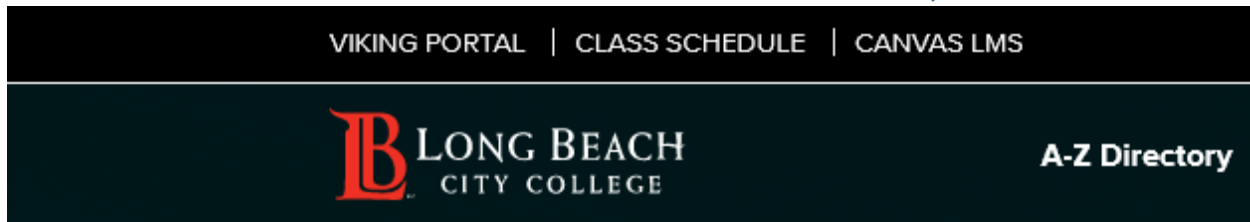# BUILDING YOUR COURSE IN CANVAS: PART 1

STEP 1: Logging Into Canvas
STEP 2: Canvas Layout Overview
STEP 3: Create a New Course
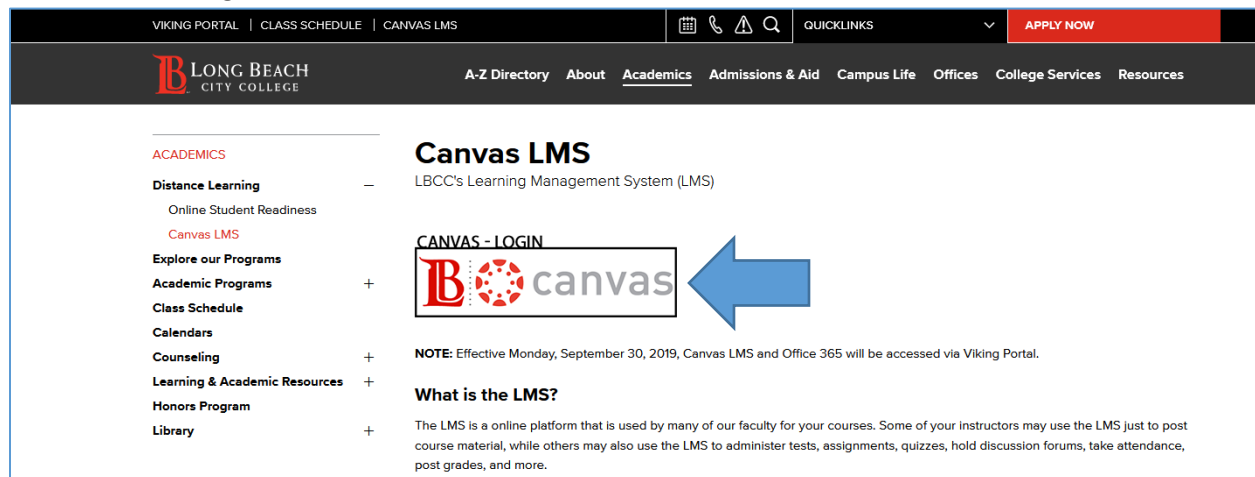**STEP 4: Customize Course Navigation Menu**

