

## Canvas: Interface & Modules

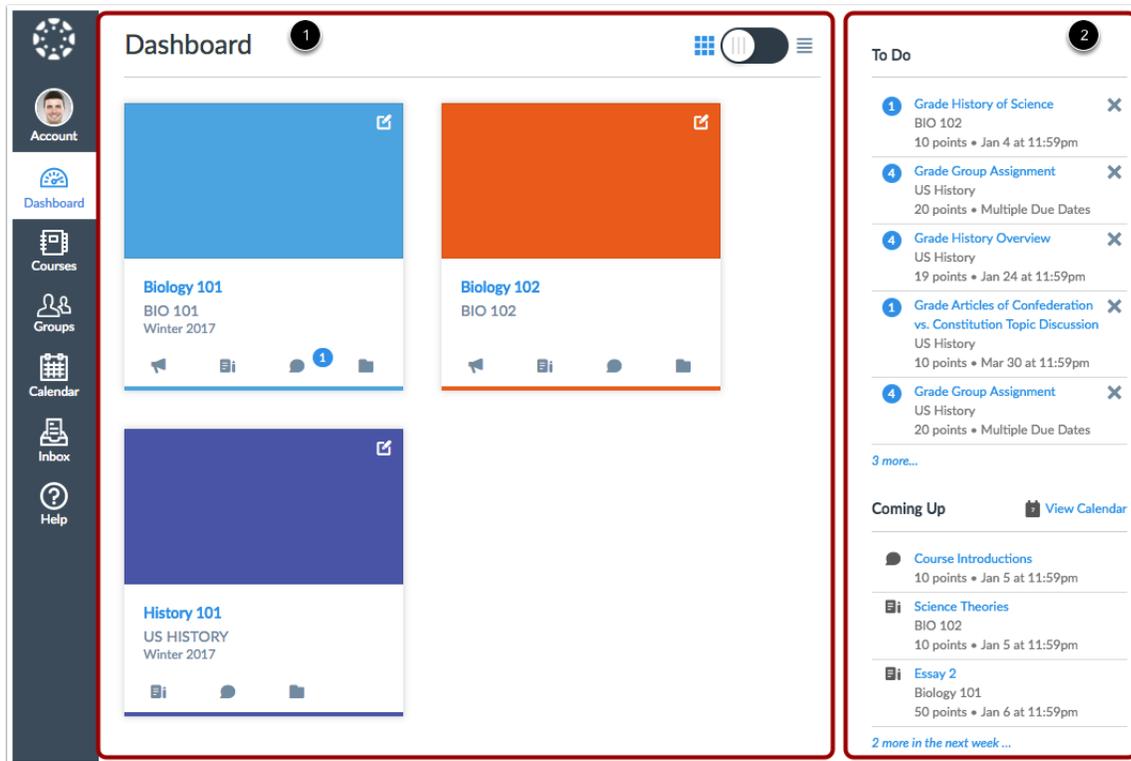


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## View Dashboard

The Dashboard is the first page you will see when you login to Canvas. The Dashboard helps you see what is happening in all your courses and allows you to figure out what to do next.



The Dashboard (1) is your landing page in Canvas and displays the course cards for all your favorite courses. The Dashboard also contains global announcements from your institution and a global activity stream that shows recent activity in all your courses. The Dashboard also includes a sidebar (2), which contains the To Do list, upcoming events, and access to grades.

### Navigation Menu

**Account:** The account tab houses your user settings, notification preferences, and files you uploaded to your courses.

**Courses:** The courses tab will list the courses you are currently enrolled in.

**Calendar:** Will display all the due dates for your courses. You edit the due dates for your assignments by clicking and dragging the assignments on the calendar.

**Inbox:** Houses your course communications with students.

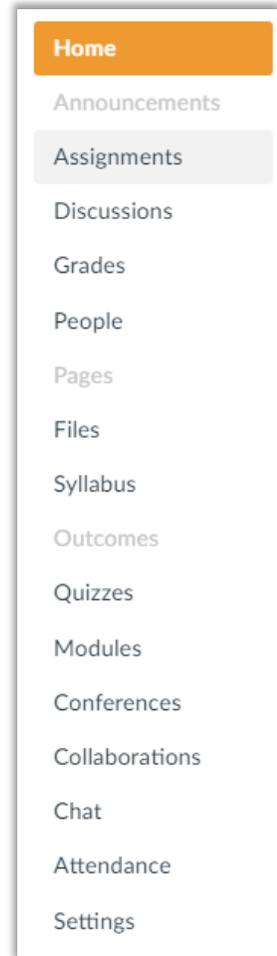
**Commons:** Allows you to search for educational content that has been marked for re-use. Content found in Commons can be imported into your courses.

