

Faculty Quick Reference for canvas

What is Canvas?

Canvas is an open-API (customizable), learning management system (LMS), primarily designed for distance education courses. Its ease of use, however, makes it a good application for instructors teaching traditional (face-to-face) or hybrid classes.

What can I do with Canvas?

With Canvas, teachers can:

- Communicate w/students (e.g. canceled class, due dates, etc.)
- Share syllabus, class links, videos and other course files
- Track & share grades with an easy online gradebook
- Access it all from any computer or mobile device

Access Canvas

1. Launch a web browser.
2. Go to <https://cuesta.instructure.com>.
3. Enter your Cuesta username & password, and click **Login**.
The Dashboard will display.

Access a Course

- Click the course name in the Dashboard.
The selected course will appear in Courses View.



Dashboard

Dashboard permits accessing courses and viewing recent activity.



Dashboard View

Access Dashboard View

To access Dashboard View, do one of the following:

- Log into Canvas (*This is the default view*)
- Click **Dashboard** in Global Navigation menu

Dashboard View Components

- **Global Navigation** menu – Links to the main work areas
- **Dashboard**
 - Displays “cards” for accessible courses
- **Sidebar**
 - Relevant links based on current view
- **Course/Recent Activity** view
 - Toggles between displaying, in the Dashboard, course cards and recent activity



Courses

Courses gives access to a class' files and tools.



Courses View

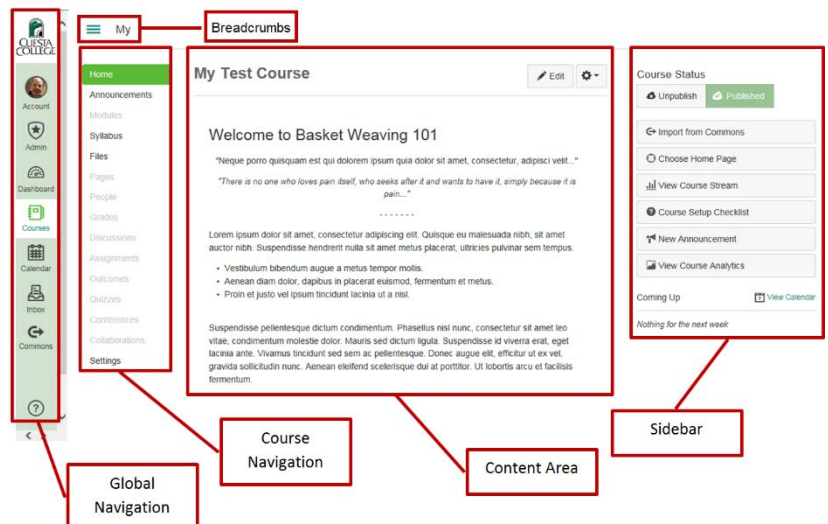
Courses View

To access Courses View, do one of the following:

- Click **Courses** in Global Navigation menu and then select a course from the pop-out list
- Click on a course card in the Dashboard

Courses View Components


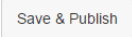
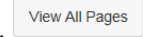

- **Global Navigation** menu
- **Course Navigation**
 - Links to different areas of the course
- **Content Area**
 - Content based on Course Navigation selection
- **Breadcrumbs**
 - Navigate within the course
- **Sidebar**
 - Relevant links based on current view




Home Page

The "home page" is the first page students see when accessing the course in Canvas.


Create a Home Page

1. In Canvas, click the course's "card" in the Dashboard.
2. Click **Pages** in the Course Navigation menu.
3. Click the **Add Page** button (upper-left of screen). 
4. Type a name for your home page in the top-most text box.
5. Type the contents of your home page in the large text box.
6. Click **Save and Publish** (bottom of screen). 
7. Click **View All Pages** (top-center of screen). 
8. Click the home page's tool icon (far-right). 
9. Click **Use as Front Page** from the drop down list.
10. Click **Home** in the Course Navigation menu.
11. Click **Choose Home Page** in the Sidebar (far right). The "Choose Home Page" dialog will appear.
12. Select **Pages Front Page** and then click **Save**.

Edit the Home Page

1. In Canvas, click **Home** in the Course Navigation menu. The home page will display.
2. Click the **Edit** button (upper-right). 
3. Make changes.
4. Click the **Save** button.



Hyperlinks

1. While editing in Canvas, select text.
2. Click the **Hyperlink** button  (or press [Ctrl]-[K]).
3. Complete the dialog and click **Insert Link** (or "OK").

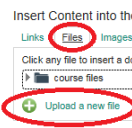
Syllabus

Each student must receive a printed copy of the syllabus in a face-to-face class. However, you can post additional digital copies in Canvas.

