

Canvas QuickStart Guide

Get Your Course Ready to Teach on Canvas

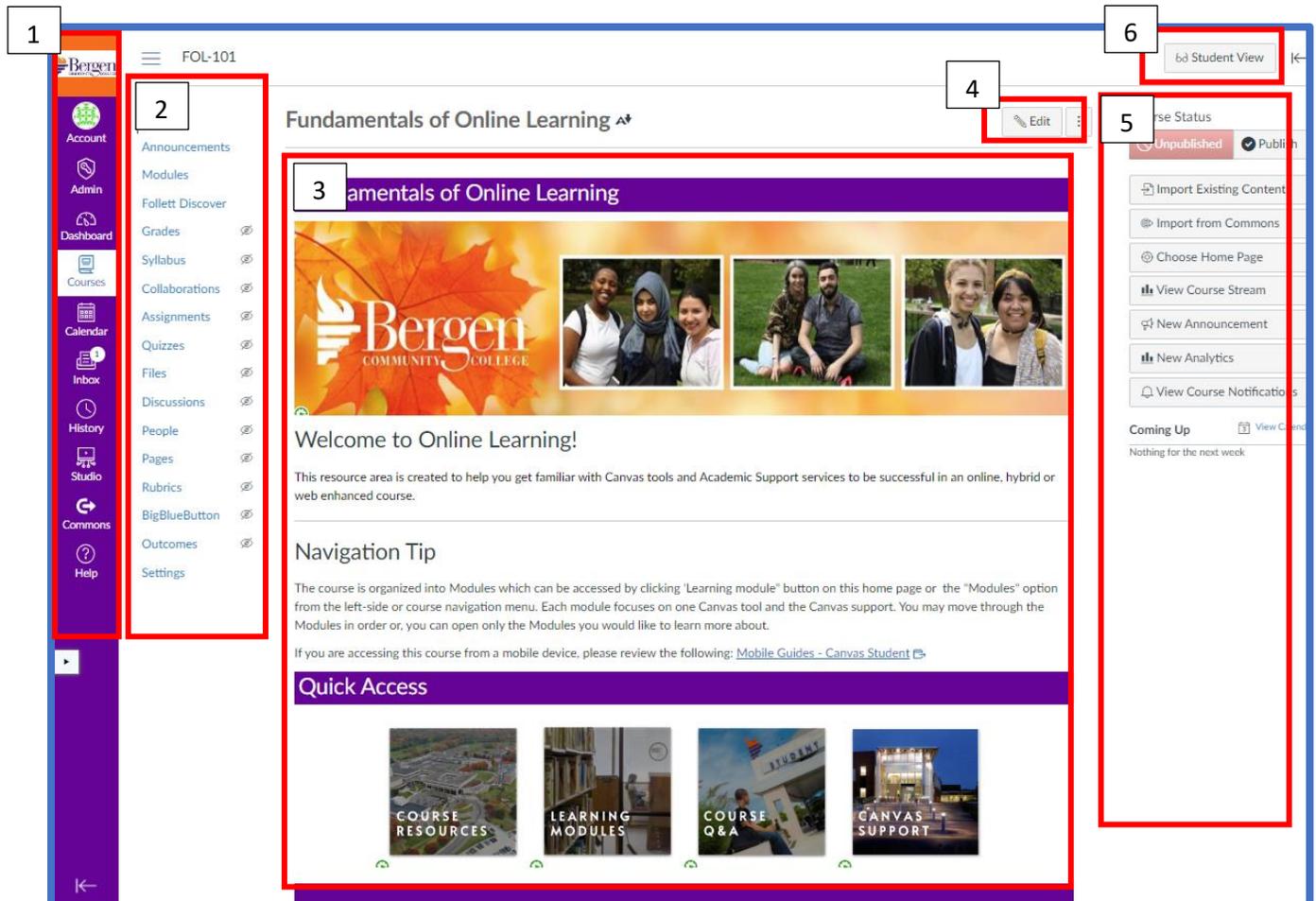


Figure. 1 Canvas Home Page

- | | | | |
|---|-----------------------|---|--------------|
| 1 | Global Navigation bar | 4 | Edit button |
| 2 | Course Navigation bar | 5 | Side bar |
| 3 | Home Page | 6 | Student View |

O. Access Your Course in Canvas

1. Login to the Canvas site: bergen.instructure.com
2. Click **Courses** from the navigation bar to find your course shell and click Modules in a course to locate converted course materials.

