



Instructional Continuity Guide:

Canvas Basics

The following guide is to help you create substitutions for what you would normally do in your on-ground course. It does not have to be intensively digital. Please ask yourself: What is essential? The keys here are to plan, adapt, and communicate.

For those who do not have extensive Canvas experience, this guide is best used in sequence, but feel free to refer to any section to help develop your content. For more information on topics not covered in this guide, please visit the [Canvas Guides](#) page.

Click on any topic below to be directed to that page. Once on any page, click Video Guide to view the accompanying video. Please [click here](#) to view the introductory video. **Once you have your course ready, do not forget to click “Publish” on the home page.**

Please direct any questions to amanda.hood@colin.edu.

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I. Minimizing Menu Items

Purpose: Minimizing your menu items simplifies what the students will see. It helps streamline where they should access their course materials.

Click Path: Start inside your course → Settings → Navigation → Drag and drop any menu items that you will not be using → Save

****Suggested menu items to hide from students:** Outcomes, Collaborations, Attendance, Chat, Proctoring, Google Drive.

[Video Guide](#)

II. Uploading Multiple Files

Purpose: You can upload a single file at a time, but uploading all your necessary files at once can save time. You will be able to organize them into groups once they are all uploaded into Canvas. You will need to be able to locate your files on your computer.

Click Path: Start inside your course → Files → Upload → Choose your files (multiple files can be selected by holding down Ctrl while you select them) → Open

****This can be done as many times as necessary to upload all the files you would like to add to the course.**

[Video Guide](#)

III. Creating a Page

Purpose: A page is useful to organize information that you want to share with your students. These directions will show you how to create a home page and a weekly instructional page.

- a. Home Page – This is the first thing that your students will see when they sign into your course.

Click Path: Start inside your course → Pages → + Page → Give page a title → Add content to page → Save & Publish → Click on the 3 dots to the far right of the title of the page → Click on Use as Front Page → Click Home → Click Choose Home Page → Click Pages Front Page.

****Suggested Home Page Information:** Establish your presence, provide communication and structure details, tell them where to go to begin and/or get help.

- b. Weekly Instructional Page – This is important to provide to students so they will know exactly what they need to do during the week. You can add as much detail as you like.

Click Path: Start inside your course → Pages → + Page → Give page a title → Add content to page → Save & Publish

****You can always return to any page and edit the information.**

****OPTIONAL:** Checking the “Add to student to-do” box will prompt you to add a date. This will put a link and “due date” to the page on the home page for the student.

[Video Guide](#)

IV. Canvas Assessment Tools

Purpose: These tools can serve as graded items that you can use to substitute for in-class activities.

- a. Discussions are like social media posts and can be assigned with or without a grade. You provide a prompt, and the students can respond to you and to each other.

Click Path: Start inside your course → Discussions → + Discussion → Give the discussion a title (Dates in titles are useful. Example: Week 1 Discussion) → Provide a prompt for the discussion → OPTIONAL: Click “Graded” and/or “Add to student to-do” and provide the date → Save & Publish

- b. Assignments are graded items where you can ask the students to provide a submission. An example of a useful assignment might be for the students to write about [whatever prompt you provide] and submit it for a grade.

Click Path: Start inside your course → Assignments → + Assignment → Give the assignment a title → Provide the directions the student will need to complete the assignment → Assign the number of points the assignment will be worth → Check the types of submissions you will accept (most common are Text Entry and File Uploads) → Assign a due date → Save & Publish

- c. Quizzes are graded items where you provide specific questions which will have specific answers. Question types from which you can choose include T/F, Multiple Choice, Fill in the Blank, Essay, etc. Each question will have its own point value.

Click Path: Start inside your course → Quizzes → + Quiz → Give the quiz a name → Provide any necessary directions for the quiz →

Check the options you want to use (common to check Shuffle Answers, Allow Multiple Attempts) → Assign a due date → Scroll back to the top → Questions → + New Question → You can now build a quiz using a variety of built-in question types, one question at a time, clicking “Update Question” after each question. When complete, click Save & Publish.

