

Canvas Quick Start Guide for Faculty

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

The Syllabus page in Canvas allows you to post information about your class and upload a copy of your syllabus.

1. Click Syllabus, located in the Course Navigation Menu
2. On the right side of the screen, click the Edit Syllabus Description button
3. Type the name of your syllabus [e.g. Course 101 Syllabus] in the text field
4. Highlight your syllabus name and click the Files tab in the Content Selector on the Right
5. Choose Upload a new file then Choose File (or Browse)
6. Navigate to a copy of your syllabus on your computer, select it and click Open
7. Click the Upload button below the Choose File button to link your syllabus
8. Click the Update Syllabus button located below the text box when you're finished

NOTE: You can use the Syllabus Description area to share other information like office hours and contact information.

Create an Announcement

Announcements allow you to communicate with your students about new information relating to your course.

To create an announcement:

1. Click Announcements, located on the left.
2. Click the + Announcement button
3. Insert a Topic Title
4. Add your announcement in the text box. If you want to add a file, click the Choose File (or Browse) button under the text box.
5. Click Save when you're finished

Create a Module

Course material in Canvas is uploaded into modules. Modules are used to organize course content by weeks, units, or whatever organizational structure works for your course.

To create a module:

1. Click Modules in Course Navigation
2. On the top right, click + Module
3. Name your module [Week 1, Module 1, Unit 1, etc.]
4. Click the Add Module button

Add Course 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, Quizzes, 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 items are invisible to students. To make content visible to students, they must be published.

To publish course content within Canvas (Modules, documents, quizzes, etc.)

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

Assignment Groups & Weighted Grading

Assignment Groups lets you organize the assignments in your course and weight grades.

To create an Assignment Group:

1. Click Assignments in Course Navigation
2. Click +Group
3. Give your Assignment Group a name (Essay Group 1, Quizzes, etc.)
4. Click Save

To weight grades in Canvas (requires Assignment Groups):

1. Click Assignments in Course Navigation
2. Click the gear icon to the right of the +Assignment button
3. In the pop-up window, check the box next to "Weight final grade based on assignment groups"
4. Enter the percentage weights for each of the different Assignment Groups you created
5. Click Save

Create a Written Assignment

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. Enter the number of points the assignment is worth in the Points box
5. Choose the appropriate group from the Assignment Group drop-down menu (See Assignment Groups)
6. From Display Grade as, choose how you want your grade displayed in the grade book (Probably Points or Percentage)
7. From the Submission Type drop-down menu, choose:
 - Online: If you want students to submit their work online through Canvas
 - On Paper: If you want students to submit their work on paper in class
8. Enter a Due date for the assignment
9. Click Save & Publish to make the assignment immediately available to students, or Save if you want to Publish it later

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

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
 - Users must post before seeing replies (optional)
 - Graded (If this is a graded discussion)
6. Enter the number of points the Points Possible box if discussion is graded
7. From Display Grade as, choose how you want your grade displayed in the grade book (Probably Points or Percentage)
8. Enter a Due date for the assignment
9. 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 Course Content to a Module

Create a Quiz

The quiz tool can be used to create and administer online quizzes and surveys. To create a quiz:

Choose quiz settings:

1. Click the Quizzes link in Course Navigation
2. Click the +Quiz button
3. Add an Quiz Name and instructions in the text boxes provided
4. Choose the type of quiz you want from the Quiz Type drop-down menu
 - Practice Quiz: Ungraded
 - Graded Quiz: Graded
5. Choose the appropriate group from the Assignment Group drop-down menu (See Assignment Groups)
6. Select the settings you want for your quiz
7. Enter a Due date for your quiz

Create quiz questions:

1. Click the Questions tab below the Quiz Name 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. Add a point value for the question in the pts: box
6. Enter the question information including the question, answer choices
7. Indicate the correct answer by clicking to the left of an answer to add a green arrow
8. Add another answer field by clicking + Add Another Answer
9. Edit or Delete an answer by hovering over it and clicking the pencil or trash can icons
10. Click Update Question when you're finished
11. Click +New Question to add another question
12. Click Save & Publish to make the assignment immediately available to students, 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

Attendance

To take attendance in Canvas:

1. Click the Attendance link in Course Navigation
2. Click the circular icon to the left of a student's name:
 - The green check mark icon indicates the student is present and on time
 - The red X icon indicates the student is not present
 - The orange clock icon indicates the student is late
3. Click Mark All Present to mark all of your students present

SpeedGrader

SpeedGrader allows you to view and grade student assignment submissions in one place.

There are multiple ways to access SpeedGrader in Canvas.

1. Click the Grades link in Course Navigation
2. Hover over the column title of the assignment you want to grade and click the down arrow
3. Choose SpeedGrader from the drop-down menu
4. The first student's assignment will show on the screen. If you want to assess another student's work, click the navigation arrows to the left and right of the student's name in the top left corner
5. Click the Comment button to leave annotations directly on the student's paper (works with Word, PDF, and PPT documents)
6. Enter the total points earned for the assignment in the Grade field
7. Add any comment that you would like to share with the student in the Add a Comment box, and then click Submit Comment

Grading and annotations are automatically saved in SpeedGrader. When finished grading, you can navigate to the next student or click Course Home in the top navigation.

Publish Your Course

All new Canvas courses begin in an unpublished state. An unpublished course is invisible to students.

To make a course visible to your students, 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.