of your course to post the Discussion to if you have crosslisted your sections into one course using the **Post to** section.
6. Bonus: You can add links to course content, files, or images by using the **Insert Content into the Page** section.
7. Bonus: Choose additional features in the **Options** area including deciding if a discussion is graded or if students have to post before seeing replies. You can also add dates.
8. Click the **Save & Publish** button to make available for students or the **Save** button to save as a draft.

Working with Discussions

Once you have created a discussion you can do one of the following:

- *To close a discussion for comments*, click and drag the discussion to the **Close for Comments** section. You can also click the **Settings** button next to the discussion and select **Close for Comments** from the resulting menu.
- *To pin a discussion*, click and drag the discussion to the **Pinned Discussions** section. You can also click the **Settings** button next to the discussion you want to pin and select **Pin** from the resulting menu.
- *To duplicate a discussion*, click the **Settings** button next to the discussion you want to duplicate and select **Duplicate**.
- *To delete a discussion*, click the **Settings** button next to the discussion you want to delete and select **Delete** from the resulting menu. Click the **OK** button to confirm deletion.

ANNOUNCEMENTS

Creating an Announcement

When you create an announcement, Canvas sends a message to all students enrolled in a course. **Announcements by default also go to students' emails, however this depends on students' notification settings which can be changed.**

1. In **Course Navigation**, click the **Announcements** link.
2. Click the **+Announcement** button.
3. Enter a title in the **Topic Title** box.
4. Enter your text in the **Rich Content Editor**.
5. Bonus: You can add links to course content, files, or images by using the **Insert Content** into the **Page** section.
6. Bonus: You can choose which section of your course to post the Announcement to if you have crosslisted your sections into one course using the **Post to** section.
7. Bonus: You can delay posting to a certain time to allow you to create announcements for the future.
8. Click the **Save** button to post the announcement.

Deleting an Announcement

1. In **Course Navigation**, click the **Announcements** link.
2. Click the **Options** icon and click the **Delete** link.
3. Click **OK** to confirm the deletion.

GRADES

If you are looking to setup your grades, view **Assignments** section.

Entering and Editing Grades

1. In **Course Navigation**, click the **Grades** link.
2. Click the assignment cell located in the row of the student whose score you want to enter.
3. Enter a score and press the **Return/Enter** key. The score will save automatically.
4. To remove a score, click the assignment cell and press the **Delete** key.

Using SpeedGrader

SpeedGrader displays assignment submissions for students in your course and allows you to evaluate and comment on assignments quickly.

1. In **Course Navigation**, click the **Grades** link.
2. Hover over the name of the assignment you want to grade and click the arrow that appears.
3. Click the **SpeedGrader** link.
4. From the **SpeedGrader** menu you can:
 - a. *Enter a grade*: Click in the grading area in the **Sidebar** and enter a grade. The grade will be automatically saved.

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- b. *Enter a comment:* Click in the **Assignment Comments** area and enter comments. Click the **Submit** button to save.
 - c. *Go to the next student:* Click the arrow button next to the student list to go to the next student.
5. Click the **Grades** link to return to Grades.

PEOPLE

Adding Users to a Course

Teachers and teaching assistants may be added to your course. Students are added directly from iROAR and cannot be manually added.

1. In **Course Navigation**, click the **People** link.
2. Click the **+People** button.
3. Enter the full email address of the person you wish to add. If you're adding a student as a TA, add them using @clermson.edu, instead of @g.clemson.edu.
4. In the **Role** drop-down menu, assign the user a role for the course.
5. Click the **Next** button.
6. If the user details are correct, click **Add Users**.

GROUPS

Creating a Group Set

1. Group sets house the different groups within a course.
2. In **Course Navigation**, click the **People** link.
3. Click the **+Group Set** button.
4. Enter a name in the **Group Set Name** field.
5. Bonus: Check the **Allow self sign-up** and the **Require group members to be in the same section** boxes to allow students to form their own groups with those in their section.
6. You can automatically split the groups by clicking **Split students into [number] groups** or control the process by choosing **I'll create groups manually**.
7. Click the **Save** button.

