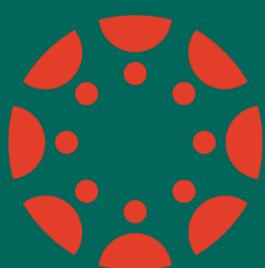


Canvas Basics

By Adolf Schmuck



canvas

Table of Contents

Basic Navigation, [Page 3](#)

Creating a Module, [Page 9](#)

Creating Pages, [Page 15](#)

 Creating a Page, [Page 15](#)

 Creating a Discussion Topic, [Page 31](#)

 Creating an Assignment, [Page 44](#)

Setting the Home Page, [Page 57](#)

 Setting an Existing Page as the Home Page, [Page 58](#)

 Creating a Separate Home Page, [Page 62](#)

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 The Dashboard contains a list of your published courses, as well as a list of your unpublished courses, if you have any.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. On the left is the Global Navigation Menu with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help. The 'Courses' icon is highlighted. The main area displays 'Published Courses (8)' with cards for various courses like 'ESL 098G', 'GC CANVAS TRAINING', and 'GC-ACE FOR FACULTY'. To the right is a 'To Do' list with items such as 'Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)', 'Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)', and 'Grade 2.6 Grammar Textbook Exercises (GRADED ASSIGNMENT)'. Each item includes a due date and time.

The Global Navigation Menu is located on the left side of every page in Canvas, and provides quick access to frequently used Canvas features: **Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help**.

This screenshot is identical to the one above, showing the Canvas Dashboard. A large red arrow points to the 'Courses' icon in the Global Navigation Menu on the far left. The rest of the interface, including the published courses list and the 'To Do' list, remains the same.

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 with the following elements:

- User Profile:** Shows a profile picture of Adolf Schmuck and a "Logout" button.
- Notifications:** A sidebar with a blue badge indicating 1 notification.
- Profile:** A link to edit personal information.
- Files:** A link to manage uploaded files.
- Settings:** A link to account settings.
- ePortfolios:** A link to manage ePortfolios.
- Shared Content:** A link with a blue badge indicating 1 shared item.
- My Badges:** A link to view earned badges.
- Folio:** A link to manage folios.
- QR for Mobile Login:** A link to generate a QR code for mobile login.
- Global Announcements:** A link to view global announcements.
- Central Column:** Displays course cards for "GC-CANVAS TRAINING-SCHMUCK" and "GC-ACE FOR FACULTY DEVACE".
- To Do List:** A list of tasks:
 - 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 with the following elements:

- Published Courses (8):**
 - 2020FA-ESL-098G-6225 - Grammar & Vocabulary
 - GC-CANVAS TRAINING-SCHMUCK
 - ESL DEPARTMENT-DEV
 - GC-ACE FOR FACULTY DEVACE
- To Do List:** A list of tasks:
 - 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 is a sidebar with icons for Account, Dashboard, Courses (which is selected), Calendar, Inbox, History, Commons, and Studio. The main area displays a list of courses:

- GC-CANVAS TRAINING-SCHMUCK (Grossmont Manual)
- GC-Development-ESL 98-Intro to Academic English
- GC-development-ESL 98G-Essential Grammar
- GC Canvas Resources (Grossmont Manual)
- GC-2020SU2 & SU5-ITC (Grossmont Manual)
- Unpublished Courses**
- 2021FA-ESL-098G-6222 - Grammar Written/Spooken Comm (Fall 2021)

A red box highlights the "All Courses" link at the bottom of the course list. Below it, a message says: "Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display."

To the right of the course list is a "To Do" list:

- 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

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.

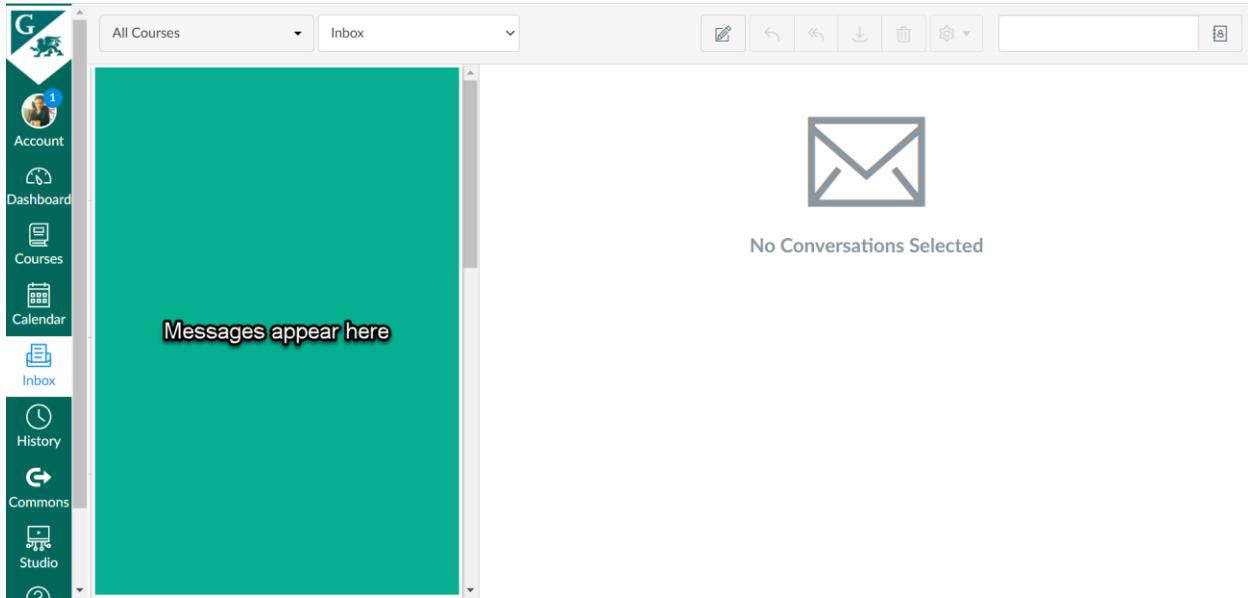
The screenshot shows the Canvas Calendar page. On the left is a sidebar with icons for Account, Dashboard, Courses (selected), Calendar, Inbox, History, Commons, and Studio. The main area shows a monthly calendar for July 2021. The days of the week are labeled: SUN, MON, TUE, WED, THU, FRI, SAT. The dates are arranged in rows: Row 1 (Sunday): 27, 28, 29, 30, 1, 2, 3; Row 2: 4, 5, 6, 7, 8, 9, 10; Row 3: 11, 12, 13, 14, 15, 16, 17; Row 4: 18, 19, 20, 21, 22, 23, 24; Row 5: 25, 26, 27, 28, 29, 30, 31. Above the calendar are buttons for Today, Previous Month, Next Month, Week, Month (selected), Agenda, and a plus sign. To the right of the calendar is a "CALENDARS" section with a red border around it. It lists several courses with checkboxes:

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

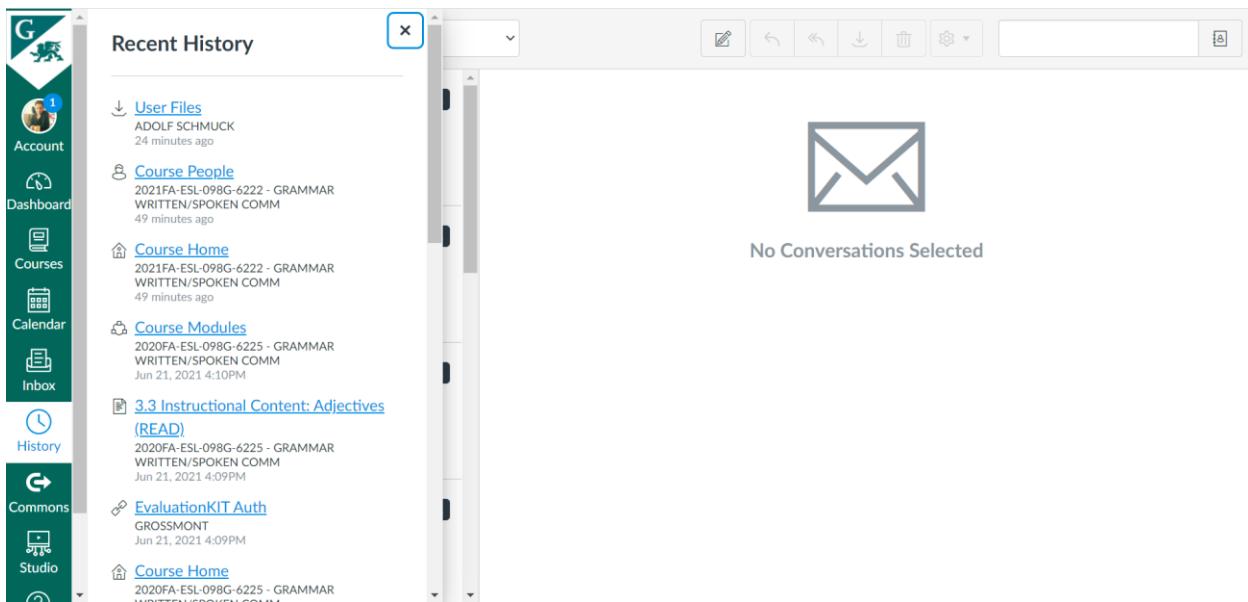
 Below this is a "UNDATED" section with a list of courses:

