

Instructors / Staff

New to Canvas Instructions

VCCCD

Canvas is an easy-to-use, reliable and adaptable Learning Management System. You can use Canvas to increase communication, collaboration and engagement in your courses.

This document is meant to be an electronic document complete with links to “How To” videos and “Step by Step” instructions.

You can also find resources online in the [Canvas Instructor Guide](#).

If at any time (24/7) you need Canvas Support, please call
(844) 603-4262.



Instructors/Staff Getting Started Canvas Instructions

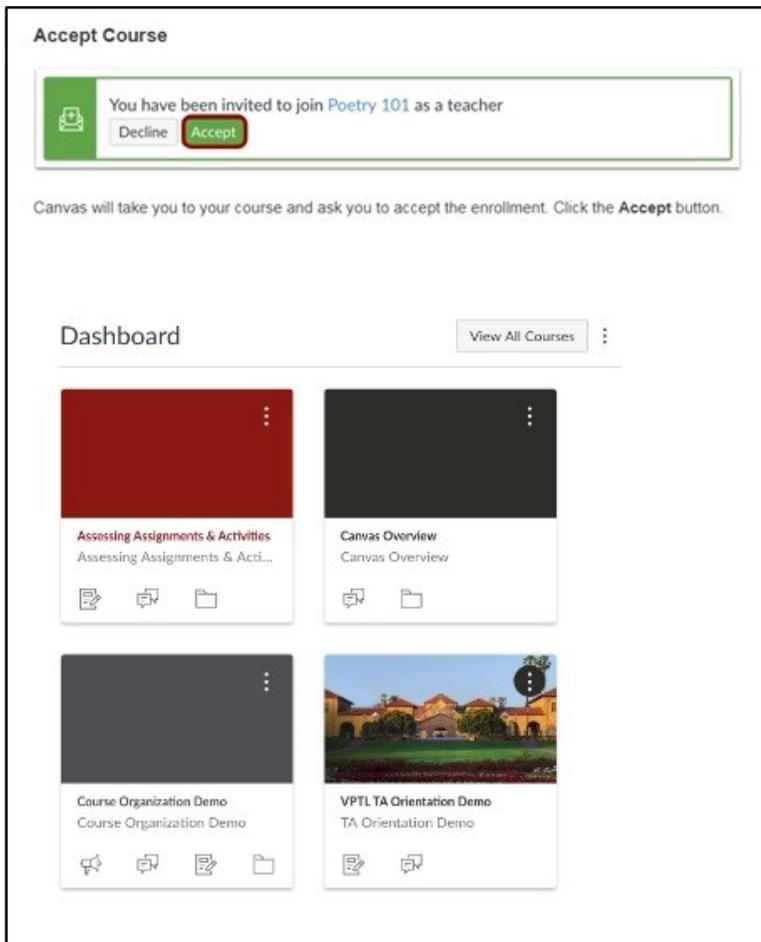
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Tips for Getting Started

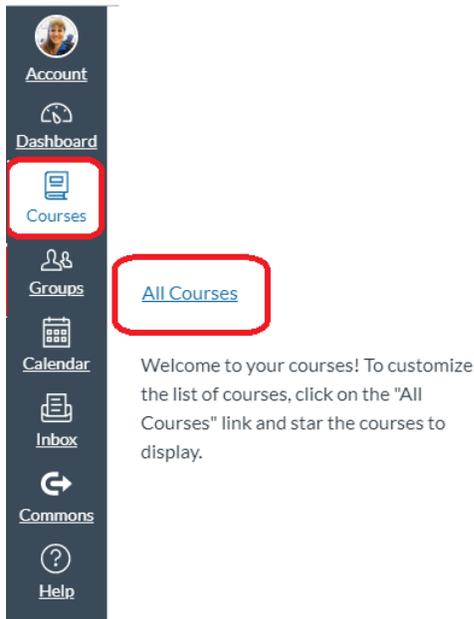
- Use the Chrome web browser
- Check out the [Course Setup Checklist](#) from Canvas
- For accessibility compliance, use “[Pages](#)” or “[Modules](#)” for URLs
- Set your [Notifications](#) and remind your students to do the same
- Figure out your [due dates for Assignments](#):
 - Without due dates, the Canvas Calendar, Notifications and To-Do lists will not be useful for students.

