## ANNOUNCEMENTS

In Canvas, announcements are used to let your students know new information relating to a course. As soon as you create the announcement, Canvas sends out a message to all of your students in that course.

To create an announcement:

1. Choose your desired course from the "Course" tab on the main dashboard, and click Announcements, located on left side of screen.
2. Click the + Announcement button, located on the right side of screen.
3. Insert a title in the title box.
4. Add your content in the text box for your announcement. If you want to add a file, click Choose File, located under the text box. Optional: You have more options located under the text box. These include:
   • Delay posting this message
   • Users must post before seeing replies
   • Enable podcast feed
5. Click Save when finished creating your announcement.

## ASSIGNMENTS

To create an assignment:

1. Choose the desired course.
2. On the left, click Assignments.
3. Click + Assignment.
   You can drag and drop the assignment into its appropriate assignment group
4. Name your assignment and enter a due date for the assignment. You can type out the date or click the calendar icon to the right of the box and choose the specific date.
5. Under the name, there is a small drop menu where you choose the type of assignment.
6. Enter the number of points the assignment is worth in the points box. You can then click Save or Save & Publish.
7. It is possible to unpublish and publish assignments to hide them from students from the assignment screen by clicking the green cloud associated with the assignment to the right

## CALENDAR

Canvas provides a Calendar for students, faculty, and staff to create new events and assignments in an organized structure.

To use the calendar:

1. Click the Calendar tab, located on the left side of your screen.
2. If you are creating an assignment first make sure that on the right-hand side under the mini calendar a course is selected.
3. Click the desired date in month or week view.
4. Create a new event or assignment (If you click More Options you can add content to the event or assignment.)
5. Click Submit. The item you just created should appear on the calendar.

## PAGES

The purpose of pages in Canvas is to provide an area for instructors to display information that does not necessarily fit into an assignment or into any of the other areas.

To create a page:

1. Choose the desired course and click Pages on the left side of the screen.
2. Click + Page on the right side of the screen.
3. Enter a name for the new page and enter the desired information in the text box.
4. You can insert content, including media, in the page by using the right side of the screen where it says Links, Files, Images.

5. You can choose to:
   • hide a page from students
   • designate who can edit the page
   • notify students of changes
6. Click Save or Save & Publish to complete your page.

The list of all your pages will appear on the right. There will be groups of common pages, recent changes, and all pages to make it easier for you to choose a page. You can always go back and edit your pages by choosing which page you want to edit and clicking Edit This Page.

## MODULES

To create a module:

1. Choose the desired course.
2. On the left, scroll down to Modules. Click Modules.
3. On the top right, click + Module.
4. A box will appear. Name your module and choose the settings for it.
5. Click Add Module.

To add content to your module:

1. Choose the desired course.
2. On the left, click Modules.
3. Find the module listed on the page.
4. To the far right of the module name, there will be a + symbol click on this symbol
5. In the Add drop down menu, choose what you want to add
6. If adding an assignment you can choose New Assignment, located at the top of the list, or choose another assignment in the list if you wish to associate the module item with an already existing one.
7. Choose an Indentation if desired and click Add Item.
8. It is possible to publish and unpublish modules and module content in the same way you can with assignments.

## QUIZZES

The quiz tool can be used to create and administer online quizzes and surveys. There are varieties of different types of quizzes, question types, and quiz options.

To create a quiz:

1. Choose the desired course.
2. Click Quizzes on the left.
3. Click + Quiz on the right.
4. Name your quiz, you can add instructions in the text box that appears.
5. Choose the type of quiz you want from the drop down.
7. To add questions, click the Questions tab located above the text box.
8. If you want to use a question that you have already created or link to a question bank, click Find Questions.
9. If not, click New Question and choose a question type from the drop down.
10. Enter the question information including the question, answer choices, point value and other options.
11. To select a correct answer, click the arrow next to an answer choice.
12. Click Update Question when you finish it.
13. Click the Save or Save & Publish button.
14. It is possible to publish and unpublish quizzes in the same way you can with assignments or modules.

## NOTIFICATION PREFERENCES

Canvas allows you to choose what notifications you're interested in, when you want to receive them, and how you want to receive them.

