Canvas Tool Cheat Sheet

FILES

Canvas allows you to upload files to your course. You have the ability to lock files if you do not want students to access them.

1. On the left click **Files.**
2. Click the course folder.
3. To upload, click **Add File,** which is located on the right.
4. Browse for your desired file or folder and click **Open.**
5. To add a new folder, click **Add Folder** on the right and type in a name for it. Click outside of the box to enter the name.

Dragging and Dropping Files
Canvas also gives you the option of dragging and dropping files within the File tab, to do this, you can just drop from one folder on your desktop into the Canvas File window.

To drag and drop within Canvas,
1. Drag files to / from the file area in that course.
2. Click and hold the icon next to the item you wish to drag.
3. It should show a symbol with 4 arrows: one up, down, right, left.
4. Drag the file over the folder you wish to put it in.
5. Drop the item in the folder.

To lock a folder or file:
1. Highlight the desired field.
2. Move your mouse to the right, to the icons.
3. Click the first icon, picture of a lock, labeled **Lock this file/folder**.
4. Check the box next to the label **Let students download….** if you wish for students to download or view the file or if you want the students to be able to view it.
5. The box labeled **Lock until I manually unlock it** is automatically checked. If you wish to uncheck the file or folder will be locked until a time you set.
6. Click **Lock this File** to complete it.

PAGES

The purpose of pages in Canvas is to provide an area for instructors to display information that does not necessarily fit into an assignment or into any of the other areas.

To create a page:
1. Click **Pages** on the left side of the screen.
2. Click **Create a New Page** located on the right side of the screen.
3. Enter a name for the new page and click **Create.**
4. Enter the desired information in the text box.
5. You can insert content in the page by using the right side of the screen, you can also add media.
6. You can choose: to hide a page from students, who can edit the page, and whether to notify students of changes by looking under the text box in the middle of the screen.
7. Click **Save Changes** to complete your page.
The list of all your pages will appear on the right. There will be groups of common pages, recent changes, and all pages to make it easier for you to choose a page. You can always go back and edit your pages by, choosing which page you want to edit and clicking **Edit this page.** *You can view a page's history by choosing a page and clicking the blue clock button* **Page History**. *That gives you all of the times that page has been edited or revised.*

RUBRICS

Canvas provides a rubric tool for instructors and students that can be used to aid in the grading of assignments, assessments, and peer reviews. The rubric tool provides standard criteria and levels of rating within each criterion. It also has additional flexibility in the ability to support various levels of ratings with a given rubric.

To add a rubric to an assignment:
1. Choose the desired assignment. On the right side of the screen click **Add Rubric.**
2. Name your rubric.
3. You can then add new criteria by selecting **Add Criterion**
4. To edit an existing criteria or rating, click on the text of that criteria or rating (If you want to use an existing rubric or criteria, click **Find Rubric** or **Find Outcome Criterion**) [Optional: You have more options that you can set for your rubric]
5. Click **Create Rubric**

THE SPEEDGRADER

The purpose of the SpeedGrader tool is to allow instructors to use a grading system that can be viewed on one page. It allows the instructor to grade, write comments, add video or audio comments, and make any changes to their grading. If you took the time to create rubrics, you can use then use them along with the SpeedGrader to make grading a breeze.

1. Choose the desired assignment. On the right side of the screen click **SpeedGrader.**
2. The first student's assignment will show on the screen. If you want to assess another student's work, navigate to the student whose work you want to assess by clicking on the navigation arrows.
3. Click **Edit/View Rubric** on the right.
4. Click on the appropriate point value for each criteria of the assignment.
5. Enter the total points earned for the assignment.
6. Save the point value assigned.
7. Add any comment that you would like to share with the student, located on the bottom right.
8. Save the comment.
9. Navigate to the next student and repeat the process.
You can also grade assignments by clicking the **Grades** tab located at the top of the screen.

CALENDAR

Canvas provides a Calendar for students, faculty, and staff in order to create new events and assignments in an organized structure.

To use the calendar:
1. Click the **Calendar** tab, located on the top of your screen.
2. If you are creating an assignment first make sure that on the right-hand side under the mini calendar a course is selected.
3. Click the desired date.
4. Create a new event or assignment (If you click **More Options** you can add content to the event or assignment).
5. Click **Submit.**
6. The item you just created should appear on the calendar.

USER SETTINGS

Canvas allows you to customize your Canvas experience. You can link different accounts and services and have them work alongside Canvas.

To update your settings:
1. On the top right of your screen, click **Settings**, which is located to the right of your name.
2. On the left hand side of the screen, click the tab labeled **Settings**.
3. Update your name and other demographic information by clicking on **Edit Settings** on the right.
4. Link services such as Google docs or Facebook, by clicking on the services and entering your credentials for that service.
5. Click **Update Settings** to save your updates.
6. By default, all Canvas notifications will be sent to your official USF e-mail address. You can add other methods by selecting **Add E-mail Address** or **Add Contact Method** on the right and adding your credentials for each method

NOTIFICATION PREFERENCES

Canvas allows you to choose what notifications you're interested in, when you want to receive them, and how you want to receive them.
1. Click on your name located at the top right of your screen.
2. On the left hand side of the screen, click the tab labeled **Notifications**.
3. Once there, you'll see a list of multiple notifications you have control over. Customize the settings to your preference, by rolling over them and selecting one of the icons. You have 4 options:
   – Notify me right away
   – Send Daily Summary
   – Send Weekly Summary
   – Do Not Send Me Anything
4. Click **Save Preferences**, located at the bottom.

INBOX

Canvas has a system that collects messages from different activities within your courses.
   – All of your messages will appear when you open up your inbox.
   – You can also view a specific student's messages by clicking the People tab.

To send a message:
1. On the top right of your screen, click **Inbox**, which is located to the right of your name.
2. On the right side, begin typing the name or course that you wish to send a message to. [To send messages to different groups in a course, type the name of the course, then select the check box next to the different groups (eg. Instructors, TAs etc). or use the arrow on the right to select specific individuals]
3. Fill in the Subject and Message.
   Optional: Add an Attachment by clicking **Add Attachment** located to the right under the text box. You can also add a media comment by clicking **Media Comment**, located under the text box.
4. Click **Send Message.**

You can view your sent, unread, archived or starred messages by clicking the drop down box located at the top of the inbox window labeled '**Inbox**'