Canvas Instructor Cheatsheet

Announcements - Create an Announcement
`Course > Announcements > + Announcement`
- Import External RSS Feeds to create new Announcements
- New Announcement notifications can be received via multiple channels

Assignments - Create an Assignment
`Course > Assignments > Add Assignment Group > to Add Assignment`
`Course > Calendar > Click on date > Assignment tab > Submit`
- Create assignment groups such as attendance, discussions, papers, quizzes, etc.
- Assignment Groups can be weighted to calculate the final grade
- Download Assignment submissions from the Assignment page

Calendar - Create an Event
`Calendar > Click on Date > Event tab > Submit`
- More options to open Rich Content Editor and Content Pane
- Drag & drop events or assignments to make changes across weeks or months
- View up to 10 classes at once with color-coded global calendar view.

Chat - Join Chat
`Course > Chat`
`Global Navigation > Courses & Groups > Group > Chat`
- Chat in real time at the same URL (Chat logs not saved)
- Broadcast via webcam or computer audio
- Join real-time text editor (EtherPad) or real-time graphics editor (Flock Draw)

Collaborations - Create New Collaboration
`Course > Collaborations > add people > Start Collaborating`
`Global Navigation > Courses & Groups > Group > Collaborations > Start a New Collaboration`
- Google Doc authentication only happens once, saved in Profile
- Invite any subset of the People enrolled in a course or group

Course Navigation - Customize Course Navigation
`Course > Settings > Navigation > Drag above/below line to show/hide`
- Course Navigation is a customizable list of links that helps you GO where you need to inside your course

Course Statistics - View Course Statistics
`Course > Settings > Course Statistics`
- Total number of Assignment types
- Recent student visits
- Graph of page views over time

Discussions - Create a New Discussion
`Course > Discussions > + Discussion`
- View Discussion Topics and Announcements or just Discussion Topics
- Use Rich Content Editor and Content Pane to edit Topic
- Attach Files to Discussions
- Discussion options: delay posting, reply visibility
- Turn a Discussions into a graded Assignments

Conferences - Create New Conference
`Course > Conferences > Make a New Conference`
`Group > Conferences > Make a New Conference`
- Conferences can be long-running or limited to x number of minutes
- Describe purpose of Conference in the description field
- Invite any subset of the People enrolled in a course or group

Conversations - Create New Conversation
`Inbox > to open To: field > Name, Message, Send`
- Messages can be sent to any of your classes, sections, groups
- Users can color code, archive, and unsubscribe from a Conversation
- Message threads include comments from past Assignments

Course Home Page - Change Home Page Layout
`Course > Home > Change Home Page Layout`
- Course Activity Stream (Default), Design Custom Page, Modules Page, Assignments

Course Import/Export Tool - Import/Export Course Content
`Course > Settings > Copy this Course`
`Course > Settings > Import Content into this Course`
`Course > Settings > Export this Course`
- Content can be imported and exported at a granular level
- Exported course packages can be shared via email

ePortfolios - Create a New ePortfolio
`Profile > ePortfolios > Create an ePortfolio`
- Organize ePortfolio into Sections with Pages
- Widgets: Rich Content Editor, HTML Embed, Course Submissions, Images/Files
- Enable comments; make comments public; make ePortfolio public
- Download ePortfolio as .zip files
- ePortfolios belong to a user not a course

Course Files - Access Course Files
`Course > Files`
- File hierarchy on the left / File preview pane on the right
- Upload single files or .zip files
- Sort files into folders (Mouse over file icon to move files from right to left)
- Preview files by clicking on the file title
- Three levels of security: public (default), locked until linked, always locked
- Download single files .zip files

Grades - Edit Grades
`Course > Grades > Click on cell > Enter > Edit > Enter or Arrow Key`
- Grading history is always saved, can revert to past grades
- Leave media comments to provide assessment feedback
- Download CSV export of gradebook, edit, and re-upload
- Include or Ignore ungraded Assignments to calculate Total Grade
- Students see a table of all course Assignments, can figure out hypothetical grades

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Groups - Create New Group

```
Course > People > Groups Tab > + Group Set
```
- Create groups manually or automatically
- Drag and drop student names to change group enrollments
- Allow and disallow self sign-up by course or by section
- Student-created groups and instructor-created groups persist after course ends
- Students can create Announcements, Discussion Topics, edit Pages, share Files, see Registered Services, use Chat, and create Collaborations

Help Corner - Help Corner Options

```
Help > Search Canvas Guides > Instructor User Guide > [Search]
Help > Ask the Canvas Community > [Search]
Help > Request a Feature > [Search] > Vote or Suggest an Idea
Help > Report a Problem > [Subject & Description] > Send Feedback
```

In-context Help - Look for Blue Question Marks
- Course Setup Checklist, Conversations, ePortfolios, Math Editor, Outcomes, etc.

