

Canvas Basics

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canvas

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Basic Navigation

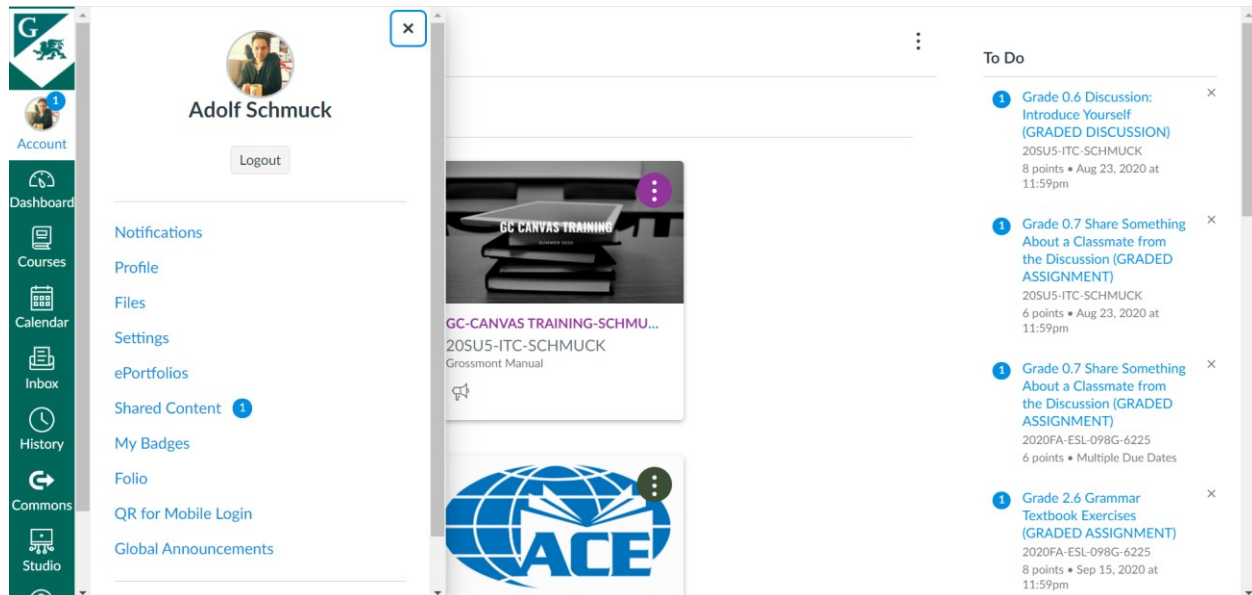
After logging in to Canvas, the first thing you will see is the dashboard. The dashboard contains a list of your published courses, as well as a list of your unpublished courses, if you have any.

The screenshot displays the Canvas Dashboard interface. On the left is a vertical sidebar with navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help. The main content area is titled 'Dashboard' and features a section for 'Published Courses (8)'. This section contains six course cards, each with a thumbnail image, a title, and a description. The courses are: 2020FA-ESL-098G-6225 - Gramm..., GC-CANVAS TRAINING-SCHMU..., ESL DEPARTMENT-DEV, GC-ACE FOR FACULTY DEVACE, GC-Development-ESL 98-Intro to ..., and GC-development-ESL 98G-Essenti... To the right of the course cards is a 'To Do' list with five items, each with a status icon and a title. The first item is 'Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)' and the second is 'Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)'. The third item is 'Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)' and the fourth is 'Grade 2.6 Grammar Textbook Exercises (GRADED ASSIGNMENT)'. The fifth item is 'Grade 3.6 Grammar Textbook Exercises (GRADED ASSIGNMENT)'.

