

CANVAS SELF-PACED GUIDE

THIS GUIDE PROVIDES A SELF-PACED WALKTHROUGH OF CANVAS'S CORE COMPONENTS. EACH COMPONENT IS LINKED TO DETAILED INSTRUCTIONS. ANY AVAILABLE VIDEO OVERVIEWS ARE INDICATED USING THE FOLLOWING

ICON: 

ACCESSING CANVAS

Log in to Canvas at 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.

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.

ACCOUNT /

The "account" link will expand and display a menu to access your profile, user settings, notification preferences, personal files, and e-portfolios. You can also use the "Account" link to logout of canvas.

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.

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.

The "ALL COURSES" page allows you to view all past, current, and future enrollment courses.



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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 agenda list.

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.

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 support specialists over at canvas 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

The Office of Information Technology has designed Canvas front page templates for the University to use. 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.

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

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As an instructor, you have the option to disable, enable, and rearrange the links available in the Course Navigation Menu.

COURSE MENU SECTIONS

HOME

The course “Home Page” is the first things 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 organize 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.

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 weigh groups of assignments in the Gradebook.

QUIZZES

The quiz 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.

Home
Announcements
Syllabus
Modules
Assignments
Quizzes
People
Grades
Outcomes
Pages
Files
Conferences
Collaborations
Discussions
Settings

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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.

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.

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[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. 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” section will show you activity, assignment submissions, grades, and students.

MOBILE APPLICATIONS

[CANVAS BY INSTRUCTURE APP](#)

This mobile version of Canvas that helps you stay current with your courses while on the go.

[Android](#)

[iOS](#)

SUPPORT

For more information please visit any of the following:

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