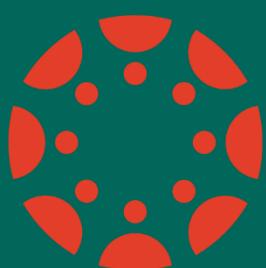


Canvas Basics

By Adolf Schmuck



canvas

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Basic Navigation

After logging in to Canvas, the first thing you will see is the dashboard. The dashboard contains a list of your published courses, as well as a list of your unpublished courses, if you have any.

The screenshot shows the Canvas dashboard with a sidebar on the left containing links for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help. The main area displays a list of published courses under 'Published Courses (8)'. Each course card includes a thumbnail, the course name, and a brief description. To the right of the courses is a 'To Do' list with several items, each with a status icon, title, due date, and points.

Course	Description
2020FA-ESL-098G-6225 - Gramm...	2020FA-ESL-098G-6225 Fall 2020
GC-CANVAS TRAINING-SCHMU...	20SUS5-ITC-SCHMUCK Grossmont Manual
ESL DEPARTMENT-DEV	ESL-000-DEV Grossmont Manual
GC-ACE FOR FACULTY	DEVACE Grossmont Manual
GC-Development-ESL 98-Intro to ...	GCESL98
GC-development-ESL 98G-Essenti...	GCESL098G

Task	Description	Due Date	Points
Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)	20SUS5-ITC-SCHMUCK	8 points • Aug 23, 2020 at 11:59pm	
Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)	20SUS5-ITC-SCHMUCK	6 points • Aug 23, 2020 at 11:59pm	
Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)	2020FA-ESL-098G-6225	6 points • Multiple Due Dates	
Grade 2.6 Grammar Textbook Exercises (GRADED ASSIGNMENT)	2020FA-ESL-098G-6225	8 points • Sep 15, 2020 at 11:59pm	
Grade 3.6 Grammar Textbook Exercises (GRADED ASSIGNMENT)	2020FA-ESL-098G-6225		

The sidebar on the left gives you different options: **Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help**.

This screenshot is identical to the one above, showing the Canvas dashboard. A red arrow points to the 'Inbox' link in the sidebar, highlighting it as a navigation option.

Account allows you to change your settings to your account. Here, you can set your account notification settings, edit your profile, upload files to use in your courses, create an ePortfolio, and more.

The screenshot shows the Account page for user Adolf Schmuck. The left sidebar includes links for Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help. The main area displays the user's profile picture and name, a Logout button, and sections for Notifications, Profile, Files, Settings, ePortfolios, Shared Content (with 1 notification), My Badges, Folio, QR for Mobile Login, and Global Announcements. On the right, there is a "To Do" list with four items:

- Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION) 20SUS-ITC-SCHMUCK 8 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) 20SUS-ITC-SCHMUCK 6 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) 2020FA-ESL-098G-6225 6 points • Multiple Due Dates
- Grade 2.6 Grammar Textbook Exercises (GRADED ASSIGNMENT) 2020FA-ESL-098G-6225 8 points • Sep 15, 2020 at 11:59pm

As noted above, **Dashboard** shows a list of courses you are enrolled in, either as the main facilitator of the course, or as an observer.

The screenshot shows the Dashboard page. The left sidebar includes links for Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help. The main area displays the title "Published Courses (8)" and a grid of course cards. From left to right, the cards are:

- 2020FA-ESL-098G-6225 - Grammar Textbook Exercises (GRADED ASSIGNMENT)
- GC-CANVAS TRAINING-SCHMUCK (GRADED DISCUSSION)
- ESL DEPARTMENT-DEV (GRADED ASSIGNMENT)
- GC-ACE FOR FACULTY DEVACE (GRADED ASSIGNMENT)
- GC-Development-ESL 98-Intro to ESL (GRADED ASSIGNMENT)
- GC-development-ESL 98G-Essential English (GRADED ASSIGNMENT)

On the right, there is a "To Do" list with five items:

- Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION) 20SUS-ITC-SCHMUCK 8 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) 20SUS-ITC-SCHMUCK 6 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) 2020FA-ESL-098G-6225 6 points • Multiple Due Dates
- Grade 2.6 Grammar Textbook Exercises (GRADED ASSIGNMENT) 2020FA-ESL-098G-6225 8 points • Sep 15, 2020 at 11:59pm
- Grade 3.6 Grammar Textbook Exercises (GRADED ASSIGNMENT) 2020FA-ESL-098G-6225 8 points • Sep 15, 2020 at 11:59pm

Courses also shows a list of your courses, though as a list instead of on the dashboard. If you scroll to the bottom, you can customize your list of courses by clicking on the “All Courses” link. This allows you to choose the courses that you want to display.

The screenshot shows the Canvas Courses page. On the left, there's a sidebar with icons for Account, Dashboard, Courses (which is selected), Calendar, Inbox, History, Commons, and Studio. The main area lists courses under "Published Courses": GC-CANVAS TRAINING-SCHMUCK, GC-Development-ESL 98-Intro to Academic English, GC-development-ESL 98G-Essential Grammar, GC Canvas Resources, and GC-2020SU2 & SU5-ITC. Below this is a section for "Unpublished Courses" with one entry: 2021FA-ESL-098G-6222 - Grammar Written/Spooken Comm Fall 2021. At the bottom, a red box highlights the "All Courses" link. To the right, there's a "To Do" list with four items:

- Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION) 205US-ITC-SCHMUCK 8 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) 205US-ITC-SCHMUCK 6 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) 2020FA-ESL-098G-6225 6 points • Multiple Due Dates
- Grade 2.6 Grammar Textbook Exercises (GRADED ASSIGNMENT) 2020FA-ESL-098G-6225 8 points • Sep 15, 2020 at 11:59pm

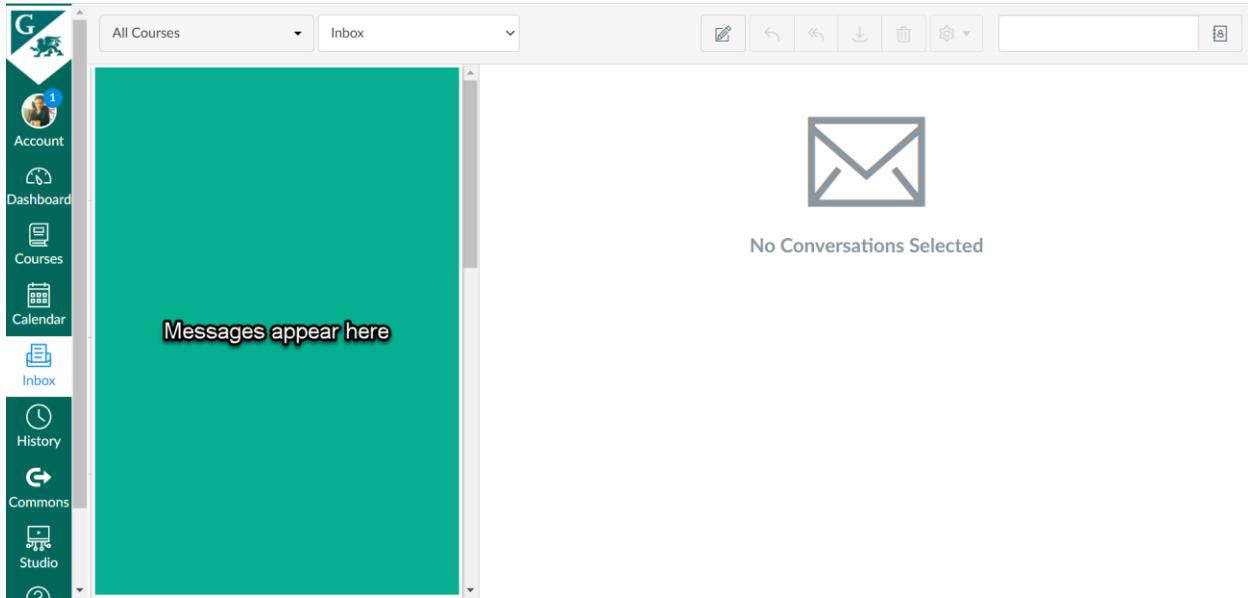
Calendar allows you to use the Calendar to keep track of important events and assignments. The Canvas Calendar collects information from all of your Canvas courses in one place. Here, you will be able to see any events for your courses that you have added to the calendar. On the right side, you can choose which calendars you want displayed by clicking on the box next to the course.

The screenshot shows the Canvas Calendar page. The left sidebar includes icons for Account, Dashboard, Courses (selected), Calendar, Inbox, History, Commons, and Studio. The main area displays a monthly calendar for July 2021. The days of the week are labeled at the top: SUN, MON, TUE, WED, THU, FRI, SAT. The dates are arranged in weeks, with 27 June through 31 July shown. To the right of the calendar is a "CALENDARS" section with a red border, listing the following calendars:

- Adolf Schmuck
- 2020FA-ESL-098G-6225 - Grammar Written/Spooken Comm
- 2021FA-ESL-098G-6222 - Grammar Written/Spooken Comm
- ESL DEPARTMENT-DEV
- GC Canvas Resources
- GC-2020SU2 & SU5-ITC
- GC-ACE FOR FACULTY
- GC-CANVAS TRAINING-

Below this is a "UNDATED" section.

Inbox allows Canvas users to send and receive messages. The messages appear on the left side.



History gives you your recent Canvas activity history. Clicking on an item in the history view will take you to that item.

A screenshot of the Canvas history interface. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox (selected and highlighted in blue), History (selected and highlighted in blue), Commons, and Studio. The main area shows a 'Recent History' section with a list of items. Each item is preceded by a small icon and a link to the activity. The items listed are: 'User Files' (User Files), 'Course People' (Course People), 'Course Home' (Course Home), 'Course Modules' (Course Modules), '3.3 Instructional Content: Adjectives (READ)' (3.3 Instructional Content: Adjectives (READ)), 'EvaluationKIT Auth' (EvaluationKIT Auth), and 'Course Home' (Course Home). The right side of the screen shows a large envelope icon and the text 'No Conversations Selected'.

Commons allows you to upload or download layouts, assignments, and quizzes that have already been made on Canvas.

The screenshot shows the Canvas Commons interface. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons (which is selected), and Studio. The main area has a header with tabs: Commons, Search, Shared, Imported, Updates (1), Favorites, and Guides. Below the header is a search bar with placeholder text "Search by title, name, institution or tag". To the right of the search bar are buttons for "Latest" and "Filter". The main content area displays 201,715 results. Three items are shown in a grid:

- Quiz - Waiver for Cross-listed Courses**: Undergraduate, Rhonda Bauerlein. Status: FEATURED. Description: "Quiz - Waiver for Cross-listed Courses".
- Cuyamaca Cares Resources**: Undergraduate, Sarah Rodriguez. Status: MODULE. Description: "Cuyamaca Cares Resources".
- Develop in Swift AP® CS Principles**: Graduate, Apple Education. Status: COURSE. Description: "Develop in Swift AP® CS Principles, Xcode 12".

Studio is a media tool that allows students and instructors to upload, create, edit, manage, share and discuss audio and video files. As instructors, you can record your own videos, either through screen capture or webcam capture. You can also upload your own media files to use in your courses, as well as add videos from YouTube.

The screenshot shows the Canvas Studio interface. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area has a header with tabs: My Library, RECORD, ADD, and SEARCH. A "Collection" button is also present. In the center, a modal window titled "Add to My Library" is open. The modal contains:

- Drag & Drop or Upload Media**: Instructions to "Browse your device to upload media files." with a "Browse Files" button.
- Paste YouTube Link**: A text input field containing the URL <https://www.youtube.com/watch?v=...>.
- YouTube**: A large YouTube logo.

In the background, the main Studio interface shows a library with various media items, including a thumbnail for a YouTube video titled "Lucky Student Demo" by Adolf Schmuck.

Help gives you access to the Canvas guides in order to find answers to common questions. You can also contact Canvas support, as your instructor a question (for students), call for help, and more.

The screenshot shows the Canvas Help page. On the left is a vertical sidebar with the following navigation links:

- Account
- Dashboard
- Courses
- Calendar
- Inbox
- History
- Commons
- Studio
- Help

The main content area has a title "Help" and a sub-section "Little lost? Try here first!" featuring a cartoon panda holding a map. Below this is a section titled "Search the Canvas Guides" with the sub-instruction "Find answers to common questions".

Under "OTHER RESOURCES", there are three links: "Contact Canvas Support", "Ask Your Instructor a Question", and "Call for Help".

The central part of the screen displays a guide titled "GC CANVAS TRAINING SUMMER 2020" by Grossmont Manual. This guide is represented by a thumbnail image of a book cover and a brief description.

To the right, there is a "To Do" list with four items:

- Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION) 20SUS-ITC-SCHMUCK 8 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) 20SUS-ITC-SCHMUCK 6 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) 2020FA-ESL-098G-6225 6 points • Multiple Due Dates
- Grade 2.6 Grammar Textbook Exercises (GRADED ASSIGNMENT) 2020FA-ESL-098G-6225 8 points • Sep 15, 2020 at 11:59pm

Creating a Module

In this section, you will learn how to create a module for your course. The creation and organization of modules is up to the course and instructor. In this example, we have a module containing eight pages (0.1, 0.2, 0.3, etc.).

The screenshot shows the Canvas LMS interface. On the left is a vertical sidebar with various navigation links: Syllabus, Modules, Grades, People, Files, Assignments, Discussions, Pages, Collaborations, Outcomes, Rubrics, Quizzes, Conferences, Studio, Tutoring, and Student Support Hub. The 'Modules' link is currently selected. To its right is a main content area titled 'Module 0: Orientation and Introduction'. This module contains eight items, each with a title, description, and status indicators (checkmarks). The items are:

- 0.1 Welcome to ESL 098G (READ) - Mark done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ)
- 0.3 A Note on Notifications and Contacting Your Instructor (READ) - Mark done
- 0.4 Canvas Face to Face (READ)
- 0.5 Study Habits (READ) - Mark done
- 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)
Sep 7, 2020 | 6 pts | Contribute
- 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)
Multiple Due Dates | 6 pts | Submit
- 0.8 Wrap-up and What's Next (READ)

1. To begin, choose the course you would like to create a module for in the Dashboard. Notice that in this example, the course is unpublished.

The screenshot shows the Canvas LMS Dashboard. On the left is a vertical sidebar with links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The 'Courses' link is selected. The main area displays a section titled 'Unpublished Courses (1)'. A single course card is shown, which is highlighted with a red box and has a large red arrow pointing to it. The course card information includes:
- Title: 2021FA-ESL-098G-6222 - Gramm...
- ID: 2021FA-ESL-098G-6222
- Term: Fall 2021
- A 'Publish' button at the top left and a speaker icon at the bottom right.

1. Go to **Modules** on the left to create a new Module.

The screenshot shows the Canvas LMS interface. On the left, there is a vertical sidebar with various navigation options: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The 'Courses' option is currently selected and highlighted with a red box. In the center, the main content area displays the 'Modules' page for the course '2021FA-ESL-098G-6222'. The page title is '2021FA-ESL-098G-6222 > Modules'. At the top right, there are buttons for 'View Progress', '+ Module', and more options. Below the title, there is a section for 'Fall 2021' with links to Home, Announcements, Syllabus, and Modules. A large red arrow points to the 'Modules' link. To the right of the links is a diagram of four interconnected squares forming a diamond shape, with the text 'Create a new Module' below it. At the very bottom of the page, there is a footer with links to Help, Canvas Community, and Accessibility.

2. Next, click on the **+ Module** button on the right.

This screenshot is similar to the previous one, showing the 'Modules' page for the course '2021FA-ESL-098G-6222'. The left sidebar is identical, with 'Courses' selected. The main content area shows the 'Modules' page. A large red arrow points to the blue '+ Module' button located at the top right of the page. The rest of the interface, including the course title, sidebar links, and central content area, remains the same as in the first screenshot.