- GC-ACE FOR FACULTY
- GC-CANVAS TRAINING-
- GC-DEPARTMENT-DEV
- GC-ITC-2020SU2 & SU5-ITC
- GC-CANVAS RESOURCES
- GC-ESL-2020FA-098G-6225
- GC-ESL-2021FA-098G-6222
- GC-ITC-2020SU2 & SU5-ITC
- GC-ITC-2021FA-098G-6222
- GC-ITC-2021FA-098G-6225
- GC-ITC-2021FA-098G-6226
- GC-ITC-2021FA-098G-6227
- GC-ITC-2021FA-098G-6228
- GC-ITC-2021FA-098G-6229
- GC-ITC-2021FA-098G-6230
- GC-ITC-2021FA-098G-6231
- GC-ITC-2021FA-098G-6232
- GC-ITC-2021FA-098G-6233
- GC-ITC-2021FA-098G-6234
- GC-ITC-2021FA-098G-6235
- GC-ITC-2021FA-098G-6236
- GC-ITC-2021FA-098G-6237
- GC-ITC-2021FA-098G-6238
- GC-ITC-2021FA-098G-6239
- GC-ITC-2021FA-098G-6240
- GC-ITC-2021FA-098G-6241
- GC-ITC-2021FA-098G-6242
- GC-ITC-2021FA-098G-6243
- GC-ITC-2021FA-098G-6244
- GC-ITC-2021FA-098G-6245
- GC-ITC-2021FA-098G-6246
- GC-ITC-2021FA-098G-6247
- GC-ITC-2021FA-098G-6248
- GC-ITC-2021FA-098G-6249
- GC-ITC-2021FA-098G-6250
- GC-ITC-2021FA-098G-6251
- GC-ITC-2021FA-098G-6252
- GC-ITC-2021FA-098G-6253
- GC-ITC-2021FA-098G-6254
- GC-ITC-2021FA-098G-6255
- GC-ITC-2021FA-098G-6256
- GC-ITC-2021FA-098G-6257
- GC-ITC-2021FA-098G-6258
- GC-ITC-2021FA-098G-6259
- GC-ITC-2021FA-098G-6260
- GC-ITC-2021FA-098G-6261
- GC-ITC-2021FA-098G-6262
- GC-ITC-2021FA-098G-6263
- GC-ITC-2021FA-098G-6264
- GC-ITC-2021FA-098G-6265
- GC-ITC-2021FA-098G-6266
- GC-ITC-2021FA-098G-6267
- GC-ITC-2021FA-098G-6268
- GC-ITC-2021FA-098G-6269
- GC-ITC-2021FA-098G-6270
- GC-ITC-2021FA-098G-6271
- GC-ITC-2021FA-098G-6272
- GC-ITC-2021FA-098G-6273
- GC-ITC-2021FA-098G-6274
- GC-ITC-2021FA-098G-6275
- GC-ITC-2021FA-098G-6276
- GC-ITC-2021FA-098G-6277
- GC-ITC-2021FA-098G-6278
- GC-ITC-2021FA-098G-6279
- GC-ITC-2021FA-098G-6280
- GC-ITC-2021FA-098G-6281
- GC-ITC-2021FA-098G-6282
- GC-ITC-2021FA-098G-6283
- GC-ITC-2021FA-098G-6284
- GC-ITC-2021FA-098G-6285
- GC-ITC-2021FA-098G-6286
- GC-ITC-2021FA-098G-6287
- GC-ITC-2021FA-098G-6288
- GC-ITC-2021FA-098G-6289
- GC-ITC-2021FA-098G-6290
- GC-ITC-2021FA-098G-6291
- GC-ITC-2021FA-098G-6292
- GC-ITC-2021FA-098G-6293
- GC-ITC-2021FA-098G-6294
- GC-ITC-2021FA-098G-6295
- GC-ITC-2021FA-098G-6296
- GC-ITC-2021FA-098G-6297
- GC-ITC-2021FA-098G-6298
- GC-ITC-2021FA-098G-6299
- GC-ITC-2021FA-098G-6300
- GC-ITC-2021FA-098G-6301
- GC-ITC-2021FA-098G-6302
- GC-ITC-2021FA-098G-6303
- GC-ITC-2021FA-098G-6304
- GC-ITC-2021FA-098G-6305
- GC-ITC-2021FA-098G-6306
- GC-ITC-2021FA-098G-6307
- GC-ITC-2021FA-098G-6308
- GC-ITC-2021FA-098G-6309
- GC-ITC-2021FA-098G-6310
- GC-ITC-2021FA-098G-6311
- GC-ITC-2021FA-098G-6312
- GC-ITC-2021FA-098G-6313
- GC-ITC-2021FA-098G-6314
- GC-ITC-2021FA-098G-6315
- GC-ITC-2021FA-098G-6316
- GC-ITC-2021FA-098G-6317
- GC-ITC-2021FA-098G-6318
- GC-ITC-2021FA-098G-6319
- GC-ITC-2021FA-098G-6320
- GC-ITC-2021FA-098G-6321
- GC-ITC-2021FA-098G-6322
- GC-ITC-2021FA-098G-6323
- GC-ITC-2021FA-098G-6324
- GC-ITC-2021FA-098G-6325
- GC-ITC-2021FA-098G-6326
- GC-ITC-2021FA-098G-6327
- GC-ITC-2021FA-098G-6328
- GC-ITC-2021FA-098G-6329
- GC-ITC-2021FA-098G-6330
- GC-ITC-2021FA-098G-6331
- GC-ITC-2021FA-098G-6332
- GC-ITC-2021FA-098G-6333
- GC-ITC-2021FA-098G-6334
- GC-ITC-2021FA-098G-6335
- GC-ITC-2021FA-098G-6336
- GC-ITC-2021FA-098G-6337
- GC-ITC-2021FA-098G-6338
- GC-ITC-2021FA-098G-6339
- GC-ITC-2021FA-098G-6340
- GC-ITC-2021FA-098G-6341
- GC-ITC-2021FA-098G-6342
- GC-ITC-2021FA-098G-6343
- GC-ITC-2021FA-098G-6344
- GC-ITC-2021FA-098G-6345
- GC-ITC-2021FA-098G-6346
- GC-ITC-2021FA-098G-6347
- GC-ITC-2021FA-098G-6348
- GC-ITC-2021FA-098G-6349
- GC-ITC-2021FA-098G-6350
- GC-ITC-2021FA-098G-6351
- GC-ITC-2021FA-098G-6352
- GC-ITC-2021FA-098G-6353
- GC-ITC-2021FA-098G-6354
- GC-ITC-2021FA-098G-6355
- GC-ITC-2021FA-098G-6356
- GC-ITC-2021FA-098G-6357
- GC-ITC-2021FA-098G-6358
- GC-ITC-2021FA-098G-6359
- GC-ITC-2021FA-098G-6360
- GC-ITC-2021FA-098G-6361
- GC-ITC-2021FA-098G-6362
- GC-ITC-2021FA-098G-6363
- GC-ITC-2021FA-098G-6364
- GC-ITC-2021FA-098G-6365
- GC-ITC-2021FA-098G-6366
- GC-ITC-2021FA-098G-6367
- GC-ITC-2021FA-098G-6368
- GC-ITC-2021FA-098G-6369
- GC-ITC-2021FA-098G-6370
- GC-ITC-2021FA-098G-6371
- GC-ITC-2021FA-098G-6372
- GC-ITC-2021FA-098G-6373
- GC-ITC-2021FA-098G-6374
- GC-ITC-2021FA-098G-6375
- GC-ITC-2021FA-098G-6376
- GC-ITC-2021FA-098G-6377
- GC-ITC-2021FA-098G-6378
- GC-ITC-2021FA-098G-6379
- GC-ITC-2021FA-098G-6380
- GC-ITC-2021FA-098G-6381
- GC-ITC-2021FA-098G-6382
- GC-ITC-2021FA-098G-6383
- GC-ITC-2021FA-098G-6384
- GC-ITC-2021FA-098G-6385
- GC-ITC-2021FA-098G-6386
- GC-ITC-2021FA-098G-6387
- GC-ITC-2021FA-098G-6388
- GC-ITC-2021FA-098G-6389
- GC-ITC-2021FA-098G-6390
- GC-ITC-2021FA-098G-6391
- GC-ITC-2021FA-098G-6392
- GC-ITC-2021FA-098G-6393
- GC-ITC-2021FA-098G-6394
- GC-ITC-2021FA-098G-6395
- GC-ITC-2021FA-098G-6396
- GC-ITC-2021FA-098G-6397
- GC-ITC-2021FA-098G-6398
- GC-ITC-2021FA-098G-6399
- GC-ITC-2021FA-098G-6400
- GC-ITC-2021FA-098G-6401
- GC-ITC-2021FA-098G-6402
- GC-ITC-2021FA-098G-6403
- GC-ITC-2021FA-098G-6404
- GC-ITC-2021FA-098G-6405
- GC-ITC-2021FA-098G-6406
- GC-ITC-2021FA-098G-6407
- GC-ITC-2021FA-098G-6408
- GC-ITC-2021FA-098G-6409
- GC-ITC-2021FA-098G-6410
- GC-ITC-2021FA-098G-6411
- GC-ITC-2021FA-098G-6412
- GC-ITC-2021FA-098G-6413
- GC-ITC-2021FA-098G-6414
- GC-ITC-2021FA-098G-6415
- GC-ITC-2021FA-098G-6416
- GC-ITC-2021FA-098G-6417
- GC-ITC-2021FA-098G-6418
- GC-ITC-2021FA-098G-6419
- GC-ITC-2021FA-098G-6420
- GC-ITC-2021FA-098G-6421
- GC-ITC-2021FA-098G-6422
- GC-ITC-2021FA-098G-6423
- GC-ITC-2021FA-098G-6424
- GC-ITC-2021FA-098G-6425
- GC-ITC-2021FA-098G-6426
- GC-ITC-2021FA-098G-6427
- GC-ITC-2021FA-098G-6428
- GC-ITC-2021FA-098G-6429
- GC-ITC-2021FA-098G-6430
- GC-ITC-2021FA-098G-6431
- GC-ITC-2021FA-098G-6432
- GC-ITC-2021FA-098G-6433
- GC-ITC-2021FA-098G-6434
- GC-ITC-2021FA-098G-6435
- GC-ITC-2021FA-098G-6436
- GC-ITC-2021FA-098G-6437
- GC-ITC-2021FA-098G-6438
- GC-ITC-2021FA-098G-6439
- GC-ITC-2021FA-098G-6440
- GC-ITC-2021FA-098G-6441
- GC-ITC-2021FA-098G-6442
- GC-ITC-2021FA-098G-6443
- GC-ITC-2021FA-098G-6444
- GC-ITC-2021FA-098G-6445
- GC-ITC-2021FA-098G-6446
- GC-ITC-2021FA-098G-6447
- GC-ITC-2021FA-098G-6448
- GC-ITC-2021FA-098G-6449
- GC-ITC-2021FA-098G-6450
- GC-ITC-2021FA-098G-6451
- GC-ITC-2021FA-098G-6452
- GC-ITC-2021FA-098G-6453
- GC-ITC-2021FA-098G-6454
- GC-ITC-2021FA-098G-6455
- GC-ITC-2021FA-098G-6456
- GC-ITC-2021FA-098G-6457
- GC-ITC-2021FA-098G-6458
- GC-ITC-2021FA-098G-6459
- GC-ITC-2021FA-098G-6460
- GC-ITC-2021FA-098G-6461
- GC-ITC-2021FA-098G-6462
- GC-ITC-2021FA-098G-6463
- GC-ITC-2021FA-098G-6464
- GC-ITC-2021FA-098G-6465
- GC-ITC-2021FA-098G-6466
- GC-ITC-2021FA-098G-6467
- GC-ITC-2021FA-098G-6468
- GC-ITC-2021FA-098G-6469
- GC-ITC-2021FA-098G-6470
- GC-ITC-2021FA-098G-6471
- GC-ITC-2021FA-098G-6472
- GC-ITC-2021FA-098G-6473
- GC-ITC-2021FA-098G-6474
- GC-ITC-2021FA-098G-6475
- GC-ITC-2021FA-098G-6476
- GC-ITC-2021FA-098G-6477
- GC-ITC-2021FA-098G-6478
- GC-ITC-2021FA-098G-6479
- GC-ITC-2021FA-098G-6480
- GC-ITC-2021FA-098G-6481
- GC-ITC-2021FA-098G-6482
- GC-ITC-2021FA-098G-6483
- GC-ITC-2021FA-098G-6484
- GC-ITC-2021FA-098G-6485
- GC-ITC-2021FA-098G-6486
- GC-ITC-2021FA-098G-6487
- GC-ITC-2021FA-098G-6488
- GC-ITC-2021FA-098G-6489
- GC-ITC-2021FA-098G-6490
- GC-ITC-2021FA-098G-6491
- GC-ITC-2021FA-098G-6492
- GC-ITC-2021FA-098G-6493
- GC-ITC-2021FA-098G-6494
- GC-ITC-2021FA-098G-6495
- GC-ITC-2021FA-098G-6496
- GC-ITC-2021FA-098G-6497
- GC-ITC-2021FA-098G-6498
- GC-ITC-2021FA-098G-6499
- GC-ITC-2021FA-098G-6500
- GC-ITC-2021FA-098G-6501
- GC-ITC-2021FA-098G-6502
- GC-ITC-2021FA-098G-6503
- GC-ITC-2021FA-098G-6504
- GC-ITC-2021FA-098G-6505
- GC-ITC-2021FA-098G-6506
- GC-ITC-2021FA-098G-6507
- GC-ITC-2021FA-098G-6508
- GC-ITC-2021FA-098G-6509
- GC-ITC-2021FA-098G-6510
- GC-ITC-2021FA-098G-6511
- GC-ITC-2021FA-098G-6512
- GC-ITC-2021FA-098G-6513
- GC-ITC-2021FA-098G-6514
- GC-ITC-2021FA-098G-6515
- GC-ITC-2021FA-098G-6516
- GC-ITC-2021FA-098G-6517
- GC-ITC-2021FA-098G-6518
- GC-ITC-2021FA-098G-6519
- GC-ITC-2021FA-098G-6520
- GC-ITC-2021FA-098G-6521
- GC-ITC-2021FA-098G-6522
- GC-ITC-2021FA-098G-6523
- GC-ITC-2021FA-098G-6524
- GC-ITC-2021FA-098G-6525
- GC-ITC-2021FA-098G-6526
- GC-ITC-2021FA-098G-6527
- GC-ITC-2021FA-098G-6528
- GC-ITC-2021FA-098G-6529
- GC-ITC-2021FA-098G-6530
- GC-ITC-2021FA-098G-6531
- GC-ITC-2021FA-098G-6532
- GC-ITC-2021FA-098G-6533
- GC-ITC-2021FA-098G-6534
- GC-ITC-2021FA-098G-6535
- GC-ITC-2021FA-098G-6536
- GC-ITC-2021FA-098G-6537
- GC-ITC-2021FA-098G-6538
- GC-ITC-2021FA-098G-6539
- GC-ITC-2021FA-098G-6540
- GC-ITC-2021FA-098G-6541
- GC-ITC-2021FA-098G-6542
- GC-ITC-2021FA-098G-6543
- GC-ITC-2021FA-098G-6544
- GC-ITC-2021FA-098G-6545
- GC-ITC-2021FA-098G-6546
- GC-ITC-2021FA-098G-6547
- GC-ITC-2021FA-098G-6548
- GC-ITC-2021FA-098G-6549
- GC-ITC-2021FA-098G-6550
- GC-ITC-2021FA-098G-6551
- GC-ITC-2021FA-098G-6552
- GC-ITC-2021FA-098G-6553
- GC-ITC-2021FA-098G-6554
- GC-ITC-2021FA-098G-6555
- GC-ITC-2021FA-098G-6556
- GC-ITC-2021FA-098G-6557
- GC-ITC-2021FA-098G-6558
- GC-ITC-2021FA-098G-6559
- GC-ITC-2021FA-098G-6560
- GC-ITC-2021FA-098G-6561
- GC-ITC-2021FA-098G-6562
- GC-ITC-2021FA-098G-6563
- GC-ITC-2021FA-098G-6564
- GC-ITC-2021FA-098G-6565
- GC-ITC-2021FA-098G-6566
- GC-ITC-2021FA-098G-6567
- GC-ITC-2021FA-098G-6568
- GC-ITC-2021FA-098G-6569
- GC-ITC-2021FA-098G-6570
- GC-ITC-2021FA-098G-6571
- GC-ITC-2021FA-098G-6572
- GC-ITC-2021FA-098G-6573
- GC-ITC-2021FA-098G-6574
- GC-ITC-2021FA-098G-6575
- GC-ITC-2021FA-098G-6576
- GC-ITC-2021FA-098G-6577
- GC-ITC-2021FA-098G-6578
- GC-ITC-2021FA-098G-6579
- GC-ITC-2021FA-098G-6580
- GC-ITC-2021FA-098G-6581
- GC-ITC-2021FA-098G-6582
- GC-ITC-2021FA-098G-6583
- GC-ITC-2021FA-098G-6584
- GC-ITC-2021FA-098G-6585
- GC-ITC-2021FA-098G-6586
- GC-ITC-2021FA-098G-6587
- GC-ITC-2021FA-098G-6588
- GC-ITC-2021FA-098G-6589
- GC-ITC-2021FA-098G-6590
- GC-ITC-2021FA-098G-6591
- GC-ITC-2021FA-098G-6592
- GC-ITC-2021FA-098G-6593
- GC-ITC-2021FA-098G-6594
- GC-ITC-2021FA-098G-6595
- GC-ITC-2021FA-098G-6596
- GC-ITC-2021FA-098G-6597
- GC-ITC-2021FA-098G-6598
- GC-ITC-2021FA-098G-6599
- GC-ITC-2021FA-098G-6600
- GC-ITC-2021FA-098G-6601
- GC-ITC-2021FA-098G-6602
- GC-ITC-2021FA-098G-6603
- GC-ITC-2021FA-098G-6604
- GC-ITC-2021FA-098G-6605
- GC-ITC-2021FA-098G-6606
- GC-ITC-2021FA-098G-6607
- GC-ITC-2021FA-098G-6608
- GC-ITC-2021FA-098G-6609
- GC-ITC-2021FA-098G-6610
- GC-ITC-2021FA-098G-6611
- GC-ITC-2021FA-098G-6612
- GC-ITC-2021FA-098G-6613
- GC-ITC-2021FA-098G-6614
- GC-ITC-2021FA-098G-6615
- GC-ITC-2021FA-098G-6616
- GC-ITC-2021FA-098G-6617
- GC-ITC-2021FA-098G-6618
- GC-ITC-2021FA-098G-6619
- GC-ITC-2021FA-098G-6620
- GC-ITC-2021FA-098G-6621
- GC-ITC-2021FA-0

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.



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 is titled 'Commons' and includes tabs for Search, Shared, Imported, Updates (1), Favorites, and Guides. A search bar at the top says 'Search by title, name, institution or tag'. Below it, a button says 'Latest' with a dropdown arrow, and a 'Filter' button. The text '201,715 results' is displayed. Three items are listed: 1) 'Quiz - Waiver for Cross-listed Courses' (FEATURED, Undergraduate, Rhonda Bauerlein, 1 download, 0 stars); 2) 'Cuyamaca Cares Resources' (MODULE, Sarah Rodriguez, 9 downloads, 1 star); 3) 'Develop in Swift AP® CS Principles' (FEATURED, COURSE, Develop in Swift AP® CS Principles, Xcode 12, 9 Graduate, Apple Education, 126 downloads, 14 stars).

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. The left sidebar includes Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area shows a library with a 'Date Added' filter. A central modal window is open, titled 'Add to My Library'. It features a circular icon with a video camera, a smartphone, and a laptop. Below it is the text 'Drag & Drop or Upload Media' and 'Browse your device to upload media files.' There is a blue 'Browse Files' button. To the right of the media icons is a large YouTube logo. Below the logo is the text 'Paste YouTube Link' and a text input field containing the URL 'https://www.youtube.com/watch?v='.