Math Editor - Link a Learning Outcome to a Rubric

```
Course > Edit > π
```
- Click on symbols or type Latex

Modules - Build a New Module

```
Course > Modules > Add a New Module > [Name] > Add Module > Add
Item to Module
```
- Drag and drop to order modules or module items
- Define requirements for completing any given module
- Set prerequisites or "co-requisites" to sequence course content
- View student progress

Quizzes - Create a New Quiz

```
Course > Quizzes > + Quiz > [Quiz Options] > Add Questions > Save
Settings > Preview > Publish Quiz
```
- Edit Quiz Instructions and Question Prompts with Rich Content Editor
- Building Quizzes: Add questions manually, copy questions from Question Banks, Create Question Group from manually-created questions, or Link Question Group to a Question Bank
- Quiz grade is the sum of points assigned to individual questions and/or Question Groups

Rich Content Editor - Edit Discussion Topic , Calendar Event, Page, Quiz, etc.
- Formatting tools (bold, italics, underline, text color, text highlight, alignment, indent, bulleted and numbered lists, tables, font and paragraph styles)
- Link or unlink to internet resources (YouTube links will auto-embed)
- Embed Images (Search and embed images from Flickr Creative Commons)
- Insert Math Equations
- Leave Media Comments (Record or upload video or audio files)

Notification Preferences - Customize Notification Preferences

```
Profile > Notifications > Add or Delete Channels > Set Frequency
```

Outcomes - Create a Course-level Outcome

```
Course > Outcomes > + New Outcome > [Descriptions] > Rating Levels >
Threshold of Mastery
```
- Align Assignments, Quizzes, and graded Discussions to Outcomes
- View student "artifacts" sorted by Outcome
- Helpful for institution-wide reporting and accreditation

Pages - Create a New Page

```
Course > Pages > View All Pages > Create a New Page > [New Page
Title] > Create > [Edit] > Save Changes
```
- Use Rich Content Editor and Content Pane to edit Page
- Hide Page from students until completed
- Set permissions to add Students and Observers as editors

Profile - Edit Profile

```
Profile > Edit Profile > [Full Name, Display Name, Language, Time
Zone, Change Password]
```
- Some profile settings may be frozen by LMS Admin
- Add an avatar
- Add communication channels and link to Registered Services

Question Banks - Create a New Question Bank

```
Course > Quizzes > Settings > Manage Question Banks > Add Question
Bank > [Question Bank Name] > Hit enter to save
```
- Add questions manually or move and copy questions to other Question Banks
- Bookmark Question Banks to display at top of page
- Department- or institution-level Question Banks are easily shared

SpeedGrader™ - Open SpeedGrader™

```
Course > Grades > Choose Assignment > SpeedGrader™ Course > Open
Assignment/Quiz/graded Discussion > (Edit Assignment Settings) >
(Update) > SpeedGrader™
```
- Grade all submissions for an assignment in one place
- Multiple submissions will appear in dropdown menu for easy access
- Red notification message in Assignment was submitted after due date
- Click on Settings to sort student list or hide student names in dropdown menu
- Type score and click tab or enter to autosave to gradebook
- View Rubric to use rating levels or type free-form comments
- Feedback for students can be typed, recorded, or uploaded
- Upload files with comments for students
- Download all submissions and re-upload from the Assignment page

Syllabus - Edit Syllabus Description

```
Course > Syllabus > Edit Syllabus Description > Update Syllabus
```
- Use Rich Content Editor and Content Pane to edit Syllabus Description
- Syllabus table is automatically generated based on Assignments due
- Assignments without a due date will appear under "Other" at the bottom