Canvas Instructor Cheatsheet

📢 Announcements (🔊 Announcements*)

Create an Announcement

```
Course > Announcements > Create Announcement
```

- Import External RSS Feeds to create new Announcements
- Students can subscribe to Announcement RSS Feed
- New Announcement notifications can be received via multiple channels

📣 Assignments (✏️ Assignments*)

Create an Assignment

```
Course > Assignments > Add Assignment Group > ➕ to Add Assignment
Course > Calendar > Click on date > Assignment tab > Submit
```

- All assignments are created here
- Create assignment groups such as attendance, discussions, papers, quizzes, etc.
- Assignment Groups can be weighted to calculate the final grade
- Download Assignment submissions from the Assignment page

📅 Calendar (🗓 Calendar*)

Create an Event

```
Course > Calendar > Click on Date > Event tab > Submit
```

- More options to open Rich Content Editor and Content Pane
- Drag & drop events or assignments to make changes across weeks or months
- View up to 10 classes at once with color-coded global calendar view.
- Copy the "1-way" calendar feed into Google Calendar, iCal, Outlook, etc.

Chat (💬 Chat*)

Join Chat

```
Course > Chat
Global Navigation > Courses & Groups > Group > Chat
```

- Chat in real time at the same URL (Chat logs not saved)
- Broadcast via webcam or computer audio
- Join real-time text editor (EtherPad) or real-time graphics editor (Flock Draw)

Collaborations

Create New Collaboration

```
Course > Collaborations > Start a New Collaboration
Global Navigation > Courses & Groups > Group > Collaborations >
Start a New Collaboration
```

- Google Doc authentication only happens once, saved in Profile
- EtherPad requires no authentication
- Invite any subset of the People enrolled in a course or group

Conferences

Create New Conference

```
Course > Conferences > Make a New Conference
Group > Conferences > Make a New Conference
```

- Conferences can be long-running or limited to x number of minutes
- Describe purpose of Conference in the description field
- Invite any subset of the People enrolled in a course or group

Conversations (✉️ Mail*)

Create New Conversation

```
Course > Inbox > 📝 to open To: field > Name, Message, Send
```

- Messages can be sent to any of your classes, sections, groups
- Users can color code, archive, and unsubscribe from a Conversation
- Message threads are arranged in reverse chronological order
- Message threads include comments from past Assignments

Course Activity Stream

- Displays recent events inside a single course
- Users can respond to Discussions and Announcements
- Default setting for the Course Home Page

Course Home Page (🏠 Home Page*)

Change Home Page Layout

```
Course > Home > Change Home Page Layout
```

- Course Activity Stream (Default)
- Design Custom Page
- Modules Page
- Assignments
- Syllabus + Assignments

Course Import/Export Tool

Import/Export Course Content

```
Course > Settings > Copy this Course
Course > Settings > Import Content into this Course
Course > Settings > Export this Course
```

- Content can be imported and exported at a granular level
- Exported course packages can be shared via email

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Course Navigation (Course Tools*)

Customize Course Navigation

`Course > Settings > Navigation > Drag above/below line to show/hide`

- Course Navigation is a customizable list of links that helps you GO where you need to inside your course

Course Setup Checklist

Create A New Course Shell

`Dashboard > Start a New Course`

Open Course Setup Checklist

`Course > Home > Course Setup Checklist`

- "Wizard" tool prompts new users to name course, import content, add Assignments, add students and TAs, customize Course Navigation, customize Course Home Page, and add Calendar events.

Course Statistics (📈 Tracking*)

View Course Statistics

`Course > Settings > Course Statistics`

- Total number of Assignment types
- Recent student visits
- File storage quota
- Graph of page views over time

Course Status

End a Course

`Course > Settings > End this Course > Delete OR Conclude`

- Delete course will delete course content
- Conclude course will conclude course enrollments

Dashboard

- Global Activity Feed lists recent activity across all courses
- "To Do" section of Sidebar lists Assignments to grade or submit
- "Coming Up" section of Sidebar lists Assignments due
- "Recent Feedback" section of Sidebar links to Assignment comments made by students and instructors

💬 Discussions (📌 Discussions*)

Create a New Discussion

`Course > Discussions > Start a New Topic`

- Discussion Topics can be reordered
- View Discussion Topics and Announcements or just Discussion Topics
- Use Rich Content Editor and Content Pane to edit Topic
- Attach Files to Discussions
- Discussion options: delay posting, reply visibility
- Turn a Discussions into a graded Assignments

ePortfolios

Create a New ePortfolio

`Profile > ePortfolios > Create an ePortfolio`

- Organize ePortfolio into Sections with Pages
- Widgets: Rich Content Editor, HTML Embed, Course Submissions, Images/Files
- Enable comments; make comments public; make ePortfolio public
- Download ePortfolio as .zip files
- ePortfolios belong to a user not a course

