CANVAS
BY INSTRUCTURE

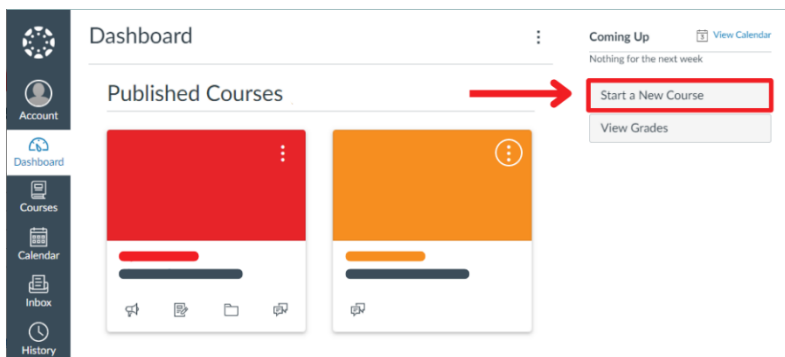## Contents

Setting Up a New Canvas Course

Starting a New Course

1. Open your preferred browser and navigate to canvas.instructure.com by typing it into the search bar.

2. Next, log in to canvas by entering your **email** and **password** and clicking "**Log In**".

NOTES:

NOTE: If you do not have an account, you can create one by clicking the link in the top right corner.

3. On the right-hand side of the page, click "**Start a New Course**".

4. You will then be asked **which account the course will be associated with** and what you want to **name the course**. Once you have filled out these details, click "**Create**".

5. You will then be taken to the "**Course Details**" section in settings. It is recommended that you add a **course image, start date, end date, format,** and **description**. Click "**Update Course Details**" when complete.
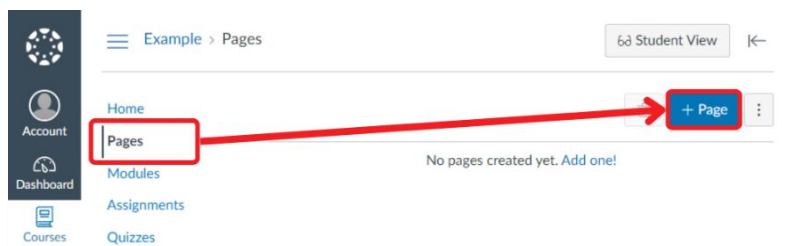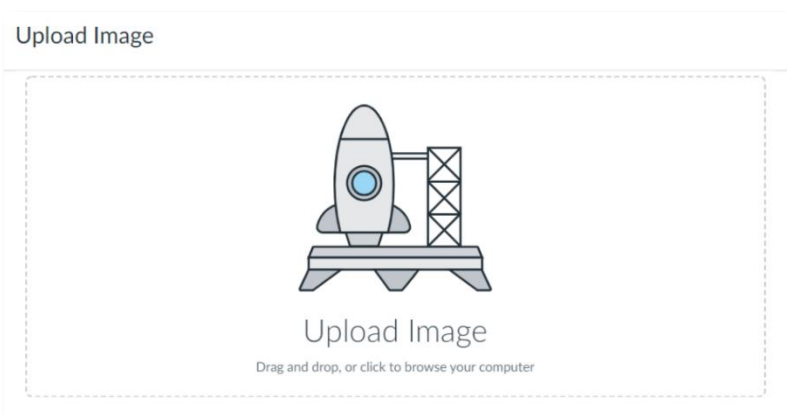
Creating Course Pages

1. Create a new page by navigating to the "**Pages**" tab and selecting "**+ Page**".

2. Next, add a "**Page Title**". Suggestions for pages include a home page, an overview, your syllabus, and weekly course content.

3. To add an **image** to your page, click the drop-down arrow next to the image icon.

4. Select "**Upload Image**" and click the rocket icon to search for images from your computer. Select the correct image and click "**Open**" in the bottom right corner.

NOTES:

NOTE: If you only have one page in the course, you will be taken to that page. Click "View all pages" to see page list.

NOTE: You can also choose images from "Course Images" or "User Images"

5. Next, add **alt text** under the image or **mark as decorative**. This helps the course be accessible for people who are visually impaired.
6. Click "**Submit**" to embed the image on the home page.

7. Create text headings for your page by typing various headings and changing their style to "**Heading 2**". Add content under the correct headings.

