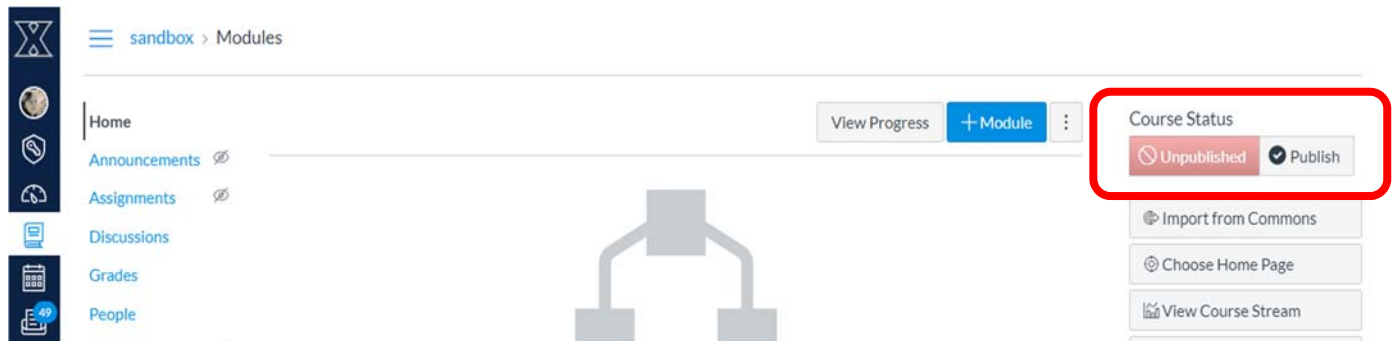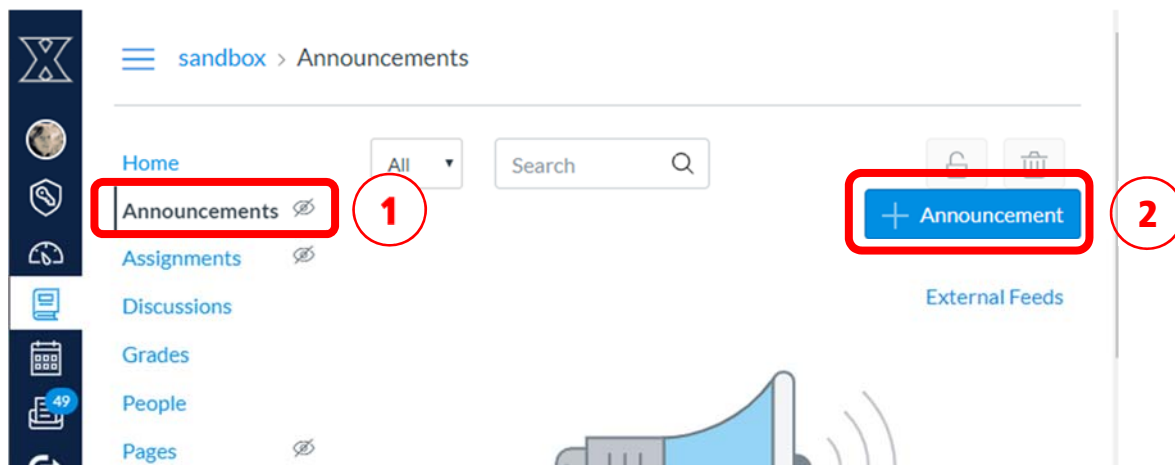# Publish your course in Canvas

On the homepage of every course in Canvas is the option to Publish/Unpublish your course. If your course is not published, it is not viewable to students.



