



Canvas Course Cheat Sheet

“_____”
Indicates a link to a guide
for further reference.

The screenshot shows the Canvas course interface for 'English Demo'. On the left is a navigation menu with items: Home (1), Announcements, Syllabus, Modules, Assignments, Discussions, Grades (2), Conferences, People, Files, Pages, Quizzes, Outcomes, Collaborations, and Settings. The main content area has a header 'THIS COURSE IS UNPUBLISHED' with a sub-header 'Only Teachers Can See This Course Until It Is Published'. Below this is a message 'Need help setting up your course?' with a 'Setup Checklist' button (3). A 'Recent Activity in English Demo' section shows 'No Recent Messages' with an information icon (i). On the right, the 'Course Status' section has 'Unpublished' and 'Publish' buttons (4). Below that are buttons for 'Import from Commons' (5), 'Choose Home Page' (6), 'Course Setup Checklist', and 'New Announcement'. At the bottom right, there is a 'Coming Up' section with a 'View Calendar' button and the text 'Nothing for the next week'. A red arrow points from the 'Grades' menu item to a box titled 'Suggested Course Structure:' which contains the text: 'To begin, it is suggested that you order your course navigation similar to this structure and allow student access to the items in black and hide the items (seen in gray). Course navigation can easily be reordered in course settings.'

1

Course Navigation:

Access all areas of the course here. The Course Navigation Menu is a series of links on the left side of your course that help you and your students access different course areas.

Click on settings to view sections, edit navigation, and integrate apps. Access navigation in settings to reorder, hide and show course items to students.

Home Course Details Sections **Navigation** Apps Feature Options

Announcements

Assignments Drag and drop items to reorder them in the course navigation.

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

Attendance

Discovery Education

Settings

Home	⚙️
Announcements	⚙️
Assignments	⚙️
Discussions	⚙️
Grades	⚙️
Quizzes	⚙️
Modules	⚙️
Collaborations	⚙️
My Badges	⚙️
Files	⚙️
Syllabus	⚙️
Pages	⚙️
Discovery Education	⚙️
Chat	⚙️
Conferences	⚙️
Attendance	⚙️

2

Course Settings:

Other details in course settings can be found here.

Click on “Student View” to view your course as a student.

Share to Commons

Student View

Course Statistics

Course Calendar

Conclude this Course

Permanently Delete this Course

Copy this Course

Import Content into this Course

Export Course Content

Reset Course Content

Validate Links in Content

3

Course Set-Up Checklist:

Use this easy-to-use checklist to make sure you’ve got the basics before publishing.

4

Course Status:

Click publish for students to access your course. Individual modules, assignments and pages can also be published and unpublished.

5

Import from Commons:

Access “Canvas Commons” here to import courses, modules, assignments, quizzes, discussions, pages, and more.

6

Course Home Page:

Choose a “Course Home Page” - what students will see when they enter your course. This can be your syllabus or a customized page you create yourself.