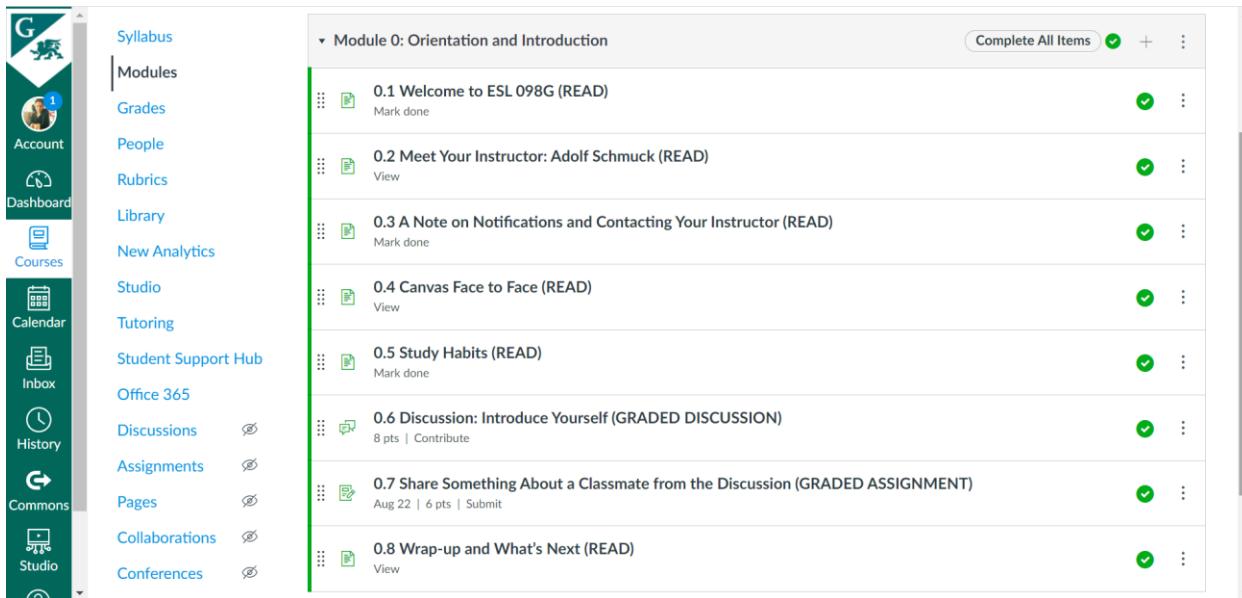
Help gives you access to the Canvas guides in order to find answers to common questions. You can also contact Canvas support, ask the instructor a question (for students), call for help, and more.

The screenshot shows the Canvas Help page. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help. The Help icon is highlighted. 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 "Search the Canvas Guides" section with a link to "Find answers to common questions". Under "OTHER RESOURCES", there are links to "Contact Canvas Support" (with a note about the Instructure's Canvas Support team), "Ask Your Instructor a Question" (with a note about submitted questions), and "Call for Help". To the right of the sidebar 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

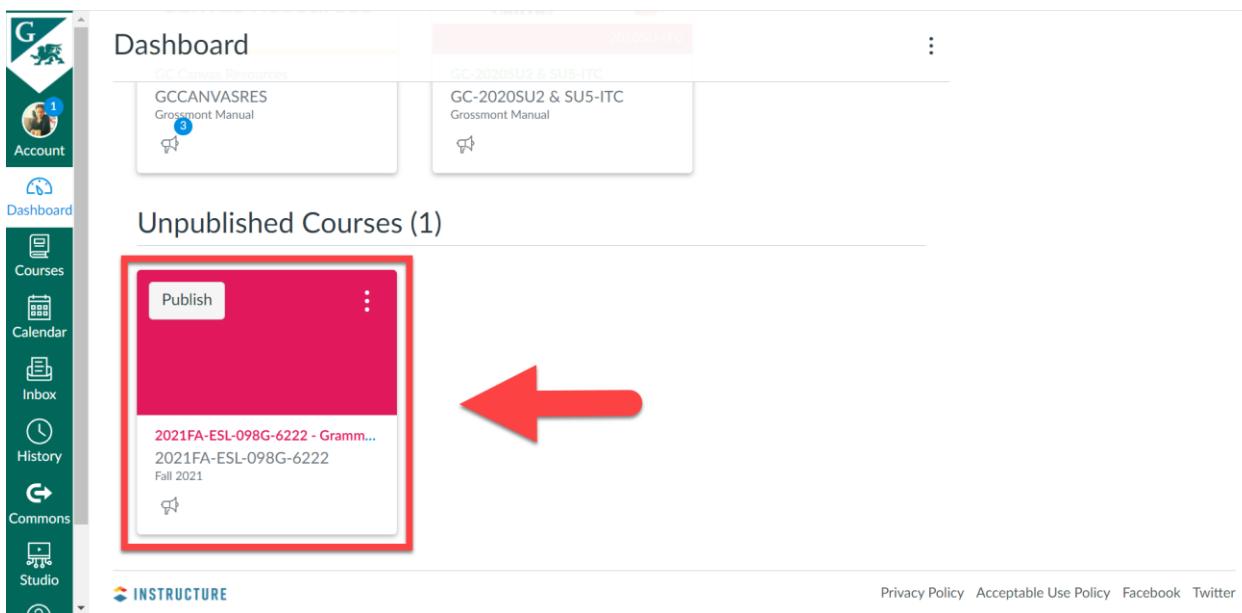
In this section, you will learn how to create a module for your course. The creation and organization of modules is up to the course and instructor. For example, a module can be created for each week of class. In this example, the module contains eight pages (0.1, 0.2, 0.3, etc.).



The screenshot shows the Canvas LMS interface. On the left is a vertical sidebar with various course management links: Syllabus, Modules, Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, Discussions, Assignments, Pages, Collaborations, and Conferences. The 'Modules' link is currently selected. The main content area displays a module titled 'Module 0: Orientation and Introduction'. This module contains eight items, each with a green checkmark indicating completion:

- 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)
- 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)
- 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)
- 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 currently selected. The main content area shows a section titled 'Unpublished Courses (1)'. A single course card is listed, which is highlighted with a red box and a red arrow pointing to it. The course card has a 'Publish' button at the top and displays the following information:
2021FA-ESL-098G-6222 - Gramm...
2021FA-ESL-098G-6222
Fall 2021

2. 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 icons and links: Account (with a notification badge), Dashboard, Courses (selected), Calendar, Inbox, History, Commons, and Studio. The main content area is titled "2021FA-ESL-098G-6222 > Modules". It displays a navigation bar with "Fall 2021", "Home", "Announcements", "Syllabus", and "Modules" (which is highlighted with a red box and has a red arrow pointing to it). Below this are links for "Grades", "Discussions", "Assignments", "Collaborations", "Conferences", "People", "Pages", "Outcomes", and "Quizzes". To the right, there is a large "Create a new Module" button with a central icon. At the top right of the main area, there are buttons for "View Progress", "+ Module" (which is highlighted with a red box), and three dots.

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

This screenshot is similar to the previous one, showing the Canvas LMS interface. The left sidebar is identical, showing "Courses" as the selected option. The main content area is titled "2021FA-ESL-098G-6222 > Modules". The "Modules" link in the sidebar is highlighted with a red box. The main content area includes a "Create a new Module" button with a central icon. A large red arrow points upwards towards the "+ Module" button at the top right of the main content area. The top right also features "View Progress" and three dots buttons.

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 for a course titled "2021FA-ESL-098G-6222". The left sidebar contains various navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The "Modules" link is currently selected. In the main content area, there is a "Create a new Module" button with a blue icon and the text "Create a new Module" below it. This button is highlighted with a red dashed box. At the top right of the screen, there is a "Student View" button, a "View Progress" button, a "+ Module" button, and a more options button (three dots).

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**.

The screenshot shows the "Add Module" dialog box overlaid on the Canvas interface. The dialog box 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 checkbox labeled "Lock until" which is checked. A calendar dropdown shows "Sep 6, 2021" with arrows to navigate between months. At the bottom of the dialog box are "Cancel" and "Add Module" buttons, with the "Add Module" button being highlighted in blue. The background of the dialog box is semi-transparent, allowing the course navigation bar and sidebar to be seen.

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 'Courses' option is currently selected. The main content area displays a course navigation bar for 'Fall 2021' with links to Home, Announcements, Syllabus, Modules (which is the active tab), Grades, Discussions, Assignments, Collaborations, Conferences, People, Pages, Outcomes, and Quizzes. Above the main content, a breadcrumb trail indicates the current location: '2021FA-ESL-098G-6222 > Modules'. A modal window titled 'Add Module' is open in the center. Inside the modal, the module title is listed as 'Module 0: Orientation and Introduction'. A checkbox labeled 'Lock until' is checked, and the date and time 'Sep 6, 2021 08:00 am' are displayed next to it. Below the date, a tooltip shows 'Mon Sep 6, 2021 8:00am'. At the bottom of the modal, there are 'Cancel' and 'Add Module' buttons. The 'Add Module' button is highlighted with a blue background.

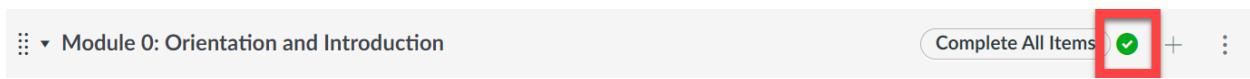
The module has now been created and added. You can see that this module will unlock on September 6, at 8 am. Note the circular icon on the right. This means that the module is unpublished. Keep in mind that if something is unpublished, students will not be able to see it. In order for your content to 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 navigation bar with '2021FA-ESL-098G-6222 > Modules'. Below this is a 'Fall 2021' section with links for Home, Announcements, Syllabus, and Modules. The 'Modules' link is selected and expanded, showing sub-links for Grades, Discussions, Assignments, Collaborations, Conferences, People, Pages, Outcomes, and Quizzes. A specific module titled 'Module 0: Orientation and Introduction' is selected. To its right is a large blue rectangular area containing a dashed border. Inside this border is a central upward-pointing arrow icon and text that says 'Drop files here to add to module or choose files'. At the top right of this area is a small circular icon with a minus sign and a plus sign. To the right of the module title, there is a red box containing the text 'Will unlock Sep 6 at 8am'. A red arrow points from the bottom right towards this text. The entire screenshot is framed by a thin black border.

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

A screenshot of the same Canvas interface, identical to the previous one except for the status of the module. The module 'Module 0: Orientation and Introduction' is now published, as indicated by a large green checkmark icon in the top right corner of the module's content area. A red arrow points from the bottom right towards this icon. The rest of the interface, including the sidebar and other modules, remains the same. The entire screenshot is framed by a thin black border.

The checkmark icon means it is published.



Creating Pages

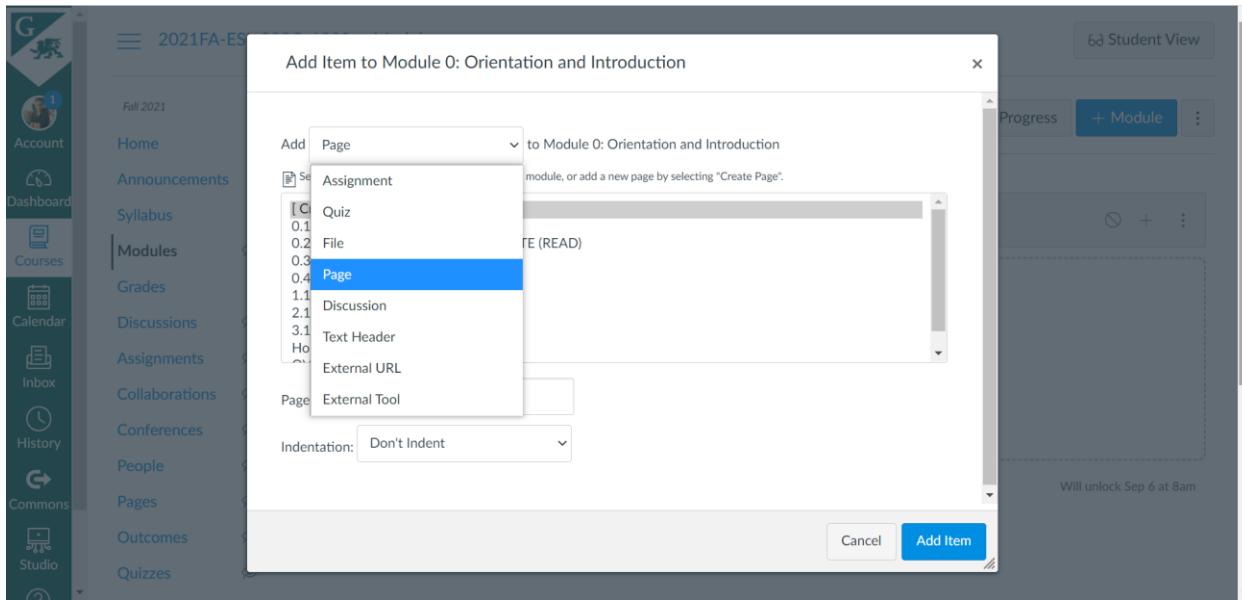
There are different kinds of pages you can create in a module: Page, Discussion Topic, Assignment, and Quiz.

Creating a Page

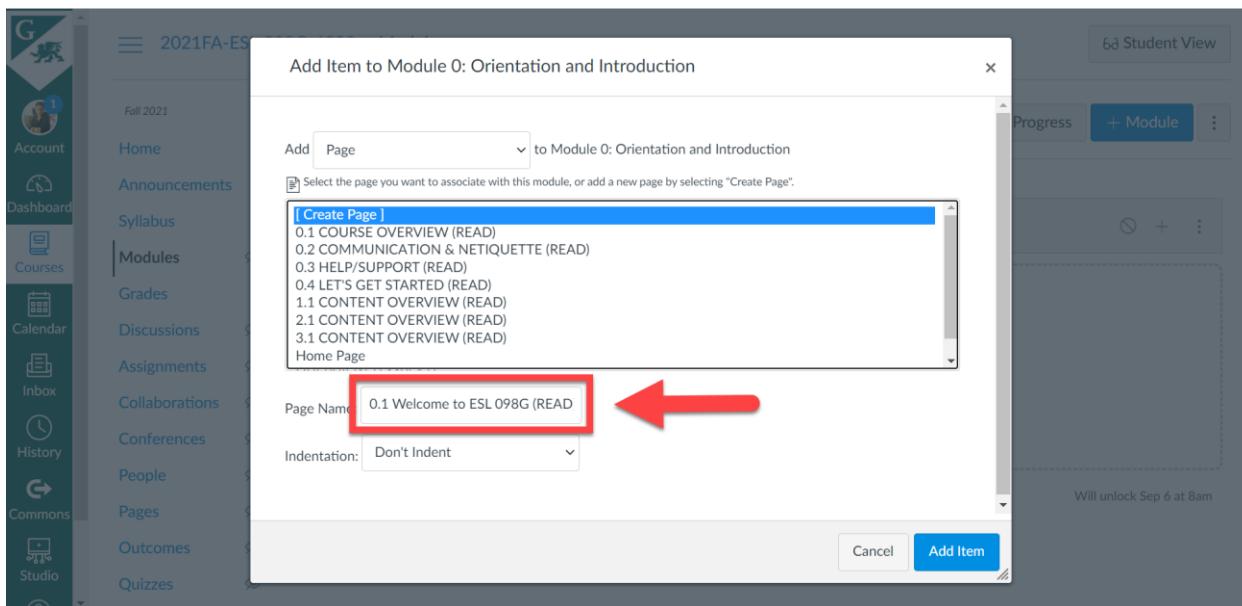
1. Now that you have created a module, it's time to create some pages for the module. A Page is for any content that you want your students to view or read, such as instructional content, an overview of the module, information on the week's Zoom meetings, etc., and which can include other media, such 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.