# Send an announcement to students

Click Announcements in the course navigation menu on the left.
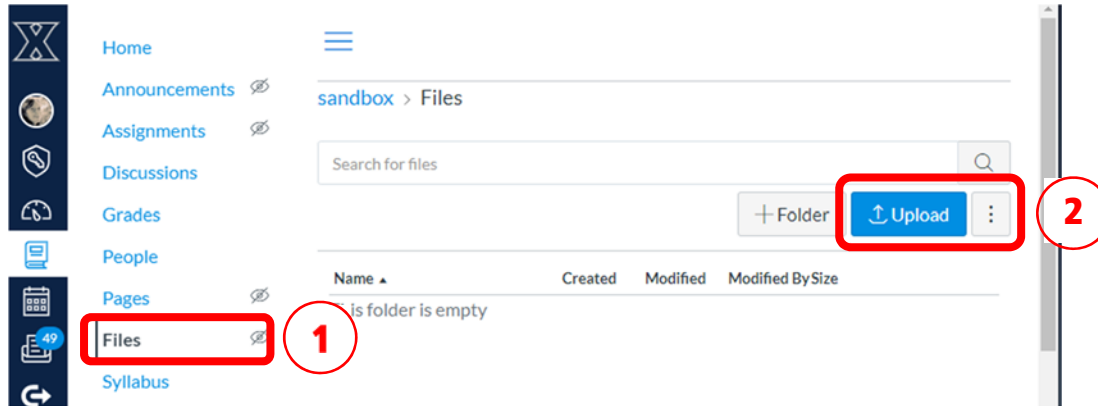
Click + Announcement



- Title the announcement
- Add the body of the message
- Choose options
  - Delay Posting – you can schedule an announcement for a specific date/time
  - You can allow students to post comments (questions) to the announcements
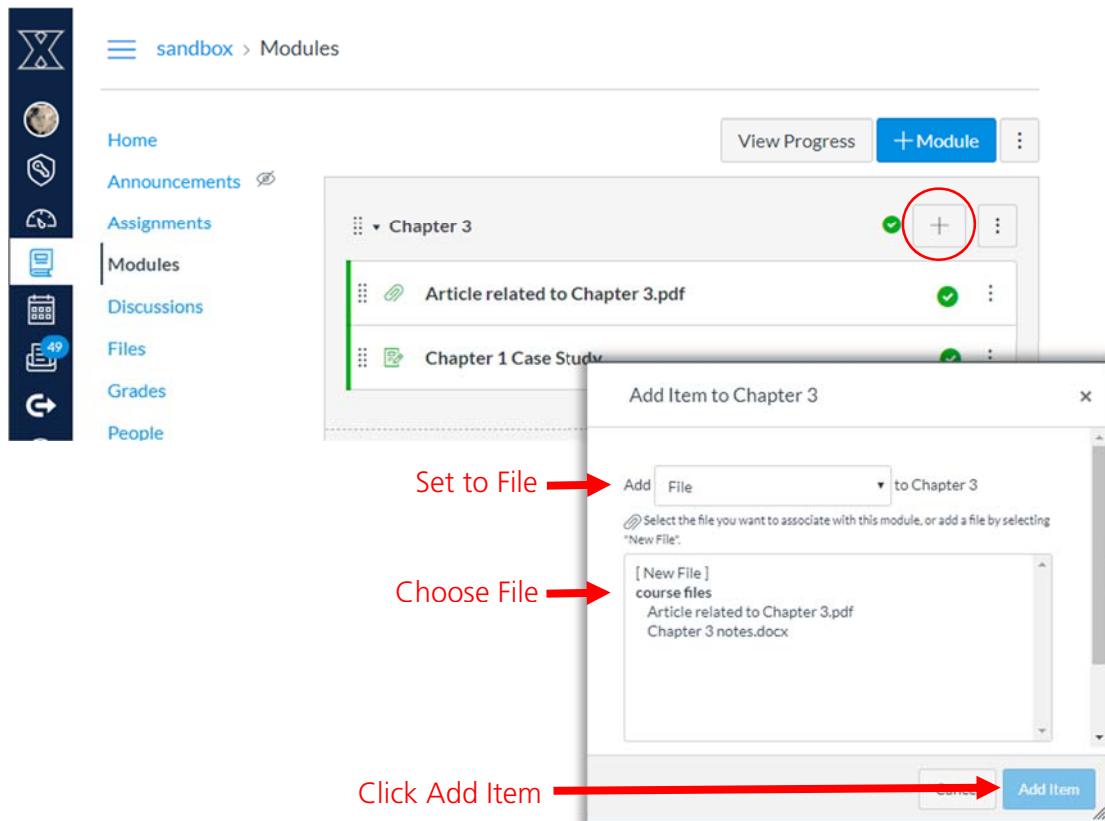- Click on Save at the bottom

# Upload a file to Canvas

Click Files in the course navigation menu on the left.

Click Upload



- If you plan for students to access items through Files, be sure that they are clearly named and utilize an easy to understand organizational system, such as a folder per chapter or week.
- Once a file is uploaded, it can be added to any module

# Create an online Discussion

Click Discussions in the course navigation menu on the left.

Click + Discussion
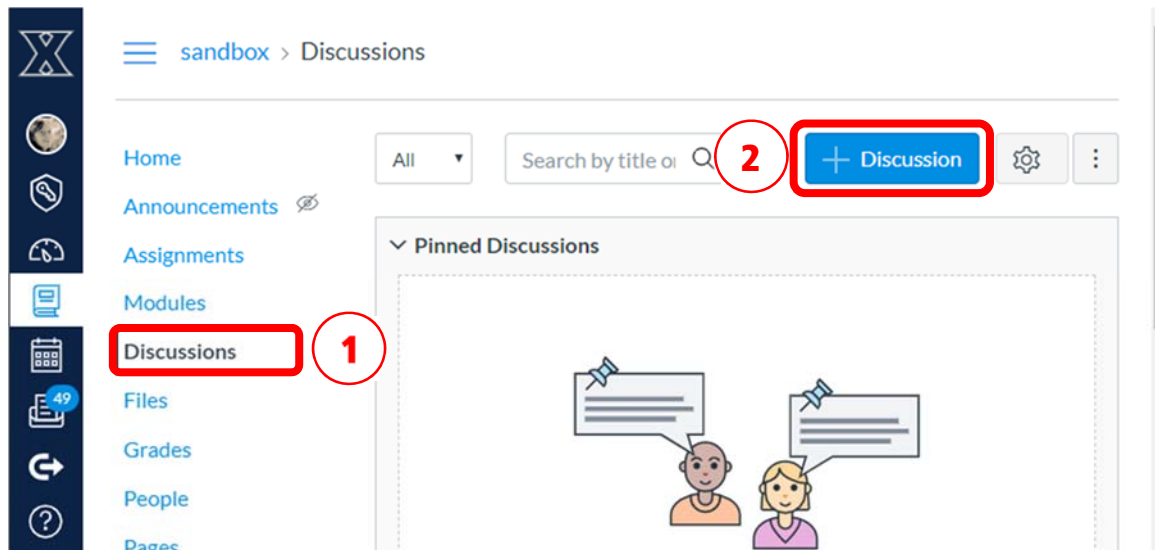


- Title the discussion
- Add the body of the discussion prompt
- Choose options
    - Allow threaded replies (RECOMMENDED)
    - Graded (RECOMMENDED)
    - Use as a group discussion – this may be helpful for larger classes
- Give it a Due Date (This will also make sure it shows up on student to-do lists and calendars)
- Click on Save at the bottom (or Save & Publish if you're ready for it to be available to students)

# Create an Assignment

Click Assignments in the course navigation menu on the left.

