



Canvas Self-Paced Primer & Resource Guide

This guide provides a self-paced walkthrough of Canvas core components. Each component is linked to detailed instructions. All underscored words link to Canvas guides. Any available video overviews are indicated using the following icon:

Accessing Canvas

Log in to Canvas.FAU.edu.

Canvas is FAU's learning management system (LMS). It is a cloud-based, open, easy-to-use virtual environment focused on facilitating the interaction between students and instructors. For more information regarding our Canvas integration, please visit [Canvas @ FAU](#).

Getting Acquainted with Canvas

[Canvas Terminology](#): This glossary identifies the most common terms used in Canvas.

[The Global Navigation Menu](#)

The blue **Global Navigation Menu** is located on the left side of every page in Canvas. Global Navigation links provide quick access to frequently used Canvas features. These links provide access to all your courses collectively.

- o [Account](#) /

The **Account** link will expand and display a menu to access your profile, user settings, notification preferences, personal files, and ePortfolios. You can also use the **Account** link to log out of Canvas.

- o [Dashboard](#)

This is the first page you will see each time you log in to Canvas. The Dashboard is a landing page that provides you with a quick overview of your courses. It lists your [favorite courses](#), global announcements from your institution, and a stream that shows recent course activity.

- o [Courses](#)

The **Courses** menu expands and displays any courses you have selected as favorites, along with your list of [All Courses](#) you are enrolled in. If no courses are selected as favorites, the course list will display all current courses.

- o The [All Courses](#) page allows you to view all past, current, and future enrollment courses.

- o [Calendar](#)

The **Calendar** is a great way to view everything you have to do for all your courses in one place. You can view Calendar events by day, week, month, or as an agenda.




- o [Inbox](#) /

Conversations is the messaging tool used to communicate with a course, a group, an individual student, or a group of students. You can communicate with other people in your course at any time.








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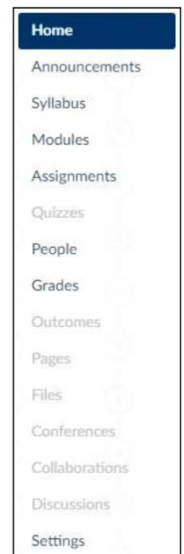
- [Commons](#) 
Commons is a learning object repository that enables educators to [find](#), [import](#), and [share](#) resources with the public (or within their institution). This is also where we share our **FAU template**.
- [Help](#) 
Getting the assistance you need with Canvas is just a click away. Find the blue **Help** icon located at the bottom-left-hand side of your browser. Here you'll have access to our Canvas Tier 1 Support, which is available 24/7, 365 days a year. The **Canvas Support Hotline** and **Chat with Canvas Support** options will put you in contact with a real support agent in under 2 minutes.
- [Searching the Canvas Guides](#)
The Canvas support specialists have put together [several guides](#) to help familiarize instructors with the basics of Canvas. They have also put together guides from the [student perspective](#).
- [Building a Course](#) 
- [Course templates](#) (Add link to Canvas Template Implementation Guide)
Instructional Technologies, OIT, has designed Canvas templates for the University. These templates boast a functional and attractive home page design with navigational buttons that will guide students to their course content, lectures, support, and more. Use the guide above to learn more about FAU's Canvas templates.

Course Menu

[Course Navigation Menu](#)

The **Course Navigation Menu** is a series of links on the left side of your course that help you and your students access different course areas.

- [Customizing the Course Navigation Menu](#)
As an instructor, you have the option to disable, enable, and rearrange the links available in the **Course Navigation Menu**.
- [Home](#)
The course **Home Page** is the first thing students see when accessing a course.
- [Syllabus](#) 
The **Syllabus** tab is an area designated solely for [uploading](#) and [linking](#) your syllabus and notes about the course structure, course policies, etc. This area also informs students of upcoming assignments.
- [Modules](#) 
Modules are used to display course content in an organizational structure. They create a linear flow of what you would like your students to do.
- [Pages](#) 
Pages are used to display content and educational resources that are part of your course material. They are highly customizable and can include text, video, and links to your files, as well as other pages and sections within the course.





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- [Assignments](#)
- [Editing Assignment Details](#)
Learn how to add important details such as the description, file submission type, and point values.
- [Assignment Groups](#)
Assignment Groups are equivalent to grade categories in Blackboard. They allow you to organize and weight groups of assignments in the Gradebook.
- [Quizzes](#) /
The **Quizzes** tool is used to create and administer online quizzes, exams and surveys. You can also use **Quizzes** to conduct and moderate exams and assessments, both graded and ungraded.
- [Announcements](#)
You can create an announcement to share important information and updates with your students.
- [Discussions](#) /
Canvas provides an area for discussions, allowing both instructors and students to start and contribute to as many discussion topics as desired.
- [Files](#)
The **Files** section provides the file manager for your course. This is where you can upload the materials for your course.
- [People](#)
People shows all the users enrolled in your course and is where you go to manage [Student Groups](#).
- [Settings](#) /
The **Settings** section allows you access to details of your course and any additional features.

Migrating Blackboard Content

- [Exporting Blackboard Courses](#)
Exporting your existing Blackboard course is the best way to guarantee yourself a complete copy of your course materials. These materials can then be imported into Canvas to serve as the foundation for your new course. This will not move student data, such as assignments or grades.
- [Importing Content into a Course](#)
The guide linked above will show you how to import an exported Blackboard file into a Canvas course.

Copying a Canvas Course






- [Repurposing Course Content](#)
This is the ideal method to use when moving your course content forward for an upcoming semester. Be sure to start following these instructions from within the new semester's course shell.
- [Copy a Course into a New Course Shell](#)
These instructions will walk you through copying a course into a new, manually created course shell.



Previewing and Publishing a Course



- [Preview your Course with Student View](#)
View a course from the perspective of a student through **Student View**, which is accessible through **Course Settings**.
- [Publish a Course](#)
Publish your course through the **Course Home Page** sidebar. This will make your course available for viewing to all students.

Grading in Canvas



- [Gradebook](#) 
The **Gradebook** stores all information about student progress in the course, measuring both letter grades and course outcomes.
- [Grades from the Student Perspective](#) 
The **Grades** section allows students to see their progress.
- [SpeedGrader](#) 
SpeedGrader allows you to view and grade student assignment submissions in one place using a simple point scale or complex rubric. Learn how to use [Speedgrader](#).
- [Rubrics](#) 
Rubrics is an assessment tool that allows you to set up custom criteria for scoring.
- [Adding a Rubric to an assignment](#)
- [Managing Your Rubrics](#)
Create new **Rubrics** that can be saved in your course for future use.
- [Course Analytics](#) 
The **View Course Analytics** will show you activity, assignment submissions, grades, and students.

Mobile Applications

[Canvas by Instructure App](#)

This mobile version of Canvas helps you stay current with your courses while on the go. [Android](#)  / [iOS](#) 

[SpeedGrader App](#)

The **SpeedGrader App** allows instructors to grade while away from the computer. [Android](#)  / [iOS](#) 

Support

For more information please visit any of the following:

- Many different training sessions are available, including workshops, tech-talks, and personalized appointments. To register for a training session please visit our [Canvas Workshop Calendar](#).
- View the [Canvas Guides](#).
- Enroll in the [Canvas for Instructor Tutorial Course](#).
- Submit a Help Desk Ticket.