Course Files (🗔 File Manager*)

Access Course Files

`Course > Files`

- File hierarchy on the left / File preview pane on the right
- Upload single files or .zip files
- Sort files into folders (Mouse over file icon to move files from right to left)
- Preview files by clicking on the file title
- Three levels of security: public (default), locked until linked, always locked
- Download single files .zip files

Group Files

Access Group Files

`Global Navigation > Courses & Groups > Group > Files`

- Share files with fellow students

Personal Files (🗔 My Files*)

Access Personal Files

`Profile > Files`

- Store files for personal use

Global Navigation

Navigate to Courses, Groups, Assignments, Grades, and Calendar

`Login > Global Navigation`

Grades (📋 Gradebook*)

Edit Grades

`Course > Grades > Click on cell > Enter > Edit > Enter or Arrow Key`

- Grading history is always saved, can revert to past grades
- Leave media comments to provide assessment feedback
- Easily sort columns or rows
- Mute Assignment, Message students who, Set default grade, or open SpeedGrader™
- Download CSV export of gradebook, edit, and re-upload
- Include or Ignore ungraded Assignments to calculate Total Grade
- Students see a table of all course Assignments, can figure out hypothetical grades, and message instructors about specific Assignments

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Groups (🐝 Group Manager*)

Create New Group

```
Course > People > View Student Groups > Make a New Set of Groups
```

- Create groups manually or automatically
- Drag and drop student names to change group enrollments
- Allow and disallow self sign-up by course or by section
- Student-created groups and instructor-created groups persist after course ends
- Students can create Announcements, Discussion Topics, edit Pages, share Files, see Registered Services, use Chat, and create Collaborations

Help Corner

Help Corner Options

```
Help > Search Canvas Guides > Instructor User Guide > [Search]
Help > Ask the Canvas Community > [Search]
Help > Request a Feature > [Search] > Vote or Suggest an Idea
Help > Report a Problem > [Subject & Description] > Send Feedback
```

In-context Help

Look for Blue Question Marks

- Course Setup Checklist, Conversations, ePortfolios, Math Editor, Outcomes, etc.

Math Editor

Link a Learning Outcome to a Rubric

```
Course > Rich Content Editor > π
```

- Click on symbols or type Latex

Mobile Apps

iPhone and iPad Apps

```
iTunes > Download App > Sync to handheld device
```

- SpeedGrader™ makes it easy to evaluate student work anywhere, anytime
- Student app coming soon

Modules (📑 Learning Modules*, 🗂 Selective Release*)

Build a New Module

```
Course > Modules > Add a New Module > [Name] > Add Module > Add
Item to Module
```

- Add links to Assignment, Quiz, File, Page, Discussion, External URL, or External Tool
- Drag and drop to order modules or module items
- Define requirements for completing any given module
- Set prerequisites or "co-requisites" to sequence course content
- View student progress

Notification Preferences

Customize Notification Preferences

```
Profile > Notifications > Add or Delete Channels > Set Frequency
```

Outcomes (🎯 Goals*)

Create a Course-level Outcome

```
Course > Outcomes > Add Learning Outcome > [Descriptions] > Rating
Levels > Threshold of Mastery
```

- Align Assignments, Quizzes, and graded Discussions to Outcomes
- View student "artifacts" sorted by Outcome
- Helpful for institution-wide reporting and accreditation
- Department- or institution-level Outcomes are easily shared

Pages (📁 Folders*)

Create a New Page

```
Course > Pages > Create a New Page > [New Page Title] > Create >
[Edit] > Save Changes
```

- Use Rich Content Editor and Content Pane to edit Page
- Hide Page from students until completed
- Set permissions to add Students and Observers as editors

People (👥 Roster*)

Add a New Student, Teacher, Observer, or TA

```
Account > Settings > Users > Add Users > [Role, Email, Section] >
Continue... > OK Looks Good, Add this User
```

- Hover over user name and click on info button to resend email invitation
- Hover over user name and click on red x button to delete enrollment

Profile (My Settings*)

Edit Profile

```
Profile > Edit Profile > [Full Name, Display Name, Language, Time
Zone, Change Password]
```

- Some profile settings may be frozen by LMS Admin
- Add an avatar
- Add communication channels and link to Registered Services

Question Banks (Question Database*)

Create a New Question Bank

```
Course > Quizzes > Manage Question Banks > Add Question Bank >
[Question Bank Name] > Hit enter to save
```