[Video Guide](#)

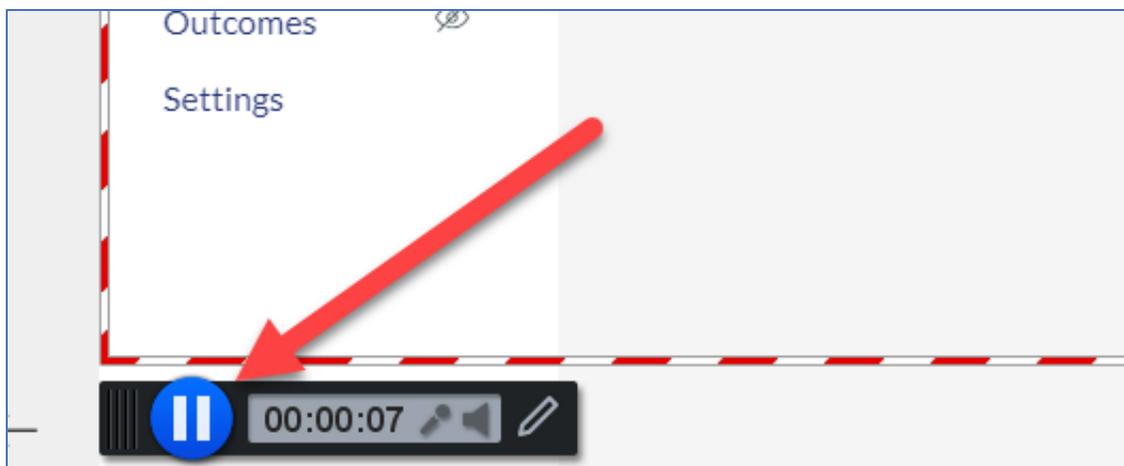
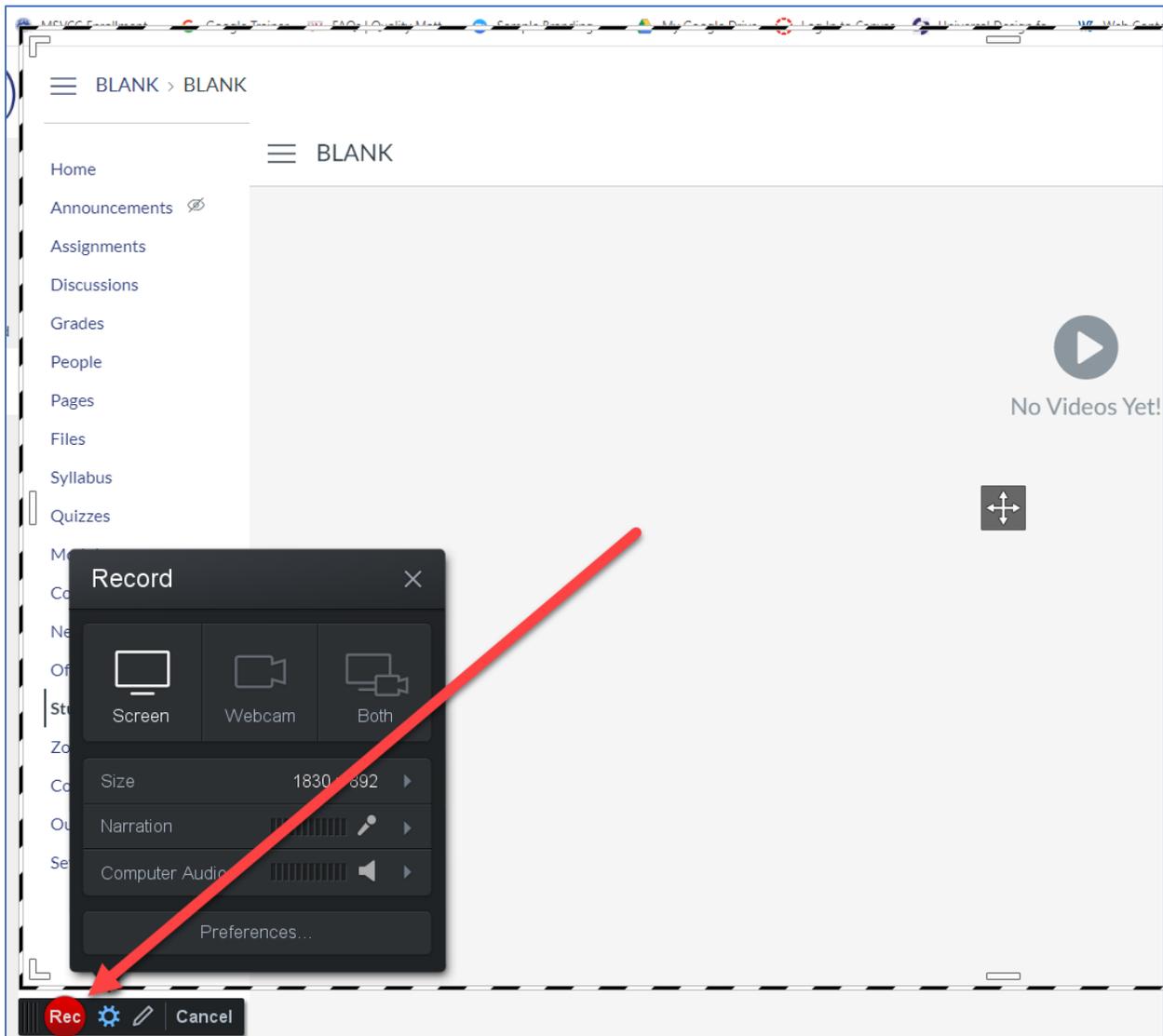
V. Recording a Lecture