You can also click on the center image with the text, **Create a new Module**. Hovering over this will highlight this blue.

The screenshot shows the Canvas LMS interface. On the left is a vertical sidebar with various icons and links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The 'Courses' link is currently selected. The main content area shows a navigation bar with 'Fall 2021', 'Home', 'Announcements', 'Syllabus', and a 'Modules' section which is expanded to show 'Grades', 'Discussions', 'Assignments', 'Collaborations', 'Conferences', 'People', 'Pages', 'Outcomes', and 'Quizzes'. To the right of this is a large central area containing a blue icon of three interconnected squares forming a hexagon-like shape, with the text 'Create a new Module' below it. A dashed blue rectangle highlights this central area. At the top right of the main content area are buttons for 'View Progress', '+ Module', and a more options menu. In the top right corner of the entire screen is a 'Student View' button.

Give your module a name. If you want to have your module locked until a particular date and time, check the **Lock until** box and select a date and time, then click **Done**.

This screenshot shows the 'Add Module' dialog box overlaid on the Canvas LMS Modules page. The dialog has a title 'Add Module' and a close button 'x'. Inside, there is a text input field containing 'Module 0: Orientation and Introduction'. Below it is a checked checkbox labeled 'Lock until' followed by a calendar and time picker. The calendar shows the month of September 2021, with the date 'Sep 6, 2021' selected. The time picker shows 'Time: 08:00 am'. At the bottom right of the dialog are 'Cancel' and 'Add Module' buttons, with the 'Add Module' button being highlighted in blue. The background of the main LMS page is dimmed to indicate it is not active while the dialog is open.

For example, if you choose September 6, 2021, 08:00 am, this means that this module will not be available to students until September 6, 2021, 08:00 am (Note that if you add a future date and time, you will not be able to view your module in **Student View**, since the date and time will have not occurred). When you have finished, click the **Add Module** button.

The screenshot shows a user interface for managing course modules. On the left, there is a vertical sidebar with various navigation options: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Quizzes. The 'Modules' option is selected. The main area displays a list of modules for the 'Fall 2021' semester, including 'Home', 'Announcements', 'Syllabus', 'Modules' (selected), 'Grades', 'Discussions', 'Assignments', 'Collaborations', 'Conferences', 'People', 'Pages', 'Outcomes', and 'Quizzes'. Above the list, the course code '2021FA-ESL-098G-6222' and the path 'Modules' are shown. A 'Student View' link is also present. A modal window titled 'Add Module' is open in the center. It contains a text input field with the placeholder 'Module 0: Orientation and Introduction', a checked checkbox labeled 'Lock until', and a date/time input field set to 'Sep 6, 2021 08:00 am'. Below the input fields are 'Cancel' and 'Add Module' buttons. The 'Add Module' button is highlighted with a blue background.

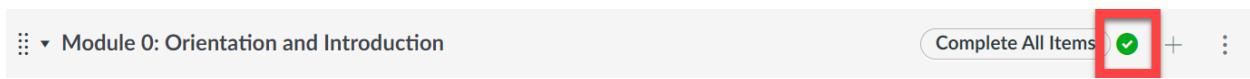
Our module has now been created and added. You can see that this module will unlock on September 6, at 8 am. Notice too the circular icon on the right. This means that the module is unpublished. Keep in mind that if something is unpublished, students will not be able to see it. In order for your content to be available to your students, you will need to publish it.

A screenshot of the Canvas Learning Management System interface. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area shows a course navigation bar for '2021FA-ESL-098G-6222' with 'Modules' selected. A sub-module titled 'Module 0: Orientation and Introduction' is displayed. To the right of the module title is a circular icon with a red border and a white circle inside, indicating it is unpublished. Below the title is a dashed box containing an upward arrow icon and the text 'Drop files here to add to module or choose files'. At the bottom right of this box is a red rectangular callout containing the text 'Will unlock Sep 6 at 8am'. A large red arrow points from the bottom right towards this callout.

When you are ready to publish your module, simply click on the icon.

A screenshot of the same Canvas interface, but the module is now published. The circular icon on the right now has a black border and a white circle inside, indicating it is published. The rest of the interface remains the same, including the sub-module title, file upload area, and the 'Will unlock Sep 6 at 8am' message.

The checkmark icon means it is published.



Creating Pages

There are different kinds of pages you can create in a module: Page, Discussion Topic, Assignment, and Quiz.

Creating a Page

1. Now that we have created a module, let's create some Pages for our module. A Page is for any content that you want your students to view or read, such as instructional content, an overview of the module to come, information on the week's Zoom meetings, etc., and which can include other media, such as videos, images, online resources, etc. To create a page inside your module, click on the plus sign for the module that you want to create the page for.

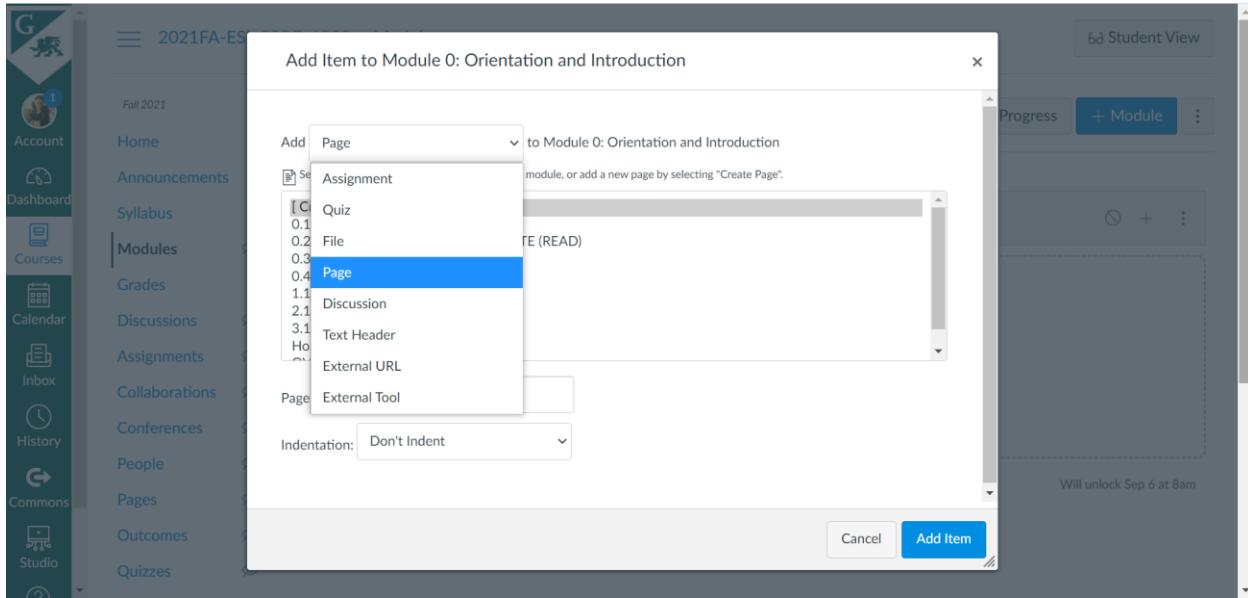
[Collapse All](#) [View Progress](#) [+ Module](#) [⋮](#)

▼ Module 0: Orientation and Introduction

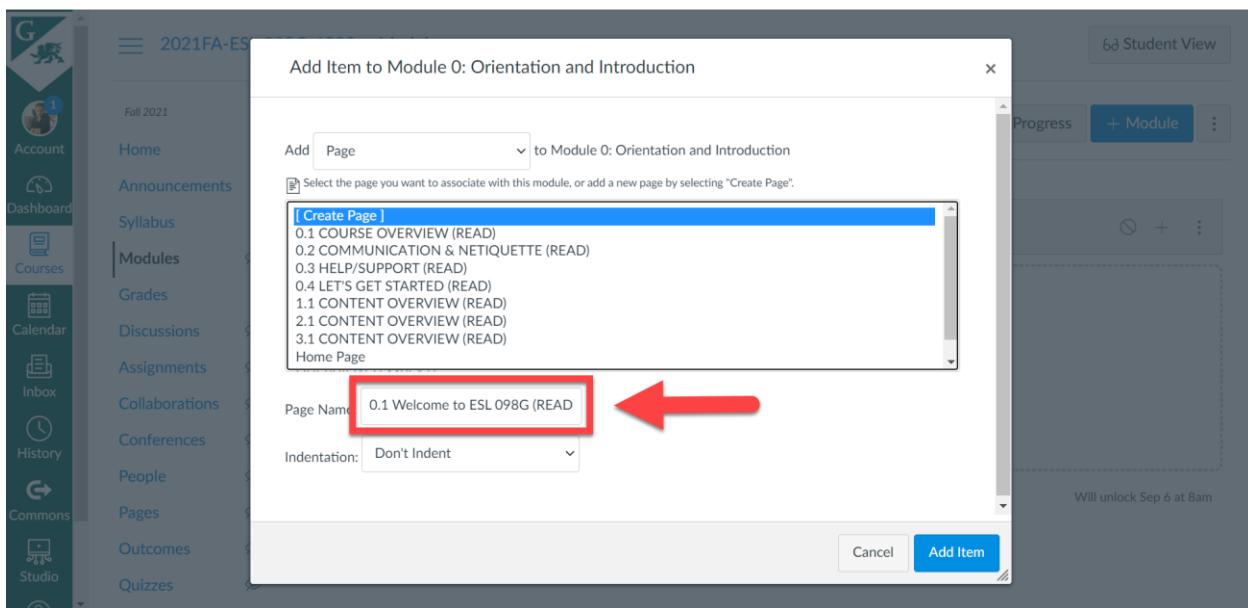
Drop files here to add to module
or choose files

Will unlock Sep 6 at 8am

A window will open. We have different choices as to what we can add to our Module (e.g., Assignment, Quiz, File, Page, etc.). In this case, since we're going to create a welcome page, select **Page**.



Select **Create Page**, then type in your page's name down below (or select the page you want associated with this module if you already have a page created). It's a good idea your pages based on the numbering of your modules (i.e., Module 0: 0.1, 0.2, 0.3, etc.; Module 1: 1.1, 1.2, 1.3, etc.). It may also be a good idea to indicate the type of page this is so that your students know (e.g., READ, GRADED DISCUSSION, GRADED ASSIGNMENT, GRADED QUIZ, etc.). When you are finished, click **Add Item**.



And there's our page. We are now ready to add content to this page.

The screenshot shows the Canvas LMS interface. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area shows a breadcrumb path: 2021FA-ESL-098G-6222 > Modules. A sub-path Fall 2021 > Home is also visible. On the right, there are buttons for 'Collapse All', 'View Progress', '+ Module' (which is highlighted in blue), and a three-dot menu. A large central box displays 'Module 0: Orientation and Introduction' with a sub-item '0.1 Welcome to ESL 098G (READ)'. Below this is a dashed box containing an upward arrow icon and the text 'Drop files here to add to module or choose files'. A note at the bottom right says 'Will unlock Sep 6 at 8am'.

2. To do this, click on the page's title: **0.1 Welcome to ESL 098G (READ)**. This takes us to our empty page, where we are ready to add our content. Click the **Edit** button.

The screenshot shows the Canvas LMS interface on a page titled '0.1 Welcome to ESL 098G (READ)'. The left sidebar is identical to the previous screenshot. The top navigation bar includes 'View All Pages', 'Publish' (with a checkmark icon), 'Edit' (which is highlighted with a red box and has a large red arrow pointing to it), 'Immersive Reader', and a three-dot menu. The main content area contains the page title '0.1 Welcome to ESL 098G (READ)'.

3. When the editor opens, we can now add our content. When you have finished adding your content, click **Save** down below. Note that clicking **Save** will simply save it, but it will still be unpublished. If you are also ready to publish this page, click on **Save & Publish**.

2021FA-ESL-098G-6222 > Pages > 0.1 Welcome to ESL 098G (READ)

Fall 2021

Home

0.1 Welcome to ESL 098G (READ)

Announcements

Syllabus

Modules

Grades

Discussions

Assignments

Collaborations

Conferences

People

Pages

Outcomes

Quizzes

Files

Rubrics

Library

New Analytics

Studio

Tutoring

Orientation

Overview

Please note: The best web browsers for working in Canvas are Chrome and Firefox.

Welcome to Module 0: Orientation and Introduction. There are **two** modules for week 1: Module 0 and Module 1. Module 1 is titled, "People and Places", and is where we will start with our instructional content.

This module will serve as an orientation and introduction to the course. You will see two modules in the Modules section of the Course Navigation. Module 0 is called "Orientation and Introduction", and Module 1 is called "People and Places". These first two modules will be for Week 1 of the semester. Please go through each of the modules in order, beginning with this "Orientation and Introduction" module (Module 0). Starting Week 2, there will be only **one** module per week. The modules can be easily accessed in the Course Navigation to the left, as well as on the Home Page. For more information about modules, scroll down to towards the end of this page. There is also a video introducing modules down below.

Options

Users allowed to edit this page

Only teachers

Add to student to-do

Notify users that this content has changed

Cancel Save & Publish Save

Our page now has our content and is no longer empty.

2021FA-ESL-098G-6222 > Pages > 0.1 Welcome to ESL 098G (READ)

Fall 2021

View All Pages

Publish **Edit** **Immersive Reader** **⋮**

0.1 Welcome to ESL 098G (READ)

Orientation

Overview

Please note: The best web browsers for working in Canvas are Chrome and Firefox.

Welcome to Module 0: Orientation and Introduction. There are **two** modules for week 1: Module 0 and Module 1. Module 1 is titled, "People and Places", and is where we will start with our instructional content.

This module will serve as an orientation and introduction to the course. You will see two modules in the Modules section of the Course Navigation. Module 0 is called "Orientation and Introduction", and Module 1 is called "People and Places". These first two modules will be for Week 1 of the semester. Please go through each of the modules in order, beginning with this "Orientation and Introduction" module (Module 0). Starting Week 2, there will be only **one** module per week. The modules can be easily accessed in the Course Navigation to the left, as well as on the Home Page. For more information about modules, scroll down to towards the end of this page. There is also a video introducing modules down below.

Now, when we click on the page in our Module, we should see our content. Note the icon to the left of the page's title. The icons shown here are different depending on if this is a Page, Discussion Topic, Assignment, or Quiz. The icon here indicates that 0.1 is a Page.

A screenshot of a module page. At the top, it says "Module 0: Orientation and Introduction". Below that is a list item titled "0.1 Welcome to ESL 098G (READ)". To the left of the title is a small icon of a document with a red border, indicating it is a page. To the right of the title are three small icons: a circle with a minus sign, a plus sign, and three dots. At the bottom right of the list item, it says "Will unlock Sep 6 at 8am".