The screenshot shows a user interface for creating a new page within a module. At the top, there are three buttons: 'Collapse All', 'View Progress', a blue 'Module' button with a '+' icon, and a vertical ellipsis '...'. Below this, a section titled 'Module 0: Orientation and Introduction' is shown. On the right side of this section is a control panel with a circular refresh icon, a red-bordered plus sign icon (which is highlighted with a red box and has a large red arrow pointing to it), and a vertical ellipsis '...'. The main area contains a dashed rectangular drop zone with a central upward-pointing arrow icon. Below the drop zone, the text 'Drop files here to add to module' is displayed, followed by 'or choose files'. In the bottom right corner of the module area, the text 'Will unlock Sep 6 at 8am' is visible.

A window will open. There are different choices as to what can be added to a module (e.g., Assignment, Quiz, File, Page, etc.). To add a 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 to name 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**.



The page is now created. At this point, the page is empty. The content now needs to be added to the page.

This screenshot shows the Canvas Learning Management System interface. On the left is a vertical sidebar with various course navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main content area is titled "2021FA-ESL-098G-6222 > Modules". It displays "Fall 2021" and a "Module 0: Orientation and Introduction" section. This section contains a single item: "0.1 Welcome to ESL 098G (READ)". Below this item is a dashed rectangular area with a large upward-pointing arrow icon and the text "Drop files here to add to module or choose files". A small note at the bottom right says "Will unlock Sep 6 at 8am". Top right buttons include "Collapse All", "View Progress", "+ Module", and a three-dot menu.

2. To do this, click on the page's title: **0.1 Welcome to ESL 098G (READ)**. This takes you to your empty page, where the content can be added. Click the **Edit** button.

This screenshot shows the Canvas LMS interface after clicking on the page title "0.1 Welcome to ESL 098G (READ)". The page title is displayed prominently in the center. At the top right, there are several buttons: "Publish", "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 left sidebar remains the same as in the previous screenshot, showing course navigation links.

- When the editor opens, you can now add your 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 the page, click on **Save & Publish**.

The screenshot shows the Canvas course navigation bar on the left with various links like Home, Announcements, Syllabus, etc. The main area displays the 'Orientation' page with its content. At the bottom right of the editor, there are three buttons: 'Cancel', 'Save & Publish', and a blue 'Save' button. A large red arrow points from the 'Save' button towards the 'Save & Publish' button.

The page now has content and is no longer empty.

The screenshot shows the published version of the 'Orientation' page. The content is identical to what was entered in the editor. At the top right, there are buttons for 'View All Pages', 'Publish', 'Edit', 'Immersive Reader', and a 'Student View' icon. The main content area shows the title '0.1 Welcome to ESL 098G (READ)' and the 'Orientation' module content.

Now, when you click on the page in your module, you should see your 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 this is a Page.

A screenshot of a module page. At the top, there is a header with a dropdown menu labeled "Module 0: Orientation and Introduction" and three icons: a minus sign, a plus sign, and a three-dot menu. Below this is a list item for "0.1 Welcome to ESL 098G (READ)". This item has a red box around its icon, which is a document with horizontal lines. To the right of the list item are three icons: a minus sign, a plus sign, and a three-dot menu. At the bottom right of the page, the text "Will unlock Sep 6 at 8am" is visible.

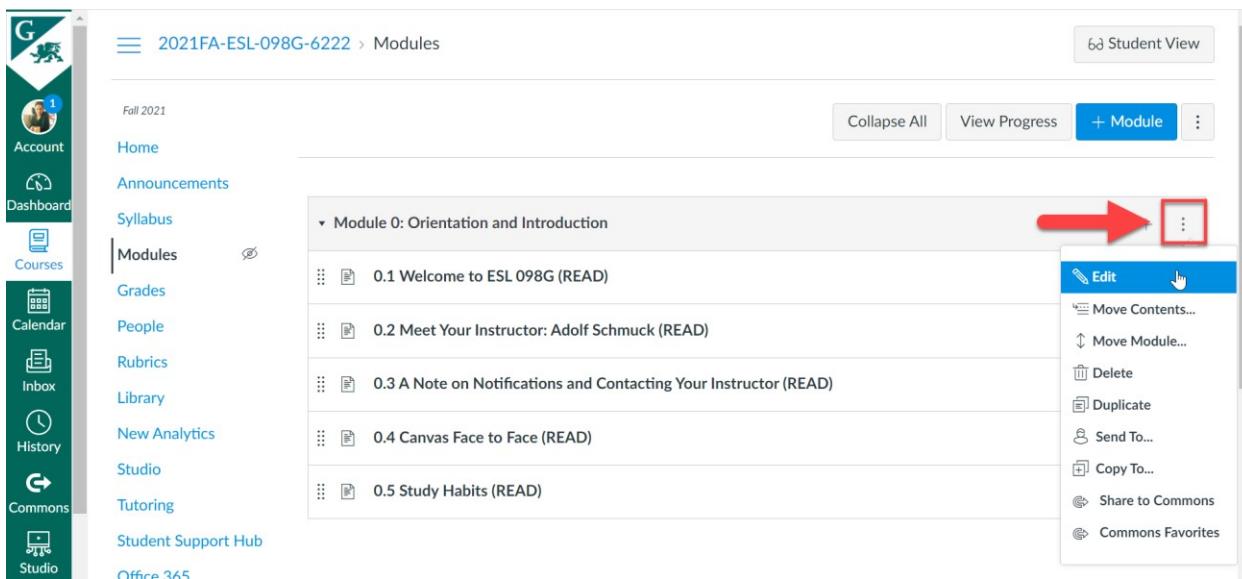
To create more pages with similar content (i.e., READ page), repeat the steps above.

A screenshot of the Canvas course navigation bar. On the left, there is a sidebar with various icons and links: Account (with a notification badge), Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The "Courses" link is highlighted. In the center, the course title "2021FA-ESL-098G-6222" and "Modules" are displayed. Below this, the "Fall 2021" semester is listed. On the right, there are buttons for "Collapse All", "View Progress", "+ Module", and a three-dot menu. The "Modules" section is expanded, showing a list of five 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 red box around its document icon. At the bottom right of the list, the text "Will unlock Sep 6 at 8am" is visible.

Adding Page Requirements

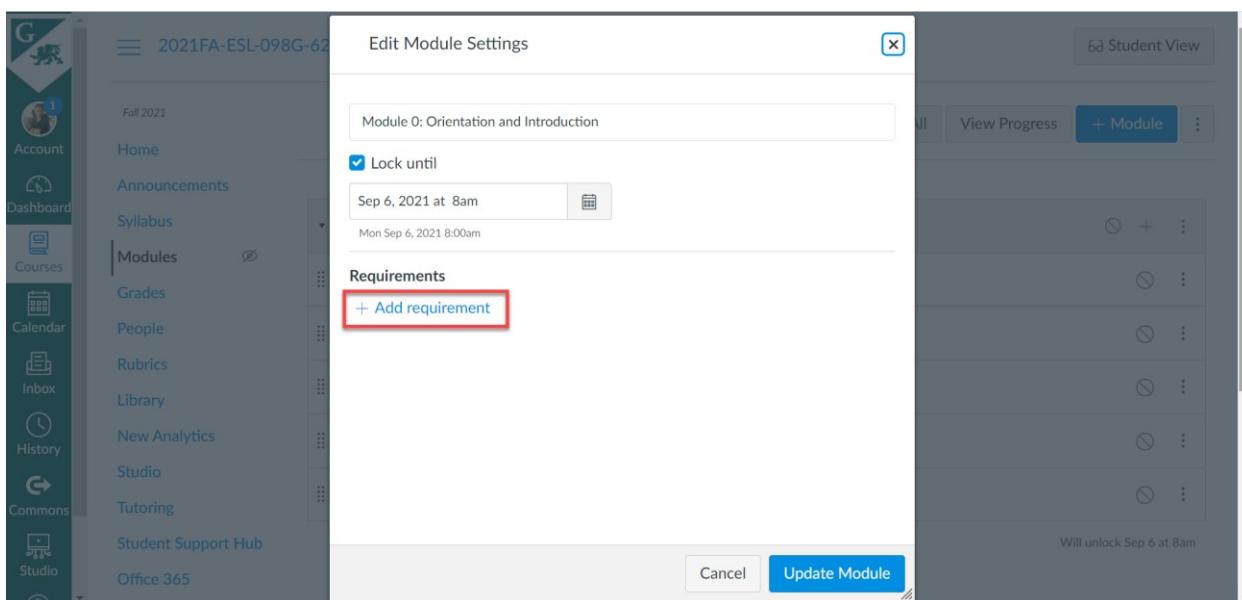
At this point, you now have some pages with content for your students to read. But you also have the option of adding requirements for each page. For example, you may want to require a page to be marked as “Done” after completion, or simply have students “View” the page without any requirements.

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 vertical sidebar with various navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area shows a course titled "2021FA-ESL-098G-6222". Under "Modules", there is a list titled "Module 0: Orientation and Introduction" containing 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)". 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 "Edit" button itself.

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 button labeled "+ Add requirement". At the bottom are "Cancel" and "Update Module" buttons. A red box highlights the "+ Add requirement" button. In the background, the main Canvas interface is visible, showing other modules and a message "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”, and “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'. The 'Lock until' field is set to 'Sep 6, 2021 at 8am'. Under 'Requirements', the radio button for 'Students must complete all of these requirements' 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.

Select the page you want to add a requirement to from the dropdown menu on the left. For this example, choose page 0.1. Then select the requirement from the dropdown on the right: **mark as done**. Finally, click **Update Module**.

The screenshot shows the 'Edit Module Settings' dialog box for 'Module 0: Orientation and Introduction'. The 'Lock until' field is set to 'Sep 6, 2021 at 8am'. Under 'Requirements', the radio button for 'Students must complete all of these requirements' 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.

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.

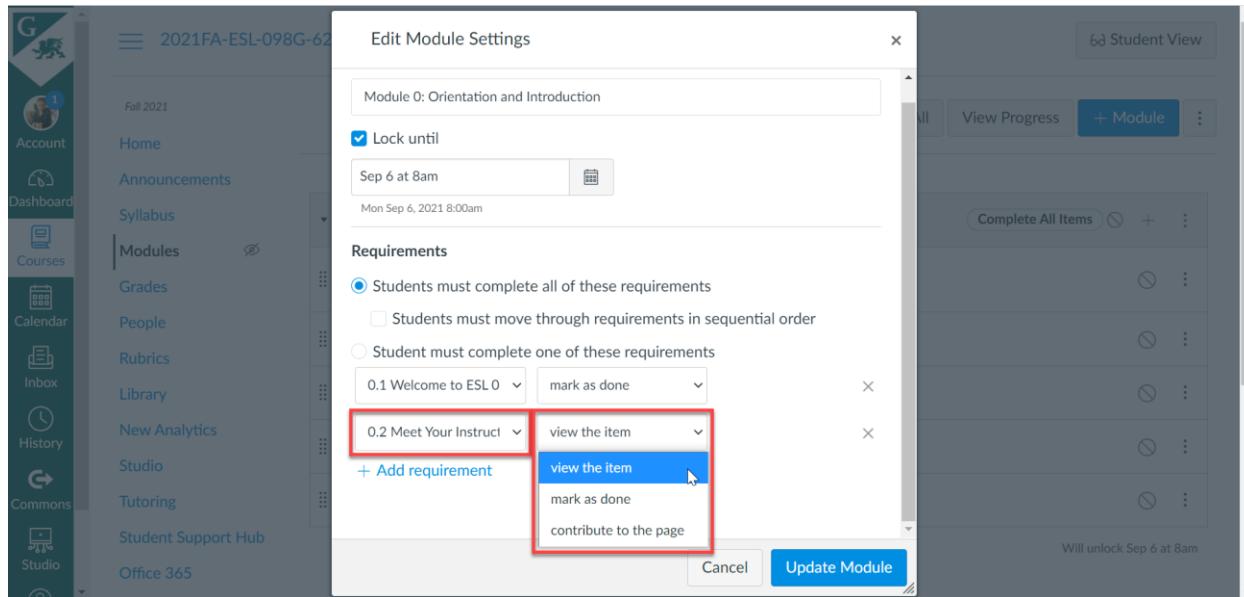
A screenshot of a module list titled "Module 0: Orientation and Introduction". The list contains five items: "0.1 Welcome to ESL 098G (READ)", "0.2 Meet Your Instructor: Adolf Schmuck (READ)", "0.3 A Note on Notifications and Contacting Your Instructor (READ)", "0.4 Canvas Face to Face (READ)", and "0.5 Study Habits (READ)". The first item has a red box around its "Mark done" button, and a red arrow points to this button from the left. The "Mark done" button is located to the right of the item title. At the top right of the list, there is a "Complete All Items" button.

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 the **mark as done** requirement for the first page has been added. To add another requirement for the next page, click on **+ Add requirement**.

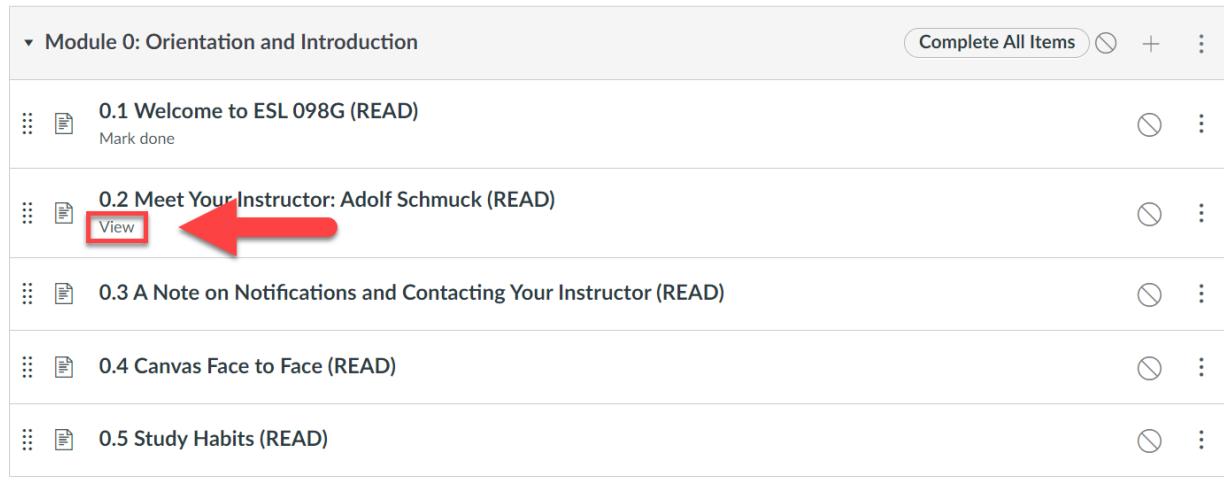
A screenshot of the "Edit Module Settings" dialog box. The dialog shows "Module 0: Orientation and Introduction" and a checked "Lock until" option set to "Sep 6 at 8am". Under the "Requirements" section, there are two radio button options: "Students must complete all of these requirements" (selected) and "Student must complete one of these requirements". Below these options is a dropdown menu with "0.1 Welcome to ESL 0" selected and "mark as done" chosen as the requirement type. A red box highlights the "+ Add requirement" button, which is located at the bottom of the requirements section. At the bottom of the dialog are "Cancel" and "Update Module" buttons.