Upload the Syllabus

1. Log into Canvas and select your course.
2. Click **Syllabus** in the Course Navigation menu. 
The Course Syllabus will display.
3. Click **Edit**. 
4. Type brief course data in the Description box, including the text "Click here to view course syllabus".

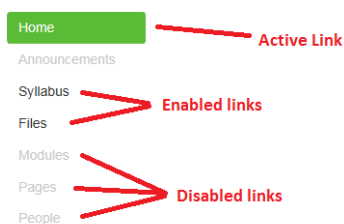


5. Select (highlight) "Click here to view course syllabus".
Note "Insert Content into the Page" section (upper-right).
6. Click the **Files** tab, and then click **Upload a new file**. 
7. Click the **Browse** button.
8. Locate and double-click on your (syllabus) file.
9. Click the **Upload** button.
10. Click the **Update Syllabus** button (bottom of screen).

Course Navigation Menu

The Course Navigation menu allows you and your students to access different course areas. You can reorder or hide any of the course navigation links.


- **Active link** – Highlighted, identifying the area currently viewed
- **Enabled links** – Normal text; accessible to students
- **Disabled links** – Faded text; hidden from students



View Course Area


- To open and view an area in Canvas, click the area's name of the Course Navigation menu.

Show/Hide Course Navigation Menu

- To hide or reveal the Course Navigation menu, click the "Show and hide courses menu" button  (upper-left).

Customize the Course Navigation Menu

Most course areas in Canvas are unnecessary in a face-to-face class. Recommendation: Hide (disable) unused course links to simplify student navigation. (Example: Enable Home, Syllabus, Files, Grades, and Announcements.)

1. Click **Settings** in the Course Navigation menu.
2. Click the **Navigation** tab.
3. Click the **Edit Course Navigation** button  to the right of the desired link.
4. Click one of the following:
 - **Disable** to hide an enabled link from students
 - **Enable** to give students access to a link
 - **Move** to change link's placement in menu
5. Click the **Save** button.

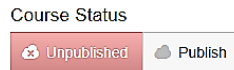
Note: Some links, even if enabled, will appear faded if the area is empty. For example, if you have posted no announcements, the link to Announcements will be faded and hidden from student view.

Publish Course

IMPORTANT: You must publish your course in order for your students to view it and any enabled Course Navigation links.



1. Click **Home** in the Course Navigation menu.
2. Click **Publish** (upper-right, under "Course Status").




Inbox





The Inbox is a simple way to e-mail your students.



View Messages

1. Click **Inbox**  in the Global Navigation menu.
2. Select your course from the Course drop-down menu.
Select "All Courses" to view messages from all your courses.
3. Select the desired folder from the Folder list at the top of the screen.
4. Select the desired message.

Compose a Message


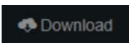

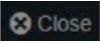
1. Click **Inbox** in the Global Navigation menu.
2. Click the **Compose** button  on the toolbar (top of screen).
3. Select your course from the Course drop-down menu.
4. Add recipient(s) by doing one of the following:
 - Type the recipient's name in the To field
 - Select from the **Course Roster** button 
5. Type your message in the message area.
6. Optional: Attach a file  or record an audio/video comment .
7. When ready, click the **Send** button.

Files


Upload Files

1. Access the desired course.
2. Click **Files** from Course Navigation menu.
3. Click the **Upload** button (upper-right).
The "Choose File to Upload" dialog will appear.
4. Locate and double-click on the desired file.
The file will be uploaded to the course's folder.

View File



1. Access the desired course.
2. Click **Files** from Course Navigation menu.
3. Click on the file name.
The onscreen viewer will display the file.
4. Do one or more of the following:
 - Click the navigation buttons to move forward or back through pages. 
 - Click the **Download** button to save a copy of the file. 
 - Click the magnification buttons to zoom in or out. 
 - Click the **Close** button to exit the viewer. 

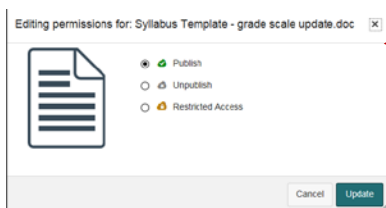
Manage/Delete Files

1. Access the desired course.
2. Click **Files** from Course Navigation menu.
3. Move the mouse pointer over the desired file.
A tool icon will appear at the far-right.
4. Click the tool icon. 
A drop-down menu will appear.
5. Select one of the following from the menu:
 - **Download** (and then click **Save**) to download a copy of the file
 - **Rename** (edit the name and then press **[Enter]**) to change the file name
 - **Move** (select a new location and then click **Move**) to relocate the file to a different folder
 - **Delete** (and then click **OK**) to remove the file

Publish Files

Control the access to individual items (e.g. files, pages, etc.) by publishing or "unpublishing".