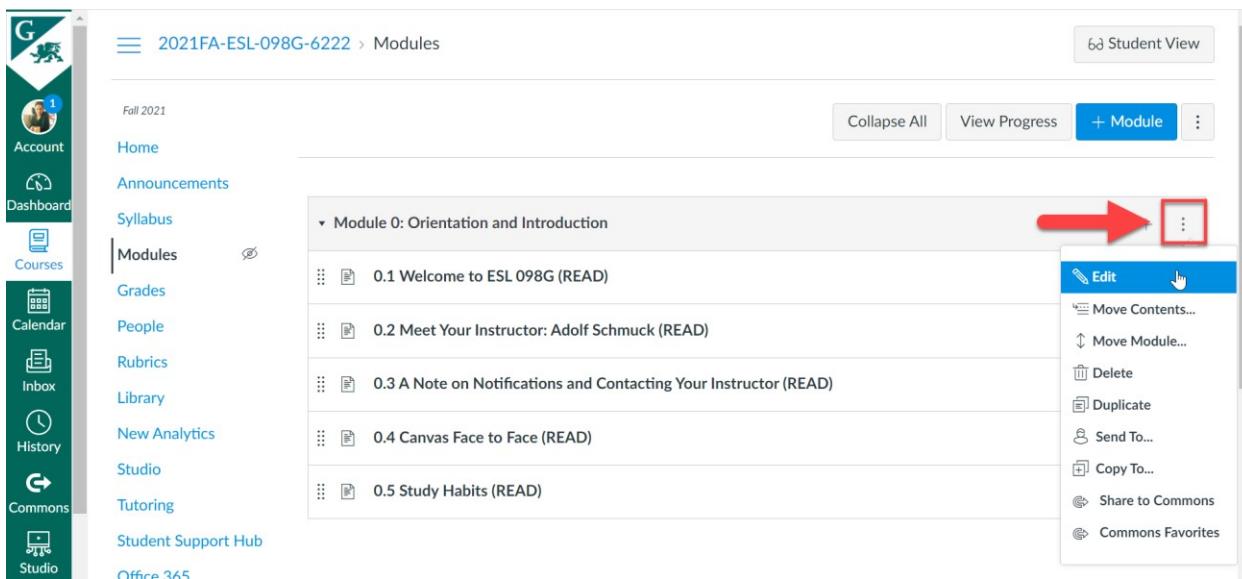
To create more pages with similar content (i.e., READ page), repeat the steps above.

A screenshot of the Canvas course navigation bar. On the left is a sidebar with various icons and links: Account (with a notification badge), Dashboard, Courses (selected), Calendar, Inbox, History, Commons, and Studio. The main area shows the course navigation bar with "2021FA-ESL-098G-6222 > Modules". Below this is the "Fall 2021" section with links for Home, Announcements, Syllabus, and Modules (selected). To the right are buttons for "Collapse All", "View Progress", "+ Module", and three dots. The "Modules" section lists several items under "Module 0: Orientation and Introduction": "0.1 Welcome to ESL 098G (READ)", "0.2 Meet Your Instructor: Adolf Schmuck (READ)", "0.3 A Note on Notifications and Contacting Your Instructor (READ)", "0.4 Canvas Face to Face (READ)", and "0.5 Study Habits (READ)". Each item has a small document icon to its left and three small icons to its right. At the bottom right of the list, it says "Will unlock Sep 6 at 8am".

Adding Page Requirements

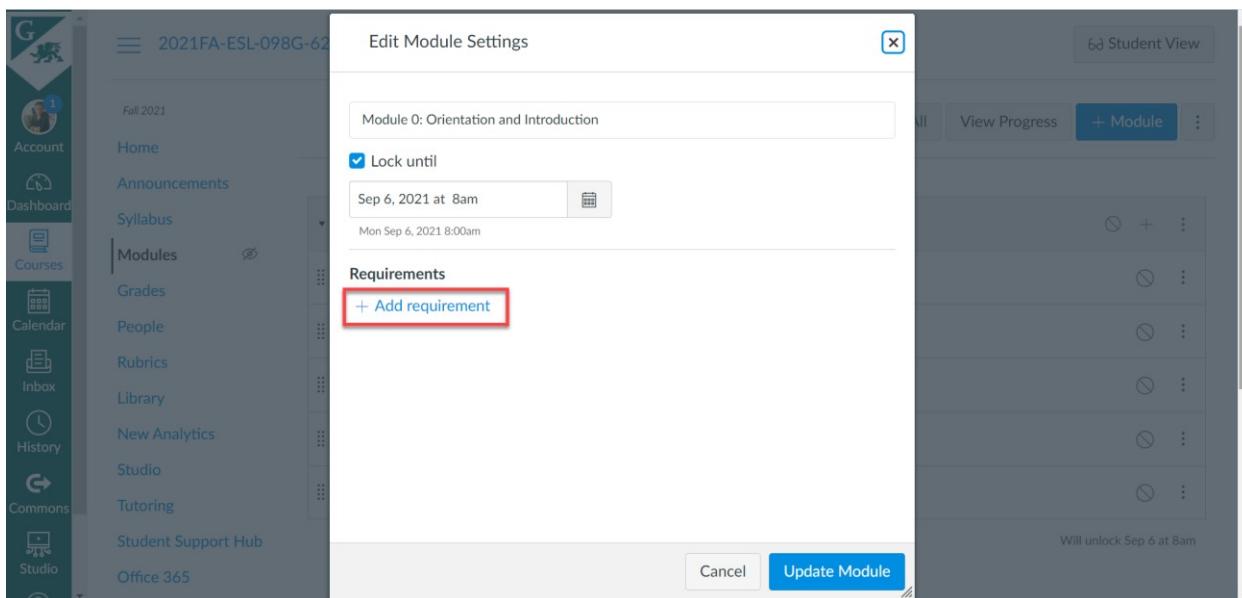
At this point, we now have some pages with content for our students to read. We have the pages of adding requirements for each page. For example, you may want to require a page to be marked as “Done” after completion, or simply have them “View” it without any requirements.

1. To add a requirement, click on the three dots on the Module tab, then select **Edit**.



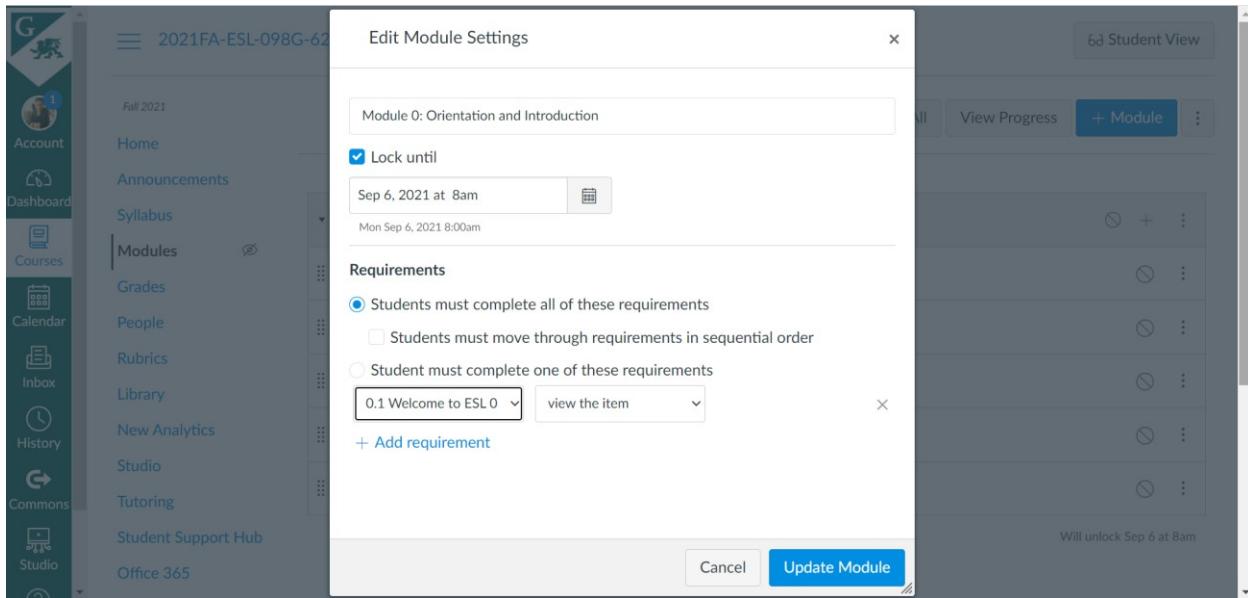
The screenshot shows the Canvas LMS interface. On the left is a sidebar with various icons and links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area shows a course navigation bar with 'Fall 2021', 'Home', 'Announcements', 'Syllabus', 'Modules' (which is selected), 'Grades', 'People', 'Rubrics', 'Library', 'New Analytics', 'Studio', 'Tutoring', 'Student Support Hub', and 'Office 365'. Below this is a list of modules: 'Module 0: Orientation and Introduction' containing sections 0.1 through 0.5. To the right of the module list is a context menu with options like 'Edit', 'Move Contents...', 'Move Module...', 'Delete', 'Duplicate', 'Send To...', 'Copy To...', 'Share to Commons', and 'Commons Favorites'. A red arrow points to the 'Edit' button in this menu, and a red box highlights the three-dot menu icon above it.

When the window pops up, click on **+ Add Requirement**.



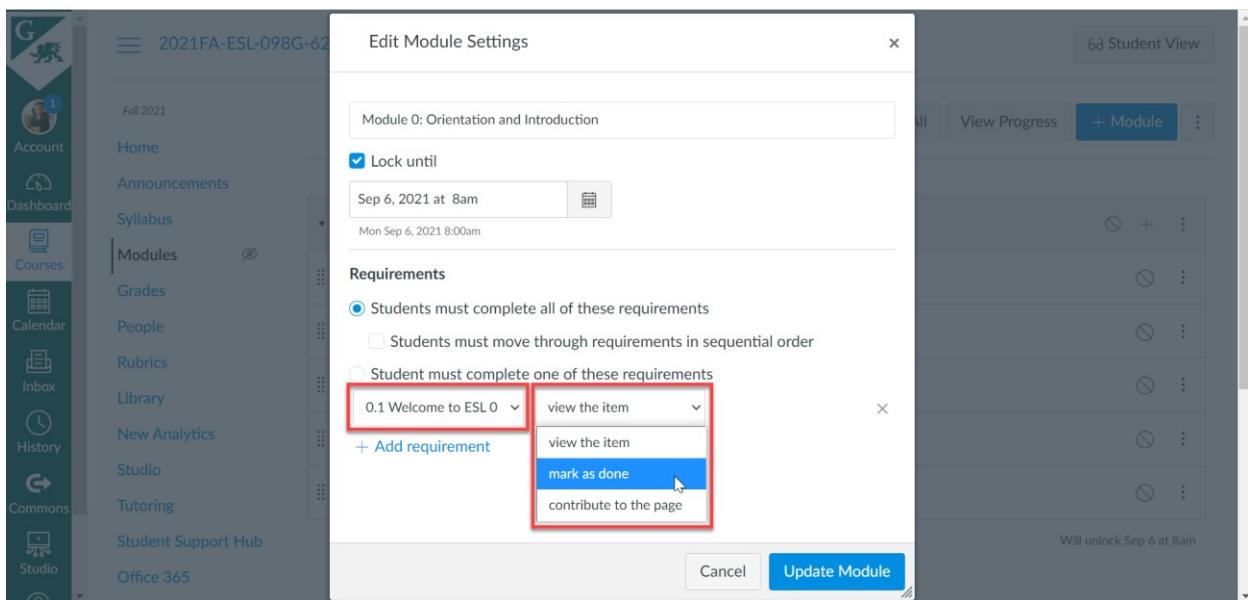
The screenshot shows the 'Edit Module Settings' dialog box. It includes fields for 'Module 0: Orientation and Introduction', 'Lock until' (set to Sep 6, 2021 at 8am), and a 'Requirements' section with a red box highlighting the '+ Add requirement' button. At the bottom are 'Cancel' and 'Update Module' buttons. A note at the bottom right says 'Will unlock Sep 6 at 8am'.

Here, you have some choices: Students must complete all of these requirements, Students must move through requirements in sequential order, Students must complete one of these requirements. Select the one that fits your needs.



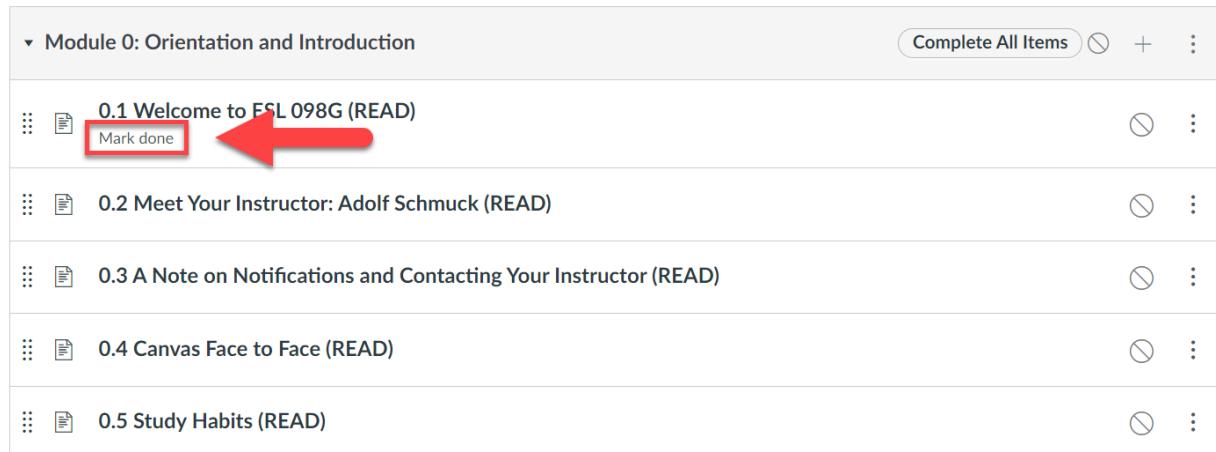
The screenshot shows the 'Edit Module Settings' dialog box for 'Module 0: Orientation and Introduction'. Under 'Requirements', the 'Students must complete all of these requirements' radio button is selected. A dropdown menu is open for the first requirement, '0.1 Welcome to ESL 0', showing three options: 'view the item', 'mark as done', and 'contribute to the page'. The 'mark as done' option is highlighted with a red box. The 'Update Module' button is visible at the bottom right of the dialog.

Select the page you want to add a requirement to from the dropdown menu on the left. For this example, we will choose page 0.1. Then select the requirement from the dropdown on the right. We want **mark as done**. So, select that, then click **Update Module**.



The screenshot shows the 'Edit Module Settings' dialog box for 'Module 0: Orientation and Introduction'. Under 'Requirements', the 'Students must complete all of these requirements' radio button is selected. A dropdown menu is open for the first requirement, '0.1 Welcome to ESL 0', showing three options: 'view the item', 'mark as done', and 'contribute to the page'. The 'mark as done' option is highlighted with a red box. The 'Update Module' button is visible at the bottom right of the dialog.

As you can see, it is now designated as “Mark done”. This means that the students need to mark this page as done before continuing to the next page.

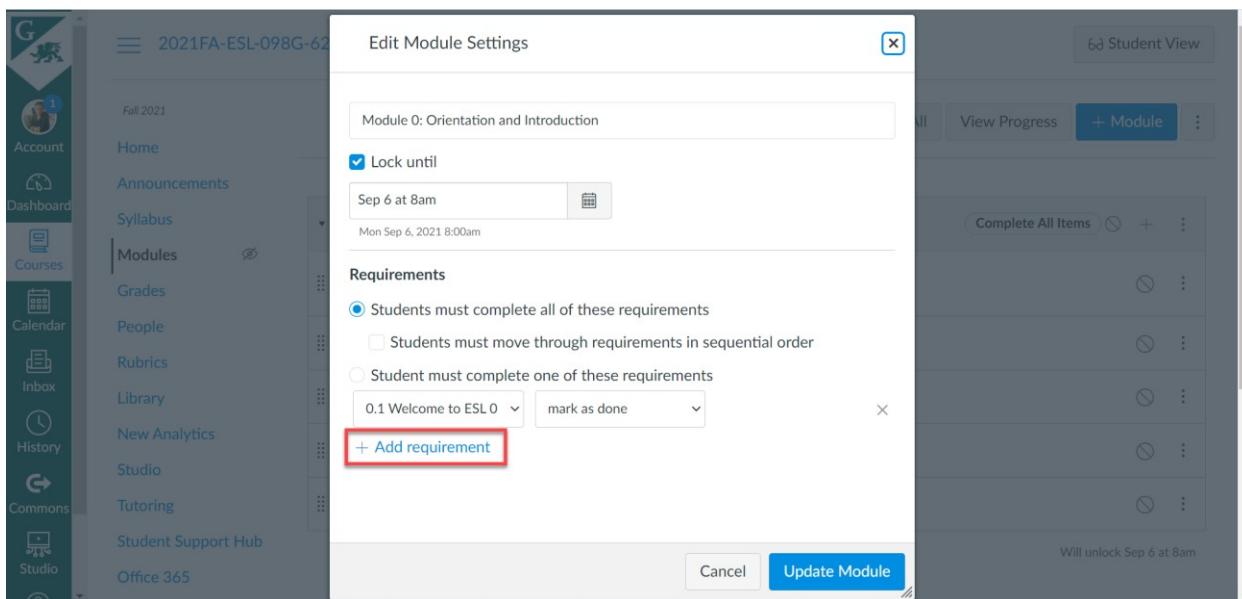


A screenshot of a module list titled "Module 0: Orientation and Introduction". The list contains five items:

- 0.1 Welcome to ESL 098G (READ) - This item has a red box around the "Mark done" button, which is highlighted with a red arrow.
- 0.2 Meet Your Instructor: Adolf Schmuck (READ)
- 0.3 A Note on Notifications and Contacting Your Instructor (READ)
- 0.4 Canvas Face to Face (READ)
- 0.5 Study Habits (READ)

At the top right of the list, there is a "Complete All Items" button. Below the list, a message says "Will unlock Sep 6 at 8am".