Click + Assignment
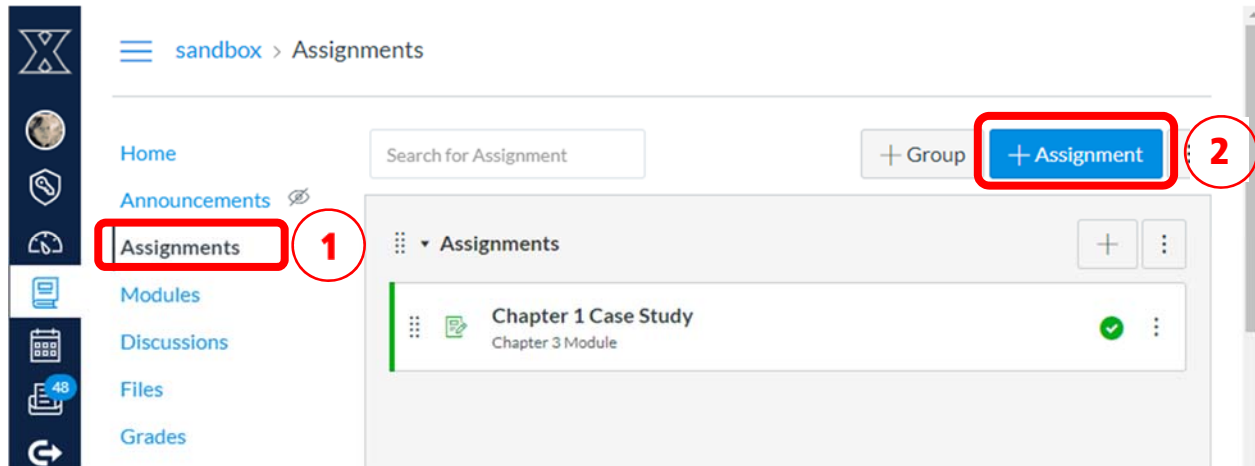


- Title the assignment
- Add the assignment instructions (you can link to files, websites, embed images, etc. in this space)
- Assign a point value and an assignment group (for grading category distribution)
- Select a submission type, likely to be Online. Note, if you choose File Uploads you may want to limit the file types you accept to .pdf and .doc to ensure you can open them easily
- Give it a Due Date (This will also make sure it shows up on student to-do lists and calendars)
- Click on Save at the bottom (or Save & Publish if you're ready for it to be available to students)

# Create Groups for Discussions or Assignments

Click People in the course navigation menu on the left.

Click + Group Set





- Under any assignment or discussion, you'll be able to check it as a "Group Assignment" and choose the group set
- Once a group is created, you'll see them all listed under People page, Group tab. You can view any group's interactions by clicking on the 3 dots at the right of the group name and choosing Visit Group's Homepage.

# Create a Page with Readings, Videos, and other Content

Click on Pages in the course navigation menu on the left.