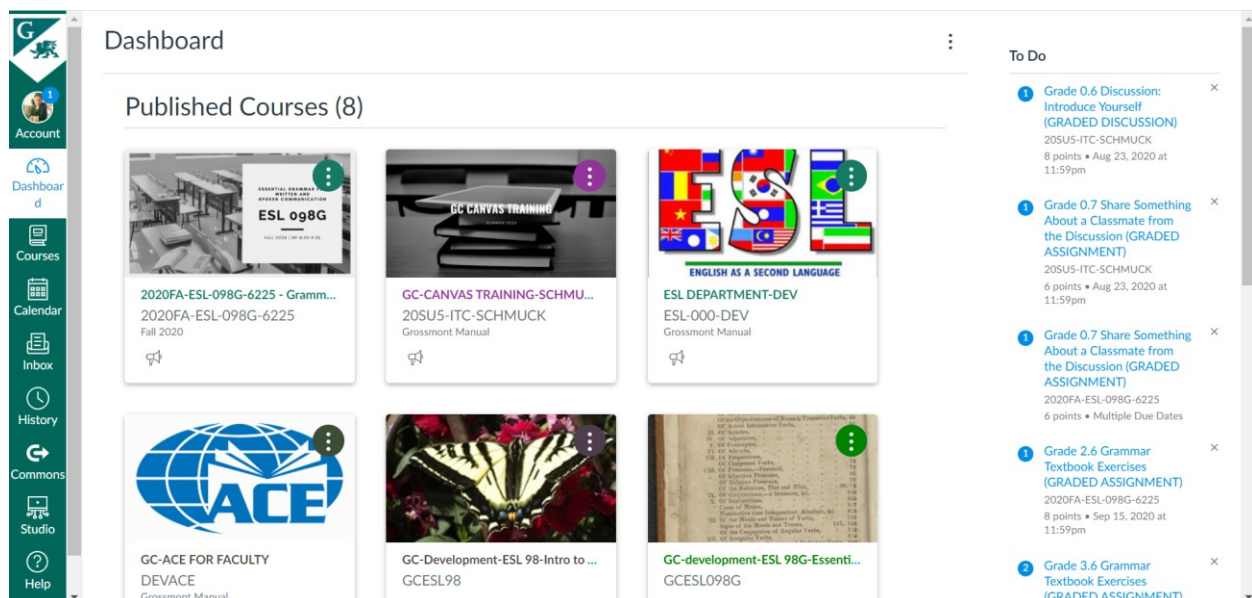
The sidebar on the far left gives you different options: **Account**, **Dashboard**, **Courses**, **Calendar**, **Inbox**, **History**, **Commons**, **Studio**, and **Help**.

This screenshot is identical to the one above, showing the Canvas Dashboard with the same sidebar, course cards, and to-do list.

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.



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.