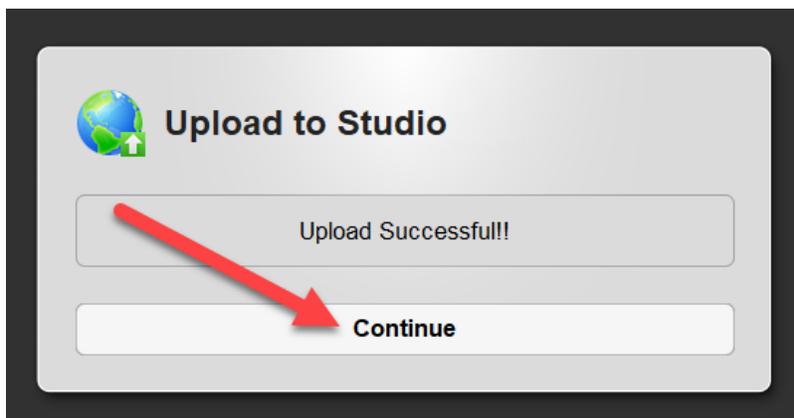
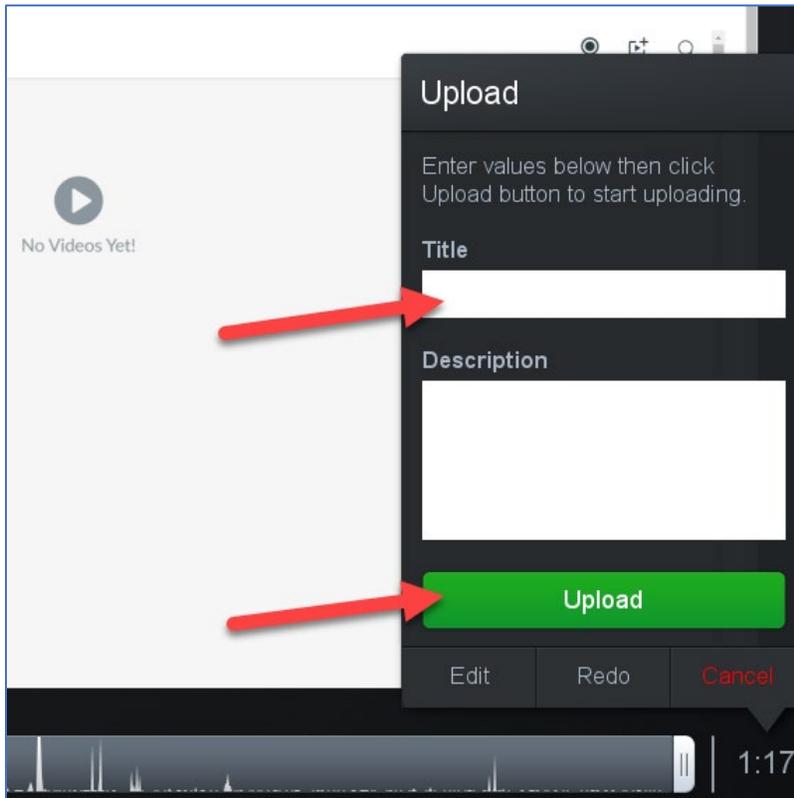
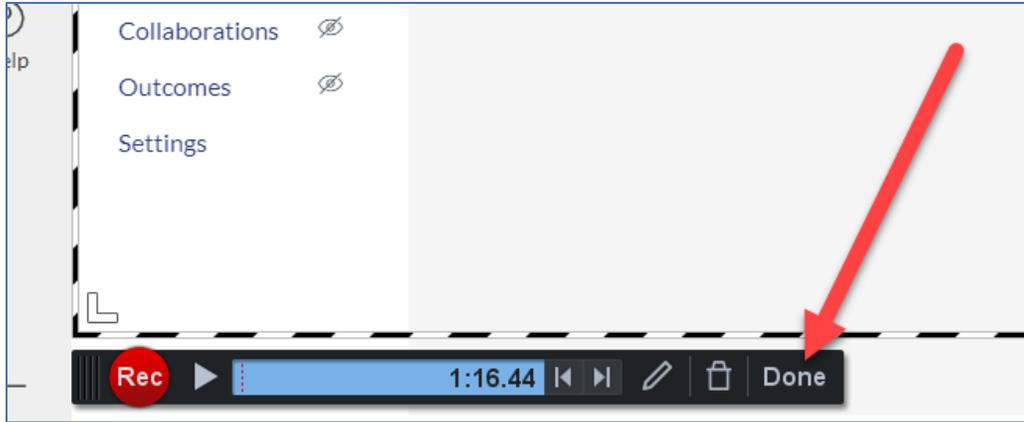
Purpose: Recording a lecture can replace the time you might normally spend presenting content to your students. Consider recording short lectures so students can digest the material a little at a time instead of having to download and watch one lengthy presentation. Lengthy lectures can also make it more difficult for students with weak internet connections to access the material.