**Help:** Can be used to search the Canvas community guides or report an issue to Canvas.

## Course Navigation Menu

**Note:** The order of your course navigation menu can be edited in the *Settings* menu.

1. **Home:** Once you begin participating in your courses you will see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc. You can edit the Home page of your course using the “Choose Home Page” button on the right-hand side.
2. **Announcements:** This tab allows you to create announcements for your course.
3. **Assignments:** The assignments tab is where you will create assignments for your course. This is also where you will assign points/weights for your gradebook.
4. **Discussions:** This tab will allow you to create discussion boards/threaded discussions. You can also create group discussions, after setting your student groups.
5. **Grades:** This tab houses your gradebook.
6. **People:** Is where you can view the students enrolled you in course, pull analytic reports for an individual student, and set student groups.
7. **Pages:** Is where you can create/edit the individual pages that make up your modules.
8. **Files:** Will house items you have uploaded to your course. (Similar to Doc Sharing in Learning Studio)
9. **Syllabus:** Will house your Syllabus and due dates of the assignments you create.
10. **Modules:** Is where you can build your “units”. There are a multitude of options such as release conditions that will be covered in a separate training.
11. **Conferences:** Can be used to create video conferences in your course. You can also allow students to create their own conferences.
12. **Chat:** Is a tool that will allow instructors and students to chat asynchronously.
13. **Attendance:** Can be used to take attendance for your course. (Does not currently connect to TSC Online)
14. **Quizzes:** Will house all of your automatically grades quizzes **and** exams.
15. **Lockdown Browser:** This tab allows you to enable LockDown Browser for your Canvas quizzes/exams.
16. **UpSwing Tutoring Services:** The tab serves as a portal for TSC’s online tutoring service. Please contact the Department of Learning Labs for more information regarding Upswing.
17. **Settings:** Where you can edit the settings of your course such as, course details, course sections, the navigation menu, external apps, etc.



## The Syllabus Tool

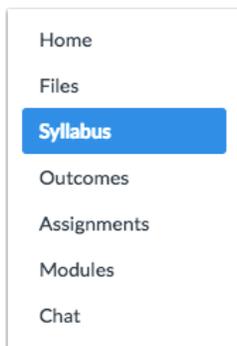
The Syllabus in Canvas makes it easy to communicate to your students exactly what will be required of them throughout the course in chronological order. You can also set the syllabus as your course home page.

You can choose to make your syllabus public so that people who are not enrolled in your course can view more information about the course. A public syllabus can be viewed as part of a private course when you send a link to a student, or if the course is listed in the public course index.

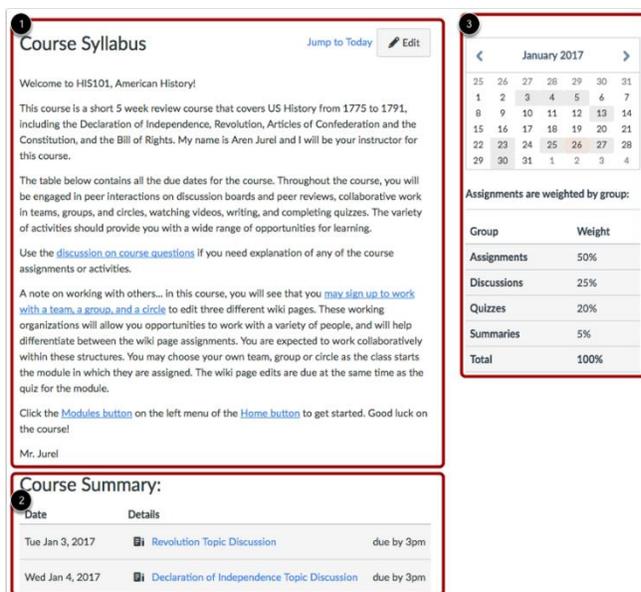
The Syllabus is automatically generated based on Assignments and Events within a course. It can only be changed by editing or deleting the Assignments or Events. All assignments (unpublished and published) are listed in the syllabus for instructors.

### Open Syllabus

In Course Navigation, **click the Syllabus link.**



The syllabus includes the syllabus description **1**, the syllabus table **2**, and the sidebar **3**.



**1** Course Syllabus

Welcome to HIS101, American History!

This course is a short 5 week review course that covers US History from 1775 to 1791, including the Declaration of Independence, Revolution, Articles of Confederation and the Constitution, and the Bill of Rights. My name is Aren Jurel and I will be your instructor for this course.

The table below contains all the due dates for the course. Throughout the course, you will be engaged in peer interactions on discussion boards and peer reviews, collaborative work in teams, groups, and circles, watching videos, writing, and completing quizzes. The variety of activities should provide you with a wide range of opportunities for learning.

Use the [discussion on course questions](#) if you need explanation of any of the course assignments or activities.

A note on working with others... in this course, you will see that you [may sign up to work with a team, a group, and a circle](#) to edit three different wiki pages. These working organizations will allow you opportunities to work with a variety of people, and will help differentiate between the wiki page assignments. You are expected to work collaboratively within these structures. You may choose your own team, group or circle as the class starts the module in which they are assigned. The wiki page edits are due at the same time as the quiz for the module.

Click the [Modules button](#) on the left menu of the [Home button](#) to get started. Good luck on the course!

Mr. Jurel

**2** Course Summary:

Date	Details
Tue Jan 3, 2017	<a href="#">Revolution Topic Discussion</a> due by 3pm
Wed Jan 4, 2017	<a href="#">Declaration of Independence Topic Discussion</a> due by 3pm

**3**

January 2017

25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Assignments are weighted by group:

Group	Weight
Assignments	50%
Discussions	25%
Quizzes	20%
Summaries	5%
<b>Total</b>	<b>100%</b>

## View Syllabus Table

The Syllabus is automatically generated for the course and contains a list of assignments and events. Assignments are indicated by the Assignments icon **1**, and events are indicated by the Calendar icon **2**. All assignments (unpublished and published) are listed in the syllabus for instructors, but students only see published assignments.

Changes to these dated events can be made in both the Assignments and Calendar features and will be automatically updated in the Syllabus.