2. To mark a page as “View”, start by clicking on the three dots as before. You’ll notice that we have our **mark as done** requirement for the first page. Now, since we want to add another requirement for our next page, click in **+ Add requirement**.



A screenshot of the "Edit Module Settings" dialog. In the "Requirements" section, the "Students must complete all of these requirements" option is selected. Underneath it, there is a requirement for "0.1 Welcome to ESL 0" with a dropdown menu set to "mark as done". A red box highlights the "+ Add requirement" button.

Next, choose the page (e.g., 0.2) and select **view the item**. Then, click **Update Module**.

The screenshot shows the 'Edit Module Settings' dialog box for 'Module 0: Orientation and Introduction'. The 'Requirements' section is set to 'Students must complete all of these requirements'. Under this setting, '0.1 Welcome to ESL 0' has a status of 'mark as done'. '0.2 Meet Your Instructor' has a status of 'view the item'. A red box highlights the dropdown menu for '0.2 Meet Your Instructor', which includes 'view the item' (selected), 'mark as done', and 'contribute to the page'. The 'Update Module' button is at the bottom right.

And now our second page is designated as “View”.

The screenshot shows the 'Module 0: Orientation and Introduction' list. The '0.2 Meet Your Instructor' item has a red box around its 'View' button, and a large red arrow points to it from the left. The 'View' button is highlighted in red. The list includes items: '0.1 Welcome to ESL 098G (READ)', '0.2 Meet Your Instructor: Adolf Schmuck (READ)', '0.3 A Note on Notifications and Contacting Your Instructor (READ)', '0.4 Canvas Face to Face (READ)', and '0.5 Study Habits (READ)'. A message at the bottom right says 'Will unlock Sep 6 at 8am'.

And we can go ahead and add requirements to the rest of our pages.

Module 0: Orientation and Introduction

- 0.1 Welcome to ESL 098G (READ)
Mark done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ)
View
- 0.3 A Note on Notifications and Contacting Your Instructor (READ)
Mark done
- 0.4 Canvas Face to Face (READ)
View
- 0.5 Study Habits (READ)
Mark done

Will unlock Sep 6 at 8am

3. To see what this looks like for students, we can go into **Student View**. As noted above, if set a future date and time for our Module to unlock, we will not be able to view our Module in **Student View**. Because we want to see what it looks like in **Student View**, let's go ahead and review our "Lock until" date. So, click on the three dots to edit the Module. Then, uncheck the "Lock until" box to remove the date and time. Then, click **Update Module**.

Edit Module Settings

Module 0: Orientation and Introduction

Lock until

Requirements

Students must complete all of these requirements
 Students must move through requirements in sequential order
 Student must complete one of these requirements

0.1 Welcome to ESL 098G (READ)	mark as done
0.2 Meet Your Instructor: Adolf Schmuck (READ)	view the item
0.3 A Note on Notifications and Contacting Your Instructor (READ)	mark as done
0.4 Canvas Face to Face (READ)	view the item
0.5 Study Habits (READ)	mark as done

Cancel **Update Module**

Now, we no longer have a date and time. This means that this Module will be available to students at any time.

A screenshot of the Canvas student view. On the left is a vertical sidebar with icons and links: Account (with a profile picture and '1' notification), Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The 'Modules' link is under the 'Courses' section. The main area shows a list of modules. At the top right are buttons for 'Collapse All', 'View Progress', '+ Module', and three dots. Below is a section titled 'Module 0: Orientation and Introduction' with five items: '0.1 Welcome to ESL 098G (READ)', '0.2 Meet Your Instructor: Adolf Schmuck (READ)', '0.3 A Note on Notifications and Contacting Your Instructor (READ)', '0.4 Canvas Face to Face (READ)', and '0.5 Study Habits (READ)'. Each item has a 'Mark done' button and three dots. A red arrow points from the 'Modules' link in the sidebar to the 'Module 0' list in the main area.

4. There's one more thing that we need to do before we can view our pages in the **Student View**. You'll notice the icon on the left, next to **Modules**. If you hover over the icon, it says, "No content. Not visible to students". If we try to enter **Student View** now, we will not be able to see our Modules, because it is not visible.

A screenshot of the Canvas student view. The sidebar is identical to the previous one. In the main area, the 'Modules' link in the sidebar is highlighted with a black box and a red arrow pointing to it. A tooltip 'No content. Not visible to students' appears above the 'Modules' link. The 'Module 0: Orientation and Introduction' list is the same as in the previous screenshot. A red arrow points from the 'Modules' link in the sidebar to the 'Module 0' list in the main area.

5. So, what we need to do is to publish our Module. To do this, click on the icon to the right on the Module title bar. You will now see a checkmark. Doing this will publish all of the other pages at the same time. Note that publishing a module is not the same as publishing your course. Remember that if we look in the Dashboard, our class will still be unpublished. You will still need to publish the entire course in order for the students to see the course, with the contents.

The screenshot shows the Canvas LMS interface. On the left is a sidebar with various icons and links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Office 365. The main area shows the 'Modules' section for 'Fall 2021'. A specific module, 'Module 0: Orientation and Introduction', is expanded. Inside this module, there are five items: '0.1 Welcome to ESL 098G (READ)', '0.2 Meet Your Instructor: Adolf Schmuck (READ)', '0.3 A Note on Notifications and Contacting Your Instructor (READ)', '0.4 Canvas Face to Face (READ)', and '0.5 Study Habits (READ)'. Each item has a green checkmark icon in its top right corner. A red arrow points to the green checkmark icon in the top right corner of the 'Module 0' title bar.

Note too that the icon that was there before is now gone, which is what we want. This means that the content will now be visible to students. We are now ready to check in the **Student View**.

This screenshot shows the same Canvas LMS interface as the previous one, but from the perspective of the Student View. The 'Student View' button is visible in the top right corner. The 'Complete All Items' button, which was previously present, is now highlighted with a red box. The rest of the interface is identical to the previous screenshot, showing the expanded 'Module 0: Orientation and Introduction' with its five items and their respective checkmarks.

6. To go into **Student View**, first, click on **Home**, then on the left. You will then see the **Student View** button on the right. Click on that.

The screenshot shows the course home page for '2021FA-ESL-098G-6222'. On the left sidebar, 'Home' is highlighted with a red box and arrow. In the top right corner, there is a '6d Student View' button with a red box and arrow pointing to it. The main content area displays recent announcements and course details.

We can see that we are now in **Student View**. And if we click on **Modules**, we can now see our Module.

The screenshot shows the course home page in Student View mode. The left sidebar has 'Modules' highlighted with a red box and arrow. The main content area displays the 'Modules' section, which lists 'Module 0: Orientation and Introduction' with several sub-items. At the bottom, a message states 'You are currently logged into Student View' and provides options to 'Reset Student' or 'Leave Student View'.

Let's go into the first page of our Module, which we designated as "Mark done": **0.1 Welcome to ESL 098G (READ)**. As you can see, students are required to mark this page as done when completed.

The screenshot shows the Canvas LMS interface in Student View. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Studio. The main content area shows the course navigation: Fall 2021, Home, Announcements, Syllabus, Modules, Grades, People, Library, Tutoring, Student Support Hub, and Office 365. Below this, the current page is displayed: 0.1 Welcome to ESL 098G (READ). The page content includes sections for Orientation and Overview, a note about web browsers, and a detailed description of the module. At the top right of the page area, there are two buttons: 'Immersive Reader' and 'Mark as done'. A red box highlights the 'Mark as done' button, and a red arrow points to it from above. At the bottom of the page, there is a message about resetting student history and buttons for 'Reset Student' and 'Leave Student View'.

When this is clicked, it will be marked as "Done".

This screenshot shows the same Canvas LMS interface as the previous one, but after the 'Mark as done' button has been clicked. The 'Mark as done' button is now a green box with a checkmark icon and the word 'Done'. A red box highlights this 'Done' button, and a red arrow points to it from above. The rest of the interface remains the same, including the sidebar, course navigation, and page content.

Back on the main Modules page, the checkmark lets the students know that this page has been marked as “Done” and completed. On the left, the page is now designated as “Marked done”.

A screenshot of the LMS Modules page for 'Module 0: Orientation and Introduction'. The page lists five items:

- 0.1 Welcome to ESL 098G (READ)
Marked done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ)
View
- 0.3 A Note on Notifications and Contacting Your Instructor (READ)
Mark done
- 0.4 Canvas Face to Face (READ)
View
- 0.5 Study Habits (READ)
Mark done

A red arrow points from the 'Marked done' status of item 0.1 to the green checkmark in the 'Mark done' column of item 0.2, indicating that marking one item as done also marks others as viewed.

Students completing pages designated as “View” (e.g., 0.2) will get a checkmark indicating that this page has been completed. Since this page does not require students to mark it as done, students simply have to read it and continue to the next page for it to be considered completed. When completed, the designation on the left will be changed to “Viewed”. Deciding which requirement to use depends on the instructor and course requirements.

A screenshot of the LMS Modules page for 'Module 0: Orientation and Introduction'. The page lists five items:

- 0.1 Welcome to ESL 098G (READ)
Marked done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ)
Viewed
- 0.3 A Note on Notifications and Contacting Your Instructor (READ)
Mark done
- 0.4 Canvas Face to Face (READ)
View
- 0.5 Study Habits (READ)
Mark done

A red arrow points from the 'Viewed' status of item 0.2 to the green checkmark in the 'Mark done' column of item 0.3, indicating that marking one item as viewed also marks others as completed.

7. So, we now know what this will look like to the students. To exit **Student View**, simply click on the **Leave Student View** button on the bottom.

The screenshot shows the Canvas Student View interface. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Studio. The main area displays a list of modules under 'Fall 2021'. The first module, 'Module 0: Orientation and Introduction', is expanded, showing five items: '0.1 Welcome to ESL 098G (READ)', '0.2 Meet Your Instructor: Adolf Schmuck (READ)', '0.3 A Note on Notifications and Contacting Your Instructor (READ)', '0.4 Canvas Face to Face (READ)', and '0.5 Study Habits (READ)'. Each item has a status indicator (checkmark or circle) and a 'Mark done' link. At the bottom of the page, there is a message: 'Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.' Below this message are two buttons: 'Reset Student' and 'Leave Student View', with 'Leave Student View' highlighted by a red arrow pointing to it.

And since by the time we complete our module, we want to have everything published, we'll go ahead and leave our pages published.

This screenshot shows the same Canvas Student View interface after the student has completed all items in the 'Module 0: Orientation and Introduction'. The items are now marked as 'done' (indicated by green checkmarks). The 'Leave Student View' button at the bottom is no longer highlighted.

Creating a Discussion Topic

Discussion Topics allow for interactive communication between two or more people. When you set up a Discussion Topic, users can participate in a conversation with an entire class. As an instructor, you can create a prompt or question, for example. The students in the class are then able to respond to this created post, and other students can in turn, respond to their classmates' posts and comments. Discussions can be created as a graded assignment, or it can simply serve as a forum for discussion.

The screenshot shows a discussion topic titled "Course Introductions". At the top, there is a green "Published" button, an "Edit" button, and a three-dot menu. Below the title, a message states "This is a graded discussion: 10 points possible" and "due Feb 7 at 3:59pm". The main content area contains the following text: "Welcome to US History! This week's discussion is simply to introduce yourself to class. Please answer the following questions:" followed by a numbered list: 1. What is your name? Do you have a nickname? 2. What is your favorite food? 3. What are your hobbies? A note below the list says, "In addition to answering the above questions, reply to 1 of your classmates. Note you must post your answers before you can see anyone other replies." At the bottom of the topic page, there are search, unread, and filter buttons, and a "Subscribe" button. Below the topic page, two student posts are visible. The first post is from "Joe Rogers" (Jan 5, 2018) with the content: 1. My name is Joe. My nickname is Joey. 2. My favorite food is sushi. 3. My hobbies are video games, philosophy, and writing. The second post is from "Max Johnson" (Jan 5, 2018) with the content: 1. My name is Max. I don't have a nickname. 2. My favorite food is tacos. 3. My hobbies are reading, writing, and arithmetic. Each post has a "Reply" button below it.

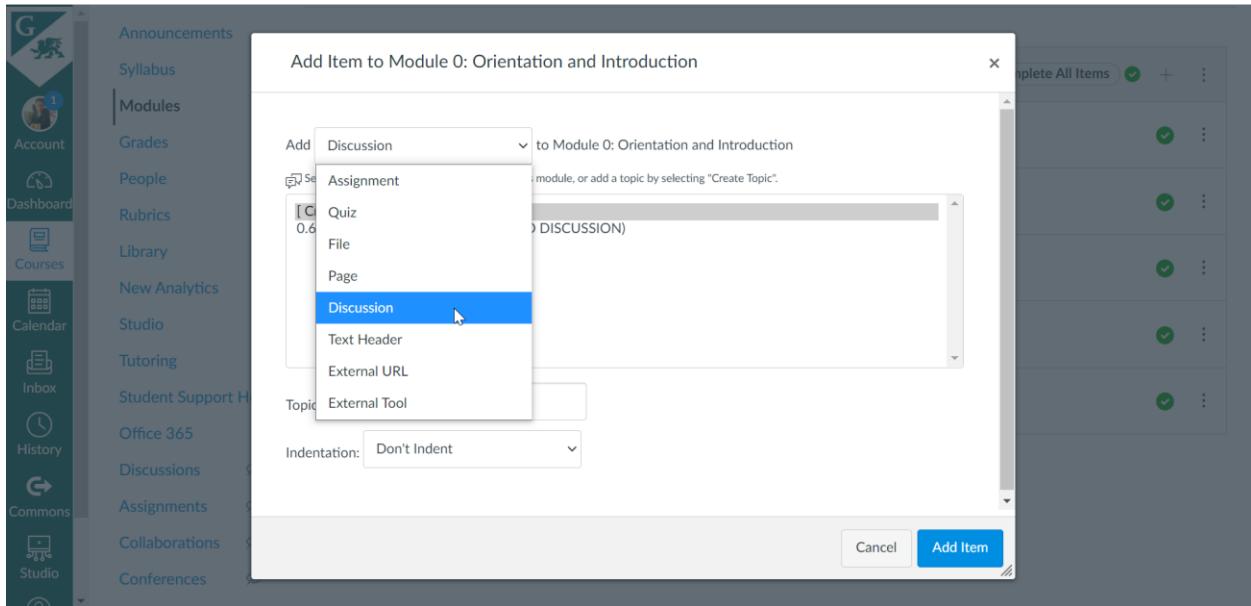
Figure 1: Example Discussion Topic (image from [Instructure Community](#)).

