

# Getting Started in Canvas

2020 - Karyn Kondoff, Canvas Technology Coordinator

1. Do you teach multiple sections of the same course? [Merge Courses](#) to have one course site to display content. Sections can have the same Assignments (but different due dates) and you and/or your TAs will have one Gradebook to work in (which can be filtered by section). You can even message the entire class or separate sections. Go to <http://canvas.utexas.edu> > Merge Courses in the upper menu bar to get started.
2. **FILES** – time to add content! From the left side course navigation, select **Files**. You can drag and drop individual documents or compress/zip folders and drag them into Canvas. In the top right corner of the Files area are links to **+Folder** to create folders inside of Files (ex. "Readings") and **↑Upload** to "Browse" for files on your desktop. Don't forget to upload your Syllabus!
3. Once you have your files in Canvas, click on Home and [Choose Home Page](#). You will find the button under *Course Status* on the right. Canvas defaults to Modules. You can [select a Home Page](#) that suites your needs. Don't forget to upload your syllabus to the Syllabus page. Click **Edit** to add your name, office hours, location, phone #, TA info; Goals and Objectives of the course, etc. You can [link to your Syllabus](#) by placing your cursor in the textbox, click the *Files* tab on the right and then select the file. Click **Update Syllabus** to save. Canvas will dynamically create a table of assessments and events at the bottom of the page, under Course Summary.
4. Need columns in the Gradebook? You can create Graded [ASSIGNMENTS](#) where students upload files, multiple choice [QUIZZES](#) they take online, and/or [DISCUSSIONS](#) for asynchronous discourse. In Canvas, Graded Assessments = Gradebook columns ([GRADES](#) = Total Points EARNED / Total Points POSSIBLE).
5. You can upload Word/PDF/slides to the Files area, but what if you want to create a "webpage" with images, videos, and/or audio? From simple text to media rich resources, **Pages** are easy to create in Canvas. Click [PAGES](#) > View All Pages > **+Page** to get started. *Pages make great "folders" for links to multiple files, space for explanatory text, and links to assignments... all in one place.* Don't forget to [add to Student "To-Do" list!](#)
6. Ready to pull everything together? **Modules** allows you to organize content in bite-size pieces for your students. You can add anything to modules – Files, Pages, Quizzes, Assignments, Discussions... even External URLs. Select [MODULES](#) from the left, then click the **+Module** button (upper right-hand corner) and give it a Name. To add content to a Module, click the plus (+) sign. Don't forget to [publish the module](#) when done.  
*These will become hyperlinks to content that you have uploaded/created in other areas of Canvas. If you delete something from the Module, you have only removed the link, not the item itself.*
7. Want to add your TA? On the left navigation, click [PEOPLE](#). In the upper right-hand corner, click **+People**. *Don't forget to add by UT EID [Login ID].* Your students will already be enrolled in the course via the Registrar. TAs and/or Observers (auditors) will need to be manually added by the instructor.
8. Course **SETTINGS**: on the [Course Details](#) tab, add a [Grading Scheme](#) (A, A-, B+, B...); under *More Options*, [show recent announcements](#) on Course home page. Under [Navigation](#), hide tabs you don't want students to see (e.g., People, Files); and enable tools you may need (Proctorio, Gradescope). On the right, try out the [Student View](#) to see what students see and click to [Validate Links in Content](#) to find broken links.
9. [Publish your course!](#) From the **HOME** page, click **Publish** (top right). This enables your students to see all of your (published) hard work and enables you to message (email) your entire class. Green means "GO."
10. Email your class – from the left-side global navigation, click [INBOX](#). Click the [Compose a New Message](#) icon (pen and paper), select your Course and To: Recipients. Type your message and click **Send** when finished. *You can receive a courtesy copy, but you must set up [Notifications](#) first (ACCOUNT > Notifications).*
11. Know where to go for [HELP!](#) In the orange global navigation bar, there is a **(?)Help** icon with information about 24/7 phone/chat/email support for faculty, staff, and students, link for guides and UT Canvas info.