1. Click **Files** in the Course Navigation menu.
The Files screen will display.
2. Click the "Unpublished" icon  or the "Published" icon  to the right of the desired file.
The Editing Permissions window will appear.
3. Do one of the following:
 - Select **Publish** and then click the **Update** button
 - Select **Unpublish** and then click the **Update** button.
 - Select **Restricted Access**, select the type of restriction, and then click the **Update** button



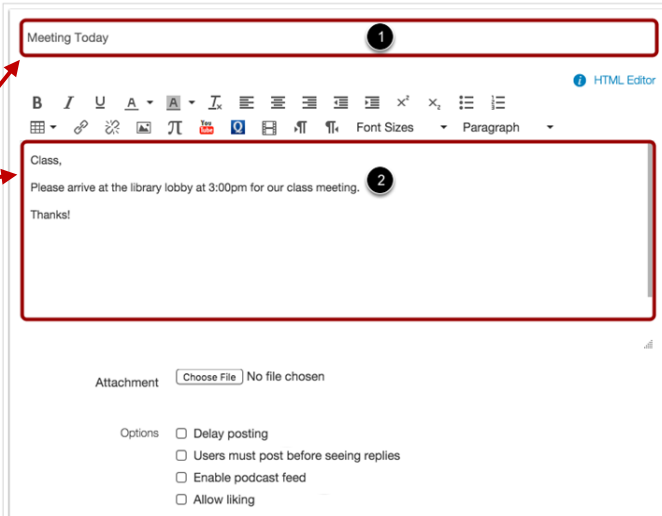
Announcements

Announcements allow you to communicate with your students about course activities and course-related topics.

Create Announcement

1. Click **Announcements** in the Course Navigation menu.
2. Click the **Add Announcement** button. 
The *Create Announcement* screen will display.
3. Type a title in the topic field **1** and detail in the content field **2**.
4. Optional:
 - Add an attachment by clicking **Choose File**, and then locating/double-clicking on the desired file
 - Check one or more boxes in the Options section
5. Click the **Save** button (*bottom of screen*). 

Create Announcement



View Announcements



- Click **Announcements** in the Course Navigation menu.

Gradebook




Use the Canvas gradebook to track grades, plus allow students to view progress and explore what-if scenarios.

Create Gradebook

Gradebook entries consist of groups of “assignments”.

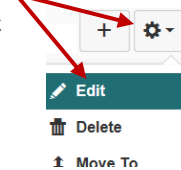
1. Click **Assignments** in the Course Navigation menu.
2. Click the **+Group** button. 
3. Type a group name (e.g. “Homework”, “Tests”, “Oral Reports”, “Final”, etc.) and then click **Save**.
Repeat steps 2-3 for additional groups.
4. Click the **Add Assignment...** button  for a group.
The “Add Assignment...” dialog will appear.
5. Enter the following:
 - Type: **Assignment** (*Do not change!*)
 - Name: Item to be graded (*e.g. Quiz 1*)
 - Due: Optional date
 - Points: Number of possible points for item
6. Click **Save & Publish**.
Repeat steps 4-6 for all graded items in all groups.

Modify Gradebook for Weighted Scale

1. Click **Assignments** in the Course Navigation menu.
2. Click the **Assignment Settings** button.   
The *Assignment Settings* dialog will appear.
3. Check the box for “Weight final grade based on assignment groups”.
4. Designate percentage for each group, all totaling 100%.
5. Click **Save**.

Drop Lowest Score(s)

1. Click **Assignments** in the Course Navigation menu.
2. Click a group’s **Settings** button and select **Edit**.
3. Enter the number of items to drop in the **Lowest Scores** field (e.g. “1”, “2”).
4. Click **Save**.



Enter Grades

1. Click **Grades** in the Course Navigation menu.
2. Enter a value in the appropriate cell and press **[Enter]**.
Repeat for other students and/or assignments.

Student View


Enable Student View

1. Click **Settings** in the Course Navigation menu.
2. Click **Student View** in the Sidebar.

Exit Student View

- Click **Leave Student View** at the bottom of the screen.

Enable Attendance (Roll Call)

1. In Canvas, select **Settings > Navigation** tab.
2. Locate “**Attendance**” and click the Settings icon. 
3. Select “**Enable**” from the dropdown menu.
4. Click the **Save** button near the bottom of the screen.

Additional Info

- [Announcements](#)
- [Course Navigation Menu](#)
- [Canvas, Navigating](#)
- [Files](#)
- [Gradebook](#)
- [Groups](#)
- [Homepage, Creating](#)
- [People](#)
- [Roll Call Attendance](#)
- [Syllabus, Uploading](#)