STEP 1: Logging Into Canvas
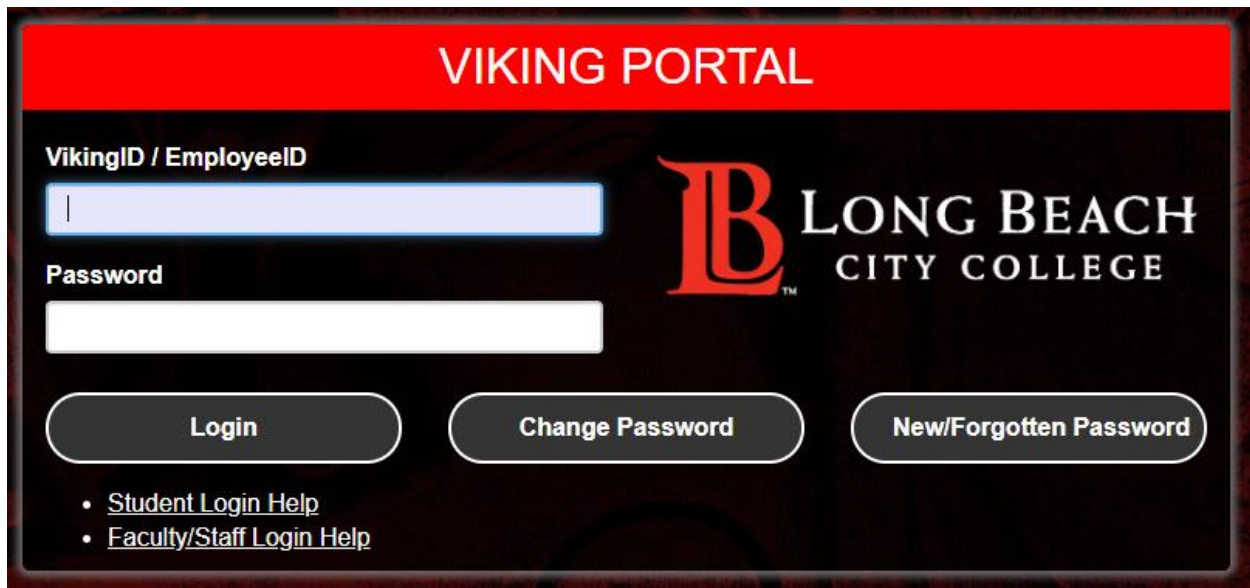
Go to LBCC homepage: www.lbcc.edu

Click on **CANVAS LMS** at the top of the page.

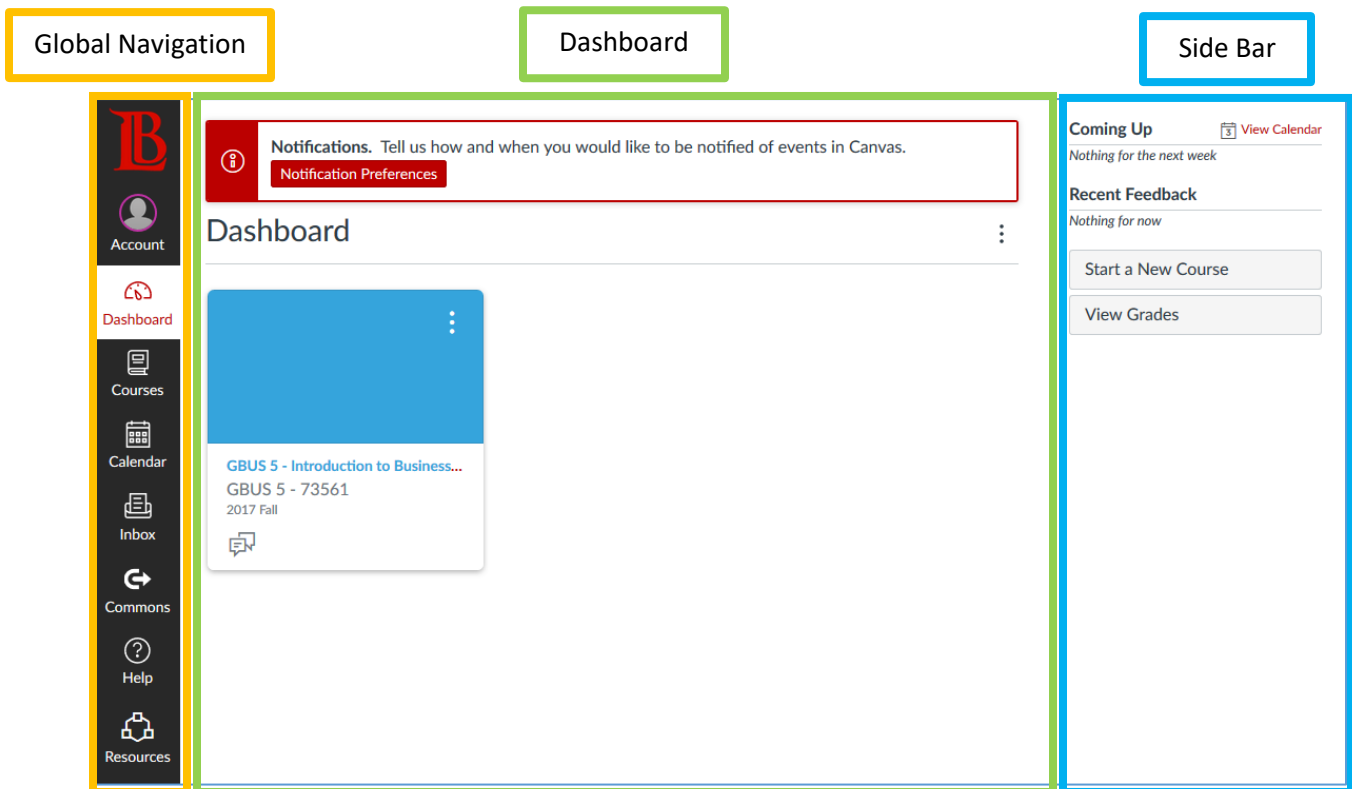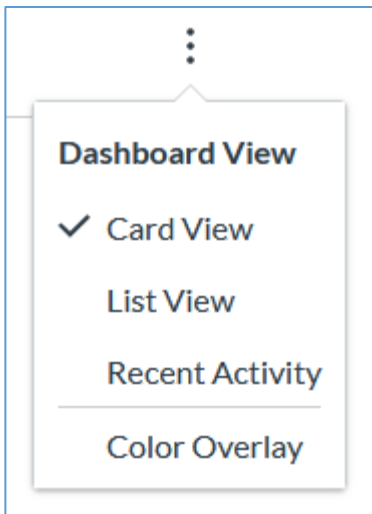
Click on **Canvas** logo.