Click Path: Start inside your course → Studio (NOT the one on the global navigation menu) → Record → Choose Screen Capture if you want the students to see your computer screen while recording OR choose Webcam Capture if you want the students to see you → You may have to click to open and/or download the screen capture application. → If using Screen Capture, size the capture screen to desired size. → Click red REC button → Record using your screen or webcam → When done, click the pause button → Click Done → Give video a title → OPTIONAL: Give video a description → Click Upload → Click Continue

**It may take a few moments for the video to appear in Studio.

Video Guide **Please note that I was trying to “record how to record” in the video, and I was not able to share exactly what you would have seen. Please use the screenshots below as you view the video guide.





VI. Organizing a Module

Purpose: Modules are like folders that allow you to present the information to the student in a specific order. A good practice would be to provide an instructional page at the beginning, followed by the material you would like them to view and/or items you want them to complete.

Creating a Blank Module

Click Path: Start inside your course → Modules → + Module → Name the Module (Using a date in the module is a good practice.) → Add Module

****It is important to remember to click the circle with the line through it once you are ready to publish the module and/or any module item that does not already have the green check which signifies “published”.**

****You can create as many modules as you would like.**

Adding Content to the New Module

Click Path: Start inside Modules → Click the + that is on the right end of the module you want to build → Click the dropdown box to choose which type of item you want to add → Once you choose the type of item, any items you already have built of that type will appear for you to select. → Select the specific item you want to add. → Click Add Item

****You can drag and drop to rearrange, delete, and/or edit any of your items.**

****Any lectures you have recorded will fall under “External Tool”, then scroll down and choose Studio, then choose the video you want to add and click Embed, then click Add Item.**

[Video Guide](#)

VII. Canvas Communication Tools

Purpose: This period of online course presentation will require open and frequent communication. Canvas has several useful tools for communicating with your students.

Canvas Messenger

In the Global Navigation menu inside Canvas, clicking Inbox will take you to the Canvas Messaging system. You can send messages to entire classes or to individuals. You can also create video messages in the same way.

Announcements

Inside each course, you can create and send announcements much like the other tools inside Canvas. You have to provide a title and the content of the announcement, and then click Save.

Gradebook Messaging

For any item that will have a grade associated with it, you can go to Grades, click the 3 dots to the right of any item, and then message students based on submission, grades, or other criteria.

[Video Guide](#)

VIII. Virtual Office Hours

Purpose: You may wish to hold live meetings with students to replace some of the missed class time. It is also a good idea to be available during set hours where students can drop in for help navigating the course or to consult with you about the content. It is important for students to stay connected to us during this time.

****Zoom must be enabled to use in the course.**

Enabling Zoom

Click Path: Start inside the course → Settings → Navigation → Scroll to the bottom and then drag and drop the Zoom app anywhere into the active navigation items → Scroll back to the bottom and click Save

Using Zoom

Click Path: Start inside the course → Zoom → You may be asked to sign into Zoom. (If you have never used Zoom before or do not remember your password, you may need to visit <https://colin.zoom.us/signin> to reset your password or create an account → Once signed in (in Canvas), click Schedule a New Meeting → Give the meeting a title and/or description, choose a date and time when it will begin, choose an estimated duration, no settings have to be changed, and no checks under Meeting Options are necessary → Click Save

****To communicate this link to your students, you can copy the link under “Invite Attendees” and then send to them in several ways: put on a weekly instructional page, post in Announcements, add a Module Item, send via Canvas messenger, etc.**

****To begin the meeting, return to Zoom in Canvas, and click Start this Meeting. You can share your screen and/or record the meeting.**

[Video Guide](#)