Click View All Pages at the top of the page

Click +Page
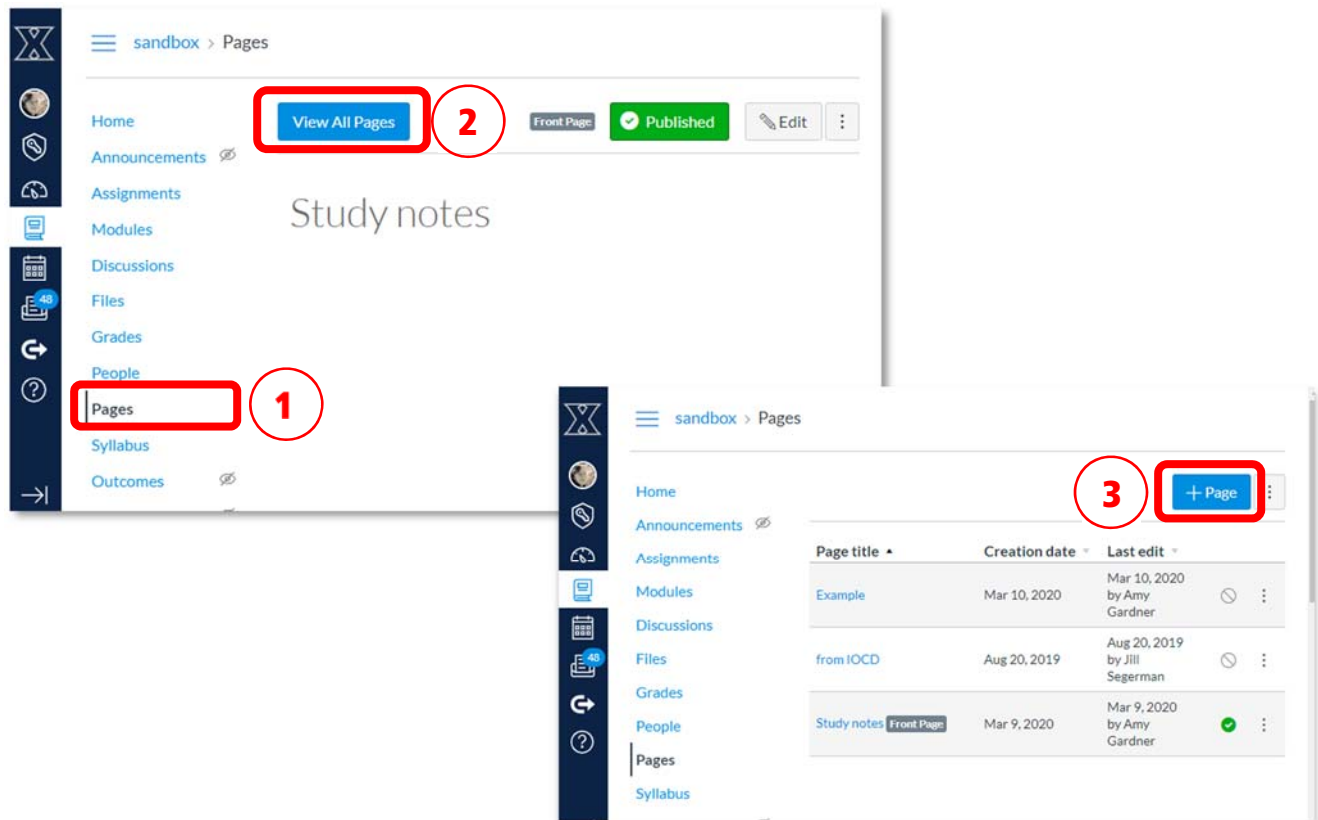


- Title the page
- A page provides an open field to provide text, links to files, embed images, embedded or linked video content, links to assignments or discussions, etc.
- Click on Save at the bottom (or Save & Publish if you're ready for it to be available to students)
- You can add any page to a module by clicking the + button, choosing Page, and selecting a page you've created.
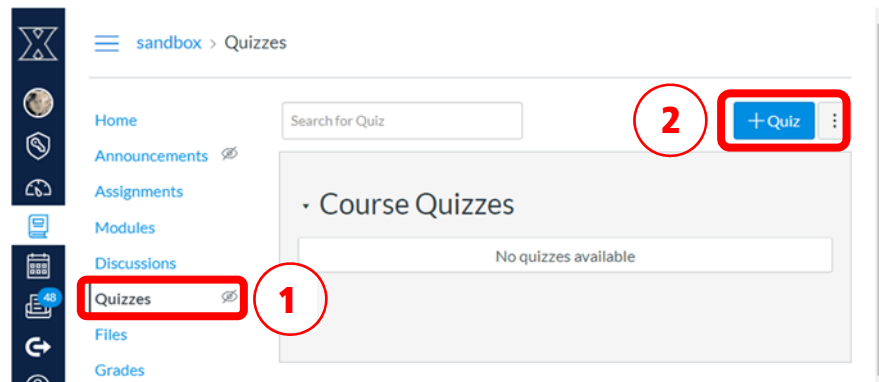    - To add a page to a module:
        - Go to the Modules from the left course navigation menu
        - Click + next to a module
        - Add (Choose Page)
        - Choose a page and click Add Item
        - Pages can be moved between modules by clicking on the 8 dots at the left of the page item and dragging it to a different module.

# Create a Quiz or Test

Click on Quizzes in the course navigation menu on the left.