Log in with your Employee ID and Password.
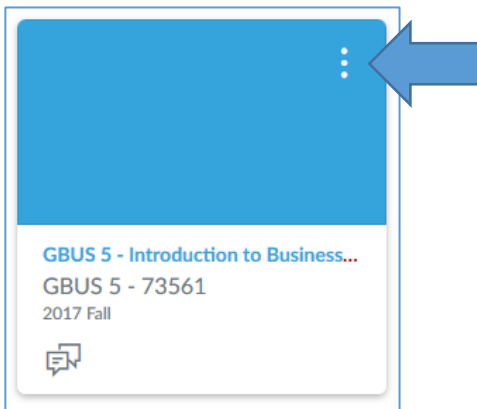

STEP 2: Canvas Layout Overview

Canvas user interface has three main components:

Dashboard provides a high-level overview of all your courses. It has three different viewing options: Card View, List View or Recent Activity.

You can switch between them.

Dashboard Course Cards view includes all your courses.

You can change the name of your course by adding a nickname and/or change the color of your course and/or move the course to another location on your dashboard by clicking on three dots in the upper right hand corner.

Recent Activity Course Stream includes a stream of recent notifications from all your courses, including the announcements, assignments and discussions.

New Course
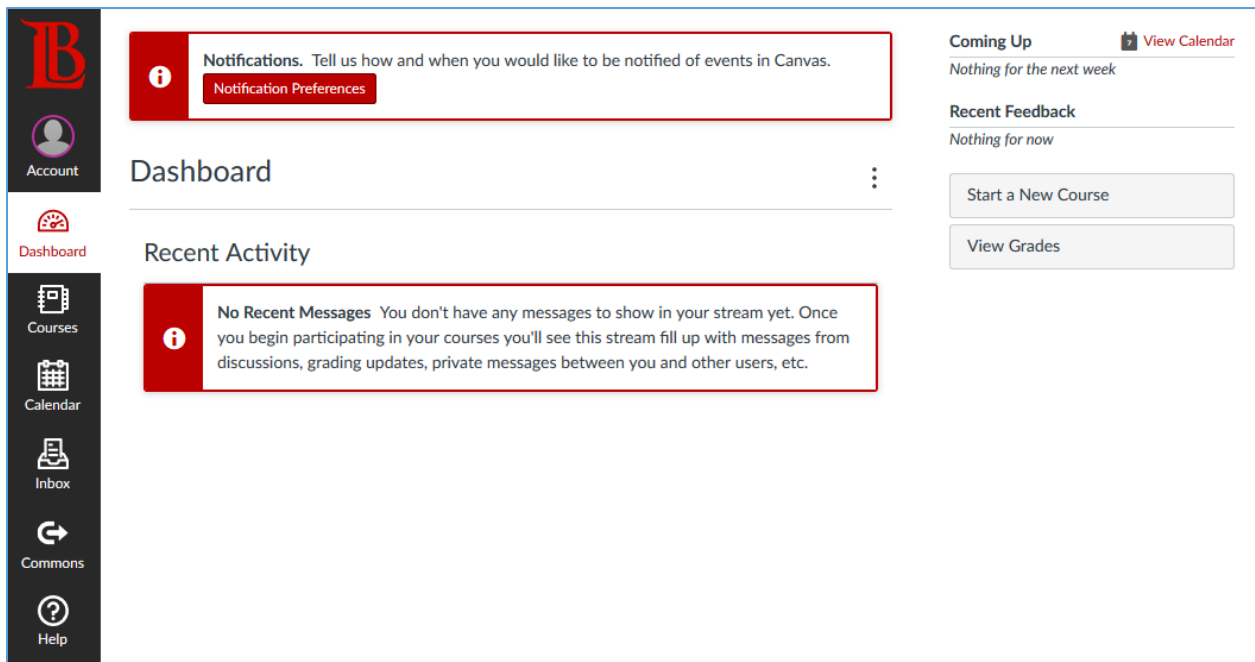
Recent Activity Course Stream

Global Navigation Menu – static menu on the left side of the page that gives you a direct access to your courses and other parts of Canvas. It is always displayed on the left.
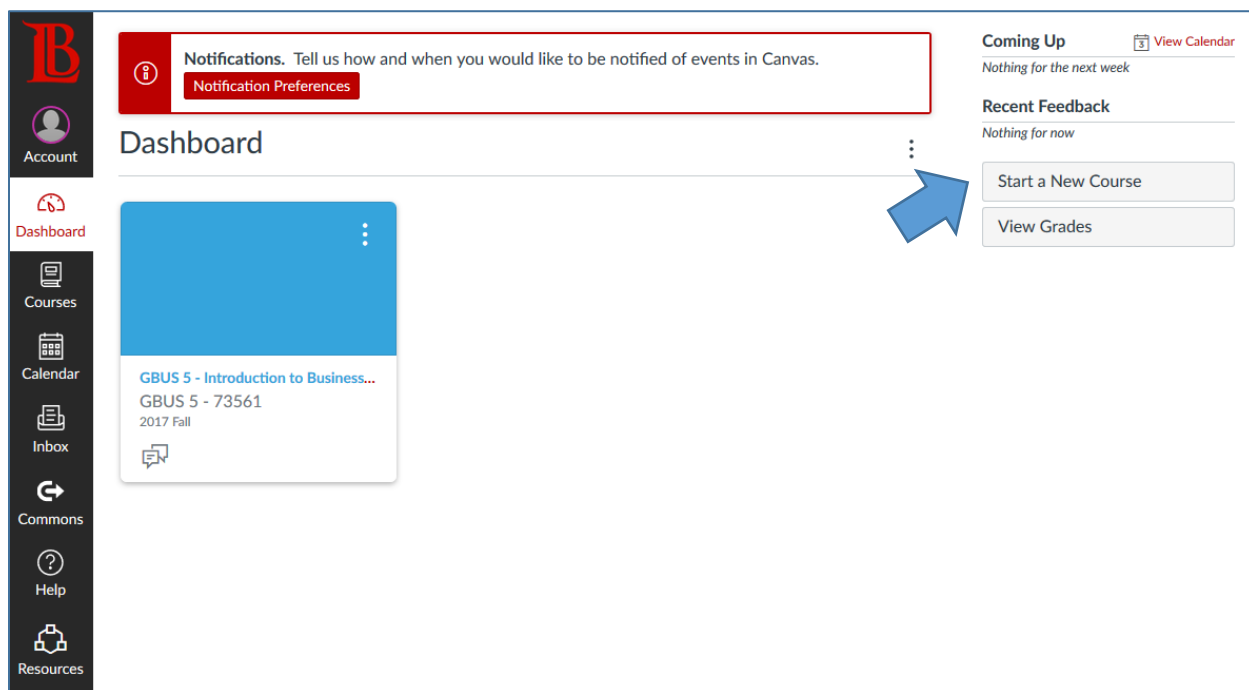
	LBCC Logo
	Account Information: Profile, Settings, Notifications, Files and ePortfolios
	Dashboard: Landing page after a user logs into Canvas
	Courses: A list of all your courses
	Calendar: To view all activities
	Inbox: Conversation Inbox. Conversations is the Canvas messaging system where you can communicate with other users in your courses.
	Commons: Templates designed by other users
	Help: Select the type of help you need
	Resources: Canvas Help Files for Faculty and Training Self-paced Courses