1. To create a Discussion Topic, click on the plus sign to add an item to your Module.

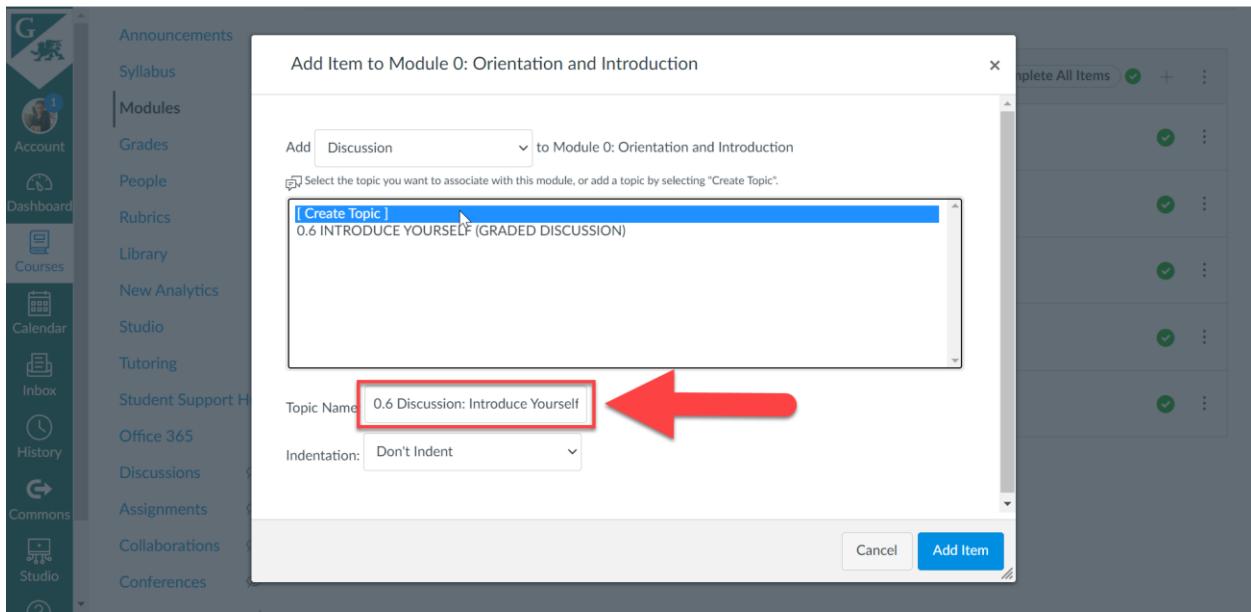
The screenshot shows the Canvas Learning Management System interface. On the left is a vertical sidebar with various navigation links. The main area displays a list of modules under 'Module 0: Orientation and Introduction'. A large red arrow points to the '+' button in the top right corner of the module card for 'Module 0'. The module card also includes a 'Complete All Items' button with a checkmark and a green checkmark icon.

Module	Description	Status	Actions
0.1 Welcome to ESL 098G (READ)	Mark done	Green checkmark	More options
0.2 Meet Your Instructor: Adolf Schmuck (READ)	View	Green checkmark	More options
0.3 A Note on Notifications and Contacting Your Instructor (READ)	Mark done	Green checkmark	More options
0.4 Canvas Face to Face (READ)	View	Green checkmark	More options
0.5 Study Habits (READ)	Mark done	Green checkmark	More options

Select Discussion from the dropdown menu.



Next, select Create Topic and type in the name of your topic down below in the Topic Name field (or select the topic you want associated with this module if you already have a topic created). When you have finished, click **Add Item**.



The Discussion Topic has now been added to the Module. The icon on the left indicates that this is a Discussion Topic.

A screenshot of a Canvas module list titled "Module 0: Orientation and Introduction". The list contains six items:

- 0.1 Welcome to ESL 098G (READ) - Mark done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ) - View
- 0.3 A Note on Notifications and Contacting Your Instructor (READ) - Mark done
- 0.4 Canvas Face to Face (READ) - View
- 0.5 Habits (READ) - Mark done
- 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)

A red arrow points to the icon for item 0.5, which is a document icon. Another red box highlights the icon for item 0.6, which is a speech bubble icon.

2. The next step is to add the content. Click on the newly added Discussion Topic. This will take you to the Discussion Topic page. It is currently empty, since no content has been added yet. To add the content, click **Edit**.

A screenshot of a discussion topic page for "0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)" by Adolf Schmuck. The page includes:

- Buttons for Publish and Edit (the Edit button is highlighted with a red box and a large red arrow pointing to it).
- Information about the discussion: Jul 9 at 12:44pm.
- A green "Subscribed" button.
- Search, unread, and sorting buttons.
- A reply input field.
- Pagination buttons for "Previous" and "Next".

Add the content inside the editor.

The screenshot shows a discussion editor interface. On the left is a sidebar with various navigation links: Home, Announcements, Syllabus, Modules, Grades, People, Files, Assignments, Discussions, Pages, Collaborations, Outcomes, Rubrics, Quizzes, Conferences, Studio, and Account. The main area has a title "0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)". Below the title is a toolbar with options like Edit, View, Insert, Format, Tools, and Table. A text editor window contains the following text:

Initial post due by Friday at 11:59 pm | Replies due by Sunday at 11:59 pm

Since this is the first week of the semester, let's start off with some brief introductions so you can get to know your classmates.

Instructions

Consider the following discussion prompt. Now, type your responses to this discussion prompt in the Reply box below. Please make your initial post by Friday at 11:59 pm so that your classmates have enough time to respond to your post.

- Briefly introduce yourself (your name, where you are from, how long you have been studying English, how long you have been in the U.S.)
- Why did you decide to study at Grossmont College?
- What are your plans after Grossmont College?

Below the text editor, there are buttons for Attachment, Choose File, and No file chosen. On the right, there are word count and other editing icons.

When the content has been added, scroll down to **Options**. Select the options desired for the Discussion.

The screenshot shows the same discussion editor interface as above, but with a red box highlighting the "Options" section. The "Options" section contains the following checkboxes:

- Allow threaded replies
- Users must post before seeing replies
- Enable podcast feed
- Graded
- Allow liking
- Add to student to-do

Below the "Options" section, there is a note: "By Sunday at 11:59 pm, please reply to at least two of your classmates' posts. You can, for example, comment on how". The bottom of the screen shows the text "Group Discussion".

For example, you can allow threaded replies. Threaded replies include infinite layers of response nesting, allowing commenters to continue responding on a single nested thread. If you want your students to post their response before being able to see any replies, click this option. When students are ready to write their responses, they will not see any other replies until they have posted their own posts. You can also enable podcasts feeds within your discussions, and allow liking as well. If you want your Discussion to be a graded assignment, select **Graded**.

The screenshot shows a discussion post editor interface. At the top is a toolbar with various editing tools like bold, italic, underline, etc. Below the toolbar is a text area containing a bullet point: "• What are your plans after Grossmont College?". A note below the text says, "By Sunday at 11:59 pm, please reply to at least two of your classmates' posts. You can, for example, comment on how". To the right of the text area are icons for file attachments, user profile, word count (170 words), and other sharing options. Below the text area is a section for attachments with a "Choose File" button. At the bottom is a red-bordered "Options" section containing several checkboxes:

- Allow threaded replies
- Users must post before seeing replies
- Enable podcast feed
- Graded
- Allow liking

Next, scroll down and select the grading options.

The screenshot shows the grading options for a "Group Discussion" assignment. On the left is a sidebar with navigation links: Account (with a notification badge), Dashboard, Courses, Calendar, Inbox, and History. The main area is titled "Group Discussion" and contains the following fields:

- This is a Group Discussion
- Points Possible:
- Display Grade as:
- Assignment Group:
- Peer Reviews: Require Peer Reviews

A red box highlights the "Assignment Group" field and its dropdown menu.

Choose how you want to display the grade: as a percentage, as complete/incomplete, as points, as a letter grade, or in GPA form.

Points Possible	<input type="text" value="8"/>
Display Grade as	<input type="button" value="Points"/> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;">Percentage Complete/Incomplete Points Letter Grade GPA Scale</div>
Assignment Group	
Peer Reviews	

You can also assign the Discussion to the Assignment Group of your choice.

Points Possible	<input type="text" value="8"/>
Display Grade as	<input type="button" value="Points"/> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;">Assignments Assignments Quizzes [New Group]</div>
Assignment Group	
Peer Reviews	

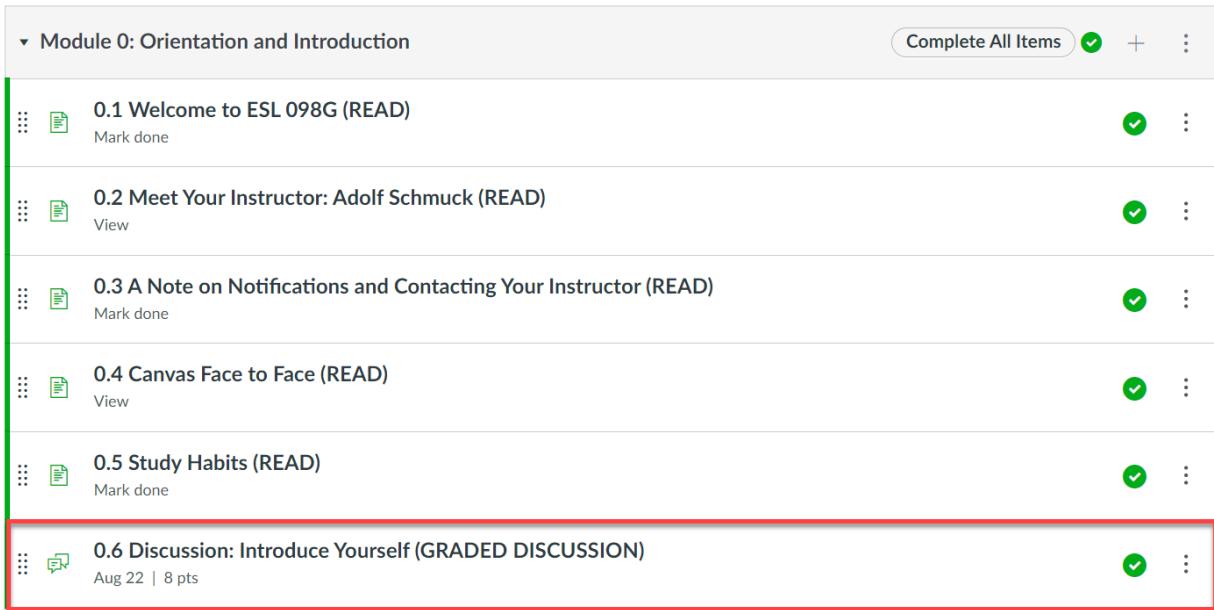
Finally, scroll down to Assign. Choose who you want the Discussion assigned to (“Everyone” is selected by default). Finally, set the Due date, and the availability of the Discussion. When you have finished, click either **Save & Publish**, if you are ready to publish your Discussion, or **Save** (in which case, you will still need to publish it when you are ready to do so).

The screenshot shows the 'Assign' dialog box. It has a red border around the main content area. Inside, there's a 'Assign to' dropdown set to 'Everyone', a 'Due' date set to 'Aug 22 11:59pm' (with a calendar icon), and a 'Available from' date set to 'Aug 17 9am' and an 'Until' date set to 'Aug 22 11:59pm' (both with calendar icons). At the bottom is a '+ Add' button. Below the dialog is a row of buttons: 'Cancel', 'Save & Publish' (which is highlighted with a red border), and 'Save'.

Once published, you will see that your page has been published (right side). You will also see a message, saying that this is a “graded discussion” (left side).

The screenshot shows a discussion post titled "0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)". It features a user profile picture of Adolf Schmid, the due date "due Aug 22", and the creation date "Jul 9 at 1:15pm". The post content includes instructions and a list of questions. At the top right, there is a green button labeled "Published" with a checkmark. A red box highlights the text "This is a graded discussion: 8 points possible" in the post body. Red arrows point to both the "Published" button and the highlighted text.

Finally, you can see on the main Modules page that this assignment is now published, along with the due date, and the total points possible for the assignment.



The screenshot shows the Canvas Modules page. At the top, there is a header for "Module 0: Orientation and Introduction". Below the header is a "Complete All Items" button with a green checkmark icon. To the right of the button are three icons: a plus sign, a vertical ellipsis, and a horizontal ellipsis. The main content area lists six items:

- 0.1 Welcome to ESL 098G (READ)
Mark done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ)
View
- 0.3 A Note on Notifications and Contacting Your Instructor (READ)
Mark done
- 0.4 Canvas Face to Face (READ)
View
- 0.5 Study Habits (READ)
Mark done
- 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)
Aug 22 | 8 pts

The item "0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)" is highlighted with a red rectangular box around its entire row.

3. Finally, let's add a requirement to this page by clicking on the three dots on the module, and selecting **Edit**.



The screenshot shows the same Canvas Modules page as the previous one. A large red arrow points from the left towards the three-dot menu icon located at the top right of the "Module 0: Orientation and Introduction" header. A red box highlights the "Edit" option in the context menu that has appeared. The menu also includes other options: "Move Contents...", "Move Module...", and "Delete".

In the Edit Module Settings window, click **+ Add requirement**.

The screenshot shows the 'Edit Module Settings' window for a module named '2021FA-ESL-098G-62'. On the left, a sidebar lists various course sections like Fall 2021, Home, Announcements, Syllabus, Modules (selected), Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, and Discussions. The 'Modules' section is expanded, showing sub-options: All, View Progress, + Module, and a three-dot menu. The main area is titled 'Requirements' with two radio button options: 'Students must complete all of these requirements' (selected) and 'Students must move through requirements in sequential order'. Below these are five requirement items: '0.1 Welcome to ESL 0' (mark as done), '0.2 Meet Your Instructor' (view the item), '0.3 A Note on Notifications' (mark as done), '0.4 Canvas Face to Face' (view the item), and '0.5 Study Habits (REA)' (mark as done). At the bottom right of the requirements list is a red box around the '+ Add requirement' button. Below the requirements list are 'Cancel' and 'Update Module' buttons.

Select the Discussion page, then select **contribute to the page**, then click **Update Module**.

This screenshot shows a dropdown menu for requirement '0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)'. The menu options are: 'view the item' (selected), 'contribute to the page' (highlighted with a cursor arrow), 'submit the assignment', and 'score at least'. The 'contribute to the page' option is highlighted with a blue background. The 'Update Module' button is visible at the bottom right of the window.

The requirement has now been set.

This screenshot shows the 'Edit Module Settings' window again. It lists two requirements: '0.5 Study Habits (READ)' (Mark done) and '0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)'. The second requirement is highlighted with a red box around its name. Below it, the text '8 pts' and a red box around the word 'Contribute' are shown, with a red arrow pointing from the word 'Contribute' to the red box. The 'Update Module' button is visible at the bottom right.

4. To see what the student sees, we can go to Student View. To write a response, students begin by clicking **Reply**.

The screenshot shows the Blackboard Student View interface. On the left is a vertical navigation bar with icons for Fall 2021, Home, Announcements, Syllabus, Modules, Grades, Courses, Calendar, Inbox, History, Studio, and Help. The 'Courses' icon is highlighted. The main content area displays a discussion titled '0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)'. It includes instructions for the initial post due by Friday at 11:59 pm and replies due by Sunday at 11:59 pm. Below the instructions is a text editor with a red border around the 'Reply' button. A red arrow points to this button. At the bottom of the screen, there is a message: '6d You are currently logged into Student View' and 'Reset Student Leave Student View'.

Once doing so, a text editor opens up, where the response is typed. When the student has finished writing the response, **Post Reply** is clicked to post the reply. Notice that down below, it says, “Replies are only visible to those who have posted at least one reply.” This is the option that was selected when creating this Discussion.