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'. Under 'Requirements', the first requirement '0.1 Welcome to ESL 0' has a status of 'mark as done'. The second requirement '0.2 Meet Your Instructor' has a dropdown menu open, showing three options: 'view the item' (selected), 'mark as done', and 'contribute to the page'. A red box highlights the dropdown menu for '0.2 Meet Your Instructor'.

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



The screenshot shows the 'Module 0: Orientation and Introduction' list. The second item, '0.2 Meet Your Instructor: Adolf Schmuck (READ)', has a 'View' button highlighted with a red arrow. The 'View' button is located next to the file icon in the list. The list also includes items 0.1, 0.3, 0.4, and 0.5. A message at the bottom right says 'Will unlock Sep 6 at 8am'.

Item	Description	Status	Action
0.1	Welcome to ESL 0 (READ)	Mark done	
0.2	Meet Your Instructor: Adolf Schmuck (READ)		View
0.3	A Note on Notifications and Contacting Your Instructor (READ)		
0.4	Canvas Face to Face (READ)		
0.5	Study Habits (READ)		

Add the requirements to the rest of your 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, you can go into **Student View**. As noted above, if you set a future date and time for our Module to unlock, you will not be able to view our Module in **Student View**. Because you want to see what it looks like in **Student View**, you can go ahead and remove the “Lock until” date. To do this, 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

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

Will unlock Sep 6 at 8am

Cancel Update Module

The date and time are no longer there. This means that this module will be available to students at any time.

A screenshot of the Canvas Learning Management System (LMS) interface. On the left, a vertical sidebar menu lists various course sections: Fall 2021, Home, Announcements, Syllabus, Modules (which is selected), Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, Discussions, Assignments, and Collaborations. The main content area displays a list of modules under 'Module 0: Orientation and Introduction'. Each module item includes a title, a description like '(READ)' or 'View', and status indicators like 'Mark done' or 'View'. A red arrow points from the right side of the screen towards the 'Modules' section in the sidebar.

4. There's one more thing that you need to do before you can view your pages in **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 you try to enter **Student View** now, you will not be able to see your modules, because they are not visible.

A screenshot of the Canvas LMS interface, similar to the previous one but with a tooltip. The 'Modules' section in the sidebar has a tooltip 'No content. Not visible to students' pointing to it. A red arrow points from the right side of the screen towards the 'Modules' section in the sidebar. The main content area shows the same list of modules as the first screenshot.

5. So, what you need to do is to publish your 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 you look in the Dashboard, your class will still be unpublished. You will still need to publish the entire course in order for the students to see the course, and its content.

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. At the top of this module's list, there is a green checkmark icon with a red border and a red arrow pointing to it from the left. 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)', and '0.5 Study Habits (READ)'. Each item has a 'Mark done' link below it.

Note too that the icon that was there before is now gone. This means that the content will now be visible to students. You 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 a student. The 'Student View' button is visible in the top right corner. The 'Complete All Items' button, which was previously highlighted with a red box, is now visible in the top right corner of the Module 0 title bar. The rest of the interface is identical to the teacher view, showing the expanded 'Module 0: Orientation and Introduction' with its five sub-items and their status indicators.

6. To go into **Student View**, first, click on **Home** 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. The main content area displays recent announcements, course status, and navigation options. A large red arrow points to the '6d Student View' button in the top right corner.

You now in **Student View**. And if you click on **Modules**, you can now see your 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 is expanded to show 'Module 0: Orientation and Introduction' with five items listed. A large red arrow points down from the 'Modules' link in the sidebar to the module content. A pink border surrounds the entire page.

Go into the first page of your 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. 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 page title is "0.1 Welcome to ESL 098G (READ)". The page content includes sections for Orientation and Overview, and a note about web browsers. At the top right, there are two buttons: "Immersive Reader" and "Mark as done". A red arrow points to the "Mark as done" button, which is highlighted with a red border. At the bottom, a purple bar displays the message "You are currently logged into Student View" and buttons for "Reset Student" and "Leave Student View".

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

This screenshot is identical to the one above, but the "Mark as done" button has been clicked. The button now has a green background and the word "Done" in white. A red arrow points to this "Done" button. The rest of the interface remains the same, including the sidebar, course navigation, and the purple footer bar.

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. At the top, it says "Module 0: Orientation and Introduction". Below that, there is a list of 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 large red arrow points from the "Marked done" label to the green checkmark icon in the second column.

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, similar to the one above but with different status indicators. At the top, it says "Module 0: Orientation and Introduction". Below that, there is a list of 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 large red arrow points from the "Viewed" label to the green checkmark icon in the second column.

7. 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 module titled "Module 0: Orientation and Introduction". This module contains five items, all of which are marked as completed (indicated by green checkmarks). A red arrow points from the text above to the "Leave Student View" button at the bottom right of the screen. A tooltip message above the button reads: "Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student."

Item	Status
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

You are currently logged into Student View

Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

Complete All Items

Leave Student View

And since by the time the module is completed, you want to have everything published, go ahead and leave your pages published.

The screenshot shows the same module "Module 0: Orientation and Introduction" after it has been completed. All five items listed in the previous screenshot now have a green checkmark next to them, indicating they are marked as completed. The "Leave Student View" button is no longer highlighted with a red box.

Item	Status
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

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 they can simply serve as a forum for discussion.

The screenshot shows a discussion topic titled "Course Introductions". The topic is published and due Feb 7 at 3:59pm. It contains three questions:

1. What is your name? Do you have a nickname?
2. What is your favorite food?
3. What are your hobbies?

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.

Below the questions, there is a search bar, unread notifications, and a subscribe button. A reply input field is available for posting responses. Two student posts are visible:

Joe Rogers (Jan 5, 2018)

1. My name is Joe. My nickname is Joey.
2. My favorite food is sushi.
3. My hobbies are video games, philosophy, and writing.

Max Johnson (Jan 5, 2018)

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.

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

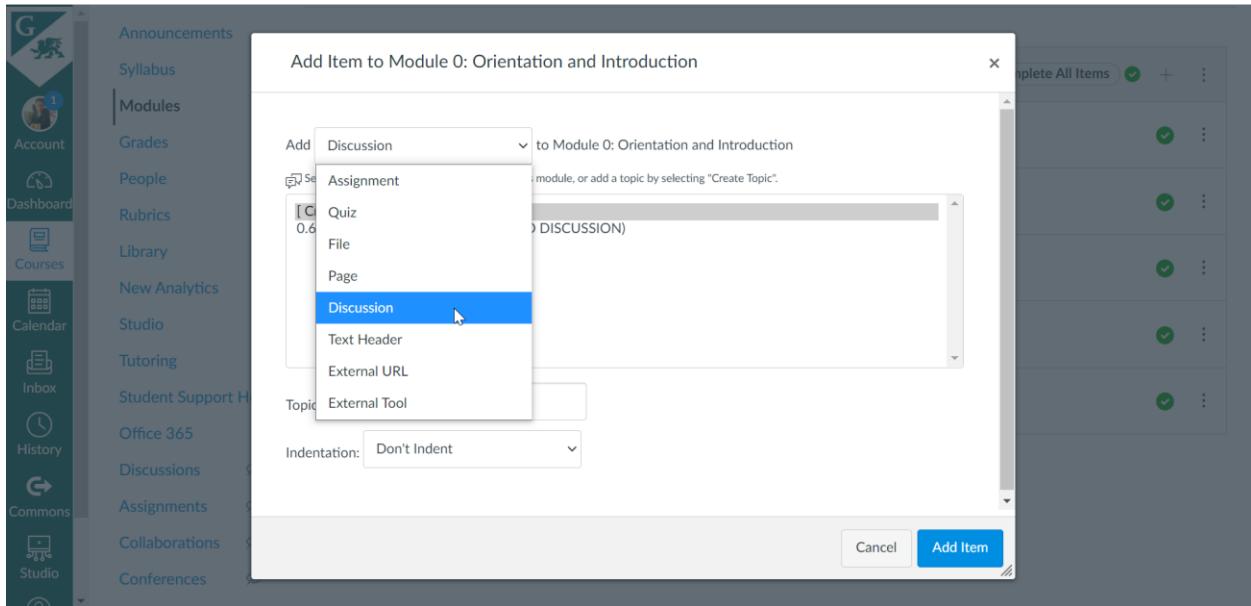
1. To create a Discussion Topic, click on the plus sign to add an item to your module.

The screenshot shows the Canvas Learning Management System interface. On the left is a vertical sidebar with various navigation links: Announcements, Syllabus, Modules (selected), Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, Discussions (with a circular icon), Assignments (with a circular icon), Collaborations (with a circular icon), and Conferences (with a circular icon). The main content area displays a list of modules under the heading "Module 0: Orientation and Introduction". The module list includes:

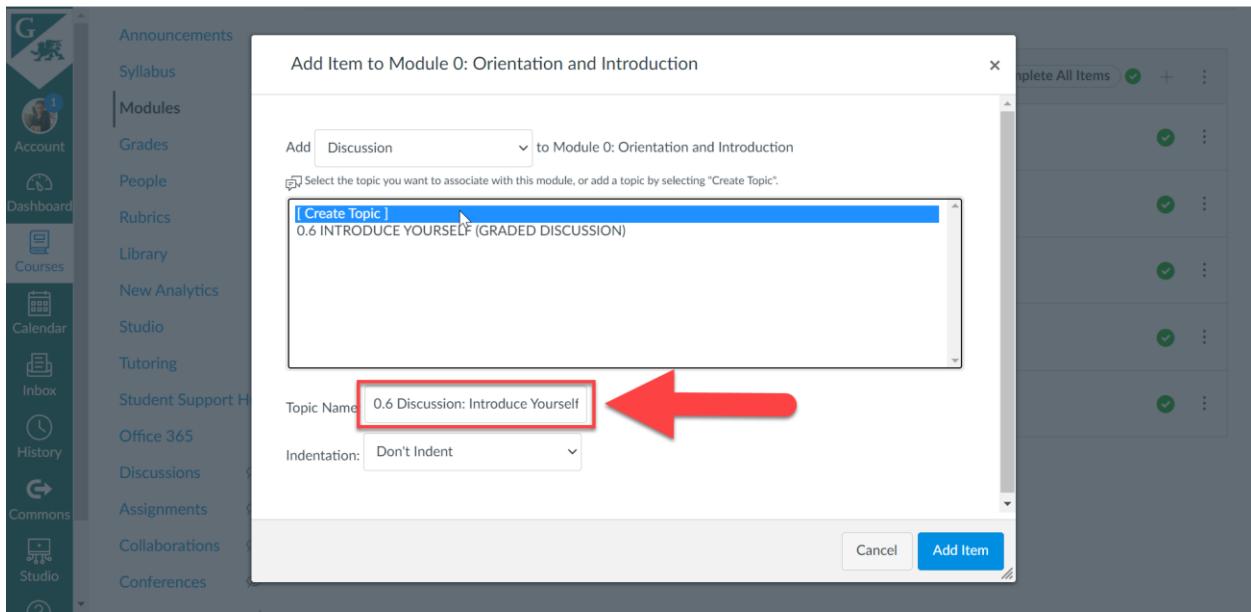
- 0.1 Welcome to ESL 098G (READ) - Mark done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ) - View
- 0.3 A Note on Notifications and Contacting Your Instructor (READ) - Mark done
- 0.4 Canvas Face to Face (READ) - View
- 0.5 Study Habits (READ) - Mark done

In the top right corner of the module list, there is a button labeled "Complete All Items" with a green checkmark and a red plus sign. A large red arrow points towards this plus sign. The entire module list is enclosed in a light gray border.

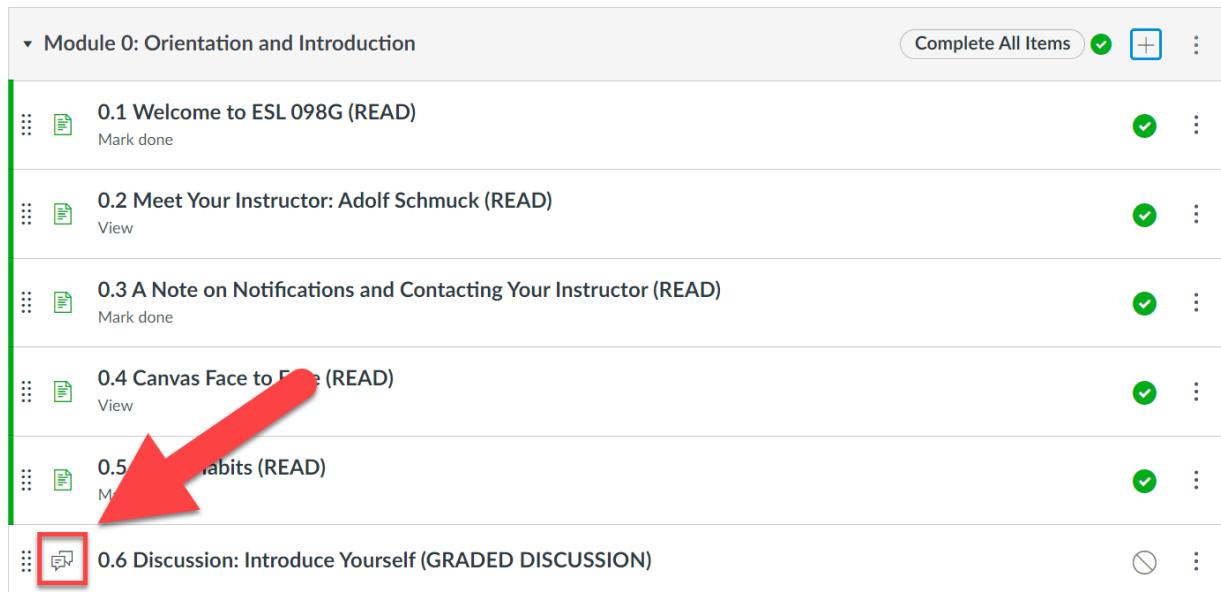
Select Discussion from the dropdown menu.



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.