Click +Quiz



At the top there are tabs for **Details** and **Questions.**

**In the Details Tab:**

- Title the quiz and add instructions in the text field
- Choose options
    - Quiz Type – Graded, Practice, Survey
    - Shuffle answers
    - Time limits and number of attempts
- Add due date
- Click on Save at the bottom (or Save & Publish if you're ready for it to be available to students)
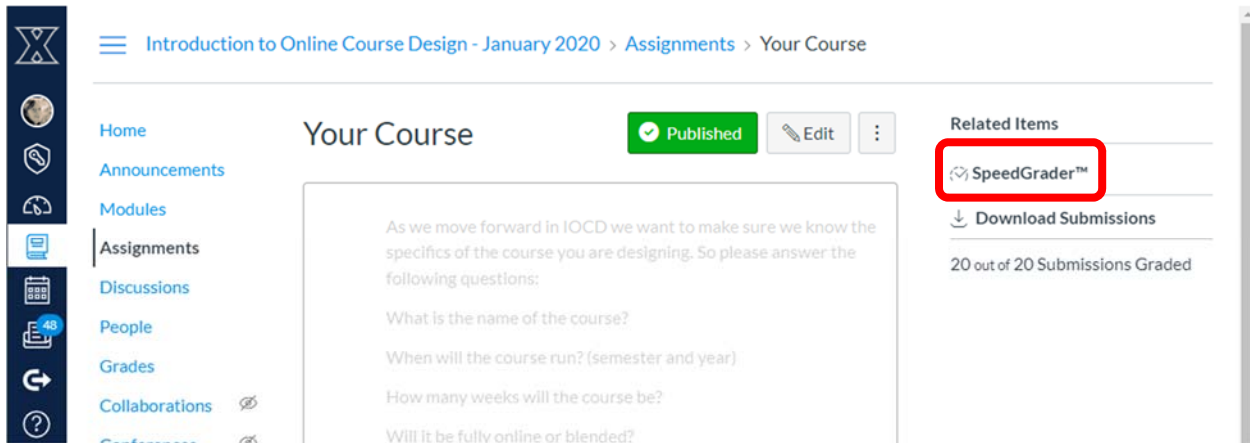
**In the Questions Tab:**

- Click +New Question
- Choose a question type
- Determine point value
- Indicate correct answer if autograded
- Click on Update Question
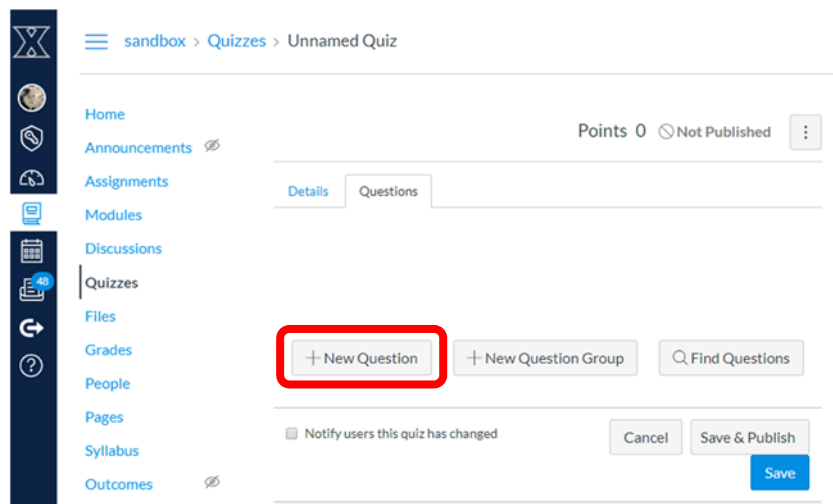
# Utilizing Speedgrader for Grades and Feedback

To access SpeedGrader, open any assignment. SpeedGrader will be available from right hand menu.

Inside SpeedGrader, you can:

- Assign grades
- Utilize annotation tools to mark uploaded documents
- Offer student feedback through text comments
- Give audio or video feedback to students.