By Sunday at 11:59 pm, please reply to at least two of your classmates' posts. You can, for example, comment on how similar or different your reasons for studying at Grossmont College may be, or how your plans after college may be similar or different.

The screenshot shows a text editor window with a toolbar at the top. The toolbar includes buttons for Search entries or author, Unread, and navigation (up, down). Below the toolbar is a menu bar with Edit, View, Insert, Format, Tools, and Table. A font size dropdown set to 12pt, a Paragraph dropdown, and various styling tools like bold (B), italic (I), underline (U), and superscript (T²) are visible. The main text area contains the text "This is my response." A status bar at the bottom right shows "4 words" and a "Post Reply" button, which is highlighted with a red box. A message below the text area states "Replies are only visible to those who have posted at least one reply." A red box also highlights this message.

Once the response is posted, it will now be visible to the other students in the class. If there are already other posts that have been posted beforehand, these posts will then become visible after a student has posted his or her response. Students can now reply to responses by clicking **Reply**, which will open a new text editor to write the reply.

By Sunday at 11:59 pm, please reply to at least two of your classmates' posts. You can, for example, comment on how similar or different your reasons for studying at Grossmont College may be, or how your plans after college may be similar or different.

The screenshot shows a list of posts. At the top, there are search and unread buttons, and a green "Subscribed" button. Below that is a "Reply" button. The main list area shows a post from "Test Student" at 1:58pm with the text "This is my response." A red arrow points to the "Reply" link under this post. A red box highlights the entire list area. At the bottom, there is a "Previous" button.

Creating an Assignment

You can create different types of graded assignments for your class.

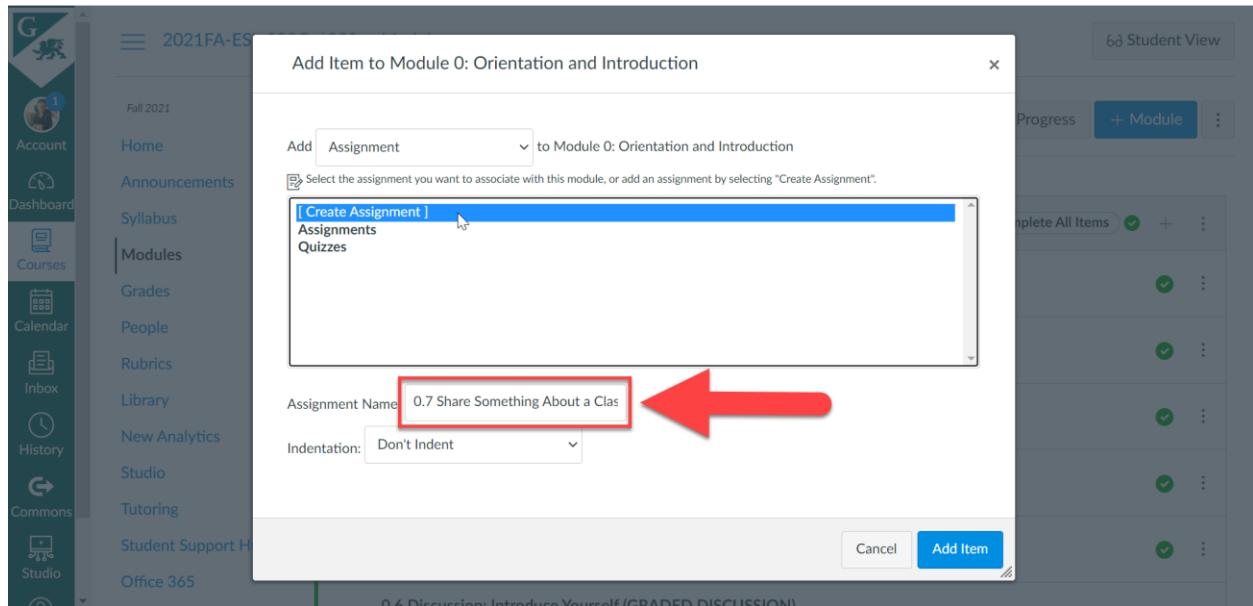
1. To create an Assignment, click on the plus sign to add an item to your Module.

The screenshot shows the Canvas LMS interface. On the left is a vertical sidebar with various course navigation links. The main area displays a list of items under 'Module 0: Orientation and Introduction'. Each item has a green checkmark and a 'View' or 'Mark done' button. A red arrow points to the top right corner of the list, where there is a blue '+' button. This '+' button is used to add new items to the module.

Then, select Assignment from the dropdown menu.

The screenshot shows a 'Add Item to Module 0: Orientation and Introduction' dialog box. In the center is a dropdown menu with 'Assignment' selected. Other options in the dropdown include Quiz, File, Page, Discussion, Text Header, External URL, and External Tool. At the bottom of the dialog are 'Cancel' and 'Add Item' buttons. The background shows the course navigation sidebar and the list of items in the module.

Next, select Create Assignment and type in the name of your assignment down below in the Assignment Name field (or select the assignment you want associated with this module if you already have an assignment created). When you have finished, click **Add Item**.

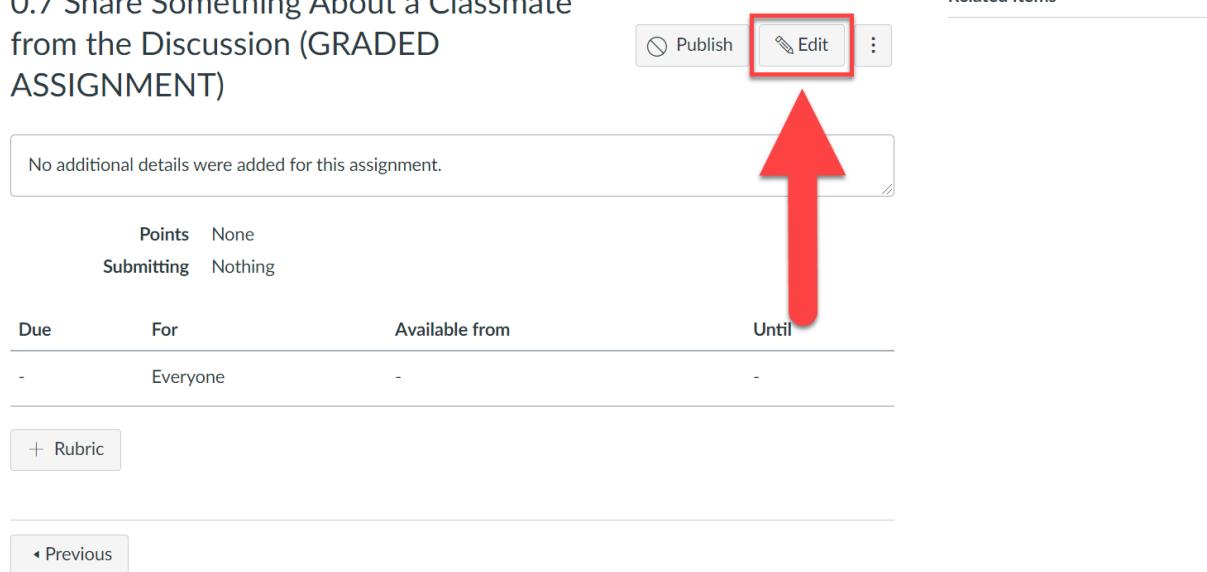


The Assignment has now been added to the Module. The icon on the left indicates that this is an Assignment.

The screenshot shows the 'Module 0: Orientation and Introduction' list. The assignment '0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)' is visible, indicated by a red arrow pointing to its icon. Other items in the list include '0.1 Welcome to ESL 098G (READ)', '0.2 Meet Your Instructor: Adolf Schmuck (READ)', '0.3 A Note on Notifications and Contacting Your Instructor (READ)', '0.4 Canvas Face to Face (READ)', '0.5 Study Habits (READ)', and '0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)'. Each item has a green checkmark next to it, indicating completion.

2. The next step is to add the content. Click on the newly added Assignment. This will take you to the Assignment page. It is currently empty, since no content has been added yet. To add the content, click **Edit**.

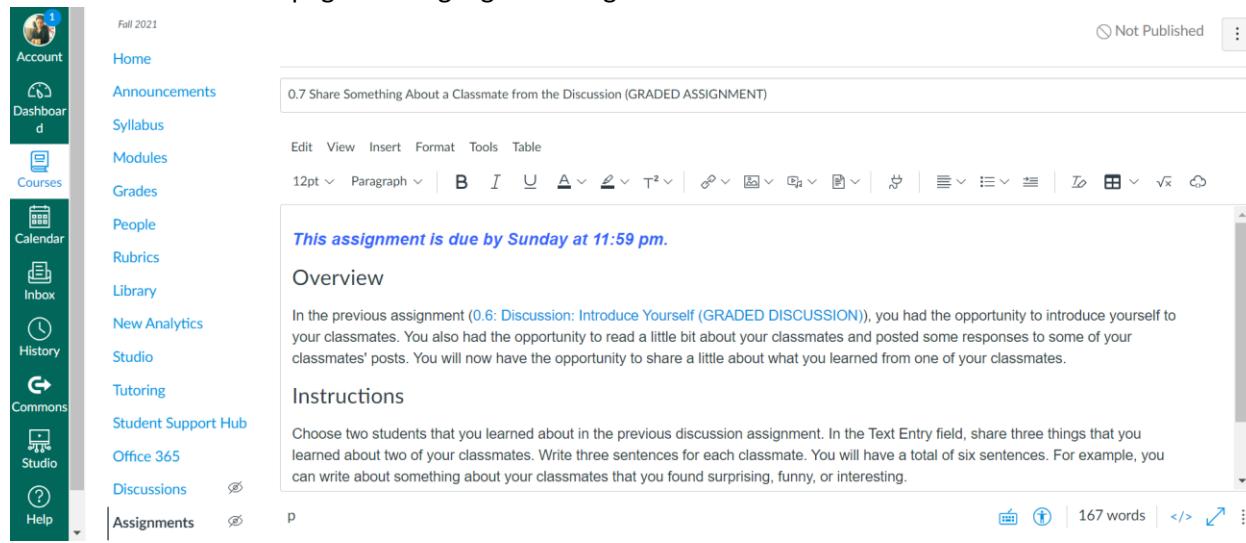
0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)



The screenshot shows the assignment details page. At the top right, there are three buttons: 'Publish', 'Edit' (which is highlighted with a red box and has a large red arrow pointing up to it), and a more options menu. Below these buttons, there is a message: 'No additional details were added for this assignment.' Underneath, there are sections for 'Points' (None) and 'Submitting' (Nothing). A table follows with columns for Due, For, Available from, and Until. The 'For' column shows 'Everyone'. At the bottom left is a 'Rubric' button, and at the bottom right are 'Previous' and 'Next' navigation buttons.

Add the content inside the editor.

Screenshot of Modules page with highlighted Assignment icon.



The screenshot shows the Modules page. On the left is a sidebar with various icons and links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, Help, Home, Announcements, Syllabus, Modules (which is selected and highlighted in green), Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, Discussions, and Assignments. In the main area, there is a card for '0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)'. The card includes a title, a description ('This assignment is due by Sunday at 11:59 pm.'), an 'Overview' section, and an 'Instructions' section. The 'Edit' icon in the top right corner of the card is highlighted with a red box.

When the content has been added, scroll down to add the points possible for the assignment. Assign the Discussion to the Assignment Group of your choice.

Choose how you want to display the grade: as a percentage, as complete/incomplete, as points, as a letter grade, or in GPA form.

Edit View Insert Format Tools Table

12pt Paragraph **B** *I* U ^A _A T² | | 167 words </> ↗

interesting.

p

Points

Assignment Group

Display Grade as

Submission Type

Group Assignment This is a Group Assignment

Assignment Group

Display Grade as

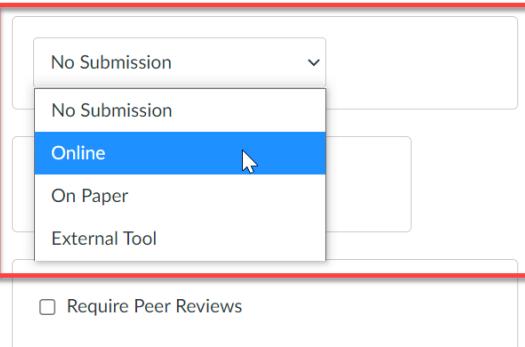
Submission Type

Group Assignment This is a Group Assignment

Next, scroll down and select the Submission Type. This section allows you to define and/or limit how the assignment can be submitted. The following options are available:

- The **No Submission** option means that a column for the assignment is created in the grade book, but students do not submit anything in order to complete the assignment. A common example of this assignment type might be an in-class presentation.
- The **Online** option means students must submit the assignment via Canvas.
- The **On Paper** option is essentially the same as selecting the **No Submission** option. A column for the assignment is created in the grade book, but students submit their assignment as a hard-copy in class.
- The **External Tool** option allows students to submit via an external tool, such as Google Drive. If this option is selected, the external application must first be configured in your course before students will be able to submit assignments in this way.

Points	<input type="text" value="6"/>
Assignment Group	<input type="text" value="Assignments"/> ▼
Display Grade as	<input type="text" value="Points"/> ▼
<input type="checkbox"/> Do not count this assignment towards the final grade	
Submission Type	<input type="button" value="No Submission"/> ▼
Group Assignment	<input type="checkbox"/>
Peer Reviews	<input type="checkbox"/> Require Peer Reviews



There are different **Online** options to choose from:

- The **Text Entry** option allows students to submit their assignment directly in the Rich Content Editor.
- The **Website URL** option allows students to submit a URL that fulfills the assignment.
- The **Media Recordings** option allows students to submit an audio or video recording that fulfills the assignment. Students can either record new media or upload existing media. Video and audio uploads can be up to 500 MB.
- The **Student Annotation** option allows students to annotate a file uploaded by an instructor. The annotated document is submitted as the student's assignment submission.
- The **File Uploads** option allows students to upload a file or take a photo with their webcam to fulfill the assignment.

Points

Assignment Group ▼

Display Grade as ▼

Do not count this assignment towards the final grade

Submission Type ▼

Online Entry Options

Text Entry

Website URL

Media Recordings

Student Annotation

File Uploads

Selecting the **Student Annotation** option allows you to upload your file from the Course files folder, or from your own files.

The screenshot shows the 'Settings' page with the 'Courses' tab selected in the sidebar. The main area displays 'Online Entry Options' and a section for 'Student Annotation'. A red box highlights the 'Student Annotation' checkbox, which is checked. Below it, there is a note about selecting multiple submission types to accommodate students who may not be able to create annotations. It lists 'Available folders' such as 'Course files' and 'My files', and a blue 'Upload File' button. At the bottom, there is an unchecked 'File Uploads' checkbox.

Selecting the **File Uploads** option also gives you the option of restricting the type of file uploaded. In the input field, enter a list of *accepted extensions* (e.g., doc, docx, pdf, txt). All file types need to be separated by a comma. You can include spaces, caps, and periods in assignment file names.

The screenshot shows the 'Settings' page with the 'Courses' tab selected in the sidebar. The main area displays 'Online Entry Options' and a section for 'File Uploads'. A red box highlights the 'File Uploads' checkbox, which is checked. Below it, another red box highlights the 'Restrict Upload File Types' checkbox, which is also checked. An input field contains the accepted file extensions: 'doc, docx, pdf, txt'. A large red arrow points to this input field.