I. Edit Home Page

1. Click **Edit** from the Home page
2. Replace [Place Your Course Title Here] with the course Title for e.g., Developmental Psychology)
3. Delete the text **[Instructor Note: Add a short introductory (welcome) message in this spot.]**
4. Type a welcome message!
5. Click **Save**

II. Update Course Announcements

1. Click **Announcements** from the navigation bar.
 - a) Click an existing announcement.
 - b) Select the message and right click to copy (ctrl + C) the message.
 - c) Click Announcements from the navigation bar.
 - d) Click **+Announcements** to create a new announcement.
 - e) Click the message box and right click to Paste (ctrl + V).
 - f) Click **Publish**.
 - g) Click three dots next to the existing announcement and select Delete.
2. Repeat steps a-f for every announcement brought over to Canvas.

III. Add Course Syllabus

1. Click **Syllabus** from the navigation bar.
2. Click **Edit** button.

3. Click **Insert** and then click **Document**.
4. Select **Upload Document** and then drag and drop the file.
5. Click **Submit**.

Note: Syllabus page automatically creates a Course Summary schedule based on the due dates of the assignments currently posted. Grading policy is shown on the right side of the page.

IV. Set up Grade Categories

1. Click **Assignments** from the navigation bar
2. Check the Groups to add new, remove old or rename existing categories.
 - a. Click **+Group** to create new grading category.
 - b. Click three dots next to an existing Groups and select **Delete** to remove it.
 - c. Click three dots to select **Edit** to rename an existing category.
3. Organize assignments, quizzes, and discussions by dragging them to the appropriate Group.
4. Click three dots next to the Group to enter weight and then click **Save**.

Note: All the assignments within the group will be deleted when an assignment group is deleted.

V. Customize Welcome Module

1. Click **Modules** from the Navigation bar.
2. Scroll down to find the **Welcome: Your Journey Begins Here!** Module.
 - a. Click **Course Overview** and then click **Edit**
 - Replace red text with class information and learning objectives for the class.
 - Type in assignment types, percentage assigned and instructor response time.
 - Click **Save**.
 - b. Click **About Your Instructor** and then click **Edit**.
 - Replace the image with your image.

- Enter your contact information.
- Enter your response time for Email communication.
- c. Click **Course Policies and Requirements** and then click **Edit**.
- Remove red text from this page.
- Add or modify course policies and requirements.

Note: To make the Welcome module as the first module in your course drag to the top and publish it.

VI. Set up Notification

1. Click **Account** from the global navigation bar.
2. Click **Notifications** to view account-level notification and contact method.
3. To change the notification for a contact method, click notification and choose from the options 1) Notify immediately 2) Daily summary 3) Weekly summary or 4) Notification off.

VII. Fix Converted Course Modules

1. Click **Modules** from the course Navigation bar.
2. Scroll down to find all the modules and fix these as needed.
 - a. To change the title of a module or a Text header, click three dots, and then click **Edit**. Make changes to the title and click **Update** module.
 - b. To remove a label, click three dots and click **Delete**.
 - c. To reorder items in module, drag and drop the item to another location.
 - d. To create a new module, scroll down to find Learning Module 1. Add Template Discussion, Assignments, Quizzes, pages etc. to the module. Remove Instructor Note in red text from each of the template items. Then make a copy of this module by clicking three dots and selecting Duplicate.

Fix the title of the module to read the name of the module. Review instructions on using [Bergen Template](#).

VIII. Update Assignments Due Dates

1. To update due dates for course Assignments, Discussions and Quizzes click **Assignments** from the left-hand navigation bar.
2. Click three dots next to an Assignment, Discussion or a Quiz.
3. Select **Edit** and then enter the due date.
4. Click More options to enter **Available from** and **Until** dates.
5. Click **Save**.

IX. Validate Hyperlinks

1. Click **Settings** from the left-hand navigation bar.
2. Click **Validate links in Content**.
3. Click **Start Link Validation**.
4. Note down the broken link and click on course items such as assignment, pages or module.
5. Click **Edit**.
6. Highlight the text of a broken link.
7. Click the chain icon to select **Edit Link**.
8. Type in the new link and click **Done**.

X. Apply workarounds for No Direct Equivalent activities. See [Moodle Equivalency chart](#).

Self-Review Form (I-X)

- Edit Home Page
- Update Course Announcements
- Add Course Syllabus
- Setup Grade Categories
- Edit Welcome Module
- Setup Notifications preference
- Fix Converted Course Modules
- Update Activities/Assignments Due Dates
- Validate Hyperlinks
- Apply workarounds for No Direct Equivalent activities

HELP OPTIONS

- Refer to [Canvas resources for instructors](#)
- Click Help from the global navigation bar for 24x7 support
- Email CITL at citl@bergen.edu for 1-1 help
- Check out [Moodle Equivalency chart](#) for workarounds