Login to Canvas

1. You can find your course by logging into Canvas from the Portal.
 - [How to Find the Portal](#)
 - [How to Find Canvas from the Portal](#)
 - Or you can Go to <https://vccd.instructure.com> and
2. Login with your VCCCD email ID and password
3. Once you get logged into Canvas, you will see the **Dashboard** with tiles of your courses. Look for the invite at the top of the screen to your course shell(s) and **accept the invitation**.



4. You can access all of your courses by clicking the View All Courses button on the Account Navigation Menu on the left. [You can add courses to the dashboard by following these instructions.](#)



Account Setup

Once you are assigned your course(s), you are given access to a Canvas shell for that course. You'll want to set up your Notification Settings.

Canvas includes a set of default notification preferences you can receive for your courses. However, you can change the default settings by setting your own notification preferences. These preferences only apply to you; they are not used to control how course updates are sent to other users.

[How do I set my Canvas notification preferences as an instructor?](#)

Let Notifications and the Calendar communicate for you

At the start of your course, you may want to remind students to manage their Notification settings in Canvas. Students can choose to be notified of calendar due dates, course updates, and messages via text message, personal email, or social media in addition to their Stanford email address.

Keep in mind that students will only receive calendar reminders and other notifications if you create course activities such as quizzes and assignments in Canvas and include a due date.

Course Setup

Set up Your Course: From the Dashboard or Courses menu, click your course name to access your course.

Hide or Reorder Items in Course Navigation Menu

We recommend that you hide Files. The more streamlined your Course Navigation menu is, the less time students will spend searching unnecessarily.

Click **Settings** in the Course Navigation Menu. Click **Navigation** tab. Drag tools (e.g, Announcements, Modules, Assignments, etc.) to reorder them or drag them to bottom of page to hide/disable (e.g., files) them then click **Save**.

Video Instructions Navigation

Fall 2019

Course Details Sections **Navigation** Apps Feature Options

Home

Announcements

Modules

Discussions

Syllabus

ConferZoom

NameCoach

NetTutor

Attendance

Grades

People

Chat

Assignments

Pages

Outcomes

Collaborations

Conferences

Quizzes

Files

Settings

Drag and drop items to reorder them in the course navigation.

Home	:
Announcements	:
Modules	:
Discussions	:
Syllabus	:
ConferZoom	:
NameCoach	:
NetTutor	Edit Course Navigation
Attendance	:
Grades	:
People	:
Chat	:

Drag Items here to hide them from students.
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Assignments	:
Page disabled, will redirect to course home page	:
Pages	:
Page disabled, will redirect to course home page	:
Outcomes	:
Page disabled, will redirect to course home page	:
B&N Faculty	:
Page disabled, won't appear in navigation	:
Bookstore	:
Page disabled, won't appear in navigation	:

Save

Content

Organize Content by Modules or [Create a Specific Home Page](#)

Modules help instructors and students manage and track learning activities. Modules can be used to organize pages, files, quizzes, assignments, and discussions.

You can set your course Home Page to a [style that makes most sense for your content](#):

- Organizing your content with [Modules](#)? Set Course Modules as the Home Page
- Posting a lot of Announcements? [Course Activity Stream](#) might work best
- Uploading a Syllabus and making robust use of Due Dates? [Syllabus](#) would be best
- Creating a custom a web page? Use [Pages – Front Page](#)

Add a Syllabus ([how to upload syllabus](#))

[Video for how to link to your syllabus in other areas of your course.](#)

1. Click **Syllabus** in Course Navigation toolbar.
2. Click **Edit Syllabus Description** button on the upper right.
3. Use the rich text editor to add text. Insert content with the Links, Files, and Images helper in the right column, if desired.
4. Click **Update Syllabus** when finished.

If you are using the [Calendar](#) and [Assignments](#) tools, the syllabus tool will create a table of calendar events and assignments automatically, appearing under the syllabus description.

Add a Page

[How to add a page \(video\)](#)

To get started, click the **Pages** link in Course Navigation. To add a new page, locate the Add Page button.



You may have to click the View All Pages button if your course already has pages. Then click the Add Page button. Give your page a title in the title field. Then add text, media, and other instructional content using the Rich Content Editor and Content Selector.

Customize Your Home Page

1. Click **Home** in the left toolbar.
2. Click **Choose Home Page** on the upper right.
3. Select an option (Course Activity Stream, Pages Front Page, Course Modules, Assignments List, Syllabus) and click **Save**.

