

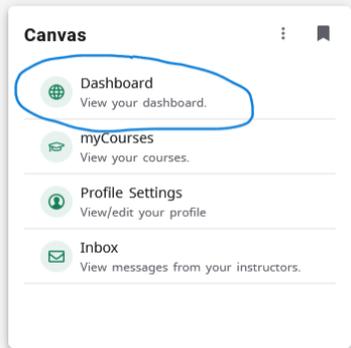
Canvas Quick Reference for Faculty

What is Canvas?

Canvas is a course management system that supports online learning and teaching. It allows instructors to share information, communicate, and assess students as well as post grades. Canvas is the Learning Management System used at Cuesta College.

Access your Course

1. **Option 1:** Log into myCuesta, then navigate to the Canvas card. Click on Dashboard to access your courses. It will take you directly to <https://cuesta.instructure.com/>



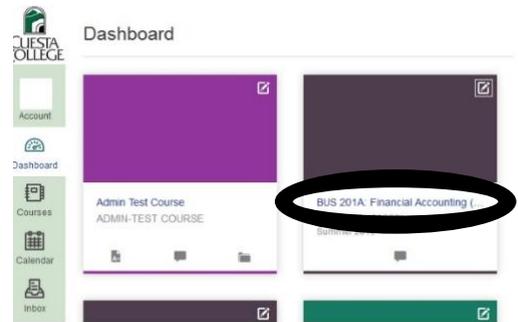
2. **Option 2:** From the Cuesta College Home Page (www.cuesta.edu), click on the Canvas Link at the top. Or you may go directly to <https://cuesta.instructure.com/>



2. Canvas and mycuesta are linked together and if you access the link from mycuesta you will not need to sign on again (single sign-on). However if you use the direct link <https://cuesta.instructure.com/> then you will need to sign on using the same sign-on and password you use for mycuesta (ie: FirstName_LastName)



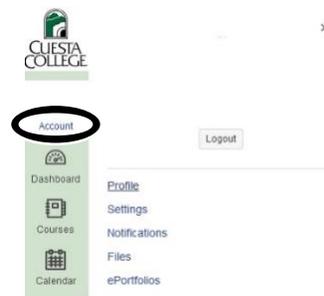
3. Click on the desired course to enter your online classroom from your Canvas Dashboard.



Edit your profile/notifications/settings

Let people know a little about you, set how you want to be notified about activity in the course and other settings to be successful.

1. Click on Account in the left navigation.
2. Click on profile, notifications or settings, Click edit.
3. Make the changes you desire.
4. Click Save at the bottom.



Navigate your course

1. Click on a link in the course navigation to access the material.
2. Use the breadcrumbs to return to the previous screen.
3. Click on links in your course content to access the material.
4. Click on your calendar in the Canvas Navigation to see your assignments and activities.
5. Click on the Inbox in the canvas navigation to read/send mail from/to your instructor and other classmates.



Overview

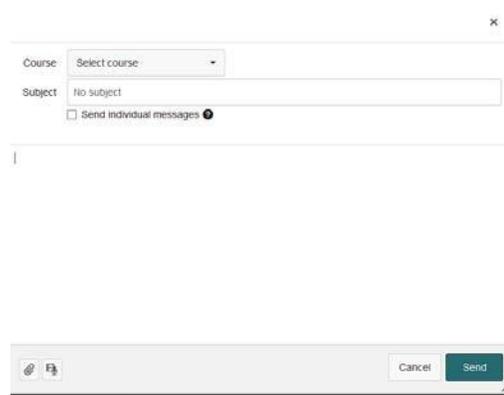
The course content is typically broken into modules that contain various activities such as course page (material), discussion forums, quizzes, and assignments.

The course content is typically broken into modules that contain various activities such as course page {material}, discussion forums, quizzes, and assignments.

Communication

Read and Reply to messages

1. Click on the Inbox in your Canvas Navigation Window.
2. Click on a message in the list of messages on the left to read the message in the message pane on the right hand side.
3. Read the message
4. Click the arrow to reply to the message
5. Type your message
6. Click send



Send a Message

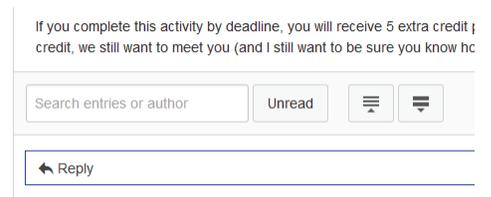
1. Click on the compose new message
2. In the message window, select the course you wish to send a message in
3. Then select the recipient for the message
4. Type your message in the text block
5. Click Send

Discussion Boards

A discussion is an activity where students and teachers can exchange ideas by posting comments.

Read / Review a discussion

1. Click on discussion in the navigation bar (if activated by your instructor or click on the discussion link in the topic/weekly module provided for you).
2. Read the discussion instructions or topic then at the bottom of the discussion click on reply to respond to your classmates or instructor.
3. Type your response in the text box, then click post reply.



Resources

- [How do I use the Dashboard as an instructor?](#)
- [How do I use the Global Navigation Menu as an instructor?](#)
- [How do I view all my Canvas courses as an instructor?](#)
- [How do I use the Course Home Page as an instructor?](#)
- [How do I use course settings?](#)
- [How do I publish a course?](#)
- [How do I create an assignment?](#)
- [How do I assign an assignment to everyone in a course?](#)
- [How do I use the Course Navigation Menu as an instructor?](#)
- [How do I use the Syllabus as an instructor?](#)
- [How do I create a discussion as an instructor?](#)
- [How do I use Files as an instructor?](#)
- [How do I use the Gradebook?](#)
- [How do I add a module?](#)
- [How do I create a new page in a course?](#)
- [How do I create a quiz with individual questions?](#)
- [How do I create a quiz using New Quizzes?](#)
- [How do I add and modify text in the Rich Content Editor as an instructor?](#)
- [How do I get to SpeedGrader from an assignment, quiz, or graded discussion?](#)
- [How do I use SpeedGrader?](#)
- [How do I add an announcement in a course?](#)
- [How do I attach a file to an announcement in a course?](#)
- [How do I edit an announcement in a course?](#)
- [How do I delete an announcement in a course?](#)
- [How do I use the Calendar as an instructor?](#)
- [How do I add an event to a course calendar?](#)
- [How do I copy a Canvas course into a new course shell?](#)
- [How do I copy content from another Canvas course using the Course Import tool?](#)
- [How do I import a Canvas course export package?](#)
- [How do I use Files as an instructor?](#)
- [How do I view my user files as an instructor?](#)
- [How do I view course files as an instructor?](#)
- [How do I view group files as an instructor?](#)
- [How do I move and organize my files as an instructor?](#)
- [How do I rename a file as an instructor?](#)
- [How do I create a folder in Files as an instructor?](#)
- [How do I upload a file to a course?](#)
- [How do I use the Gradebook?](#)
- [How do I use grading periods in a course?](#)
- [How do I arrange columns in the Gradebook?](#)
- [How do I filter columns and rows in the Gradebook?](#)
- [How do I create and manage filters in the Gradebook?](#)
- [How do I view total scores in the Gradebook as if all ungraded assignments were given zero grades?](#)
- [How do I use the Total column in the Gradebook?](#)
- [How do I use the Modules Index Page?](#)
- [How do I add a module?](#)
- [How do I publish or unpublish a module as an instructor?](#)
- [How do I duplicate a module?](#)
- [How do I add prerequisites to a module?](#)
- [How do I add requirements to a module?](#)
- [How do I edit a module?](#)
- [How do I lock a module?](#)
- [How do I delete a module?](#)
- [How do I move or reorder a module?](#)
- [How do I add course content as module items?](#)
- [How do I use the Pages Index Page?](#)
- [How do I publish or unpublish a page as an instructor?](#)
- [How do I create a new page in a course?](#)
- [How do I change the name of a page in a course?](#)
- [How do I edit a page in a course?](#)
- [How do I duplicate a page in a course?](#)
- [How do I copy a page to another course?](#)
- [How do I delete pages in a course?](#)
- [How do I upload a PDF to a page in a course?](#)
- [How do I link to other Canvas pages in a course?](#)
- [How do I set a Front Page in a course?](#)
- [How do I use the Quizzes Index Page?](#)
- [How do I publish or unpublish a quiz as an instructor?](#)
- [What quiz types can I create in a course?](#)
- [What options can I set in a quiz?](#)
- [How do I import quizzes from QTI packages?](#)
- [How do I create a quiz with individual questions?](#)
- [How do I create a quiz with a question group to randomize quiz questions?](#)
- [How do I create a quiz by finding questions in a question bank?](#)
- [How do I create a quiz with a question group linked to a question bank?](#)
- [How do I create a Multiple Choice quiz question?](#)
- [How do I create a True/False quiz question?](#)
- [How do I access the Rich Content Editor as an instructor?](#)
- [How do I use the menu bar in the Rich Content Editor as an instructor?](#)
- [How do I add a rubric to an assignment?](#)
- [How do I add a rubric to a graded discussion?](#)