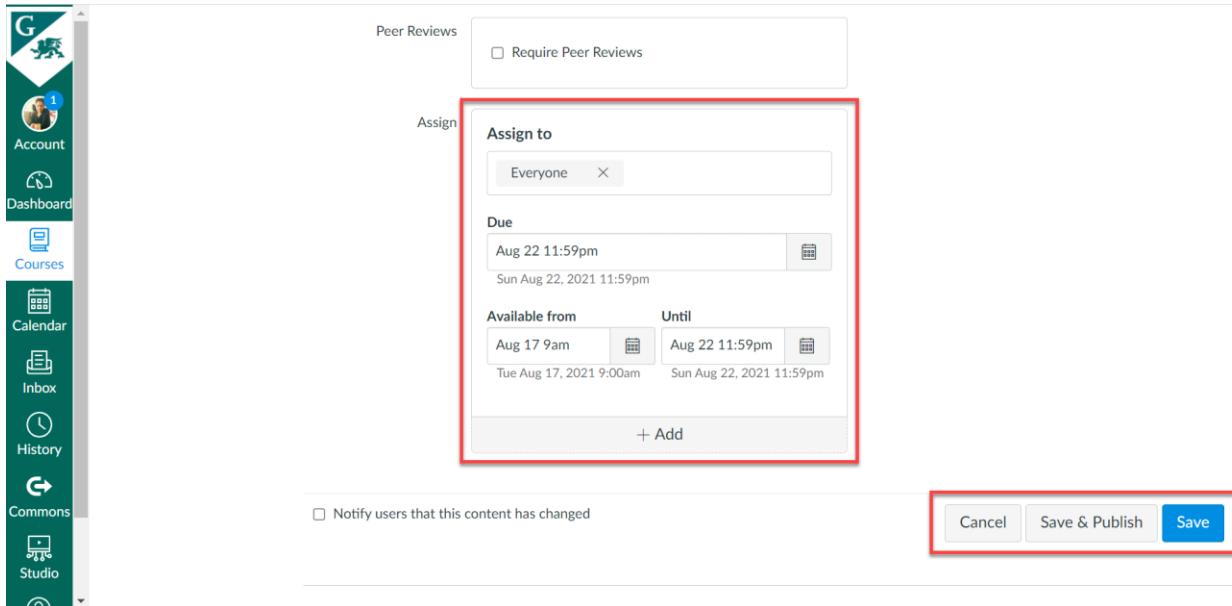
After selecting Submission Type, scroll down and select Submission Attempts: Unlimited or Limited.

The screenshot shows the LMS settings interface. On the left is a sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Commons. The main area has a 'Settings' header. Under 'Submission Type', 'Online' is selected. Under 'Online Entry Options', 'Text Entry' is checked. Under 'Submission Attempts', a dropdown menu for 'Allowed Attempts' is open, showing 'Unlimited' (selected), 'Limited', and another option partially visible. A large red arrow points to the 'Limited' option.

Selecting **Limited** will allow you to specify how many submission attempts you want to allow for the assignment.

This is a modal dialog titled 'Submission Attempts'. It contains a section titled 'Allowed Attempts' with a dropdown menu set to 'Limited'. Below it is a section titled 'Number of Attempts' with an input field containing the value '1' and up/down arrows for adjustment.

Finally, scroll down to Assign. Choose who you want the Assignment assigned to (“Everyone” is selected by default). Finally, set the Due date, and the availability of the Assignment. When you have finished, click either **Save & Publish**, if you are ready to publish your Assignment, or **Save** (in which case, you will still need to publish it when you are ready to do so).



Once published, you will see that your page has been published.

2021FA-ESL-098G-6222 > Assignments > 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)

This assignment is due by Sunday at 11:59 pm.

Published

0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)

In the previous assignment ([0.6: Discussion: Introduce Yourself \(GRADED DISCUSSION\)](#)), you had the opportunity to introduce yourself to your classmates. You also had the opportunity to read a little bit about your classmates and posted some responses to some of your classmates' posts. You will now have the opportunity to share a little about what you learned from one of your classmates.

Instructions

Choose two students that you learned about in the previous discussion assignment. In the Text Entry field, share three things that you learned about two of your classmates.

Finally, you can see on the main Modules page that this assignment is now published, along with the due date, and the total points possible for the assignment.

The screenshot shows the Canvas Modules page. At the top, there is a header with a dropdown for 'Module 0: Orientation and Introduction', a 'Complete All Items' button with a green checkmark, and three additional buttons. Below the header is a list of seven items:

- 0.1 Welcome to ESL 098G (READ)
Mark done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ)
View
- 0.3 A Note on Notifications and Contacting Your Instructor (READ)
Mark done
- 0.4 Canvas Face to Face (READ)
View
- 0.5 Study Habits (READ)
Mark done
- 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)
8 pts
- 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)
Aug 22 | 6 pts

The item '0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)' is highlighted with a red rectangular box.

3. Finally, let's add a requirement to this page by clicking on the three dots on the module, and selecting **Edit**.

The screenshot shows the same Canvas Modules page as before, but with a context menu open over the 'Module 0: Orientation and Introduction' header. The menu has a blue header with the word 'Edit' and a white background with black text. It includes the following options:

- Edit
- Move Contents...
- Move Module...
- Delete

A large red arrow points to the 'Edit' button in the top-left corner of the menu. The rest of the page content is visible below the menu.

In the Edit Module Settings window, click **+ Add requirement**.

The screenshot shows the 'Edit Module Settings' window for a module named '2021FA-ESL-098G-62'. The left sidebar lists various course sections like Fall 2021, Home, Announcements, Syllabus, Modules, Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, and Discussions. The 'Modules' section is expanded. The main area displays 'Requirements' settings. A radio button is selected for 'Students must complete all of these requirements'. Below it, another radio button is available for 'Students must move through requirements in sequential order'. A third option, 'Student must complete one of these requirements', is also present. Under this option, five items are listed: '0.1 Welcome to ESL 0' (status: mark as done), '0.2 Meet Your Instructor' (status: view the item), '0.3 A Note on Notifications' (status: mark as done), '0.4 Canvas Face to Face' (status: view the item), and '0.5 Study Habits (REA)' (status: mark as done). At the bottom of the requirements list is a red-bordered button labeled '+ Add requirement'. The bottom right of the window has 'Cancel' and 'Update Module' buttons.

Select the Assignment page, then select **submit the assignment**, then click **Update Module**.

This screenshot shows a dropdown menu for assignment submission. The menu items are: 'mark as done', 'contribute to the page', 'view the item' (which is currently selected), 'mark as done', 'submit the assignment' (which is highlighted with a blue background and a cursor arrow pointing to it), and 'score at least'. The 'submit the assignment' option is part of a larger list of options for assignment 0.7. The bottom right of the window has 'Cancel' and 'Update Module' buttons.

The requirement has now been set.

0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)
8 pts | Contribute

0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)
Aug 22 | 6 pts | Submit

And just to finish up the Module, let's go and add a final Page. And it will just be a regular content page with the requirement of **View**.

Announcements
Syllabus
Modules
Grades
People
Rubrics
Library
New Analytics
Studio
Tutoring
Student Support Hub
Office 365
Discussions
Assignments
Collaborations
Conferences
Pages
Outcomes

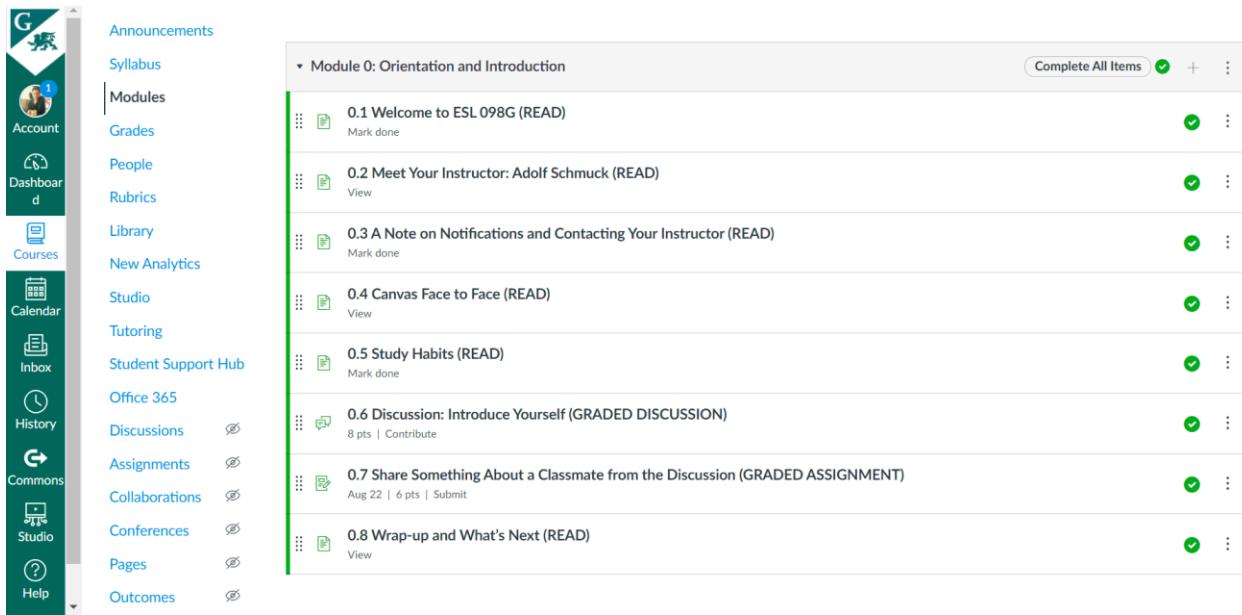
Module 0: Orientation and Introduction

- 0.1 Welcome to ESL 098G (READ)
Mark done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ)
View
- 0.3 A Note on Notifications and Contacting Your Instructor (READ)
Mark done
- 0.4 Canvas Face to Face (READ)
View
- 0.5 Study Habits (READ)
Mark done
- 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)
8 pts | Contribute
- 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)
Aug 22 | 6 pts | Submit
- 0.8 Wrap-up and What's Next (READ)
View

Setting the Home Page

Now that the first module has been created for the course, you may want to have a Course Home Page (also called **Front Page**). The Course Home Page is the first thing your students see when they arrive at your course in Canvas. In other words, when students log in and select your course from the dashboard, the Home Page will be the first page they see. Common elements of a Course Home Page include a cover image, a link to your syllabus file, course and instructor information, and a welcome message.

You can either designate one of the pages created as the Home Page (see image), or create a separate page to be the Home Page. Note that before setting the Home Page, the page must be published.

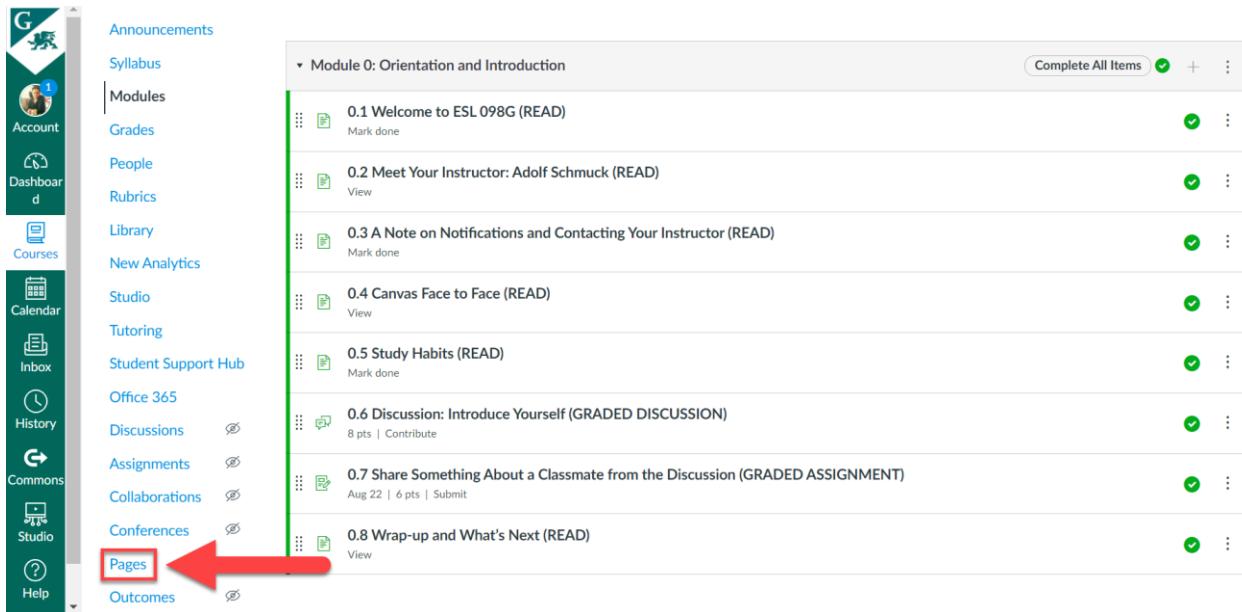


The screenshot shows the Canvas LMS interface. On the left is the sidebar with various course navigation links: Announcements, Syllabus, Modules (selected), Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, Discussions, Assignments, Collaborations, Conferences, Pages, and Outcomes. The main content area displays the course structure. At the top, there's a header for "Module 0: Orientation and Introduction" with a "Complete All Items" button. Below this, a list of activities is shown:

- 0.1 Welcome to ESL 098G (READ) - Mark done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ) - View
- 0.3 A Note on Notifications and Contacting Your Instructor (READ) - Mark done
- 0.4 Canvas Face to Face (READ) - View
- 0.5 Study Habits (READ) - Mark done
- 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION) - 8 pts | Contribute
- 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) - Aug 22 | 6 pts | Submit
- 0.8 Wrap-up and What's Next (READ) - View

Setting an Existing Page as the Home Page

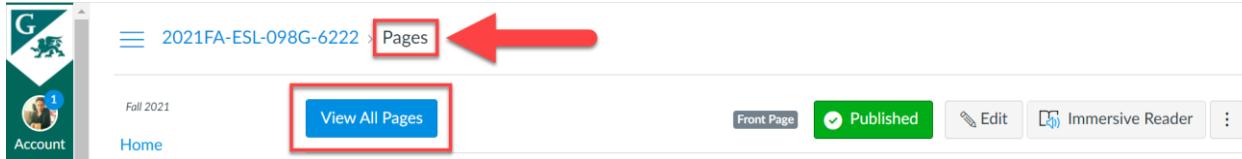
To set an already created page as the Home Page, click on **Pages** in the navigation on the left.



The screenshot shows the left navigation bar of the Canvas LMS. The 'Pages' option is highlighted with a red box and a large red arrow pointing to it. Other options visible in the navigation bar include Announcements, Syllabus, Modules, Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, Discussions, Assignments, Collaborations, Conferences, Pages (highlighted), and Outcomes.

Section	Item	Status	Actions
Module 0: Orientation and Introduction	0.1 Welcome to ESL 098G (READ)	Mark done	View
	0.2 Meet Your Instructor: Adolf Schmuck (READ)	View	...
	0.3 A Note on Notifications and Contacting Your Instructor (READ)	Mark done	...
	0.4 Canvas Face to Face (READ)	View	...
	0.5 Study Habits (READ)	Mark done	...
	0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)	8 pts Contribute	View
	0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)	Aug 22 6 pts Submit	View
	0.8 Wrap-up and What's Next (READ)	View	...

Once you are on the Pages page, click on **View All Pages**.



The screenshot shows the 'Pages' page in Canvas. The top navigation bar shows the course name '2021FA-ESL-098G-6222' and the 'Pages' tab, which is highlighted with a red box and a large red arrow. Below the navigation bar, there is a 'View All Pages' button, also highlighted with a red box and a red arrow. The page includes standard navigation buttons like 'Front Page', 'Published', 'Edit', 'Immersive Reader', and a more options menu.

We should now see all of the pages we've created from the first Module. Note that only created Pages will show up here (i.e., not Discussion Topics or Assignments). Let's say, for example, that we want to designate our first page (**0.1 Welcome to ESL 098G (READ)**) as the Home Page. Remember that before setting the Home Page, the page must be published. In this case, it is, so we're set to go.