8. Once you have added page content, click "**Save**" in the bottom right corner to save the page.
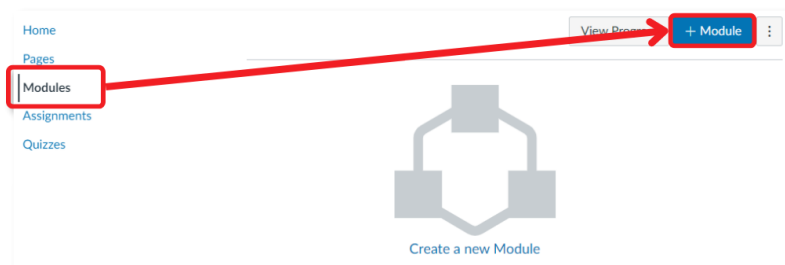

NOTES:

NOTE: The icons above the text box allow you to add links, lists, tables, media, documents, and more.
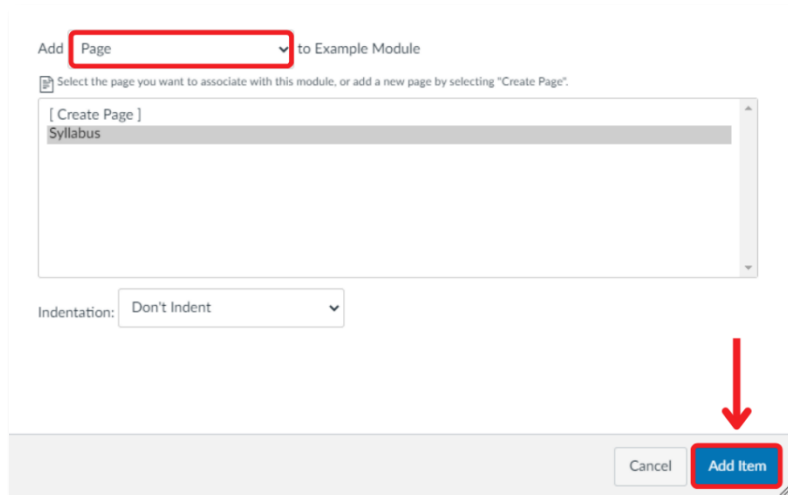
NOTE: After saving and publishing, if you would like to designate a page as your home page, click the three vertical dots in the top right corner and select "**use as front page**" in the dropdown menu.

Constructing Modules

1. To start, click on the "**Modules**" tab on the left-hand side of the screen. Modules organize course content into different units for students to follow.

2. Create a new Module by clicking "**+ Module**" in the top right corner. If you have not created any modules, there will be the option to add one in the middle of the screen.

3. Title your module and select the "**Lock until**" box if you want the module to unlock on a certain date. Click "**Add Module**"

4. Next, click the "**+**" Icon in the top right corner to add content to the module.

5. Select the drop-down menu to add pages, assignments, quizzes, discussions, files, and more. Select the item then click "**Add Item**" to assign it to the module.
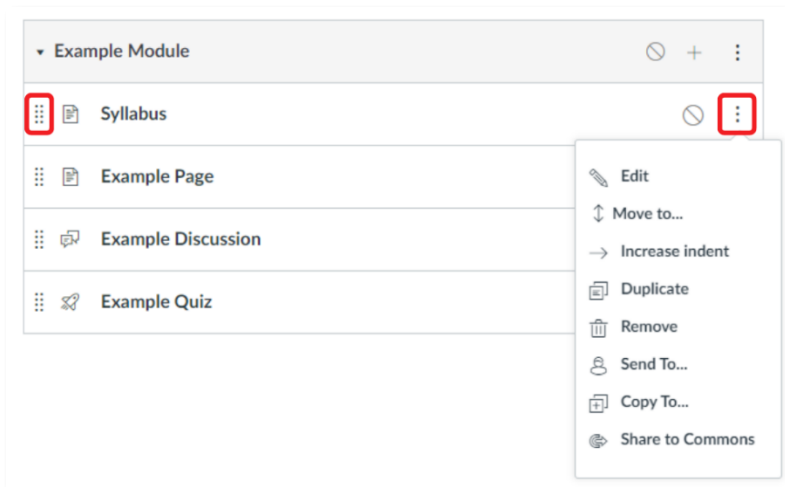

NOTES:

TIP: If your course will function on a weekly timeline, you can create weekly modules to organize content.