Once you log in to Canvas, you can create a sand`box (course shell) where you put your course content. You can then import its content into your real course later.

Or you can work in your existing course – go to **Step 4: Customize Course Navigation** to continue.

STEP 3: Create a New Course

Go to **Dashboard** and click on **Start a New Course**.

Type in the course name into **Course Name** field.
(For example: READ 82 Course Shell)

Click **Create course** button to exit the screen.

The course is created. Notice course navigation menu on the left. The **active link** is highlighted with different color text and a line indicator. This highlight helps you quickly identify the feature area you are currently viewing in Canvas. Links that are hidden to students are indicated by a **Visibility icon**.

You can also customize this menu and disable the sections you are not planning to use.

STEP 4: Customize Course Navigation Menu

Click **Settings** (see previous page). Select **Navigation** tab.
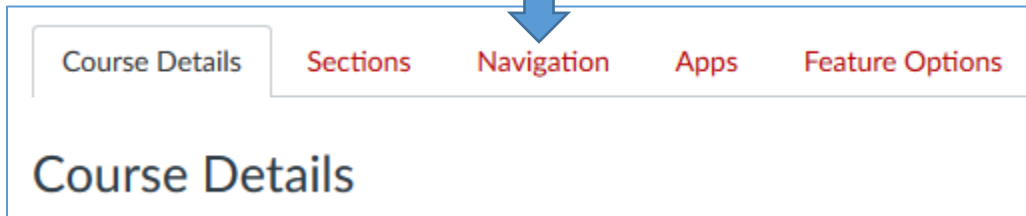
At the top of the page, you will see a list of all sections that are visible to users.