Date	Details	
Tue Jan 3, 2017	<b>1</b>  Revolution Topic Discussion	due by 2pm
Wed Jan 4, 2017	 Declaration of Independence Topic Discussion	due by 2pm
Thu Jan 5, 2017	 Course Introductions	due by 10:59pm
Fri Jan 13, 2017	 Patriotism or Treason? Colonist vs. British Citizen Point of View Essay (1 student)	due by 10:59pm
Mon Jan 23, 2017	<b>2</b>  Class Readings	9am to 11am
	<b>3</b>  Constitution Discussion	
	 Declaration Summary	

**Click** the title to view the details of the assignment or event. Any assignments or events that are past the due date are highlighted in gray. Undated items **3** are listed in alphabetical order.

## View Sidebar

The sidebar section displays information about course events and grading. The assignment group information can be edited in the Assignments feature while the Calendar information can be edited in both the Assignments and Calendar features. Any changes made will be reflected in the Syllabus.

The sidebar includes a mini calendar **1**. Any date that includes an event or assignment due date are shown with a gray background. To view an associated assignment or event in the Syllabus table, **click** the calendar date.

If your course includes weighted assignment groups, the sidebar also shows the percentages of each group **2**.

**1**

January 2017

25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

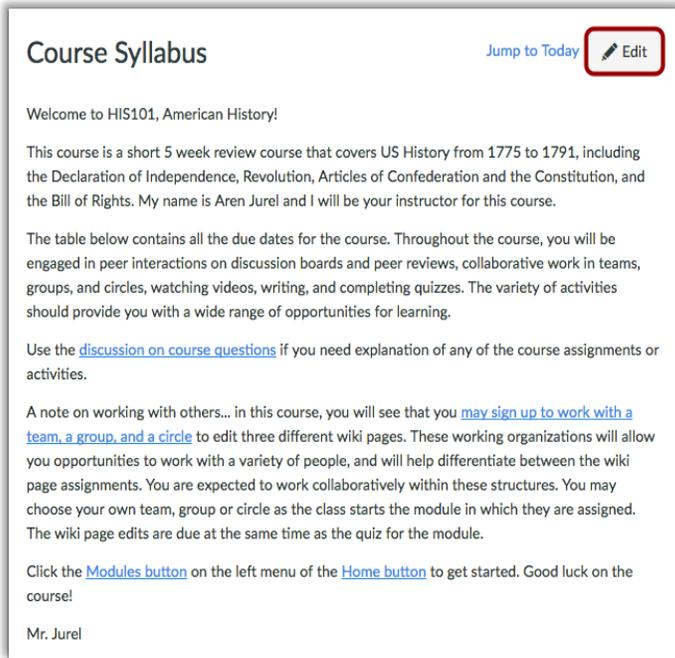
**2**

Assignments are weighted by group:

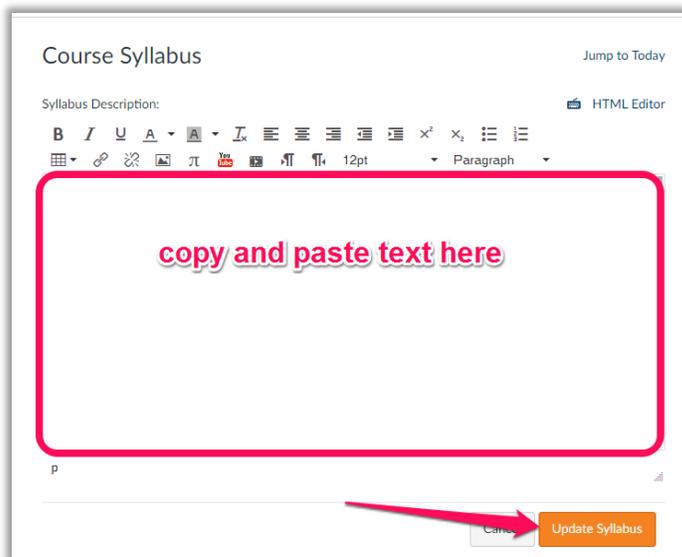
Group	Weight
Assignments	50%
Discussions	25%
Quizzes	20%
Summaries	5%
<b>Total</b>	<b>100%</b>

## Editing/Uploading the Syllabus

The syllabus description is where you can post your course description, a brief introduction, class guidelines, weekly reminders, and other important information. You can copy content from Word documents directly into the Rich Content Editor or create original content inside of the Rich Content Editor.



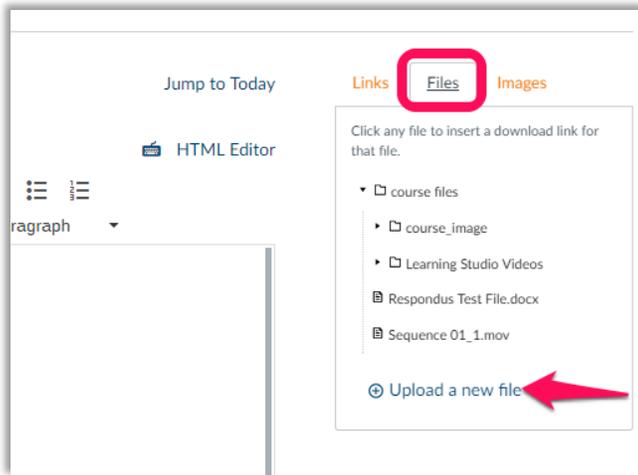
1. To edit the syllabus click the **edit button**.
2. You can copy and paste text in the rich text editor.



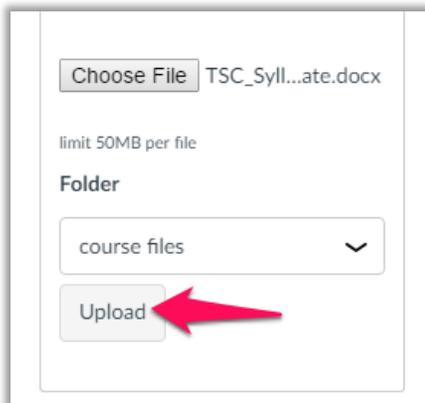
3. Click **Update Syllabus** to save your changes.

You can also link to your Syllabus by uploading it into Course Files as a PDF and linking it in the content selector. Canvas will automatically create a preview of your document so your students do not have to download it before reading it.

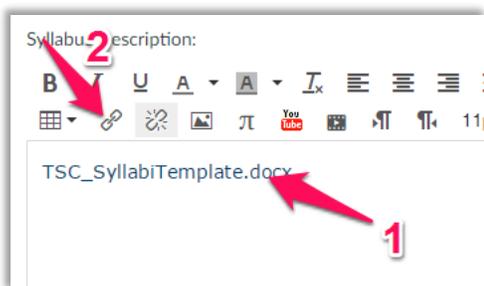
1. To upload a file to your syllabus, click the files tab on the right-hand side of the screen.



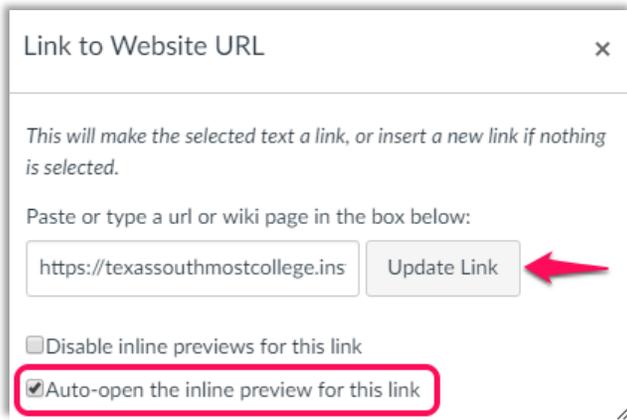
2. Click **upload a new file**, then select **Choose file**.
3. Browse your files for the syllabus and click **open**.
4. In the files tab, click **upload**.



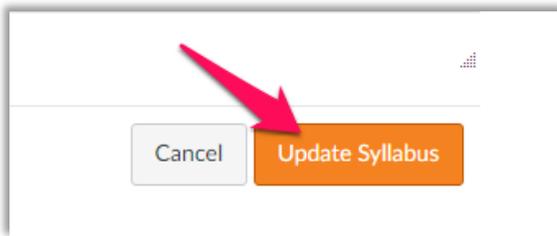
5. Click **Update Syllabus**.  
 If the files is a PDF, Canvas will create a file preview. If uploading a Word document, you can select the link to Auto-Open.
6. To enable Auto-Open, click the link to the syllabus. Then click the **“Link to URL”** button.



7. In the new dialogue box, select the Auto-Open option.
8. Click **Update Link**.



9. Click **Update Syllabus**.



## Editing an Event or Assignment in the Calendar

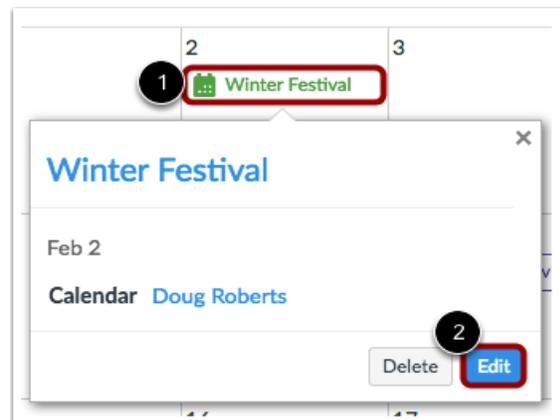
You can change the date of an Event or Assignment by clicking on the Event or Assignment or by dragging and dropping the Event or Assignment to a different date. This lesson shows how to edit a calendar item, but you can also delete items from the Calendar. Please be aware that deleting a Calendar entry also deletes the associated content elsewhere in Canvas.

### Open Calendar

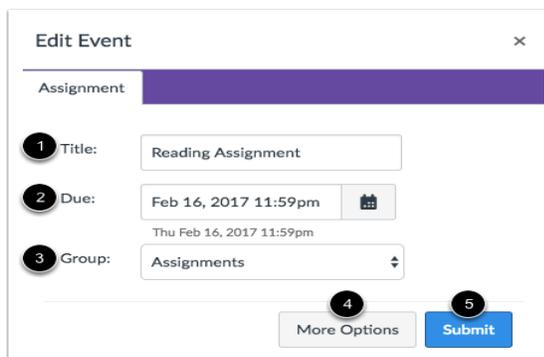
In Global Navigation, click the **Calendar** link.



View event details by clicking the event you want to view **1** and clicking the **Edit** button **2**.



### Edit Events Details

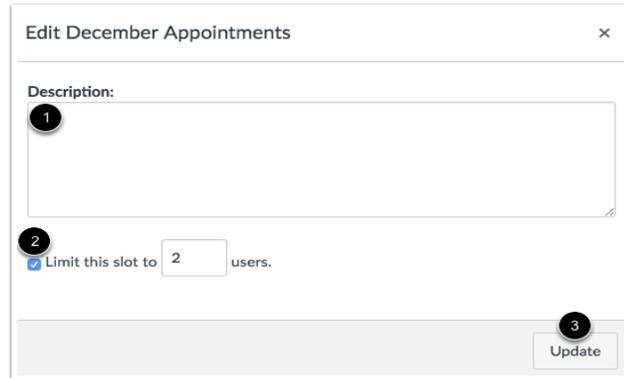


You can edit the assignment title **1**, due date **2**, and assignment group **3**. To edit assignment details, click the More Options button **4**. Otherwise, click the *Submit* button **5**.

## Edit Appointment Details

When editing an appointment created in the Scheduler, a different menu will appear than assignments or events.

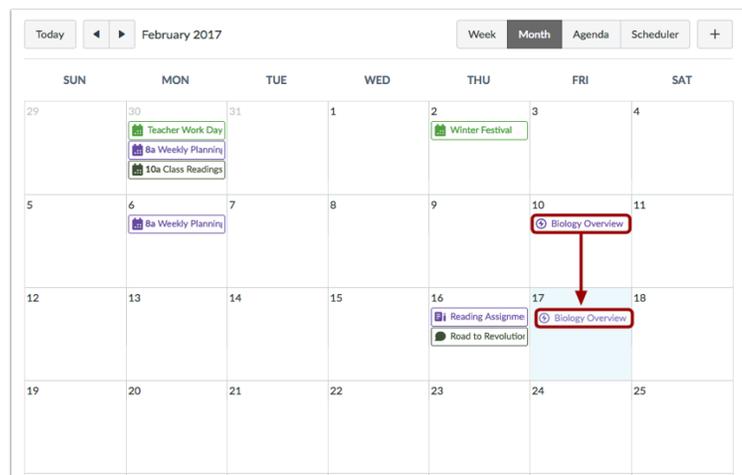
You can edit the description **1** or limit the amount of users for this appointment **2**. To submit your changes, click the *Update* button **3**.



## Drag and Drop Event or Assignment

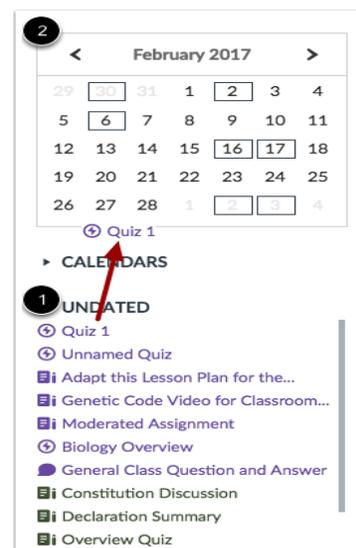
You can also change the date of an event or assignment in the same calendar by **dragging** and **dropping** the event or assignment to a different date on the month view or mini calendar. **Click** the event or assignment, drag to the new date, and release your mouse.

Note: You cannot **drag** and **drop** appointments created in the Scheduler.



## Undated Items

You can **drag** and **drop** undated assignments to and from the month view of the calendar **1** or mini calendar **2**. Notice the due date of that assignment will change to 11:59pm on that day. Moving events or assignments to the undated items section will remove the date.

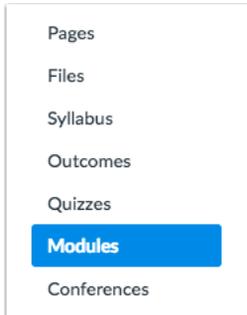


## How Do I Add a Module?

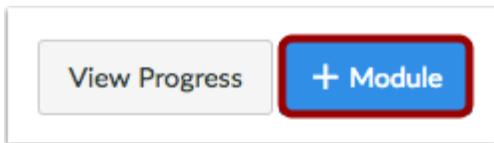
Modules are used to organize course content by weeks, units, or whatever organizational structure works for your course. With modules, you are essentially creating a one-directional linear flow of what you would like your students to do. Once you create modules, you can add content items, set prerequisites, and add requirements.

### Open Modules

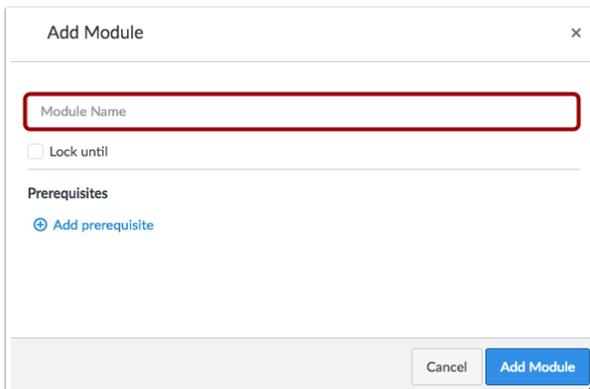
1. In Course Navigation, click the **Modules** link.



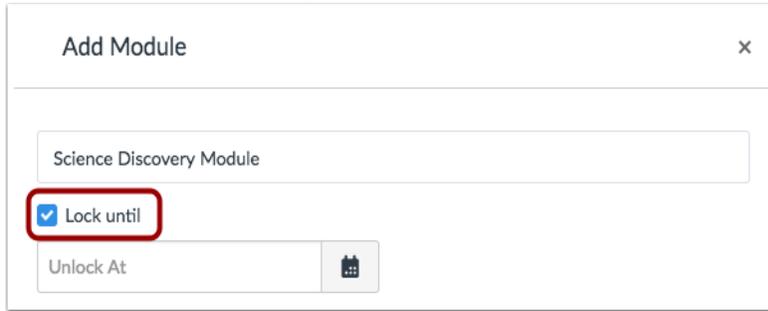
2. Click the **Add a Module** button.



3. Type a name in the **Module Name** field.

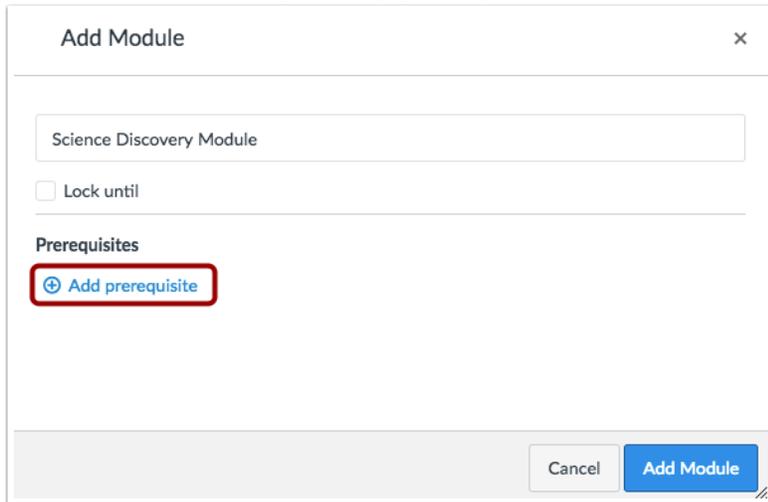

 A dialog box titled 'Add Module' with a close button (x) in the top right. It contains a text input field labeled 'Module Name' with a red border. Below it is a checkbox labeled 'Lock until'. Under the heading 'Prerequisites', there is a blue link with a plus icon labeled 'Add prerequisite'. At the bottom right, there are 'Cancel' and 'Add Module' buttons.

4. Lock Module Date. (optional)



If you want to restrict the module until a specific date, you can lock the module.

5. Add Module Prerequisites. (optional)



If you have added at least one module to your course, you can require a prerequisite module. A prerequisite module means students must complete the added modules before they can view the new module.

6. Click the **Add Module** button.



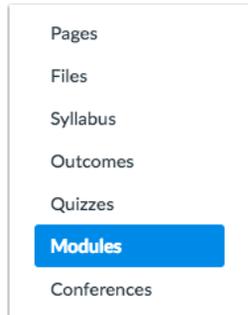
View your created module.

## Adding Module Items

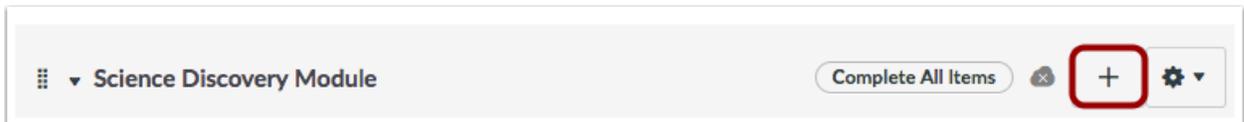
You can add new or existing content items in Canvas to a module. You can also add an item to multiple modules, or multiple iterations of an item to one module.

When you add items to a Module, please be aware that the status of the Module overrides the state of the individual module items. You may want to consider leaving all Module items in an unpublished state until you are ready to publish the entire Module.

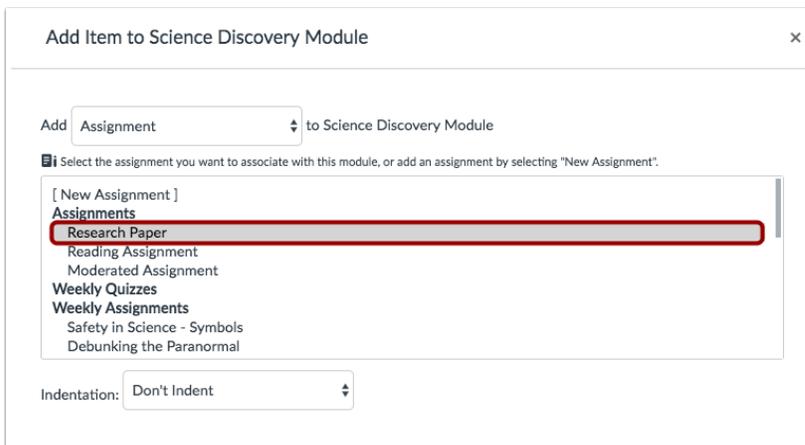
1. In Course Navigation, click the **Modules** link.



2. Click the **Add Item** button.



3. In the **Add [Item Type] To:** drop-down menu, select the **item type**.
  - Assignment
  - Quiz
  - File (document and media file types)
  - Content Page
  - Discussion
4. If you want to add a new item, click the [New] link [1] and type a name in the name field [2]. Depending on the item type, when adding new content you may be asked to complete additional fields.
5. If you have already created the item you want to add, click the name of the item. You can select more than one item to add.

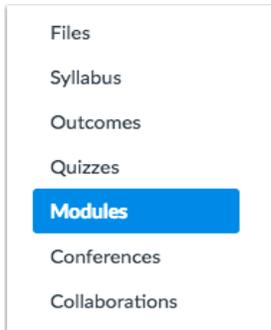


## Reordering Your Modules

You can reorder modules after you have created them. You can manually drag and drop the module, or you can use the Move To option, which is also accessible for keyboard users. You can also reorder module items.

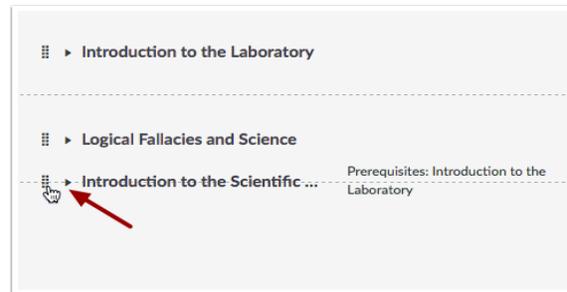
### Open Modules

In Course Navigation, click the Modules link.



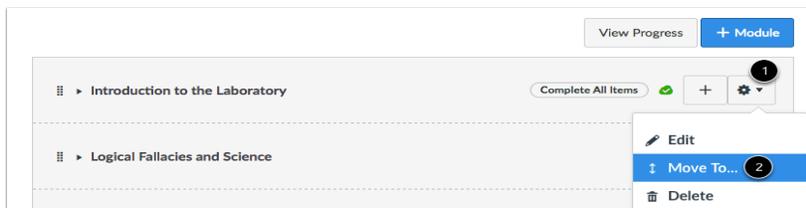
### Drag and Drop Module

You can use the drag and drop option to reorder modules. Click the drag handle next to the module name. Drop the module in the desired location by releasing the mouse.



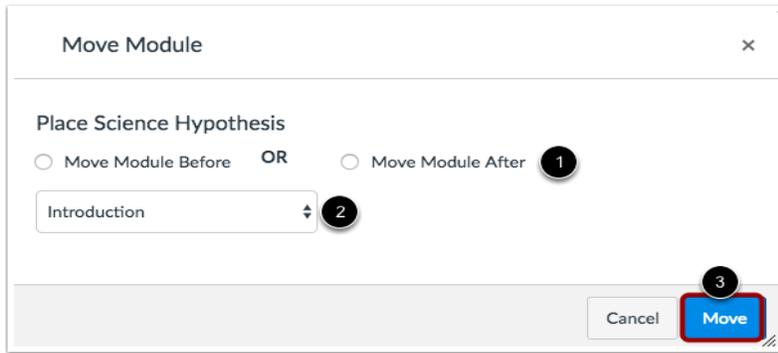
### Use Move-To Menu

You can also use the Move To option to reorder modules. Click the Settings icon **1** and select the **Move To...** link **2**.



## Move Module

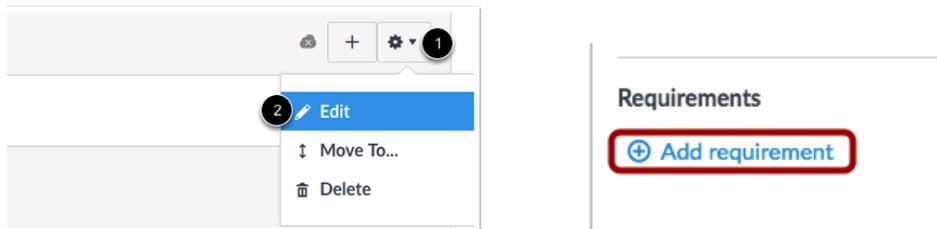
To move the module, specify if you want to move the selected module before or after another module  
**1.** In the module drop-down menu **2**, select the module where you want to place the existing module. Your previous option determines whether the current module will be placed before or after the module selected in the menu. Click the Move button **3**.



## Adding Module Requirements

When you add requirements to a module, students must complete all requirements within one module before moving to the next module. You can require students to complete all requirements in the module, or have them choose one item to fulfill a specific requirement.

Locate the name of the module and click the **Settings** icon [1]. Select the **Edit** link [2]. In the new window click **Add Requirement**.



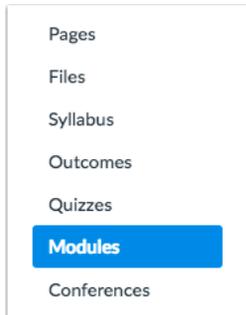
Depending on the module item type, requirements include up to five options:

- **View the item:** Students must view the item.
- **Mark as done:** Students must mark the module item as done before they can progress to the next item.
- **Contribute to the page:** Students must post a reply to a non-graded discussion or contribute content to a page (make sure students are allowed to edit pages in the course).
- **Submit the assignment:** Students must submit an assignment, post a reply to a graded discussion, or submit a quiz. (Canvas does not allow you to manually enter a grade to fulfill this requirement; a submission must be made by the student.)
- **Score at least:** Students must meet a minimum submission score. With this option, an additional field appears where you can enter the minimum score that students must earn. This option is available for all graded assignment types.

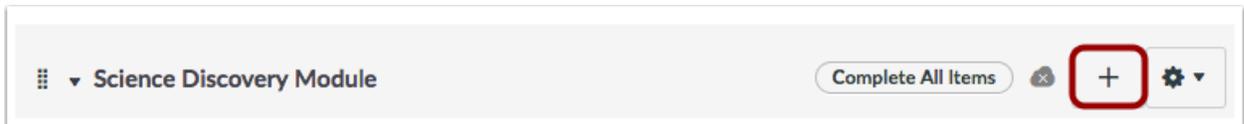
## Adding External Tools as a Module Item

In Modules, you can add links to configured external tools in *Course Settings*.

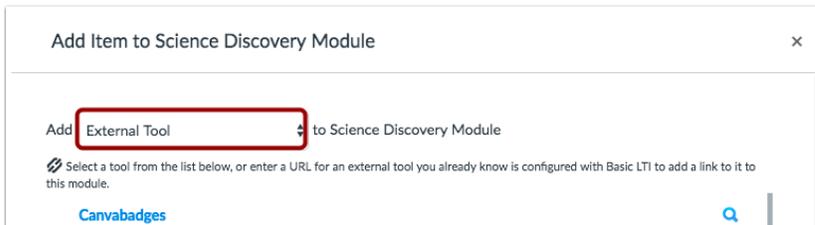
1. In Course Navigation, click the **Modules** link.



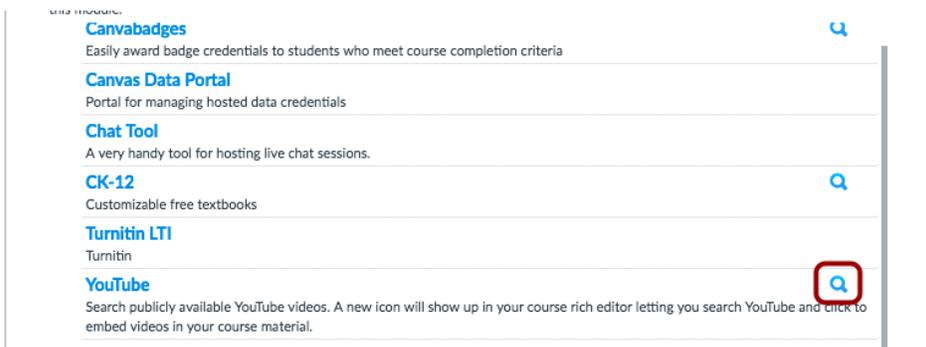
2. Click the **Add Item** button.



3. In the **Add [Item Type] To:** drop-down menu, select the **External Tool** option.



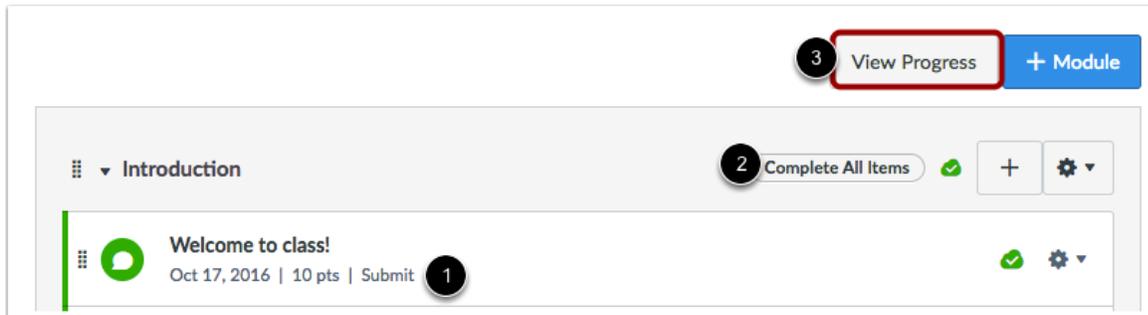
4. Locate the configured tool and click the **Search** icon. An external window will appear in your browser; follow the instructions to add the tool.



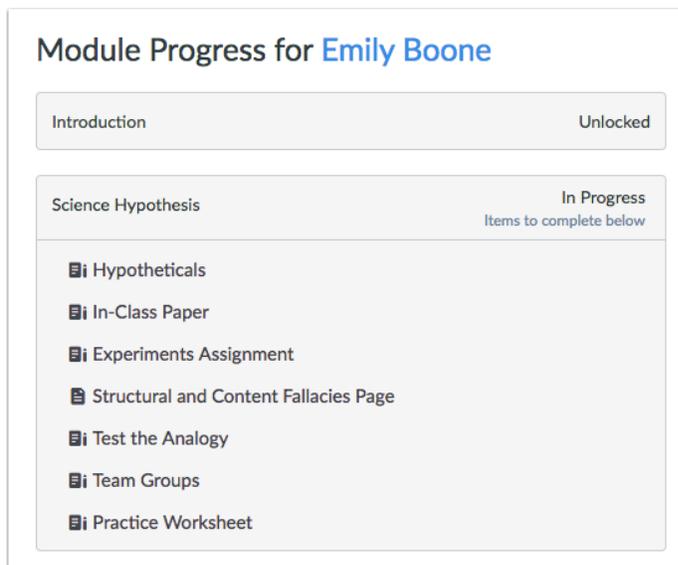
## View Student Progress

Modules displays an overview of each module and the content within each module. Any completion requirements are listed next to the module content item [1]. Prerequisite requirements are posted at the top of the module [2].

To view student progress in your course, click the **View Progress** button [3].



When opening the View Progress window, Canvas will always default to show the first student in your course (listed alphabetically by last name). To view progress for another student, click the student's name in the Student Progress list.



Modules that have no completion requirements, or modules where the students have completed the requirements, will be marked as completed.

- If a student is in the middle of a module, the module will be marked as in progress.
- If a module cannot yet be accessed by the student because of completion or prerequisite requirements, the module will be marked as locked.