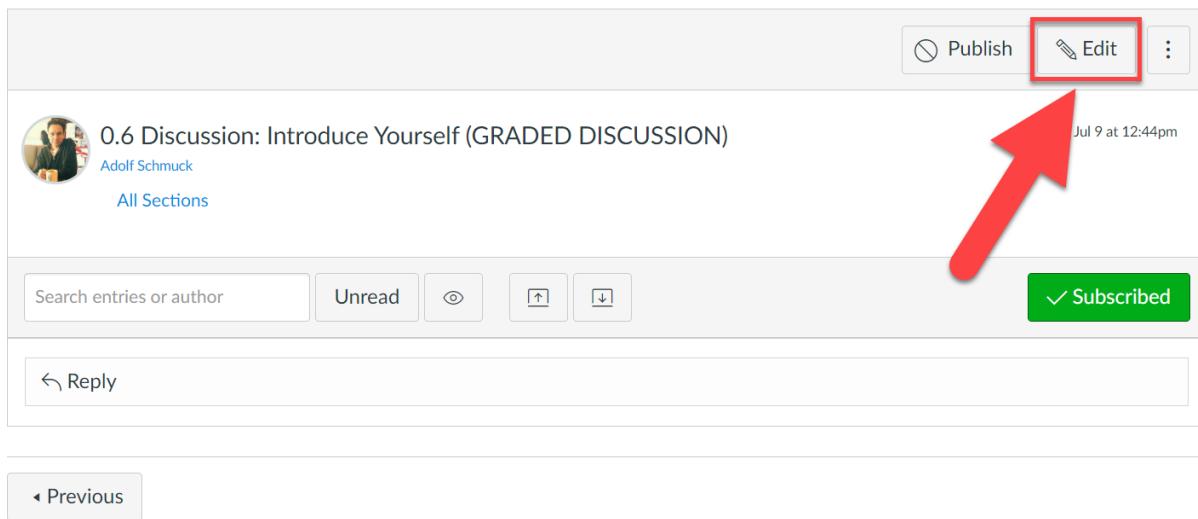


A screenshot of a Canvas module titled "Module 0: Orientation and Introduction". The module contains six items:

- 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 Discussion Habits (READ) - Mark done
- 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)

The icon for item 0.5 is highlighted with a red arrow pointing to it. Item 0.6 is also highlighted with a red box around its 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 item 0.6. The page includes:

- Header buttons: Publish, Edit (highlighted with a red box), and More.
- Author information: A profile picture of Adolf Schmuck and the date Jul 9 at 12:44pm.
- Title: 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION).
- Section: All Sections.
- Search bar: Search entries or author.
- Action buttons: Unread, Reply, Upvote, Downvote.
- Status: ✓ Subscribed.
- Reply input field: < Reply.
- Navigation: ▲ Previous.

A red arrow points to the "Edit" button in the top right corner of the header.

Add the content inside the editor.

The screenshot shows a discussion editor interface. On the left is a sidebar with various course-related links: Home, Announcements, Syllabus, Modules, Grades, People, Files, Assignments, Discussions, Pages, Collaborations, Outcomes, Rubrics, Quizzes, Conferences, Studio, and Account. The 'Discussions' link is highlighted. The main area shows a discussion titled "0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)". The editor toolbar includes options for Edit, View, Insert, Format, Tools, and Table, with font size set to 18pt and heading level to Heading 3. A rich text editor is open with the placeholder text: "Initial post due by Friday at 11:59 pm | Replies due by Sunday at 11:59 pm". Below the editor, instructions and a bulleted list of questions are provided:

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 area, there are word count and other editing tools. At the bottom, there is a file attachment section with a "Choose File" button and a message indicating "No file chosen".

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

The screenshot shows the same discussion editor interface as above, but now the "Options" section is highlighted with a red box. 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

At the bottom of the editor, the text "Group Discussion" is visible.

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 standard editing tools like 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table'. Below the toolbar is a rich text editor with font size (12pt), paragraph styles, and various text format buttons (B, I, U, A, T², etc.). A text area contains a bullet point: '• What are your plans after Grossmont College?'. Below the text area 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'. To the right of the text area are word count (170 words) and sharing icons. At the bottom left is an 'Attachment' section with a 'Choose File' button and a message 'No file chosen'. On the right side, there's a red box highlighting the 'Options' section. This section contains several checkboxes: 'Allow threaded replies' (checked), 'Users must post before seeing replies' (checked), 'Enable podcast feed' (unchecked), 'Graded' (checked), and 'Allow liking' (unchecked).

Next, scroll down and select the grading options.

The screenshot shows the grading options for a 'Group Discussion' assignment. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and History. The main area is titled 'Group Discussion' and contains the following fields:

- 'This is a Group Discussion' checkbox (unchecked)
- 'Points Possible' input field set to '8'
- 'Display Grade as' dropdown menu set to 'Points'
- 'Assignment Group' dropdown menu set to 'Assignments'
- 'Peer Reviews' section with a 'Require Peer Reviews' checkbox (unchecked)

A red box highlights the entire 'Group Discussion' form.

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; margin-top: 5px;">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; margin-top: 5px;">Assignments Assignments Quizzes [New Group]</div>
Assignment Group	
Peer Reviews	

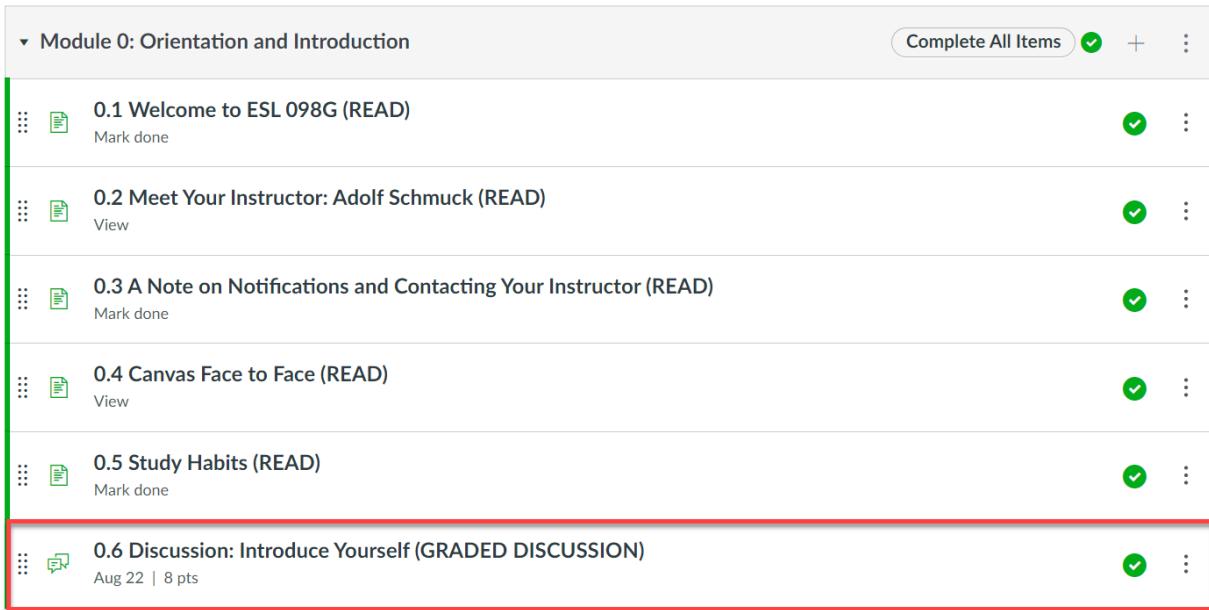
Finally, scroll down to Assign. Choose who you want the Discussion assigned to (“Everyone” is selected by default). Finally, set the Due date, and the availability of the Discussion. When you have finished, click either **Save & Publish** (if you are ready to publish your Discussion), or **Save** (in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

The screenshot shows the LMS interface with a sidebar on the left containing icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area displays a 'Peer Reviews' section with a checkbox for 'Require Peer Reviews'. A central 'Assign' dialog box is open, showing the 'Assign to' field set to 'Everyone', the 'Due' date as 'Aug 22 11:59pm', and the 'Available from' and 'Until' dates both set to 'Aug 17 9am' through 'Aug 22 11:59pm'. At the bottom of the dialog are 'Cancel', 'Save & Publish', and a blue 'Save' button. A red box surrounds the entire 'Assign' dialog, and a red arrow points to the 'Save & Publish' button.

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 published discussion titled "0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)". The discussion was posted by Adolf Schmidt on Jul 9 at 1:15pm, with a due date of Aug 22. The message "This is a graded discussion: 8 points possible" is highlighted with a red box. The status "Published" is shown at the top right, and a red arrow points to it. At the bottom right, there is a green "Subscribed" button with a checkmark, and another red arrow points to it. The page includes a search bar, unread notifications, and reply buttons.

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 small 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. To its right are three small icons: a green checkmark, a vertical ellipsis, and a horizontal ellipsis.

3. Finally, 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'. The left sidebar includes links like Fall 2021, Home, Announcements, Syllabus, Modules (selected), Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, and Discussions. 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 window are 'Cancel' and 'Update Module' buttons. A red box highlights the '+ Add requirement' button at the bottom left.

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

This screenshot shows a dropdown menu for a requirement item. The item '0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)' is listed with a dropdown arrow. A red box highlights this item. A cursor is hovering over the 'contribute to the page' option in the dropdown menu, which is also highlighted with a blue background. Other options in the menu include 'view the item', 'submit the assignment', and 'score at least'. At the bottom right of the window are 'Cancel' and 'Update Module' buttons. The 'Update Module' button is highlighted with a blue background.

The requirement has now been set.

This screenshot shows the module settings after the requirement was added. 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 and an arrow points to the 'Contribute' button. Both requirements have green checkmarks in their status columns.

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

The screenshot shows the Student View interface for a course titled "Fall 2021". The left sidebar contains links for Home, Announcements, Syllabus, Modules, Grades, Courses, Calendar, Inbox, History, Studio, and Help. 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. A red arrow points to the "Reply" button in the discussion board.

This is a graded discussion: 8 points possible

0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)

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?

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.

Search entries or author Unread

↳ Reply

Replies are only visible to those who have posted at least one reply.

← Previous

Reset Student Leave Student View

Doing so opens up the editor, 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 above when this Discussion was created.

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.

Search entries or author Unread ↑ ↓

Edit View Insert Format Tools Table

12pt Paragraph B I U A Text color Font size T² Font style | Image Table Equation Page | Text alignment Text orientation Text spacing | Page Table Equation Page

This is my response.

p 4 words </> Cancel Post Reply

Replies are only visible to those who have posted at least one reply.

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 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.

Search entries or author Unread

← Reply

Test Student
1:58pm

This is my response.

← Reply

...

◀ Previous

Creating an Assignment

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

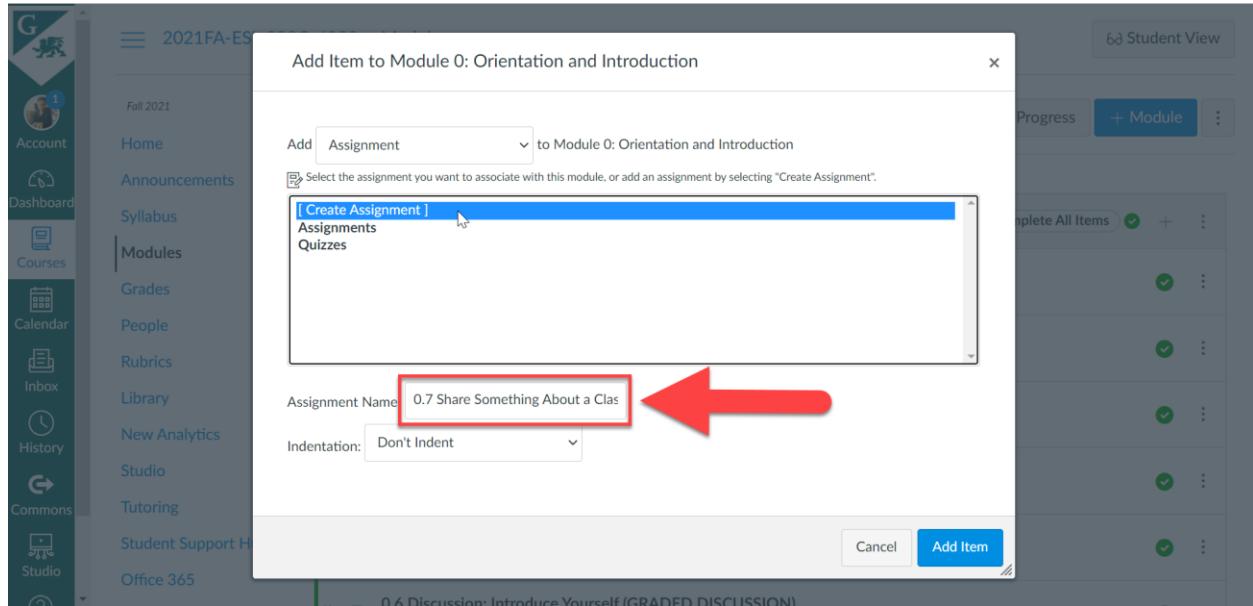
1. To create an Assignment, click on the plus sign to add an item to your Module.

The screenshot shows the Canvas LMS interface. On the left is a vertical sidebar with various icons and links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The 'Modules' link is selected. The main area displays 'Module 0: Orientation and Introduction' with five items listed: '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 and a 'Mark done' or 'View' option. In the top right of the module list, there is a 'Complete All Items' button and a red '+' button, which is highlighted with a red arrow pointing towards it from the bottom right.

Then, select Assignment from the dropdown menu.

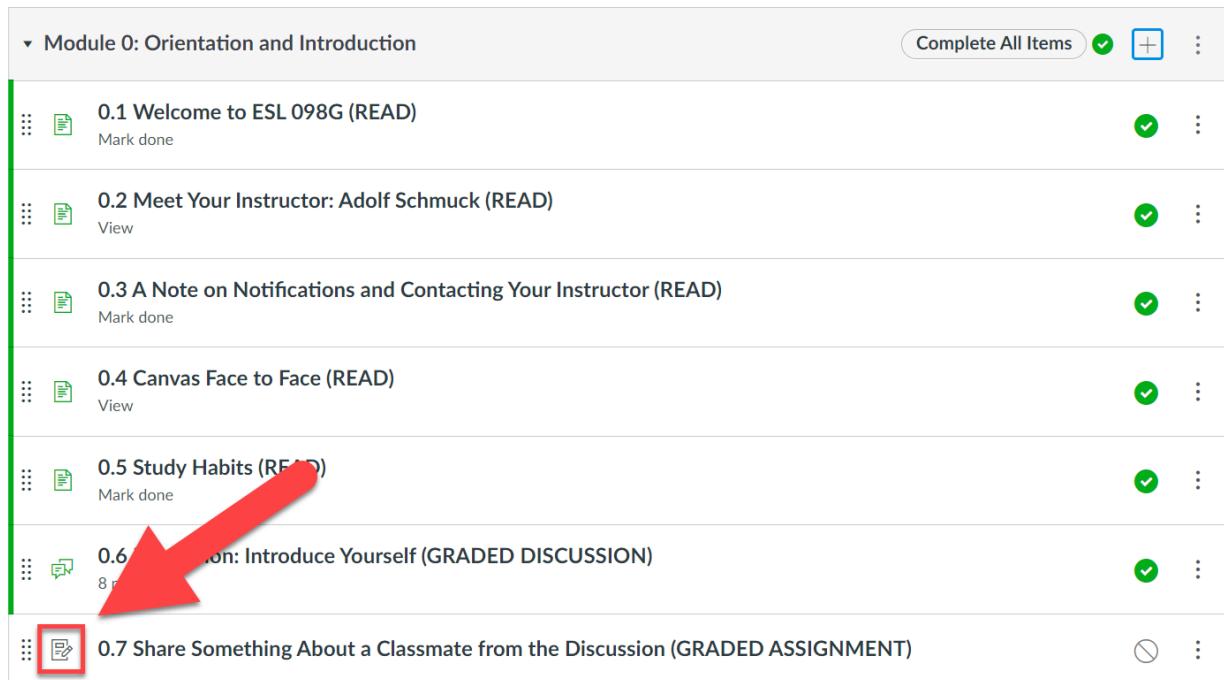
The screenshot shows a 'Add Item to Module 0: Orientation and Introduction' dialog box. The left sidebar shows the course navigation. The dialog box has a dropdown menu set to 'Assignment'. Other options in the dropdown include Quiz, File, Page, Discussion, Text Header, External URL, and External Tool. At the bottom of the dialog box are 'Cancel' and 'Add Item' buttons. The background shows the same Canvas interface as the previous screenshot, with the 'Assignment' item now being added to 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 screenshot shows the Canvas LMS interface. On the left, there's a sidebar with various course links like Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Office 365. The main area is titled '2021FA-ESL 098G' and shows 'Module 0: Orientation and Introduction'. A modal window is open, titled 'Add Item to Module 0: Orientation and Introduction'. It has a dropdown menu set to 'Assignment' and a sub-menu with options: 'Create Assignment', 'Assignments', and 'Quizzes'. Below this, there's an 'Assignment Name' input field containing '0.7 Share Something About a Clas', which is highlighted with a red box and has a red arrow pointing to it. There's also an 'Indentation' dropdown set to 'Don't Indent'. At the bottom right of the modal are 'Cancel' and 'Add Item' buttons.