Clicking on the down triangle will bring up a menu where you can choose either disable the section (it will be moved down to hidden sections) or move it within this list to another position.
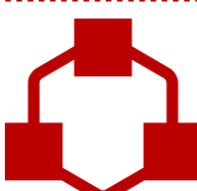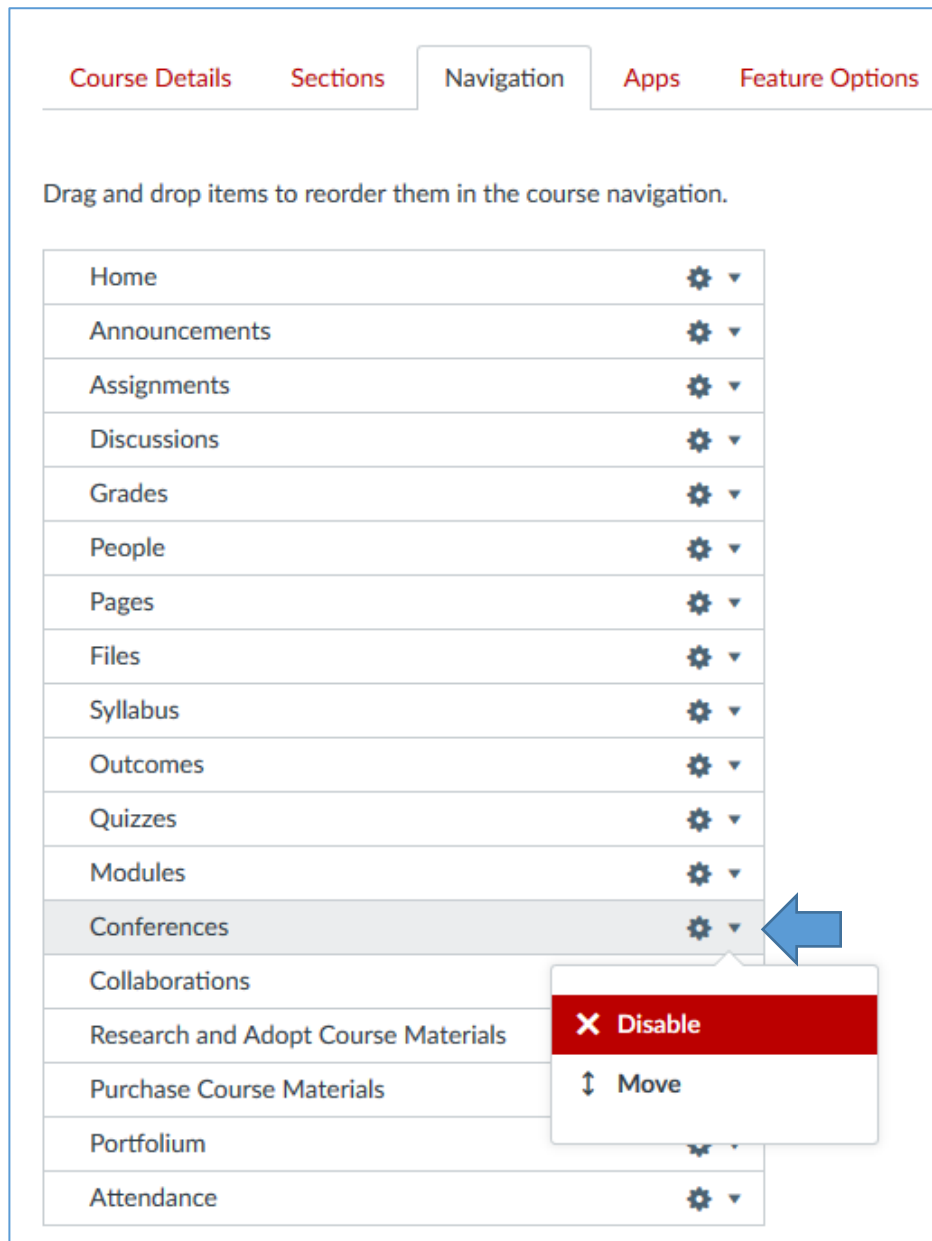
Drag and drop items to reorder them in the course navigation.		
Home	⚙ ▾	
Announcements	⚙ ▾	
Assignments	⚙ ▾	
Discussions	⚙ ▾	
Grades	⚙ ▾	
People	⚙ ▾	
Pages	⚙ ▾	
Files	⚙ ▾	
Syllabus	⚙ ▾	
Outcomes	⚙ ▾	
Quizzes	⚙ ▾	
Modules	⚙ ▾	
Conferences	⚙ ▾	
Collaborations	⚙ ▾	
Research and Adopt Course Materials	⚙ ▾	
Purchase Course Materials	⚙ ▾	
Portfolium	⚙ ▾	
Attendance	⚙ ▾	

Here is the view of all available sections:

Visible Sections (top table)

Drag items here to hide them from students.
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Cengage *Page disabled, won't appear in navigation*	⚙ ▾	
MyLab and Mastering *Page disabled, won't appear in navigation*	⚙ ▾	
WorldWideWhiteboard *Page disabled, won't appear in navigation*	⚙ ▾	
Browse NBC Learn *Page disabled, won't appear in navigation*	⚙ ▾	
McGraw-Hill SIMnet *Page disabled, won't appear in navigation*	⚙ ▾	
McGraw-Hill Connect *Page disabled, won't appear in navigation*	⚙ ▾	

Hidden Sections (bottom table).

Save

If you make any changes to this page, click **Save** button at the bottom of the page.

Home
Assignments
Grades
People
Pages

Here is an example of the course menu of the course with just few sections: