Introduction to Canvas Cheat Sheet

Useful Links
- http://www.rice.edu/canvas101
- http://edtech.blogs.rice.edu
- http://canvas.rice.edu

Navigation - There are two levels of menus, Global Navigation Menu (far left with navy background) and Course Navigation Menu (to the right of Global Navigation Menu)

Dashboard: Here you will find your ‘favorite’ courses.
- to enable favorites to show up on your dashboard
- click courses, then select all courses.
- click the gray star located next to the ones you want to show up in the dashboard. The star turns yellow. Click again to remove it from Dashboard.

Syllabus:
- You can upload a syllabus file and link.
- Or you can create syllabus within the syllabus tool.

Course Navigation Menu can be customized. You can change the order and what students can see.

- Go to Settings
- Choose Navigation
- Set up your
- preferences. Drag and drop tools to remove them from view.

- To add custom navigation entry…
  - go to course settings and click Apps.
  - Select Redirect Tool and click “Add App”
  - Give a title and URL.
  - Check “Show in Course Navigation”

**It is important to close/quit your browser when you log out from Canvas, especially if you are on a public computer.**
Course Home Page
- This is what your students see first. You can choose from
  - Course Activity Stream,
  - Pages,
  - Course Modules,
  - Assignment List,
  - Syllabus

Grading
- You can use either points or percentage
  - If using percents, use Assignment tool to create groups and set weights. (Weighted Category approach)
  - If using total points system, you do not have to use Assignment groups (although you can).

Files
- You can upload files to your course, BUT KNOW THEY ARE INITIALLY VISIBLE TO STUDENTS. You must unpublish them or set restrictions on them if you do not want students to see them.
- Your files can be used/linked all over your course.

External URLs
- Since there is no “Resources” tool in Canvas, you can do one of the following to provide external URLs for the students.
  - Pages
  - Navigation Menu (see “redirect tool” above)
  - Modules
- YouTube: Use YouTube link in areas where you can insert links, such as pages. YouTube thumbnail will be automatically created and students will be able to play it within the page.

To view sites as a student
- Go to course settings => click student view
  Or Click student view in right side bar on the home page

Sending messages
- In Canvas messages you send are called “Conversations”.
- Go to inbox tool from the Global Navigation menu.
- click compose new message at top
- select course
- select to whom
- you can attach files, audio or video

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Canvas Commons
Canvas Commons is a learning object repository that enables educators to find, import, and share resources. A digital library full of educational content, Commons allows Canvas users to share learning resources with other users as well as import learning resources into a Canvas course. [https://community.canvaslms.com/videos/1673](https://community.canvaslms.com/videos/1673)

You can share your content with your colleagues. Let us know if you need a special group to share content.

Mobile apps are available for Android and iOS.
- [https://s3.amazonaws.com/tr-learncanvas/docs/Mobile_CanvasbyInstructure.pdf](https://s3.amazonaws.com/tr-learncanvas/docs/Mobile_CanvasbyInstructure.pdf)

You can also go through the “Setup Checklist”. But most importantly, don’t forget to publish your course by using the button at the top right corner.

Need Help?

For troubleshooting:

Send email to helpdesk@rice.edu
or use the Help button on the Global Navigation bar in Canvas.

For learning more about Canvas:

Visit:

[The Canvas Training Center](#)

or email

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