Creating a Student Group

Once you have created a group set, you can create a group. Student groups allow collaboration on group assignments and projects.

1. In a group set, click the **+Group** button.

2. Name the group in the **Group Name** field.
3. Bonus: Enter a number in the **Limit groups to [number] members** field.
4. Click the **Save** button.

Automatically Assign Students to Groups

Once you have created groups you can automatically assign students to them.

1. In **Course Navigation**, click the **People** link.
2. Click the name of the group set.
3. Click the **Options** menu, then click the **Randomly Assign Students** link.
4. Bonus: Check the **Require group members to be in the same section** if you want to keep groups limited by section.
5. Click the **Okay** button.

Manually Assign Students to Groups

1. In **Course Navigation**, click the **People** link.
2. Click the name of the group set.
3. In the **Unassigned Students** section, click a student's name and drag it to the group.

Assign a Student Leader to a Group

When you assign a student leader to a group, they can manage members of the group and edit the group name. They cannot change the number of members in the group.

1. In **Course Navigation**, click the **People** link.
2. Click the name of the group set.
3. Click the arrow next to the group name to expand the group.
4. Click the **Options** icon on a student name. Select the **Set as Leader** link to assign them as the leader. To remove the leader, click on the **Options** icon and select **Remove as Leader**.

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MISCELLANEOUS

Setting a Front Page

You can customize a page and set it as your Front Page for it to be the first view your students see when they enter the course.

1. In **Course Navigation**, click the **Pages** link.
2. Locate the page you want to set as your Front Page. **The page must be published.**
3. Click the **Options** icon and select the **Use as Front Page** link.

Customizing the Course Home Page

You can customize your home page to direct students' attention to important information.

1. In **Course Navigation**, click the **Home** link.
2. Click the **Choose Home Page** button.
3. Click the button next to the Home Page layout you prefer.
4. Click the **Save** button.

Sending a Message from the Inbox

In Conversations, you can send a message to one user or multiple users in a course. Messages are by default sent to students' emails, however this can be changed by students in their notification settings.

1. In **Global Navigation**, click the **Inbox** link.
2. Click the **Compose** icon.
3. Select the course you want to send a message to in the Courses drop-down menu.
4. Bonus: To add a user, you can search for the user in the **To** field or you can use the **Course Roster**.
5. Enter a subject in the **Subject** field.
6. Enter a message in the message field.
7. Click the **Send** button.

Making a Copy of a Canvas Course

Courses should be copied when you want to use or repurpose previously created content. This process is most often used when you are teaching the same course in a different semester.

1. In **Global Navigation**, click the **Courses** link and click on the course name of the course you want to copy content into.
2. In **Course Navigation**, click the **Settings** link.

3. Click the **Import Course Content** link.
4. In the **Content Type** dropdown menu, select **Copy a Canvas Course**.
5. In the **Search for a course** dropdown menu, select the course you wish to copy. You can also search for a course by name. **If you are looking to copy a past Canvas course, make sure to check the 'Include Completed Courses' checkbox.**
6. To import all content from the course, select the **All Content** button. If you want to choose specific content, click the **Select** specific content button.
7. Click the **Import** button.
8. Bonus: If you chose **Select specific content**, you will then choose the content you wish to import by clicking **Select Content**, making your selections, and clicking on the **Select Content** button.

Student View

Student View allows you to view your course from a student's perspective to ensure that everything appears as you want it.

1. Go to the **Home Page** of your course.
2. In the **Home Page sidebar** to the right of the screen, click **Student View**.
3. Navigate the course in student view to see the student experience.
4. Click **Reset Student View** to restore the student view to its original settings. This is useful when testing assignments and quiz submissions after making changes.
5. Click **Leave Student View** to return to the **Faculty View**.