<input type="checkbox"/> Page title ▾	Creation date ▾	Last edit ▾		
<input type="checkbox"/> 0.1 Welcome to ESL 098G (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck		
<input type="checkbox"/> 0.2 Meet Your Instructor: Adolf Schmuck (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck		
<input type="checkbox"/> 0.3 A Note on Notifications and Contacting Your Instructor (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck		
<input type="checkbox"/> 0.4 Canvas Face to Face (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck		
<input type="checkbox"/> 0.5 Study Habits (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck		
<input type="checkbox"/> 0.8 Wrap-up and What's Next (READ)	Jul 11, 2021	Jul 11, 2021 By Adolf Schmuck		

Simply click the three dots on the far right, then select **Use as Front Page**.

<input type="checkbox"/> Page title ▾	Creation date ▾	Last edit ▾		
<input type="checkbox"/> 0.1 Welcome to ESL 098G (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck		
<input type="checkbox"/> 0.2 Meet Your Instructor: Adolf Schmuck (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck		
<input type="checkbox"/> 0.3 A Note on Notifications and Contacting Your Instructor (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck		
<input type="checkbox"/> 0.4 Canvas Face to Face (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck		
<input type="checkbox"/> 0.5 Study Habits (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck		
<input type="checkbox"/> 0.8 Wrap-up and What's Next (READ)	Jul 11, 2021	Jul 11, 2021 By Adolf Schmuck		

Edit
 Delete
 Use as Front Page
 Duplicate
 Send to...
 Copy to...
 Share to Commons

And that's it. We have now set the Home Page (Front Page).

Page title	Creation date	Last edit	
0.1 Welcome to ESL 098G (READ) Front Page	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.2 Meet Your Instructor: Adolf Schmuck (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.3 A Note on Notifications and Contacting Your Instructor (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.4 Canvas Face to Face (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.5 Study Habits (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.8 Wrap-up and What's Next (READ)	Jul 11, 2021	Jul 11, 2021 By Adolf Schmuck	

If we go to our page, we can see that it has been designated as the Front Page.

The screenshot shows a Canvas course page for '2021FA-ESL-098G-6222'. On the left is a sidebar with various course links like Fall 2021, Home, Announcements, Syllabus, etc. The main content area shows the title '0.1 Welcome to ESL 098G (READ)' and a large red arrow pointing to the 'Front Page' button in the top right toolbar. The toolbar also includes 'Published', 'Edit', 'Immersive Reader', and a 'More' button. Below the title, there are sections for 'Orientation' and 'Overview', and a note about web browsers.

2021FA-ESL-098G-6222 > Pages > 0.1 Welcome to ESL 098G (READ)

Fall 2021

Home

Announcements

Syllabus

Modules

Grades

People

Rubrics

Library

New Analytics

Studio

Tutoring

Student Support Hub

Office 365

Front Page

Published

Edit

Immersive Reader

More

0.1 Welcome to ESL 098G (READ)

Orientation

Overview

Please note: The best web browsers for working in Canvas are Chrome and Firefox.

Welcome to Module 0: Orientation and Introduction. There are two modules for week 1: Module 0 and Module 1. Module 1 is titled, "People and Places", and is where we will start with our instructional content.

This module will serve as an orientation and introduction to the course. You will see two modules in the Modules section of the Course Navigation. Module 0 is called "Orientation and Introduction", and Module 1 is called "People and Places". These first two modules will be for Week 1 of the semester. Please go through each of the modules in order, beginning with this "Orientation and Introduction" module (Module 0). Starting Week 2, there will be only one module per week. The modules can be easily accessed in the Course Navigation to the left, as well as on the Home Page. For more information about modules, scroll down to towards the end of this page. There is also a video introducing modules down below.

And let's test it from the Dashboard by clicking on the course.

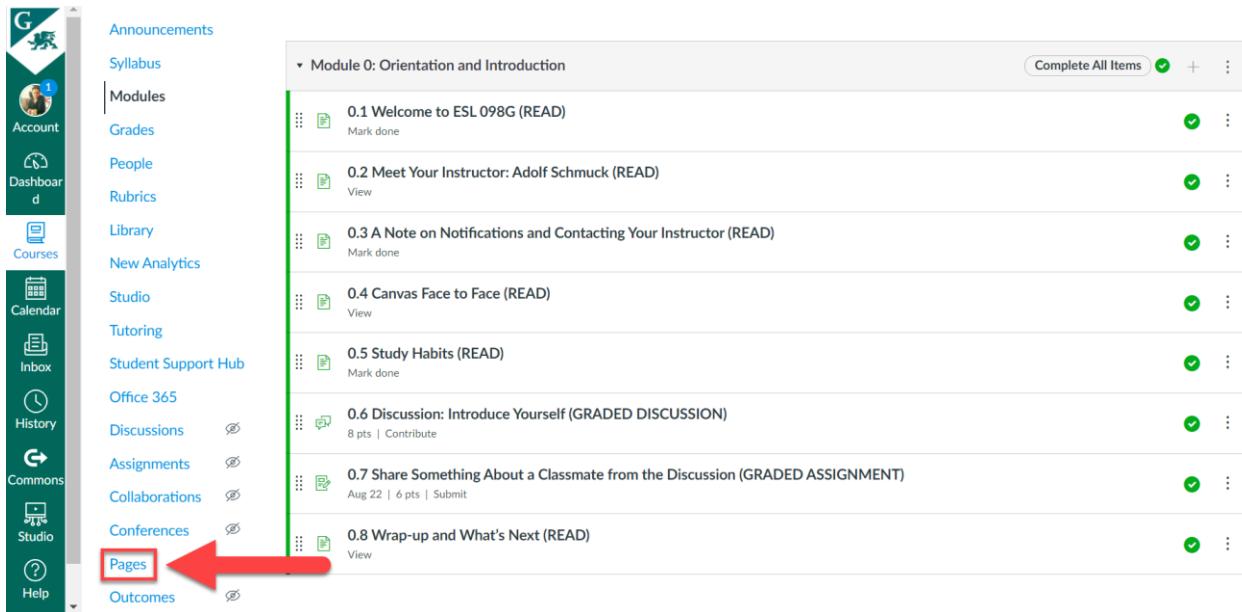
The screenshot shows the Canvas LMS Dashboard. On the left is a sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area displays a card for an unpublished course: "GCCANVASRES Grossmont Manual". Below this, a section titled "Unpublished Courses (1)" shows a single course card for "2021FA-ESL-098G-6222 - Gramm...". This card includes a "Publish" button and a megaphone icon. At the bottom right of the dashboard are links for Privacy Policy, Acceptable Use Policy, Facebook, and Twitter.

And the first page we go to is the Home Page we've just set up. And we now have our Home Page.

The screenshot shows the Canvas LMS Home Page. The sidebar on the left lists navigation items: Fall 2021, Home (highlighted with a red arrow), Announcements, Syllabus, Modules, Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, Discussions, and Assignments. The main content area features a "Recent Announcements" section with a card for "ABC1234 - Welcome Announcement". To the right is a "Course Status" panel with "Unpublished" and "Publish" buttons, and a "To Do" list with a single item: "Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)".

Creating a Separate Home Page

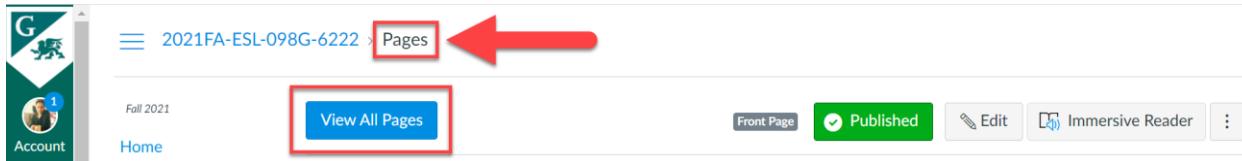
If you'd like to create a separate Home Page, rather than to designate an already created page as the Home Page, click on **Pages** in the navigation on the left.



The screenshot shows the left navigation bar of the Canvas LMS. A red arrow points to the 'Pages' link, which is highlighted with a red box. Other links in the navigation bar include: Announcements, Syllabus, Modules, Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, Discussions, Assignments, Collaborations, Conferences, Pages (highlighted), and Outcomes.

Section	Item	Description	Status
Module 0: Orientation and Introduction	0.1 Welcome to ESL 098G (READ)	Mark done	✓
	0.2 Meet Your Instructor: Adolf Schmuck (READ)	View	✓
	0.3 A Note on Notifications and Contacting Your Instructor (READ)	Mark done	✓
	0.4 Canvas Face to Face (READ)	View	✓
	0.5 Study Habits (READ)	Mark done	✓
	0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)	8 pts Contribute	✓
	0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)	Aug 22 6 pts Submit	✓
	0.8 Wrap-up and What's Next (READ)	View	✓

Once you are on the Pages page, click on **View All Pages**.



The screenshot shows the 'Pages' page in Canvas. A red arrow points to the 'View All Pages' button, which is highlighted with a blue box. Other elements on the page include: the course navigation (Fall 2021, Home), the 'Pages' section header, and various status buttons like 'Front Page', 'Published', 'Edit', and 'Immersive Reader'.

Once on the page, click the **+ Page** button.

Page title ▾	Creation date ▾	Last edit ▾	⋮
<input type="checkbox"/> 0.1 Welcome to ESL 098G (READ) Front Page	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	✓ ⋮
<input type="checkbox"/> 0.2 Meet Your Instructor: Adolf Schmuck (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	✓ ⋮
<input type="checkbox"/> 0.3 A Note on Notifications and Contacting Your Instructor (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	✓ ⋮
<input type="checkbox"/> 0.4 Canvas Face to Face (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	✓ ⋮
<input type="checkbox"/> 0.5 Study Habits (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	✓ ⋮
<input type="checkbox"/> 0.8 Wrap-up and What's Next (READ)	Jul 11, 2021	Jul 11, 2021 By Adolf Schmuck	✓ ⋮

Then, name your page and add the content in the editor.

The screenshot shows the Canvas LMS interface. On the left is a sidebar with various icons and links: Account (with 1 notification), Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Office 365. The main area shows a course navigation bar with 'Fall 2021' and '2021FA-ESL-098G-6222 > Pages'. Below this is a list of existing pages: 'Home Page: ESL 098G' (selected), 'Home', 'Announcements', 'Syllabus', 'Modules', 'Grades', 'People', 'Rubrics', 'Library', 'New Analytics', 'Studio', 'Tutoring', 'Student Support Hub', and 'Office 365'. The 'Home Page: ESL 098G' page is open in the editor. The title 'Home Page: ESL 098G' is highlighted with a red box. The editor toolbar includes 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Table', font size '12pt', paragraph styles, bold ('B'), italic ('I'), underline ('U'), superscript ('T²'), subscript ('T¹'), align ('A'), orientation ('L/R'), and other styling options. The main content area contains a large image of a desk with papers and a computer monitor displaying 'FALL 2020 | WF 8:00-9:35'. Below the image are four buttons: 'Announcements', 'Syllabus', 'Modules', and 'Grades'. The text 'Welcome to ESL 098G' and 'Welcome' is visible in the content area. At the bottom of the editor are word count and other editing tools.

When you have finished, scroll down and click **Save & Publish** (remember that before setting the Home Page, the page must be published).

The screenshot shows a digital workspace interface. At the top is a toolbar with various icons for editing, inserting, and formatting. Below the toolbar are four buttons: Announcements, Syllabus, Modules, and Grades. The main content area displays the text "Welcome to ESL 098G" and "Welcome". In the bottom right corner of the content area, there is a red arrow pointing downwards towards the bottom right of the screen. On the left side of the bottom right, there are several options: "Options", "Users allowed to edit this page" (set to "Only teachers"), "Add to student to-do" (unchecked), "Notify users that this content has changed" (unchecked), and three buttons: "Cancel", "Save & Publish" (which is highlighted with a red border), and "Save".

The page is now published. We now need to set it as the Home Page, so click on **View All Pages**.

[View All Pages](#)

Home Page: ESL 098G



Then, find the newly created page, click the three dots on the far right, then select **Use as Front Page**.

Page title	Creation date	Last edit	
0.1 Welcome to ESL 098G (READ) Front Page	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.2 Meet Your Instructor: Adolf Schmuck (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.3 A Note on Notifications and Contacting Your Instructor (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.4 Canvas Face to Face (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.5 Study Habits (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.8 Wrap-up and What's Next (READ)	Jul 11, 2021	Jul 11, 2021 By Adolf Schmuck	
Home Page: ESL 098G	Jul 11, 2021	Jul 11, 2021 By Adolf Schmuck	

And we now have our Home Page.

Page title	Creation date	Last edit	
0.1 Welcome to ESL 098G (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.2 Meet Your Instructor: Adolf Schmuck (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.3 A Note on Notifications and Contacting Your Instructor (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.4 Canvas Face to Face (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.5 Study Habits (READ)	Jul 5, 2021	Jul 5, 2021 By Adolf Schmuck	
0.8 Wrap-up and What's Next (READ)	Jul 11, 2021	Jul 11, 2021 By Adolf Schmuck	
Home Page: ESL 098G Front Page	Jul 11, 2021	Jul 11, 2021 By Adolf Schmuck	

And once again, let's go to the Dashboard and try it by clicking on our course.

The screenshot shows the Canvas LMS dashboard. On the left is a sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area displays a list titled "Unpublished Courses (1)". A single course card is shown, titled "2021FA-ESL-098G-6222 - Gramm...", with a "Publish" button and a three-dot menu icon. Below the card, it says "2021FA-ESL-098G-6222 Fall 2021". At the bottom right of the dashboard are links for Privacy Policy, Acceptable Use Policy, Facebook, and Twitter.

And there it is. The first thing we see when we enter the course is our newly created Home Page.

The screenshot shows the course page for "2021FA-ESL-098G-6222 - Grammar Written/Spooken Comm". On the left is a sidebar with icons for Home (highlighted with a red box), Announcements, Syllabus, Modules, Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, Discussions, Assignments, and Pages. The main content area features a "Welcome Announcement" from "ABC1234" with the message "Welcome to ABC1234 - Course Template...". To the right of the announcement is a "Course Setup Checklist" with items like "Import Existing Content", "Import from Commons", "Choose Home Page", "View Course Stream", "Course Setup Checklist", "New Announcement", "New Analytics", and "View Course Notifications". Below the announcement is a large image of a classroom with desks and chairs, overlaid with text: "ESSENTIAL GRAMMAR FOR WRITTEN AND SPOKEN COMMUNICATION", "ESL 098G", "FALL 2020 | WF 8:00-9:35". A "To Do" section lists a discussion assignment: "Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)" with 8 points and no due date. At the bottom right is a "Coming Up" section with a link to "View Calendar".

And if you scroll down, you can see the rest of the content.

The screenshot shows a course page for 'ESL 098G' in 'FALL 2020 | WF 8:00-9:35'. The page includes a sidebar with links like 'Tutoring', 'Student Support Hub', 'Office 365', 'Discussions', 'Assignments', 'Pages', 'Collaborations', 'Conferences', 'Outcomes', 'Quizzes', 'Files', and 'Settings'. A main content area features a classroom photograph, course announcements, syllabus, modules, and grades. Below this, a 'Welcome' section contains a detailed course description:

Welcome to ESL 098G. I am [Adolf Schmuck](#), and I will be your instructor for this course. ESL 098G is a course on the essentials of English grammar needed to increase accuracy and fluency in communication. The course is designed specifically for non-native speakers of English at the intermediate level to increase their appreciation for the importance of accurate grammar in their language use. Students will learn the systems of grammar that shape language and apply those rules in their written and spoken communication in various genres. Course assignments will serve to build and reinforce students' ability to use English grammar to convey intended meaning correctly and effectively in interpersonal, intercultural, and academic discourse. This course is offered on a Pass/No Pass basis only.

At the top right, there are 'View Course Notifications' and 'To Do' sections, and a 'Coming Up' section indicating 'Nothing for the next week'.