Old Dominion University

Canvas: QuickStart Guide (Instructors)

Access a Canvas Course

Option 1: From the Global Navigation bar/Menu, click **Dashboard** to see all of your favorite published and unpublished courses.

Option 2: From the Global Navigation bar/Menu, click **Courses**; all of your courses will appear in a list.

Set Your Notification Preferences

Receive emails for course activities like announcements, items needing grading, etc. at a frequency you choose.

1. From the Global Navigation bar/Menu, click **Account**, then **Notifications**.

2. Notification settings are differentiated by course or account. To differentiate, click the drop-down menu located under **Settings for**.

3. Click the bell or calendar icon to change the notification status (automatic save).

Editing Your Profile Information

1. From the Global Navigation bar/Menu, click **Account**. Click **Notifications**, then **Profile**.

2. Click the options menu (three dots icon), on the top right corner, and click **Edit Profile**.

3. Type your biography into the text box.

4. Click the boxes under Title and URL to add personal links to your profile.

5. Click **Save Profile**.

Modify Your Account Settings

1. From the Global Navigation bar/Menu, click **Account** and then **Settings**.

2. Click **Edit Settings** (right side of the screen).

3. Use the drop-down menus to adjust your pronouns, language, and time zone.

4. You may edit your contact methods on the right-hand side by clicking on the **+ Email Address** and **+ Contact Method**.

5. Click **Update Settings** to save changes.

Customizing the Home Page

To point to a specific page, first set a Front Page:

1. From the Course Navigation bar/Menu, click **Pages**.

2. Click the **View All Pages** button.

3. Locate the published page that you want to set as your Front Page. *(Only Published pages can be set as the Front Page.)*

4. Click the options menu (three dots icon) and select **Use as Front Page**. *The Front Page is indicated by a gray Front Page tag.*

5. To remove the Front Page, locate the page labeled with a gray Front Page tag, click the three dots icon and select the **Remove as Front Page** option.

Then set your Course Home Page:

1. From the Course Navigation Menu, click **Home**. From the Home Page sidebar, click **Choose Home Page**.

2. Select one of five layout options: The Recent Activity Dashboard, Pages Front Page, the Course Modules, the Assignment List, or the Syllabus. *Pages Front Page would be the Front Page you selected in the steps above.*

3. Click the **Save** button.

Update or Upload a Syllabus

1. Navigate to your Canvas course and click on **Syllabus** from the Course Navigation Menu.

2. Click the **Edit** button on the upper right side.

3. Insert or upload your syllabus into the Rich Content Editor window.

   Option 1: Edit the existing syllabus page to add relevant information.

   Option 2: Upload your course syllabus and update the page. If you use this option, consider some of our syllabus suggestions.

4. Click **Update Syllabus** to save.

Add Content to Your Course

1. Navigate to your Canvas course and click **Modules**.

2. In the preferred module, click on the **+** (top right of the module's header).

3. Click the drop-down menu and select a type of content to add. Depending on the item type, you may have to fill out additional fields.

4. Then click **Add Item**.

Change Course Status

Option 1: From the Global Navigation bar/Menu, click **Dashboard**. Publish unpublished courses by selecting the **Publish** button from the course card (automatic save).

Option 2: Navigate to your course. From the Course Navigation Menu, click the **Home** tab. Click **Publish** or **Unpublish** at the top right of the page depending on the desired status change (automatic save). The course cannot be unpublished once students submit work.

Add Files to Your Account and Courses

1. In your Canvas course, click **Files**.

2. Click the **Upload** button (top right). A pop-up allows you to search your computer's files. Click the title of the file you want to upload, then **Open**. You can also upload by dragging and dropping an item from your computer's files into the open pop-up window.

3. Upon completion, view the file by clicking on the file name. To exit, click **Close** in the upper right corner.

Notes: The **+ Folder** allows for creating a folder to organize files, not for uploading a folder.

Canvas does not support file uploads larger than 5 GB. Video/audio uploads must be through Kaltura and can be up to 2 GB in size.

Changing Your Course Settings

In course settings, make updates, see different users and sections, and modify the course navigation. Settings are only available to instructors.

1. From the course navigation menu, click **Settings**.

2. Course Details display an overview including the course name, the course code, the course license, time zone, etc.

3. Click **Update Course Details** in the bottom right corner to save changes.

Some items are not available for editing due to the permission settings set for ODU instructors.

Reset Content

1. Open your course and, from the Course Navigation Menu, click **Settings**.

2. Choose **Reset Course Content** on the right side of the page. Read the warning pop-up carefully before choosing **Reset Course**.

Warning: This is a permanent action that cannot be undone.

Use Student View

View a course from the student's perspective and create a Test Student.

1. Navigate to your Canvas course and, from the Course Navigation Menu, click **Student View** (top right) to view the course as a student.

2. To clear all test student activity, click **Reset Student** (bottom right).

3. To exit the student view, but keep the Test Student data, click **Leave Student View** (bottom right).

Note: This way of resetting only works for Classic Quizzes. To see New Quizzes from a student perspective, use the Quiz Preview option.

Create an Assignment

1. Open your course and, from the Course Navigation Menu, click **Assignments**.

2. Click **+ Assignment** in the top right corner.

3. Enter **Assignment Name** and information about the assignment in the text box.

4. Assign **Points**, **Submission Type**, and other pertinent information.

5. Click **Save**.

Create Discussion Forum

1. Open your course and, from the Course Navigation Menu, click **Discussions**.

2. Click **+ Discussion** in the top right corner.

3. Enter **Topic Title** and information about the assignment in the text box.

4. Choose Options applicable to your discussion.

5. Click **Save**.

Create New Quiz

1. Open your course and, from the Course Navigation Menu, click **Quizzes**.

2. Click **+ Quiz** at the top right corner of the page. Choose **New Quizzes**, then click **Submit**.

3. Enter **Assignment Name** and information about the assignment in the text box.

4. Assign **Points**, **Submission Type**, and other pertinent information.

5. Click **Build** to add questions to your Quiz. Select **+** to add new questions or **Item Banks** to add questions previously added to an Item Bank.

6. From the **Settings** tab, adjust quiz settings (shuffle questions and/or answers, time limit, multiple attempts, restrict student result view, etc.).

7. If needed, from the **Moderate** tab, set **Accommodations** for a student (e.g., extended time). Select the pencil icon to the right of a student's name. The Moderate tab also allows you to set student attempts for quizzes.