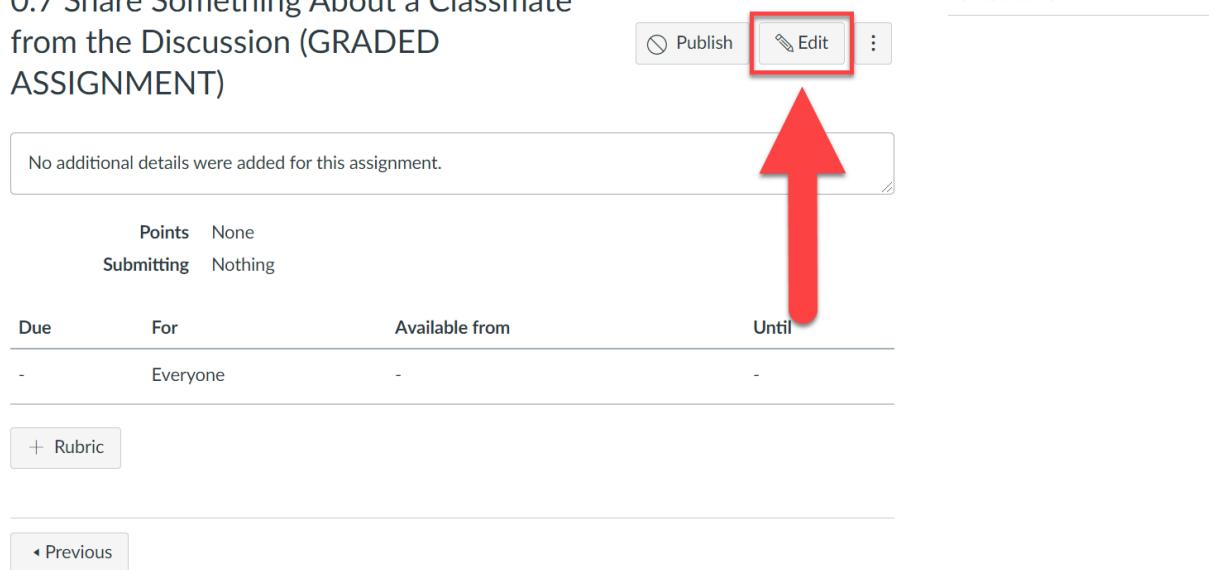
The Assignment has now been added to the module. The icon on the left indicates that this is an Assignment.



The screenshot shows the 'Module 0: Orientation and Introduction' list. It includes several 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)', '0.5 Study Habits (READ)', '0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)', and '0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)'. The last item is highlighted with a red arrow and a red box around its icon, which is a document with a pencil. Each item has a 'Mark done' link and a 'View' link. To the right of each item are three dots and a green checkmark or a red circle with a slash.

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**.

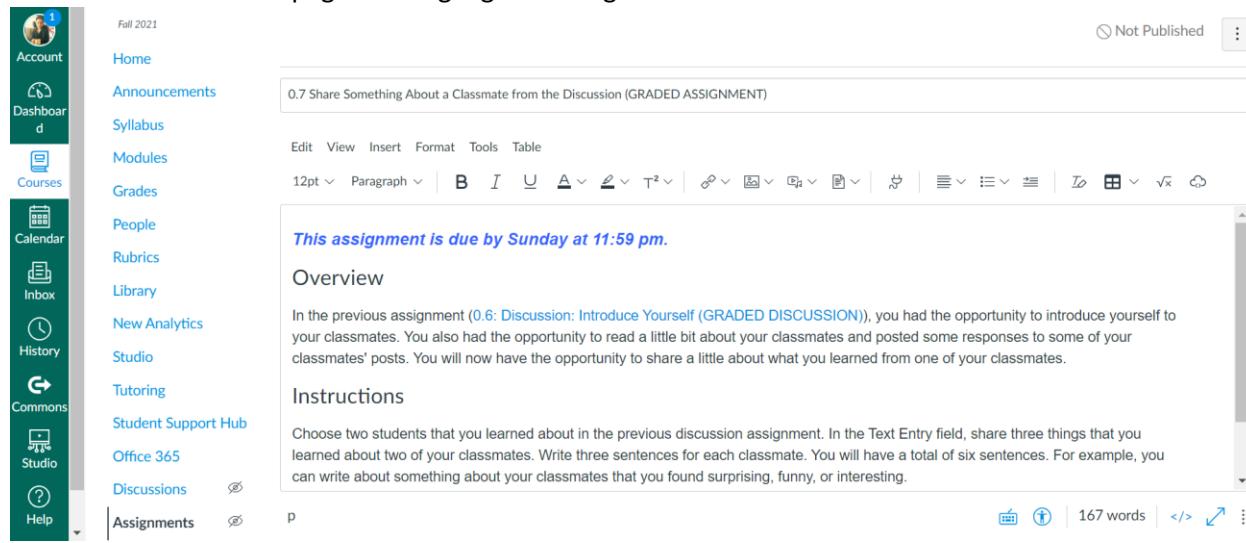
0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)



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, the assignment title '0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)' is displayed. A message below the title states 'No additional details were added for this assignment.' Underneath, assignment settings are listed: Points (None), Submitting (Nothing), Due (Everyone), For (Everyone), Available from (Everyone), and Until (Everyone). A 'Rubric' button is also present. At the bottom left, there is a 'Previous' link.

Add the content inside the editor.

Screenshot of Modules page with highlighted Assignment icon.



The screenshot shows the Modules page. On the left, a sidebar lists various modules: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, Help, Announcements, Syllabus, Modules, Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, Discussions, and Assignments. The 'Assignments' module is highlighted with a green bar. In the main content area, an assignment card for '0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)' is shown. The card includes the assignment title, a preview of the rich text editor toolbar, and a note: 'This assignment is due by Sunday at 11:59 pm.' Below the card, the 'Overview' and 'Instructions' sections are visible, along with a word count of 167 words and a rich text editor interface.

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

Edit View Insert Format Tools Table

12pt Paragraph **B** *I* U A ¹ ₂ T² | | | |

interesting.

p

Points

Assignment Group

Display Grade as

Quizzes

[Create Group]

towards the final grade

Submission Type

Group Assignment This is a Group Assignment

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 T² | | :
interesting.

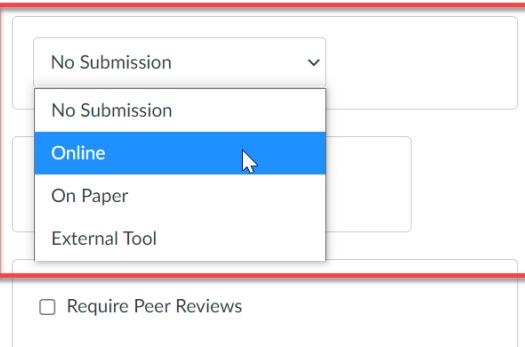
p 167 words </> ::

Points	6
Assignment Group	Assignments
Display Grade as	<ul style="list-style-type: none">PointsPercentageComplete/IncompletePoints Letter GradeGPA ScaleNot Graded <p><input type="checkbox"/> This is a Group Assignment</p>
Submission Type	
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

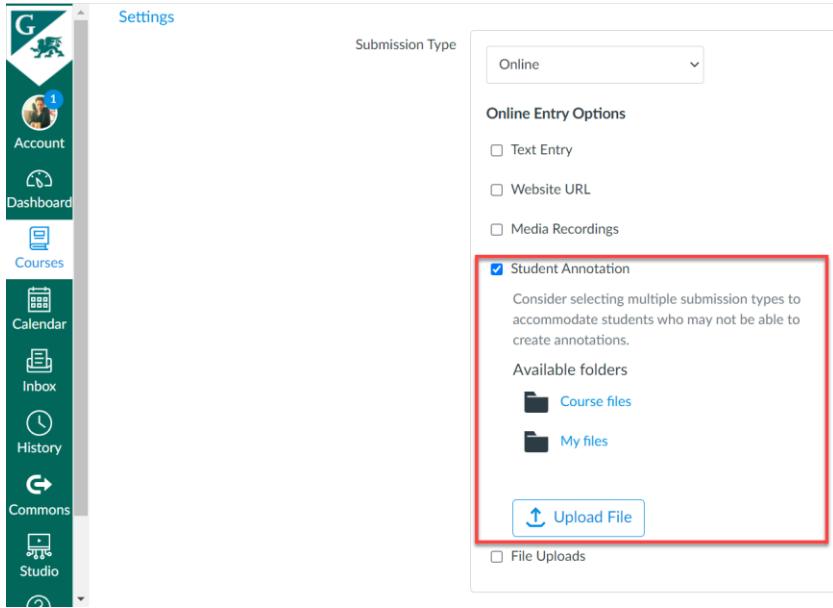
Website URL

Media Recordings

Student Annotation

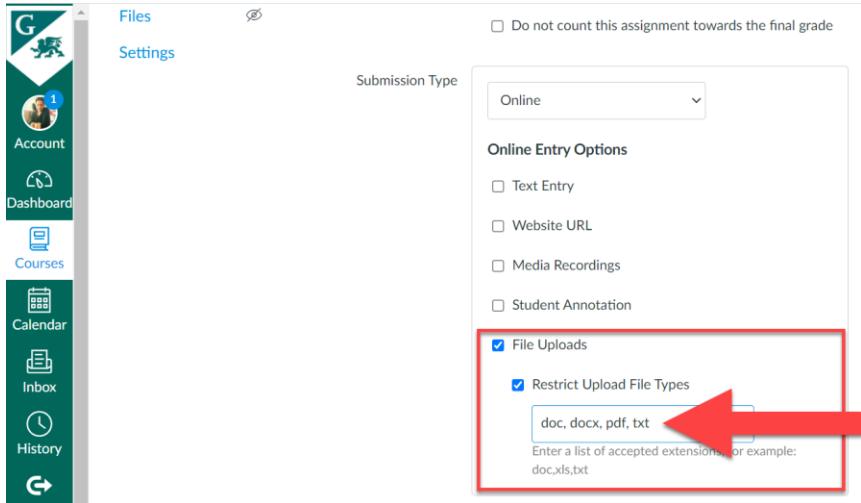
File Uploads

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 a sidebar containing icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area has a 'Submission Type' dropdown set to 'Online'. Under 'Online Entry Options', there are checkboxes for 'Text Entry', 'Website URL', and 'Media Recordings', all of which are unchecked. The 'Student Annotation' checkbox is checked and highlighted with a red box. Below it, a note says 'Consider selecting multiple submission types to accommodate students who may not be able to create annotations.' A section titled 'Available folders' lists 'Course files' and 'My files'. At the bottom is a blue 'Upload File' button.

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 same sidebar as the previous image. The 'Submission Type' dropdown is set to 'Online'. Under 'Online Entry Options', the 'Student Annotation' checkbox is unchecked. The 'File Uploads' checkbox is checked and highlighted with a red box. Below it, the 'Restrict Upload File Types' checkbox is checked, and the input field contains 'doc, docx, pdf, txt'. A red arrow points to this input field. A note below the input field says 'Enter a list of accepted extensions, for example: doc,xls,txt'.

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 'Settings' tab is selected. In the main area, under 'Submission Type', 'Online' is chosen. Under 'Online Entry Options', 'Text Entry' is checked. A red arrow points to the 'Submission Attempts' section. In this section, a dropdown menu for 'Allowed Attempts' is open, showing 'Unlimited' (selected) and 'Limited'. A 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.

Submission Attempts

Allowed Attempts

Limited

Number of Attempts

1

^

▼

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).

The screenshot shows the assignment creation interface. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area has sections for Peer Reviews (checkbox for 'Require Peer Reviews'), Assign (checkbox for 'Assign to'), and a large central box for setting assignment details. This central box contains fields for 'Assign to' (set to 'Everyone'), 'Due' (set to Aug 22 11:59pm), 'Available from' (set to Aug 17 9am) and 'Until' (set to Aug 22 11:59pm). At the bottom of this box is a '+ Add' button. Below the central box are two checkboxes: 'Notify users that this content has changed' and 'Save & Publish'. The 'Save & Publish' button is highlighted with a red box.

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

The screenshot shows the published assignment page. The left sidebar includes Fall 2021, Home, Announcements, Syllabus, Modules, Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, and Office 365. The main content area shows the assignment title '0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)'. To the right of the title is a green button with a checkmark and the word 'Published', which is highlighted with a red box. Below the title is a message: 'This assignment is due by Sunday at 11:59 pm.' Further down are sections for 'Overview' and 'Instructions', with the latter containing a note about choosing two students to share three things learned from them. A red arrow points upwards from the published status button towards the title.

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 dots for more options. Below the header is a list of 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, 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 red arrow pointing to the three dots at the top right of the 'Module 0: Orientation and Introduction' header. A context menu has appeared, with the 'Edit' option highlighted by a red box. Other options in the menu include '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'. 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 contains '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 requirements. The top part of the menu lists three requirements: '0.5 Study Habits (REA)' (status: mark as done), '0.6 Discussion: Introduce Yourself' (status: contribute to the page), and '0.7 Share Something About Yourself' (status: view the item). The '0.7 Share Something About Yourself' entry is highlighted with a red border. Below this, a blue button labeled '+ Add requirement' is visible. A mouse cursor is hovering over the 'submit the assignment' button in a dropdown menu that has been opened from the '0.7 Share Something About Yourself' entry. This dropdown menu also includes options for 'view the item', 'mark as done', and 'score at least'. The bottom right of the window contains '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 first module, you can 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, or you can create a separate page to be the Home Page. Note that before setting the Home Page, the page must be published.

