Canvas LMS

Quick Start Guide for Instructors



Access Canvas

- Login to Canvas
- Access all courses
- Customize the course dashboard

Publish Courses and Items

- Publish your course
- Publish and unpublish items

Manage Course Navigation

- Show/hide menu items
- Set the course homepage

Build Syllabus and Core Pages

- Enable the syllabus/course summary
- Edit/set the front page

Organize with Modules

- Create and manage modules
- Add course content
- Move/reorder items
- Request course merges

Reuse Content

- Copy content from another course
- Import content from Blackboard

Manage Assignments

- Create and collect assignments
- Adding assignment groups

Build Quizzes

- Create a new guiz
- <u>Draw randomized questions from</u> <u>Item Banks</u>

Create Discussions

Create discussions

Messaging Students

- Create/schedule announcements
- Show recent announcements
- Sending messages in the Inbox
- Add to course calendar

Set Accomodations

- Adjust accommodations in quizzes
- Adjust due dutes for students

Manage Groups

View and manage groups

Mark Attendance

Configure Qwickly Attendance

Record Grades

- Using the Gradebook
- Weight the final course grade
- View course analytics

Apply Bulk Changes

• Bulk update due dates

Leverage Integrations

- Add an external tool to a Module
- Add an external Tool to the menu

Enroll Support Roles

Request TA/Grader enrollments

Additional Support Resources

- Learning Platforms
- Instructor Guide