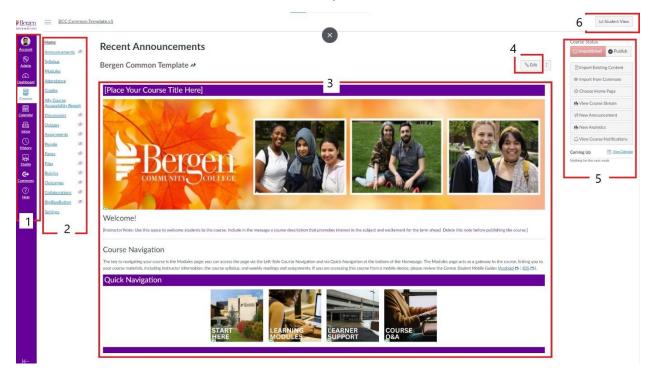# Canvas QuickStart Guide
Get Your Course Ready to Teach on Canvas

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

O. Access Your Course in Canvas

1. Login to the Canvas site: Canvas.Bergen.edu

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: Use this space to welcome students to the course. Include in the message a course description that promotes interest in the subject and excitement for the term ahead. Delete this note before publishing the course.]

4. Type a welcome message!

5. Click **Save**

II. Update Course Announcements

1. Click **Announcements** from the navigation bar.

    a) Delete the announcements from previous semester if necessary.

    b) Click **+Announcements** to create a new announcement.

    c) Type in a welcoming announcement

    d) Click **Publish**.

III. Add Course Syllabus

1. Click **Syllabus** from the navigation bar.

2. Click **Edit** button.

3. Delete the text [Instructor Note: The syllabus page shows a table-oriented view of the course schedule. You can add comments, notes, or thoughts you have about the course structure, course policies, textbook information, or anything else. Remove this message before publishing the course.]

4. Click **Insert** and then click **Document**.

5. Select **Upload Document** and then drag and drop the file.

6. 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. Learn More: Canvas Resources for Instructors - Course Syllabus.

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 +Assignment and then select **Assignment Groups Weight**

5. Select the box for **Weight final grade based on assignment groups**

6. Enter the desired percentage for each group.

7. click **Save**.

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

V. Customize Course Orientation for Students Module

1. Click **Modules** from the Navigation bar.

2. Scroll down to find the **Course Orientation for Students (Start Here)** Module.

3. Click **Course Overview** and then click **Edit**

- Replace purple text with class information and learning objectives for the class.

- Type in assignment types, percentage assigned and instructor response time.

- Remove the purple text under **Late & Missed Assignments** and **Grading Scale** and replace with appropriate information if needed.

- Click **Save.**

4. Click **Instructor Information** and then click **Edit.**

- Replace the image with your image.

- Remove purple text from this page.

- Enter your contact information.

- Enter your response time for email communication.

5. Click **Course Policies and Requirements** and then click **Edit.**

- Remove purple text from this page.

- Add or modify course policies and requirements.

6. Click **Course References** then click **Edit.**

- Remove purple text from this page.

- Enter the appropriate information about Citation/Sources for each module

- **Save**

7. Click **Course Q&A** then click **Edit.**

- Remove purple text from this page.

VI. Edit Course Modules

1. Click **Modules** from the course Navigation bar.

2. Scroll down to find all the modules and edit 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 X. Add Template Discussion, Assignments, Quizzes, pages etc. to the module. Remove Instructor Note in purple text from each of the template items. Then make a copy of this module by clicking three dots and selecting Duplicate. Edit the title of the module to read the name of the module. Review instructions on using [Bergen Template](.).

VII. 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.

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.**

Canvas Setup Checklist (I-IX)

☐ Edit Home Page

☐ Update Course Announcements

☐ Add Course Syllabus

☐ Setup Grade Categories

☐ Edit Course Orientation for Students Module

☐ Edit Learning Module

☐ Setup Notifications preference

☐ Update Activities/Assignments Due Dates

☐ Validate Hyperlinks

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