**I. Canvas Login**

**Login URL:** https://canvas.uw.edu

**UW NetID**

**II. Canvas Help**

* On the Canvas entry page, click on the “**Help**” button in the upper right corner.
* Select the **UW Canvas Help** option for simplified information
* **Select Search the Canvas Guides** to access detailed instructions for the use of all Canvas tools.

**III. Profile & Notifications**

The Profile setting allows personalizing

where and how often notifications will occur.

🡪 Click on **Your Name** in the upper right corner of

 the screen.

🡪 Select **Settings** on the navigation menu toadd additional email addresses.

🡪 Select **Notifications** to adjust how often notifications will be sent regarding the different Canvas activities (ASAP, Daily,

Weekly, Do Not Send Me Anything).

🡪Click on head icon to upload photo.

**IV. Adding Content**

**You need to be in edit mode to add or edit content.**1. Syllabus

The syllabus page will hold your basic syllabus content. Pre-linked are pages for the UW Graduate grading scale, accommodations and the SSW academic honesty policy.

**2. Creating additional pages**

Pages can hold course content, or a wiki-like tool where teachers and students can enter content.

**For content pages:** Create the page and link from hosting page or modules.

🡪In edit mode, position cursor on host page. Click on the **Links** tab; click **Link to a New** **Page . Enter page name and click create link.** This creates the page and link. Save host page.

🡪 Click on the link to the new page.

🡪 Add in material.

🡪 From the dropdown menu, select who can edit the page.

🡪 Only teachers for course pages

🡪 Save changes.

**Pages contd.**

**To create a class Wiki editable page:**

🡪 Click **Pages** navigation tab

🡪 Click the **+ Page** button.

🡪 Type in the title of the page and click Create.

🡪 Add in material.

🡪 From the dropdown menu, select who can edit the page: Only teachers/Teacher & Students

🡪 Save changes.

To locate any page, click on **Pages**. (left column)

 **3. Making Links**

🡪External web sites – use chain icon
🡪Canvas web pages – position cursor; use links tab

🡪Files in canvas – position cursor – use files tab

**4. Files (Lock to hide from students)**

Files provide a place to store course files. This area is only visible to the instructor. **Add files first before setting up course structure.**

🡪From the left menu, click on **Files** to open.

🡪Organize materials by selecting **Add Folder**.

🡪Add materials to right pane by clicking on **Add Files** or **drag and drop** from your computer

🡪Add bulk files in zipped format by clicking on the green arrow.

🡪Move files to existing folders from right pane to left pane.

**5. Modules (Must publish to display contents)**

Modules provide a way to organize course materials. Course modules are included in the template.

🡪 To add a new module, Click on Create a Module. Type in a name .

🡪 To add material (links) to an existing module, click on the + button. Select the material to add:

🡪 Assignment

🡪 Quiz

🡪 File (If a file isn’t listed, select **[New File],** locate and upload the file from your computer.)

🡪 Content Page (Pages)

🡪 Discussion

🡪 Text Header (Creates sub-headings for content organization.)

🡪 External URL

 🡪 Click on the desired item in the drop down list.

🡪 To further arrange, select **Indentation** level.

🡪Use arrow to rearrange contents.

### 6. Assignments

Assignments include any course activities that receive a grade.

🡪On the left side of the screen, click on

**Assignments.**

🡪Similar Assignments can be grouped. Create groups by clicking on **Group**.

🡪Enter the group name.

🡪Add an assignment by clicking on the upper right

side of the screen, **Assignment** to [select the correct assignment group].

🡪Type in the assignment name, select the due date, and enter the number of points.

🡪Enter type of assignment.

🡪 To allow online submissions, Click on **Online Submission** option. Then check the type of submission allowed. (Allow File Uploads)

(Advanced option: Group assignments)

🡪Save changes

🡪 Click on the **Publish** icon when assignment is ready for students to view

 **7. Discussions**

Discussions provide an online space where

students can interact with one another as well as with the instructor.

🡪 On the left side of the screen, click on

***Discussions.***

🡪 Click on the  **Discussion** to start a new topic.

🡪 Insert the message and click on **Save** once complete. Click Publish when ready for students to see the Discussion.

🡪If using weekly discussion format, create those topics during setup to keep content organized.

🡪If there is a grade attached to discussion activities, these should be created through the assignment section.

### 8. Announcements

Announcements is a place to post important notices for students. Announcementsare one-way, teacher -> student.

🡪 On the left side of the screen, click on

**Announcements**.

🡪 Click on **Make an Announcement**.

🡪 Insert the announcement message and click on **Save.**

**VII. Grades**

Set up activities to be graded through Assignments, Discussions, and Quizzes.

🡪 Columns are automatically generated in the gradebook.

🡪Speedgrader adds grades automatically.

🡪Click on box to enter grades manually.

🡪Grades can be uploaded to UW.

🡪Drop down menus – organizing and mute options

🡪**Speedgrader** opens a student’s submission on the screen with a space to grade the item in the right hand column.

🡪 Open a submitted assignment.

🡪 On the right hand side, click on

Speedgrader.

🡪 Use comment arrow to add comments throughout the document.

🡪 Enter a grade and leave comments.

🡪 Click **Submit Comment**.

🡪 **Rubrics** are an assessment tool that can

be attached to an assignment. After creating the assignment, select **Add Rubric**.

🡪 Give the rubric a title.

🡪 Enter the criteria, ratings, points, and

outcomes for the activity.

🡪 Click **Create Rubric.**

### VIII. People

Use to add TAs, other faculty

🡪Click **People** on the left

**🡪** Click **+ People** and select category

🡪 Enter UW NetID, click **Continue** and **OK**

IX. Test Course as Student

To view the course as a student, click on the

**Settings** option on the lower left side of the screen.

🡪 Next, click **Student View**  on the top right side of the screen.

🡪Click **Leave Student View** – bottom right- when done

**X. Publish**

🡪Publish all content to display

Until published, only teachers can view courses.

🡪 To publish a course, click on the **Publish** link at the top of the Home page. Be sure modules are published!