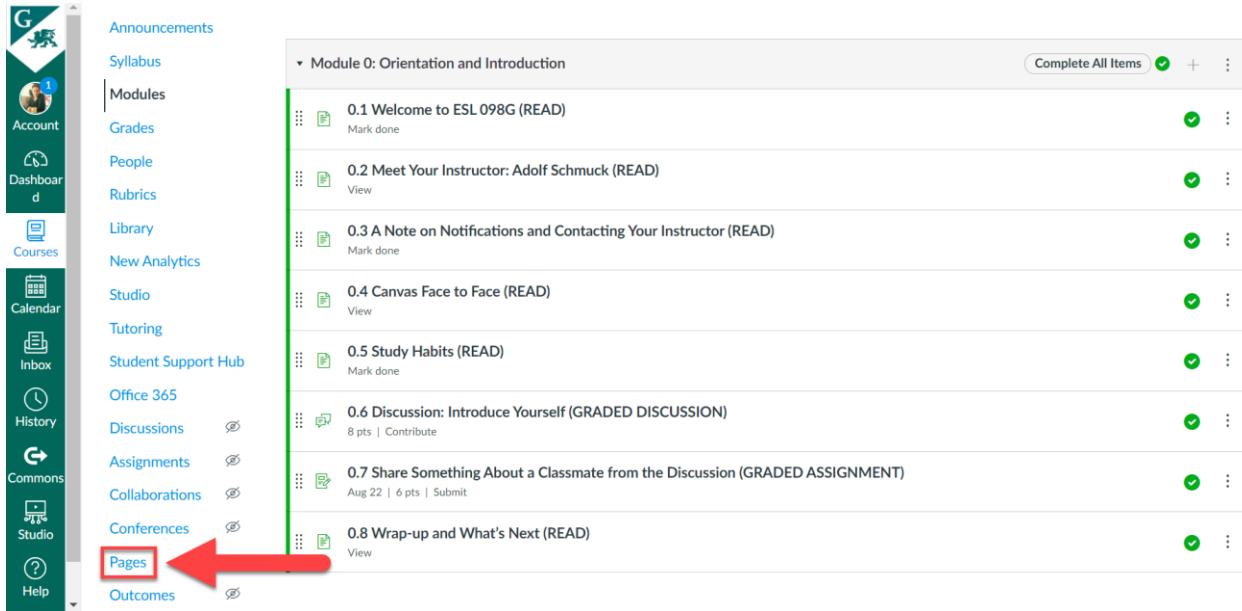
The screenshot shows the Canvas Learning Management System interface. On the left, there is a vertical navigation bar with various icons and links: Account (with a notification count of 1), Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help. The main content area displays a list of course modules. The first module, "Module 0: Orientation and Introduction", is expanded, showing its contents:

- 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

At the top right of the module list, there are buttons for "Complete All Items" and a "+" sign.

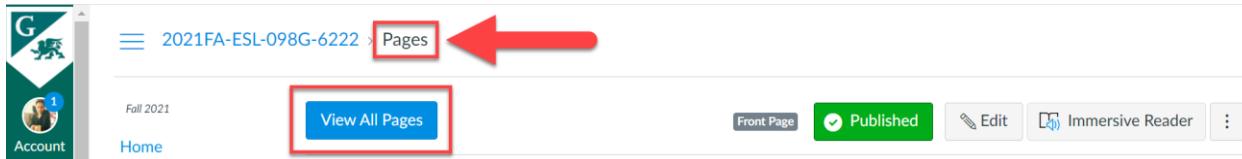
Setting an Existing Page as the Home Page

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



The screenshot shows the left-hand sidebar of a Canvas course. A red arrow points to the 'Pages' link in the sidebar, which is highlighted with a red box. The sidebar also includes links for Announcements, Syllabus, Modules, Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, Discussions, Assignments, Collaborations, Conferences, and Outcomes. The main content area displays 'Module 0: Orientation and Introduction' with several items listed, each with a green checkmark and a 'View' button.

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



The screenshot shows the 'Pages' section of a Canvas course. A red arrow points to the 'View All Pages' button, which is highlighted with a red box. Other buttons visible include 'Front Page', 'Published' (with a checked checkbox), 'Edit', 'Immersive Reader', and a more options menu. The top of the screen shows the course name '2021FA-ESL-098G-6222' and the 'Pages' tab.

You should now see all of the pages you've created from the first module (and any other modules you may have). Note that only created Pages will show up here (i.e., not Discussion Topics or Assignments). Let's say, for example, that you want to designate your 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.

<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	

To set this page as the Home Page, 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. You 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 you go to your page, you can see that it has been designated as the Front Page.

The screenshot shows a course navigation bar on the left with links like Fall 2021, Home, Announcements, Syllabus, Modules, Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, and Office 365. The main content area displays the title "0.1 Welcome to ESL 098G (READ)" in large text. Below the title are sections for "Orientation" and "Overview". A note at the bottom says: "Please note: The best web browsers for working in Canvas are Chrome and Firefox." Another note says: "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." A large red arrow points from the "Front Page" link in the table above to the "Front Page" button in the course header. The course header also includes "View All Pages", "Published", "Edit", "Immersive Reader", and a "Student View" button.

You can test it by going to the Dashboard and clicking on your course.

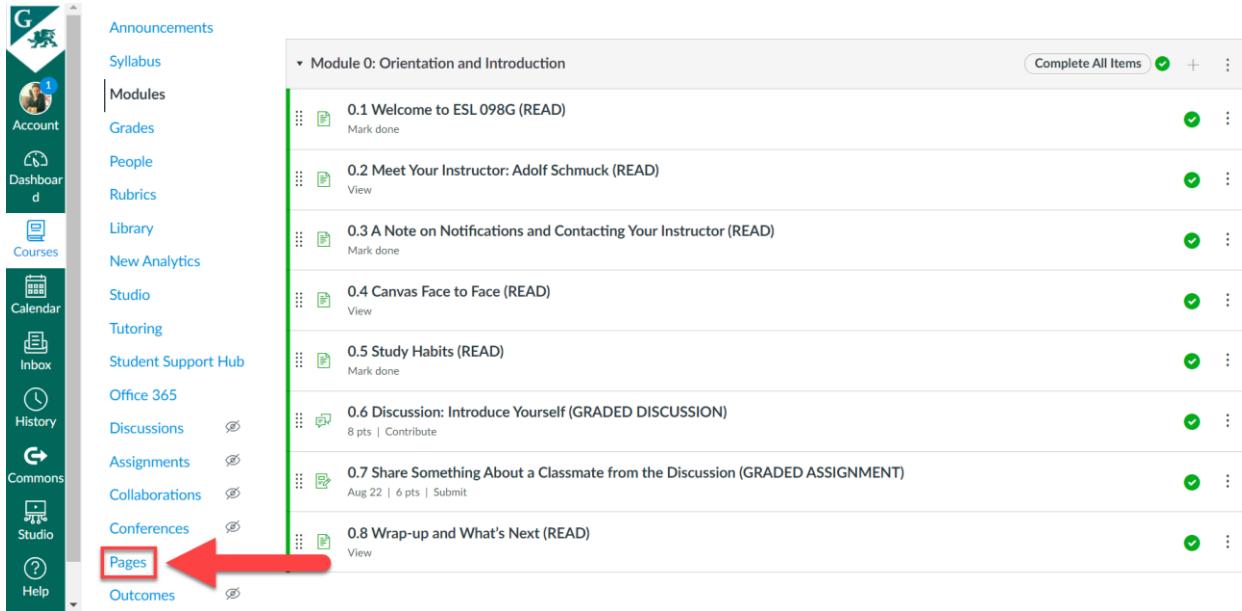
The screenshot shows the Canvas Dashboard. On the left is a sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area displays 'Unpublished Courses (1)'. A single course card is shown, titled '2021FA-ESL-098G-6222 - Gramm...', with a 'Publish' button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

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

The screenshot shows the Canvas Home Page for the course '2021FA-ESL-098G-6222 - Grammar Written/Spoken Comm'. On the left is a sidebar with 'Fall 2021' at the top, followed by 'Home' (which is highlighted with a red box and has a red arrow pointing to it), 'Announcements', 'Syllabus', 'Modules', 'Grades', 'People', 'Rubrics', 'Library', 'New Analytics', 'Studio', 'Tutoring', 'Student Support Hub', 'Office 365', 'Discussions' (with a count of 8), and 'Assignments' (with a count of 8). The main content area features 'Recent Announcements' with a single entry for 'ABC1234 - Welcome Announcement'. To the right is a 'Course Status' section with 'Unpublished' and 'Publish' buttons, and a list of course-related actions: Import Existing Content, Import from Commons, Choose Home Page, View Course Stream, Course Setup Checklist, New Announcement, New Analytics, and View Course Notifications. Below this is a 'To Do' section with one item: 'Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)' with a due date of '8 points • No Due Date'. The central content area is titled 'Orientation' with a sub-section 'Overview' containing text about the course modules.

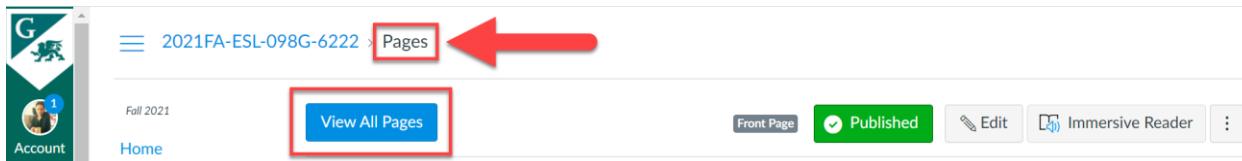
Creating a Separate Home Page

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 Course Navigation on the left.



The screenshot shows the left sidebar of a Canvas course. The 'Pages' option is highlighted with a red box and a red arrow pointing to it. Other visible options include Announcements, Syllabus, Modules, Grades, People, Rubrics, Library, New Analytics, Studio, Tutoring, Student Support Hub, Office 365, Discussions, Assignments, Collaborations, Conferences, and Outcomes. The main content area displays 'Module 0: Orientation and Introduction' with several items listed, each with a green checkmark indicating completion.

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



The screenshot shows the 'Pages' view in Canvas. At the top, there's a breadcrumb trail '2021FA-ESL-098G-6222 > Pages'. A red box and a red arrow point to the 'View All Pages' button, which is highlighted with a red border. Other buttons in the header include 'Front Page', 'Published' (with a checked checkbox), 'Edit', 'Immersive Reader', and a more options menu. Below the header, there are sections for 'Fall 2021' and 'Home'.

Next, 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. A new page is being created, with the title 'Home Page: ESL 098G' highlighted by a red box. The editor toolbar above the content area includes options like Edit, View, Insert, Format, Tools, Table, and a rich text editor with font size (12pt), paragraph style, bold (B), italic (I), underline (U), superscript (T²), subscript (T¹), and other styling tools. The content area itself contains a video thumbnail with the caption 'FALL 2020 | WF 8:00-9:35' and a timestamp. Below the video are four buttons: Announcements, Syllabus, Modules, and Grades. The main text area has two lines of text: 'Welcome to ESL 098G' and 'Welcome'. 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 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table' buttons. Below the toolbar are various styling icons like font size (12pt), bold (B), italic (I), underline (U), and alignment (T²). A navigation bar below the toolbar includes 'Announcements', 'Syllabus', 'Modules', and 'Grades'. The main content area displays the text 'Welcome to ESL 098G' and 'Welcome'. On the left, there's a text input field starting with 'p'. On the right, there are document stats ('338 words') and a red arrow pointing down towards the bottom right corner. The bottom right corner contains three buttons: 'Cancel', 'Save & Publish' (which is highlighted with a red box), and 'Save'. To the left of the 'Save & Publish' button is an 'Options' section with dropdowns for 'Users allowed to edit this page' (set to 'Only teachers') and 'Add to student to-do' (unchecked). There are also checkboxes for 'Notify users that this content has changed' and 'Notify users when this content is updated'.

The page is now published. To set this page as the Home Page, 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	
<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	
<input type="checkbox"/> Home Page: ESL 098G	Jul 11, 2021	Jul 11, 2021 By Adolf Schmuck	

You have now set the Home Page (Front Page).

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	
<input type="checkbox"/> Home Page: ESL 098G Front Page	Jul 11, 2021	Jul 11, 2021 By Adolf Schmuck	

And once again, go to the Dashboard and try it by clicking on your 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 two course cards: "GCCANVASRES Grossmont Manual" and "GC-2020SU2 & SU5-ITC Grossmont Manual". Below these, a section titled "Unpublished Courses (1)" contains a card for "2021FA-ESL-098G-6222 - Gramm...". This card has a red border around its top half and includes a "Publish" button, three dots, the course name, code, and term, and a megaphone icon. At the bottom of the page, there's a footer with links to Privacy Policy, Acceptable Use Policy, Facebook, Twitter, and the INSTRUCTURE logo.

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

The screenshot shows the course homepage for "2021FA-ESL-098G-6222 - Grammar Written/Spooken Comm". On the left is a sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main content area features a "Welcome Announcement" from "ABC1234" with the message "Welcome to ABC1234 - Course Template...". To the right is a "Course Tools" sidebar with buttons for "Unpublished" (red), "Published" (green), and various course management options like Import Existing Content, Choose Home Page, View Course Stream, Course Setup Checklist, New Announcement, New Analytics, and View Course Notifications. A "To Do" section lists a discussion assignment due on October 1st. At the bottom, a "Coming Up" section shows a calendar entry for "View Calendar". The central part of the page displays a thumbnail image of a classroom and a book cover for "ESL 098G".

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

The screenshot shows a learning management system interface. On the left is a vertical sidebar with icons and labels for various features: Tutoring, Student Support Hub, Office 365, Discussions, Assignments, Pages, Collaborations, Conferences, Outcomes, Quizzes, Files, and Settings. Below these are larger icons for Calendar, Inbox, History, Commons, Studio, and a user profile icon. The main content area has a header with a classroom photo, the course title "ESL 098G", and the date "FALL 2020 | WF 8:00-9:35". Below the header are buttons for Announcements, Syllabus, Modules, and Grades. A large heading "Welcome to ESL 098G" is followed by a "Welcome" section containing text about the course. To the right, there are sections for "To Do" (with one item: "Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)"), "Coming Up" (with a "View Calendar" link), and a note "Nothing for the next week".

Tutoring

Student Support Hub

Office 365

Discussions

Assignments

Pages

Collaborations

Conferences

Outcomes

Quizzes

Files

Settings

Calendar

Inbox

History

Commons

Studio

VIEW COURSE NOTIFICATIONS

To Do

1 Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION) 8 points • No Due Date

Coming Up

View Calendar

Nothing for the next week

Welcome to ESL 098G

Welcome

Welcome to the 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.