1. Click on Account located at the left side of your screen.
2. Click on Notifications.
3. Once there, you will see a list of multiple notifications you have control over. Customize your settings.

## SPEEDGRADER

The purpose of the SpeedGrader tool is to allow instructors to use a grading system that can be viewed on one page. It allows the instructor to grade, write comments, add video or audio comments, annotate papers, and make any changes to their grading.

1. Go to your Grades tab.
2. Click on the name of an assignment.
3. Click SpeedGrader found on the right side of the screen.
4. The first student's assignment will show on the screen. If you want to assess another student's work, navigate to the student whose work you want to assess by clicking on the navigation arrows at the top right of that page or by using the drop down box.
5. If a Rubric was attached click Edit/View Rubric on the right.
6. Click on the appropriate point value for each criteria of the assignment.
7. Enter the total points earned for the assignment.
8. Canvas will auto-save points but you should navigate to already graded students to double-check
9. Add any comment that you would like to share with the student, located on the bottom right.
10. Save the comment.
11. Navigate to the next student.
12. Repeat the process.

## MAKING YOUR CANVAS COURSE AVAILABLE TO STUDENTS

Instructors can make a course available in Canvas by clicking the Publish button. The Publish button appears when the instructor goes to course Home, clicks Course Setup Checklist and then clicks the link Publish Course. The Publish button is also located in the top-right of the Home page.

NOTE: This is a one-time setting. Once published, the course cannot be un-published.

When you "Conclude a Course" it removes the course from your Course Drop Down menu, so it appears to be deleted. However, both teachers and students are still able to access the course contents in a read-only format from their "Past Courses" page (the "Past Courses" page is found by clicking on the "See All Enrollments" link in the bottom right corner of the Course drop down menu; this link does not appear until you have past courses.

## LET Support

letsupport@jmu.edu     568-5312

Resources guides, FAQs and more are available at:
sites.jmu.edu/support

canvas.jmu.edu

canvas
BY INSTRUCTURE

## SYLLABUS

The syllabus compiles all your assignments, quizzes, tests, and other graded work in to one place. Students can view it to see all of the assignments they have to complete. You may upload other syllabus content by editing the Syllabus, or by including content on the homepage, on another page, or on a page in a module. The bottom portion of a Canvas syllabus is auto compiled from your assignments.

1. Click Syllabus located on the left side menu.
2. Click Edit on the right side of the screen if you wish to edit your description.
3. You can add images, files, and media from the right-hand Links, Files, and Images tabs.
. Once you finish click the Update Syllabus button located in under the text box.

- In the bottom-middle of the screen is a table containing all of your assignments, quizzes, and tests that you have entered previously. If you click on the title of one of the assignments, it will take you to that assignment. You can edit, grade, or view them.
- On the right side of the screen, under the calendar, is a table that is automatically filled with information you entered previously for your graded work. The table contains all of your groups of assignments and how much they are weighted.
- The calendar, located on the right side of the screen, allows you to view a certain day and whether or not anything is due.

## FILES

Canvas allows you to upload files to your course.

1. Choose the desired course.
2. On the left, click Files.
3. To upload, click Upload.
4. Browse for your desired file or folder and click Open.
5. To add a new folder, click + Folder on the right, name it, and press enter.

To move a file into a folder from another course by dragging and dropping:

1. Choose a course.
2. Click Files on the left.
3. In the bottom-right corner, click the "All My Files" link.
4. Choose the course from the left-hand side.
5. Drag files to / from the file area in that course.
6. Click and hold the icon next to the item you wish to drag from the right side of the page.
7. Drag and drop the file over the folder you wish to put it in.

## GRADES

Canvas allows faculty members to make changes to student grades. This allows students to view their progress in a quick and easy way.

There are two ways of accessing your grades:

- Click the View Grades button located on the right-hand side of screen. Click on the appropriate course.

- Or, navigate to your course and click on Grades on the left-hand side of the screen.

You will have options for each submission, assignment, quiz, etc., in the grade book. By clicking the drop menu next to a particular one, you have several options. Depending on the type of submission, there may be different options.