Canvas Quick Start Guide for Staff

Organizations and committees in Blackboard will be migrated to Canvas. If you are the leader or a participant in an organization or committee, the following guide will help you with the transition from Blackboard to Canvas.

Log into Canvas

You can view a short video about logging into Canvas by visiting **www.HolyFamily.edu** and clicking Canvas in the top navigation menu, and choosing CANVAS for Faculty.

To log into Canvas:
1. Open a new browser window
2. Go to **http://holyfamily.instructure.com**
3. Sign in with your Holy Family email address and password

Create a Module

Modules are like folders that help you organize your content by type, date, title, or any organizational structure that makes sense to you.

To create a module:
1. Click Modules in Course Navigation
2. On the top right, click + Module
3. Name your module [Meeting Minutes, Videos, 5/9/2016, etc.]
4. Click the Add Module button

Add Content to a Module

To upload a file to a module:
1. Click the + button to the right of your module name
2. Choose File from the Add drop-down menu and click [New File]
3. Click the Choose File (or Browse) button, navigate to a file on your computer, and click Open
4. Click the Add Item button

To add Canvas-created Assignments, Surveys, or Discussions to a module:
1. Click the + button to the right of your module name
2. Choose the content type you want to add from the Add drop-down menu (e.g., Quizzes)
3. Select content from the list (only content you have created in Canvas will be listed)
4. Click the Add Item button

All new content added to Canvas begins in an unpublished state. Unpublished content is invisible. To make content visible, it must be published.

To publish course content within Canvas:
1. Click the Modules link in Course Navigation
2. Click the gray cloud icon to the right of an item to toggle publishing
   • A gray cloud with an X in the center indicated an item is unpublished
   • A green cloud with a check in the center indicates an item is published

Create an Assignment

If you need participants to submit information to an organization or committee, you will need to create an Assignment. An Assignment can be used to build a common area for users to upload documents into Canvas.

To create a new assignment:
1. Click the Assignments link in Course Navigation
2. Click the +Assignment button
3. Add an Assignment Name and your instructions in the text boxes provided
4. From the Submission Type drop-down menu, choose online if you want users to submit their work online through Canvas
5. Enter a Due date if applicable
6. Click Save & Publish to make the assignment immediately available to users, or Save if you want to Publish it later

To add an Assignment to a Module and make it visible to students, see Add Content to a Module

Submit an Assignment

To submit an assignment:
1. Navigate to the Assignment and click the title
2. Click Submit Assignment
3. Click Choose File and navigate to the document that you would like to submit and click Open
4. Click Submit Assignment

Create a Discussion

To create a new discussion:
1. Click the Discussion link in Course Navigation
2. Click the +Discussion button
3. Add an Assignment Name and a discussion prompt in the text boxes provided
4. If you want to attach a file, click the Choose File (or Browse) button under the text box.
5. From Options choose:
   • Allow threaded replies
6. Enter a Due date if applicable
7. Click Save & Publish to make the assignment immediately available to students, or Save if you want to Publish it later

To add a Discussion to a Module and make it visible to students, see Add Content to a Module

Participate in a Discussion

To participate in a discussion:
1. Navigate to the Discussion and click the title
2. Click Reply
3. Enter your reply in the provided text box
4. Click Post Reply

Create a Survey

The quiz tool can be used to create and administer surveys in Canvas.

To create a survey:
1. Click the Quizzes link in Course Navigation
2. Click the +Quiz button
3. Add a Quiz Title and instructions in the text boxes provided
4. From the Quiz Type drop-down menu, choose Ungraded Survey
5. Select the settings you want for your quiz
6. Enter a Due date if applicable

Create survey questions:
1. Click the Questions tab below the Quiz Title field
2. Click the + New Question button
3. Name the question (Question 1, Q1, etc.)
4. Choose a question type from the drop-down menu next to the question name
5. Enter the survey question information including the question answer choices
   • Add another answer field by clicking + Add Another Answer
   • Edit or Delete an answer by hovering over it and clicking the pencil or trash can icons
6. Click Update Question when you're finished
7. Click +New Question to add another question
8. Click Save & Publish to make the assignment immediately available to users, or Save if you want to Publish it later

To add a Quiz to a Module and make it visible to students, see Add Course Content to a Module

Review Survey Results

To review survey results:
1. Click the Quizzes link in Course Navigation
2. Click on the title of your survey
3. Click the gear icon in the top right-hand corner and choose Show Student Quiz Results to see individual results

Participate in a Survey

To participate in a survey:
1. Navigate to the survey and click the title
2. Click Take the Survey
3. Answer the survey questions and click Submit Quiz

Publish your Course

All new Canvas courses begin in an unpublished state. An unpublished course is invisible to users.
To make a course visible to users, it must be published.

To publish your course:
1. Click the Home link in Course Navigation
2. Click the Published button on the right-hand side of the screen

Help Button

You can get help with Canvas by using the Help link found at the bottom of the Global Navigation menu,
which offers 24/7 live chat support and a toll free support hotline.