- Add questions manually or move and copy questions to other Question Banks
- Bookmark Question Banks to display at top of page
- Align Question Banks to Outcomes
- Questions can be copied from Question Banks
- Department- or institution-level Question Banks are easily shared

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ⓠ Quizzes (⊞ Assessments*, ⊞ Assessment Manager*)

Create a New Quiz

```
Course > Quizzes > Create a New Quiz > [Quiz Options] > Add
Questions > Save Settings > Preview > Publish Quiz
```

- Quiz Types: Practice Quiz, Graded Quiz, Graded Survey, Ungraded Survey
- Quiz Options are listed in the Sidebar
- Edit Quiz Instructions and Question Prompts with Rich Content Editor
- Question Types: Multiple Choice, True/False, Fill in the blank, Fill in Multiple Blanks, Multiple Answers, Multiple Dropdowns, Matching, Numerical Answer, Formula Question, Essay Question
- Building Quizzes: Add questions manually, copy questions from Question Banks, Create Question Group from manually-created questions, or Link Question Group to a Question Bank
- Quiz grade is the sum of points assigned to individual questions and/or Question Groups
- Visit http://guides.instructure.com/ for more information

Registered Services

Link to Registered Web Services

```
Profile > Click on button under "Other Services > Enter credentials
```

- User decides if Registered Services will be visible or not
- Facebook and Twitter integrations enable outbound notifications
- Google Docs integration enables easy access to Collaborations and submitting Google Docs as Assignments
- LinkedIn integration links to your public profile
- Diigo and Delicious integrations make it easy to search your bookmarks when you are adding external links in the Rich Content Editor
- Skype integration lets other users know when you are online

Rich Content Editor (WYSIWIG Editor)

Edit Discussion Topic, Announcement, Calendar Event, Page, Quiz, etc.

- Formatting tools (bold, italics, underline, text color, text highlight, alignment, indent, bulleted and numbered lists, tables, font and paragraph styles)
- Erase [Word] markup from copy and paste
- Link or unlink to internet resources (YouTube links will auto-embed)
- Embed Images (Search and embed images from Flickr Creative Commons)
- Insert Math Equations
- Leave Media Comments (Record or upload video or audio files)
- Insert Equella Links (if subscription is available)

Rubrics (⊞ Grading Forms*)

Create a New Rubric

```
Course > Outcomes > Manage Rubrics > Add Rubric > [Title, Criteria,
Ratings, Outcomes] > Update Rubric
```

- Course-level rubrics cannot be copied between courses
- Department- or institution-level rubrics are easily shared
- Attach Rubrics to Assignments, Quizzes, or graded Discussions for easy evaluation in SpeedGrader™

Settings (Manage Course*)

Edit Course Details

```
Course > Settings > Edit Course Details > Update Course Details
```

- Some course settings may be frozen by LMS Admin
- Make course publicly visible (student data is not shared)
- Assign license to course
- More Options: Grant Students additional privileges or hide grade totals from students
- Create new sections and manually cross-list sections
- Add users, customize navigation, and add external tools for use in Modules

Sidebar

- Sidebar is a permanent contextual menu that helps you DO what you need to inside your course
- Sidebar may change after you save an Assignment or adjust options
- Sidebar includes buttons, links, feeds, and summary information
- Sidebar may transform into a Content Pane for quickly linking to course content, files and images when the Rich Content Editor is open

SpeedGrader™ (⊞ Assignment Dropbox*)

Open SpeedGrader™

```
Course > Grades > Assignment Column Dropdown Menu > SpeedGrader™
Course > Open Assignment/Quiz/graded Discussion > (Edit Assignment
Settings) > (Update) > SpeedGrader™
```

- SpeedGrader™ always opens in new tab or window
- Grade all submissions for an assignment in one place
- Multiple submissions will appear in dropdown menu for easy access
- Red notification message in Assignment was submitted after due date
- Click on Settings to sort student list or hide student names in dropdown menu
- Type score and click tab or enter to autosave to gradebook
- View Rubric to use rating levels or type free-form comments
- Feedback for students can be typed, recorded, or uploaded
- Upload files with comments for students
- Mute assignments to pause communication until grading is finished
- Download all submissions and re-upload from the Assignment page

Syllabus (⊞ Syllabus*)

Edit Syllabus Description

```
Course > Syllabus > Edit Syllabus Description > Update Syllabus
```

- Use Rich Content Editor and Content Pane to edit Syllabus Description
- Syllabus table is automatically generated based on Assignments due
- Assignments without a due date will appear under "Other" at the bottom