Introduction to Canvas Workshop (50 min)

Useful Links

- [http://www.rice.edu/canvas101](http://www.rice.edu/canvas101)
- [http://edtech.blogs.rice.edu](http://edtech.blogs.rice.edu)
- [http://canvas.rice.edu](http://canvas.rice.edu)

Which browser? (and computer specs) - [https://goo.gl/cZSBEV](https://goo.gl/cZSBEV)

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

**Dashboard**: Here you will find your ‘favorite’ courses. ([https://goo.gl/unINtQ](https://goo.gl/unINtQ))

- 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.

**Syllabus** ([https://goo.gl/PUkZNP](https://goo.gl/PUkZNP))

- You can upload a syllabus file and link. or
- You can create syllabus within the syllabus tool.

**Course Navigation Menu** can be customized. (order and viewable by students)

- Go to Settings
- Choose Navigation
- Set up your preferences
- To add custom navigation entry…
  - go to course settings and click Apps.
  - Select Redirect Tool and click “Add App”
  - Give title and URL. Place check next to “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 (https://goo.gl/SnlFQr)

- This is where your students see first. You can choose from
  - Course Activity Stream,
  - Pages,
  - Course Modules,
  - Assignment List,
  - Syllabus

Grading (https://goo.gl/nRpekd)

- It would be most helpful to plan to use either points system or % system.
  - If using % system and have many grades to record, I’d recommend to use Assignment group to set up category % in Gradebook. (Weighted Category approach)
  - If using total points system, you can set up the assignment group without giving %.

Files (https://goo.gl/o8VjCc)

- You can upload files to your course, BUT KNOW THEY ARE INITIALLY VISIBLE TO STUDENTS.
- 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

Sending messages (*There is no Email Archive tool in Canvas.)*

- In Canvas messages you sent 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
- https://goo.gl/TsGdVE
  - *A custom email tool will be available before the first day of classes.

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Canvas Commons
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
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.

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.

Also, “Validate Links in Content” tool is useful. You can find it while in your course’s settings.

Questions?

Send email to helpdesk@rice.edu.

OR

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