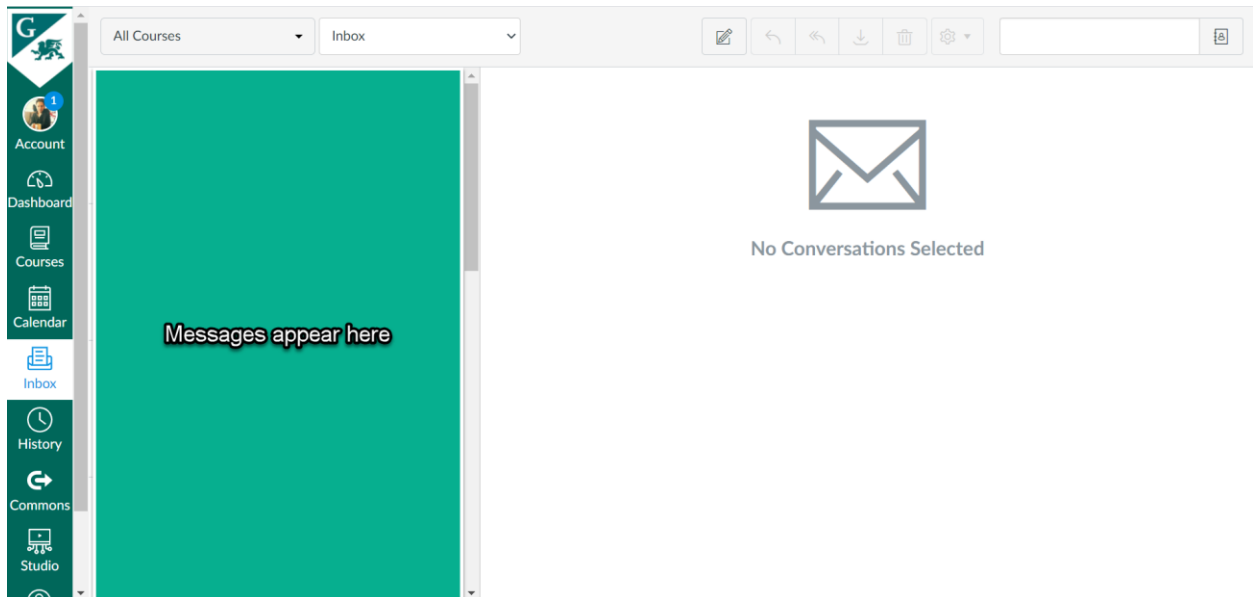
Courses also shows a list of your courses, though as a list instead of on the dashboard. If you scroll to the bottom, you can customize your list of courses by clicking on the “All Courses” link. This allows you to choose the courses that you want to display.

The screenshot shows the Canvas LMS interface. On the left is a green sidebar with navigation icons. The main area displays a list of courses under the heading 'Unpublished Courses'. A red rectangle highlights the 'All Courses' link at the bottom of this list. To the right, a 'To Do' list is visible, showing four tasks with their respective grades and due dates.

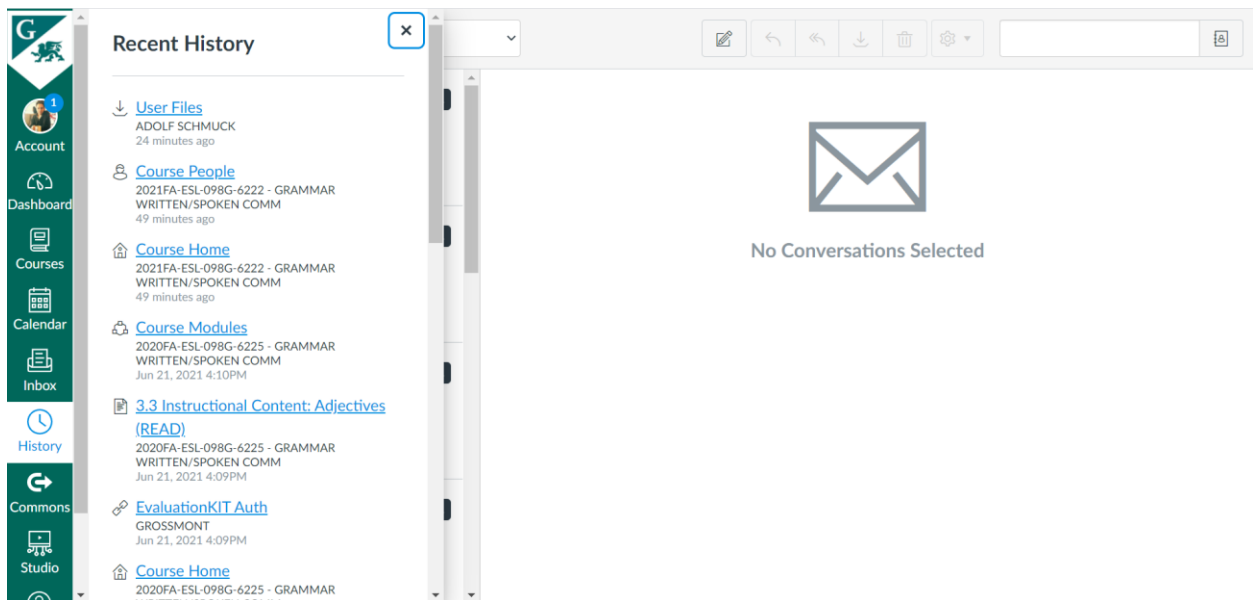
Calendar allows you to use the Calendar to keep track of important events and assignments. The Canvas Calendar collects information from all of your Canvas courses in one place. Here, you will be able to see any events for your courses that you have added to the calendar. On the right side, you can choose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