NOTE: If you do not currently have any pages created, you can click **[Create Page]** and title the page in the "**Page Name**" field. This also works for assignments, quizzes, and discussions.

6. Finally, click the 3 vertical dots next to any item to **increase/decrease indent**, **duplicate**, or **remove** the item. You can also drag and drop items to arrange them in the correct order by holding the 8 vertical dots on the left side.
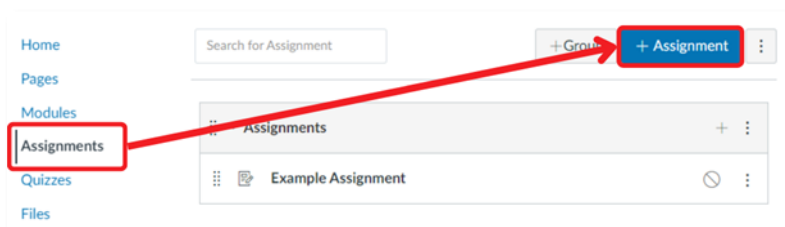
Updating Assignment Details

1. If you are updating an assignment created under a module, click the assignment then click the "**Edit**" button in the top right corner.

2. If you have not created any assignments, go to the "**Assignments**" tab on the left-hand side and select the "**+ Assignment**" button.

3. In the text box provided, add assignment headers, content, and links (this process is similar to creating page content).

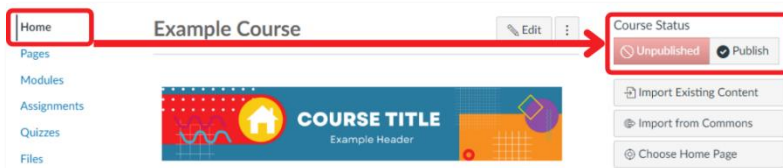4. In the area below the text box, you can edit **point values**, **assignment groups**, **submission type**, **due dates**, and more.
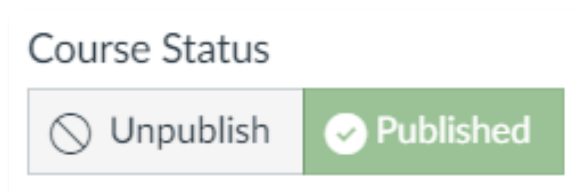

NOTES:

NOTE: "Submission Type" is the only required field. Select one or more submission options that you will allow for the assignment.

5. On the bottom left-hand corner, select or deselect the checkmark to notify users if content has changed.

6. On the bottom right-hand corner, either "**Save**", or "**Save & Publish**".
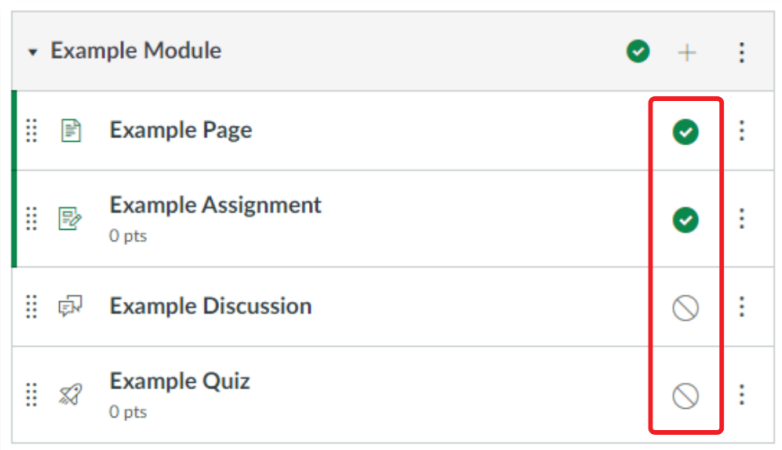
Publishing the Course

1. In the **Home** tab, your "**Course Status**" can be found in the top right corner of the page. If your course is unpublished, the corresponding button will be pink.

2. Click the "**Publish**" button and the corresponding button will turn green.

3. From the modules tab, you can see which items are published by examining the "⊘" icon to the right of the item's name. Clicking the "⊘" icon next to the item will publish the item and update the icon to a green check.