

# Canvas Quick Guide for Instructors

## I. Canvas Login

**Login URL:** <https://sjsu.instructure.com>

**Username:** SJSU 9-digit ID

**Password:** SJSUOne Password

## II. Canvas Help

→ On the Canvas entry page, the bottom left corner has an option “**Help**”.

→ Click on this heading and select **Search the Canvas Guides**.

→ Select the **Canvas Instructor Guide** to access detailed instructions for the use of all Canvas tools.

## III. Profile

The Profile setting allows for personalization within the Canvas learning environment.

→ Click on Account option in the left-hand side bar of the screen.

- Click Profile option to view the bio.
- Click Edit Profile to add a bio and links.
- Click on the grayed out image to upload an image from your computer.

→ Select **Settings** in the Account option to link other accounts (Facebook, Twitter, etc...) as well as add other email addresses and phone number.

- Select **Notifications** on the left side of the screen to adjust how often notifications will be sent regarding the different Canvas activities (ASAP, Daily, Weekly, Do Not Send Me Anything).
  - Hover over the title of the Notifications to have a look at its description.

## IV. Adding Content

### a. Announcements

Announcements are a communication tool where important information can be posted for students.

→ Click the course in the Courses option in the left-hand side-bar to make an announcement.

→ On the left side of the screen, click on

**Announcements.**

→ Click on the  on the upper right side of the page to **Add an Announcement.**

→ Insert the announcement title and message. Click on **Save** once complete.

### b. Assignments

Assignments include course activities.

→ Click the course in the Courses option in the left-hand side-bar.

→ On the left side of the screen, click on

**Assignments.**

→ Assignments can be grouped. Create groups

by clicking on .

- Type in the different group names.
- Enter the group name and click on Save.
- To weight the assignment groups, click on

 [Assignment Settings] on the upper right side of the screen and check the box in the middle of the screen **Weight the final grade based on assignment groups**. Then, enter the appropriate weights.

→ Add an assignment by clicking on the upper

right side of the screen,  [select the correct assignment group].

→ Type in the assignment name, select the due date, and enter the number of points.

→ Click on **More options** to open a new screen where the assignment description is entered as well as other details about the assignment can be entered.

→ Click on **Update** once you complete.

### c. Discussions

Discussions provide a social space where students can interact with one another as well as with the instructor.

→ Click the course in the Courses option in the left-hand side-bar.

→ On the left side of the screen, click on **Discussions**.

→ Click on the  on the upper right side of the page to Start a New Topic.

→ Insert the title and content. Click on Save once complete.

→ Discussions will be displayed according to the most recent activity observed.

→ Discussions are grouped according to the way they are locked or opened.

- File
  - If a file is not listed, select the option **[New File]** and locate the file on the computer.

- Content Page
- Discussion
- Text Header
- External URL
- External Tool

→ To organize as an outline with additional levels, select **Indentation** level.

### d. Files

Files provide a place to store course files. This area is visible to students until hidden. Course files can be linked in various features of the course, such as modules.

→ On the left side of the screen, click on **Files**.

→ Add the materials by clicking on  or organize materials in folder by clicking on



### f. Pages

Pages is a wiki-like tool where educational content can be made that includes text, videos, and links. Both teachers and students can edit the content.

→ On the left side of the screen, click on **Pages**.

→ Click on the  to **Create a New Page**.

→ Type in the title of the page.

→ Add in material.

→ From the dropdown menu, select who can edit the page.

- Only teachers
- Teacher and Students
- Anyone

→ Save changes.

### e. Modules

Modules provide a way to organize all materials related to the course.

→ Click on the  to Add a New Module. Type in a Name and determine if it should be locked until a certain date, there are any prerequisites, or if students must move through requirements in this module in sequential order.

→ To add material to a module, click on the **Gear** and then click on . Select what type of material will be added:

- Assignment
- Quiz

### g. Quizzes

Quizzes provides a way to offer online quizzes and surveys to students.

→ On the left side of the screen, click on **Quizzes**.

→ Click on the  to **Create a new quiz**.

→ On the Settings tab, Type in the quiz instructions.

→ On the center of the screen, adjust the quiz options.

- Quiz Type
- Assignment Group
- Shuffle Answers
- Time limit
- Multiple Attempts

- Show Students their Quick Responses
- Show which answers are correct
- Show one question at a time
- Restrict Quiz

→ Select the due dates and click on Save.

→ Click on the Questions tab.

→ Click on the  to Add a New Question.

→ Select the type of question.

- Multiple choice
- True/False
- Fill in the blank
- Fill in multiple blanks
- Multiple answers
- Multiple dropdowns
- Matching
- Numerical answer
- Formula question
- Essay question
- Text (no question)

→ Type in the question.

→ Enter the number of points.

→ If necessary, enter the answer choices and mark the correct answer with the green arrow .

→ If necessary, click on the green, red, or blue comment boxes to add comments for each answer choice.

→ Click **Update Question**.

→ You can even group a number of questions by clicking on .

→ After all questions are entered, click **Save** on the bottom right side of the screen.

→ Click **Publish Quiz** on the top right side of the screen.

- To give special permissions to students, click **Moderate Quiz**.
- Adjust the time or number of attempts as needed.

## V. Importing Content and Entire Courses

- Enter the course to import materials into.

- On the left side of the screen, click on **Settings**.
- On the right side of the screen, click on **Import Course Content**.
- Using the Import Wizard, select **Copy a Canvas Course**.
- Select or Search for the Course name.
- Next, click **Select migration content** if you want to manually select specific contents to be imported or else click on **Import**.
- Finally, a **Running** message will be displayed. The Import process is now underway. Once it is completed a **Completed** message will be displayed.

## VI. Set Homepage Layout

Canvas offers five different Home Page layouts. Try testing out different ones to determine what works best for the course materials. Click on **Choose Home Page**.

- Course Activity Stream
- Pages Front Page
  - This option allows for a more personalized homepage. Insert images and information by clicking on the option on the right side of the screen, **Edit this Page**.
- Course Modules
- Assignment List
- Syllabus

## VII. Grades

Set up activities to be graded through Assignments, Discussions, and Quizzes.

→ Set assignment group weights through assignments. Columns are automatically generated in the gradebook. Click on a column and type in the grade and comments for each student.

→  **Speedgrader** opens a student's submission in the middle of the screen with a space to grade the item as the right hand column.

- Open an assignment that has been created.
- On the right hand side, click on Speedgrader.
- Enter a grade and leave comments.
- Click **Submit Comments**.

 **Rubrics** are an assessment tool that can be attached to a course activity. When creating the Assignment, select **Add Rubric**.

- Give the rubric a title.
- Enter the criteria, ratings, points, and outcomes for the activity.
- Click **Create Rubric**.

### Test Course as Student

To view the course as a student, click on the **Settings** option on the lower left side of the screen.

Next, click on the button – **Student View** –that appears on the top right side of the screen.

### Publish

Until published, teachers can only view courses.  
→ To publish a course, click **Publish** on the top right side of the screen.