Add a File to a Page

[How to link to a file within a page](#) written instructions from Canvas

[How to link to a file within a page](#) video

Add a File to a Module (note: CVC-OEI wants the file in a page)

Add a Quiz

Add a Multi-question Quiz or Homework ([Video How to Add Quiz](#))

1. Click **Quizzes** in the left toolbar.
2. Click **+ Quiz** in the upper right corner.
3. Choose Quiz Type (Practice Quiz, Graded Quiz, Graded Survey, Ungraded Survey), Options, Quiz Restrictions, Assign to (Everyone, Sections or Individual Students) then click **Save**.
4. Click the **Questions** tab at the top of the Quiz window and click **+ New Question**.
5. Add questions (*Multiple Choice, True/False, Fill in the Blank, Multiple Answers, Multiple Dropdowns, Matching, Numerical Answer, Formula Question, Essay Question, File Upload Question, Text - no question*)
6. Click **Save** (to save draft version) or **Save & Publish** (to immediately make the quiz available to students).

Add an Assignment

Add a Reading or Essay Assignment

1. Click **Assignments** in Course Navigation toolbar.
2. Click **+ Assignment** button on the upper right.

3. Enter details and click **Save** (to save draft version) or **Save & Publish** (to immediately make the assignment available to students).

Note: You can [Mute assignments](#) in Speedgrader and [mute assignments in the Gradebook](#). This will allow you to grade and provide feedback for assignments and then send everything out to all students when you Unmute the assignment.

Add Events or Assignments on the Calendar

1. Click **Calendar** on the left navigation bar.
2. Click the "+" button in the upper right of the calendar to Create New Event.
3. Select **Event** or **Assignment** and fill in details.
4. Click **Submit** when finished.

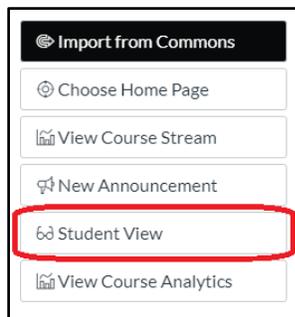
Add a Discussion

Add a Discussion Topic

1. Click **Discussions** in the left toolbar.
2. Click **+ Discussion** in the upper right of the page.
3. Enter a Topic Title and description and any additional settings. You can also add attachments or insert content with the Links, Files, and Images helper in the right column.
4. Click **Save**.

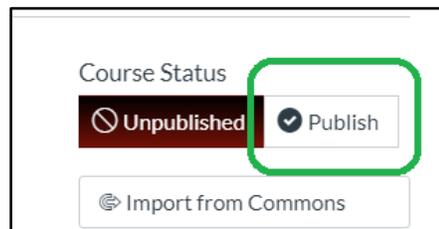
Use "Student View"

Use "[Student View](#)" to see how everything will look for students before publishing your course.



Publish Your Course

When you are done editing your course and you are ready to give access to your students. Go to your Home page and click [publish your course](#) (on the top, right side of the screen).



Communication

Let Notifications and the Calendar communicate for you

At the start of your course, you may want to remind students to [manage their Notification settings in Canvas](#).

Students can choose to be notified of calendar due dates, course updates, and messages via text message, personal email, or social media in addition to their Stanford email address.

Keep in mind that students will only receive calendar reminders and other notifications if you create course activities such as quizzes and assignments in Canvas and include a due date.

[Add an Announcement \(how to create announcement video\)](#)



1. Click **Announcements** in the left toolbar
2. Click + **Announcement**.
3. Select a section if desired. (All Sections are selected by default).
4. Enter a topic title and body of message. If desired, add attachments or insert content with the Links, Files, and Images helper in the right column.
5. Click **Save** when finished.

Note: Clicking the **Save** button immediately posts/sends the announcement. Click **Delay Posting** and select a future date to save a draft version of your announcement.

[Send a Message to Individuals, Sections/Groups, or Entire Course](#)



1. Click **Inbox** on the left navigation bar.
2. Click the compose icon (✉) at the top of screen.
3. Select a course from which to pick recipients.
4. Type in a name or click the directory icon in the “To” field. (You can select individuals, all members of a certain role, section or group, or all members of the course.)
5. Enter a subject and body of message. You can choose to add an attachment or record a media comment.
6. Click **Send**.

Note: *Recipients choose their own notification preferences. Some users may choose not to receive email.*