The screenshot shows the Canvas LMS Calendar interface. The main area displays a calendar for July 2021. On the right, a 'CALENDARS' section is highlighted with a red box, showing a list of calendars that can be selected or deselected. The list includes 'Adolf Schmuck', '2020FA-ESL-098G-6225 - Grammar Written/Spoken Comm', '2021FA-ESL-098G-6222 - Grammar Written/Spoken Comm', 'ESL DEPARTMENT-DEV', 'GC Canvas Resources', 'GC-2020SU2 & SU5-ITC', 'GC-ACE FOR FACULTY', and 'GC-CANVAS TRAINING-'. Below this list is an 'UNDATED' section.

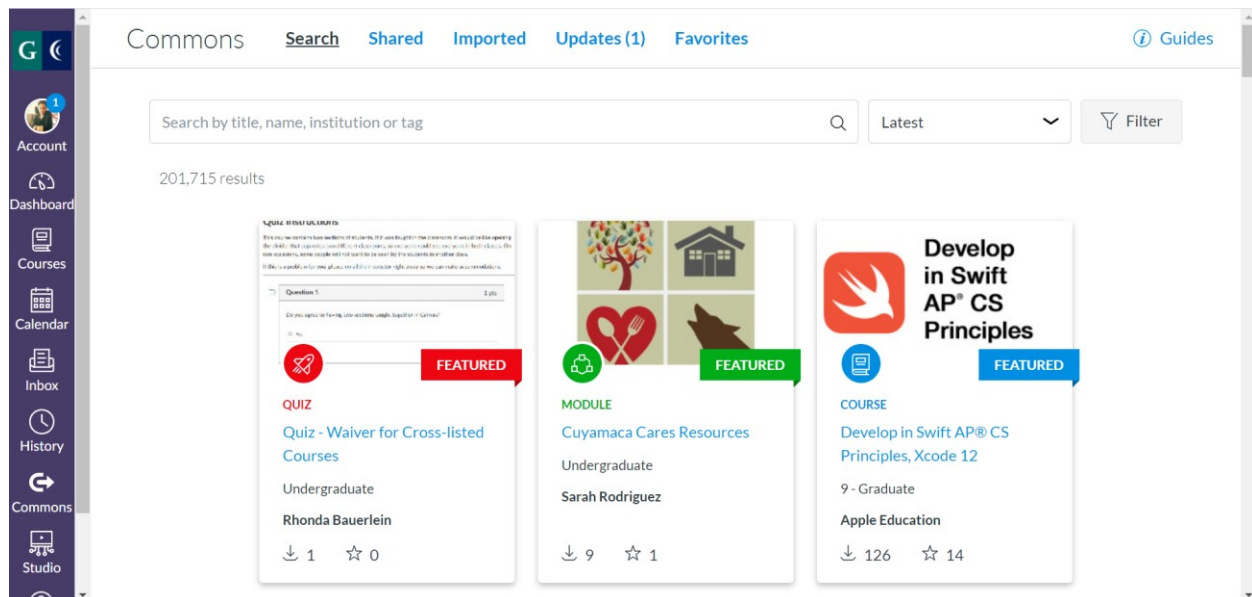
Inbox allows Canvas users to send and receive messages. The messages appear on the left side.



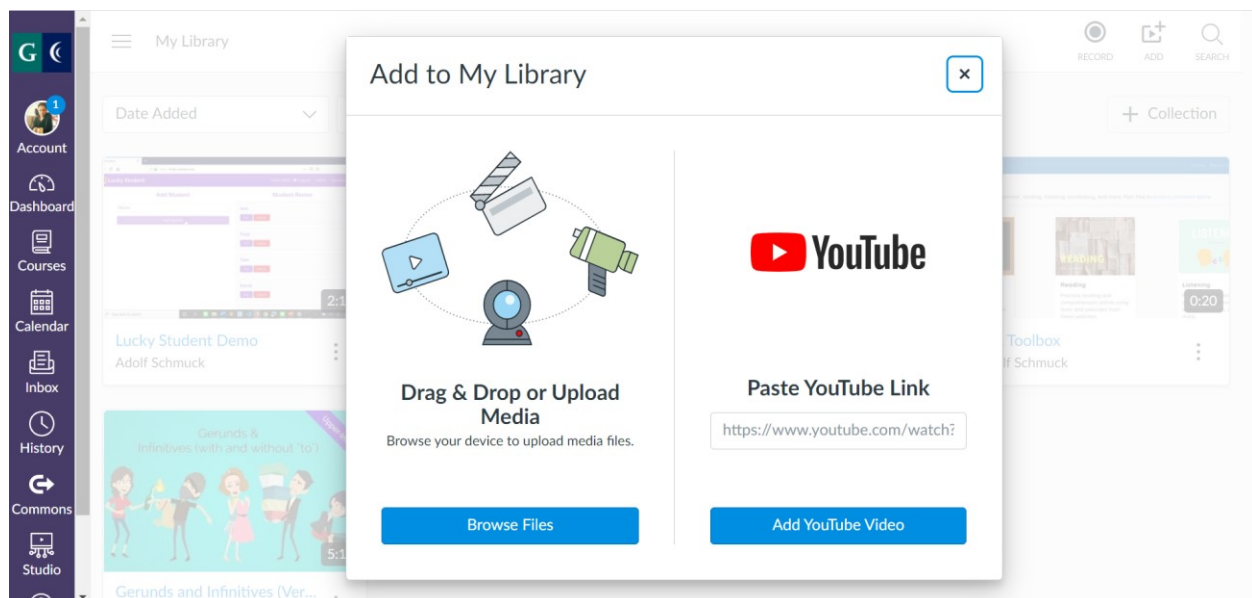
History gives you your recent Canvas activity history. Clicking on an item in the history view will take you to that item.



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



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.



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

The screenshot displays the Canvas Help interface. On the left is a vertical navigation bar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help. The main content area is titled 'Help' and features a cartoon panda holding a book. Below the panda, it says 'Little lost? Try here first!' and 'Search the Canvas Guides' with the subtext 'Find answers to common questions'. Under 'OTHER RESOURCES', there are three links: 'Contact Canvas Support' (with a note to contact the instructor's support team), 'Ask Your Instructor a Question' (with a note that questions are submitted to the instructor), and 'Call for Help'. To the right of the main content, there is a 'To Do' list with four items, each with a blue circle icon and a close button (X). The items are: 1. Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION) for 20SU5-ITC-SCHMUCK, 8 points, due Aug 23, 2020 at 11:59pm. 2. Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) for 20SU5-ITC-SCHMUCK, 6 points, due Aug 23, 2020 at 11:59pm. 3. Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) for 2020FA-ESL-098G-6225, 6 points, multiple due dates. 4. Grade 2.6 Grammar Textbook Exercises (GRADED ASSIGNMENT) for 2020FA-ESL-098G-6225, 8 points, due Sep 15, 2020 at 11:59pm. Below the 'To Do' list, there are two preview cards: one for 'GC-CANVAS TRAINING-SCHMU...' (20SU5-ITC-SCHMUCK, Grossmont Manual) and another for 'ACE' (American Council on Education).

Creating a Module

First, choose the course you would like to create a module for in the Dashboard.