



Components of a Canvas Course

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Indicates a link to a guide for further reference.

English Demo

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1 Home:
Students see this page when they log in.
Click here to change: [“Course Home Page”](#).

2 Announcements:
Announcements are used to communicate with students about the logistics of your course. As soon as you have created an Announcement, Canvas takes care of notifying students according to their preferred Notification Preferences.

View Announcements

Search title, body, or author Unread RSS + Announcement

- Quick Thoughts ...**
Make sure to get your overdue assignments in before the Christmas break. ⚙
- Bio Lab**
Next week we will have our bio lab where you can try biology things. ⚙
- Office Hours**
My office hours this semester will be Thursdays and Fridays from 3pm until 6pm. ⚙
- Welcome to the Course!**
Welcome to Biology 101 for summer semester. I've updated quite a few assignment due dates based on your pre-assessment res... ⚙

3 Syllabus:
The Syllabus is automatically generated based on Assignments and Events within a course. It can only be changed by editing or deleting the Assignments or Events. All assignments (unpublished and published) are listed in the syllabus for instructors.
You can set the syllabus as your course home page.

You can choose to make your syllabus public so that people who aren't enrolled in your course can view more information about the course. A public syllabus can be viewed as part of a private course when you send a link to a student, or if the course is listed in the public course index.

Watch a video overview of the [“Syllabus”](#).

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Modules:

Modules are used to organize course content by weeks, units, or a different organizational structure that works for your course. With modules, you are essentially creating a one-directional linear flow of what you would like your students to do.

Each module can contain files, discussions, assignments, quizzes, and other learning materials that you would like to use. You can easily add items to your module that you have already created in the course or create new content shells within the modules. Course content can be added to multiple modules or iterated several times throughout an individual module. Modules can be easily organized using the drag and drop feature. Elements within the modules can also be reorganized by dragging and dropping.

Click here to learn more about using [“Modules”](#).

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Assignments:

Assignments include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.). Assignments in Canvas can be used to challenge students' understanding and help assess competency by using a variety of media. The Assignments page will show your students all of the Assignments that will be expected of them and how many points each is worth.

Assignments can be assigned to everyone in the course or differentiated by section or user.

Click here to learn more about [“Assignments”](#).

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Discussions:

Both instructors and students can start and contribute to as many discussion topics as desired. Discussions can be created as an assignment for grading purposes (and seamlessly integrated with the Canvas Gradebook), or simply serve as a forum for topical and current events. Discussions can also be created within student groups.

Click here to learn more about [“Discussions”](#).

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Grades:

The Gradebook helps instructors easily input and distribute grades for students. Grades for each assignment can be calculated as points, percentages, complete or incomplete, pass or fail, GPA scale, and letter grades, and assignments can be organized into groups for weighting as well.

Columns are automatically created in the Gradebook when you create and publish assignments, graded discussions, and graded quizzes and surveys.

Click here to learn more about [“Gradebook and SpeedGrader”](#).

The screenshot shows the Canvas Learning Mastery Gradebook interface. At the top, there is a 'Grades' tab and the course name 'Learning Mastery'. On the right, there are buttons for 'Individual View' and 'Showing All Sections'. Below this, there is a filter section with 'All Grading Periods' and a search box 'Filter by student name or secondary ID'. To the right of the search box are buttons for 'Import', 'Export', and a settings gear icon. The main part of the interface is a table with the following columns: Student Name, Secondary ID, History Assignment #2 (Out of 15), Midterm Assignment (Out of 25), Expectations (Out of 15), Unit 1 Assignment (Out of 25), Unit 2 Assignment (Out of 10), and Unit 3 Assignment (Out of 20). The table contains five rows of student data.

Student Name	Secondary ID	History Assignment #2 Out of 15	Midterm Assignment Out of 25	Expectations Out of 15	Unit 1 Assignment Out of 25	Unit 2 Assignment Out of 10	Unit 3 Assignment Out of 20
Emily Boone History 101	emily.boone.canvas	15	23	15	21	9	3
Max Johnson History 101	max.johnson.canvas	25	-	10	23	-	17
Joe Rogers History 101	joe.rogers.canvas@	28	-	13	20	-	-
Nora Sanderson History 101	nora.sanderson.car	-	-	12	19	-	20
Jane Smith History 101	jane.smith.canvas@	30	-	15	23	-	-

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Conferences:

Conferences are used to conduct synchronous (real-time) lectures for all of the students in your course. Conferences allows you to broadcast real-time audio, video, demo applications on your desktop, share presentation slides, or demo any online resources. Click here to learn more about [“Conferences”](#).

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People:

People shows all the users enrolled in your course. This page also organizes all your student groups and where you can manage student groups. You can create groups to put students together to complete projects or other activities. Click here to learn more about [“Student Groups”](#).

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Files:

Files are where you upload course files, syllabi, readings, or other documents. As an instructor, you can lock the folders so students cannot access your files. Files can be placed in Modules, Assignments, or Pages.

You can access files in three different places:

- Personal files, located in each user's profile (students, teachers, and TAs)

- Course files, located in each course (students, teachers, and TAs unless files are locked by the teacher)

- Group files, located in each group (students and teachers who are enrolled in groups)

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Pages:

Pages are where you can put content and educational resources that are part of your course but don't necessarily belong in an assignment, or that you want to refer to in multiple assignments. This is a place where you can include text, video, and links to your files. You can even make links to other pages and you can make any page your Home Page.

Click here to learn more about [“Pages”](#).

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Outcomes:

Outcomes allow the administration and faculty to track mastery in a course. You can import Account, State, and Common Core Standards into your course.

Click here to learn more about [“Outcomes”](#).

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Quizzes:

The quiz tool is used to create and administer online quizzes and surveys. See image below for the difference between quizzes and surveys.

Click here to learn more about [“Quizzes”](#).

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Collaborations:

Canvas leverages Google Docs technology to allow multiple users (up to 50 collaborators) to work together on the same document at the same time.

Collaborative documents are saved in real-time, meaning a change made by any of its users will be immediately visible to everyone.

Click here to learn more about [“Collaborations”](#).

Quizzes vs. Surveys:

The quiz tool is used to create and administer online quizzes and surveys. You can also use quizzes to [conduct and moderate exams and assessments](#), both graded and ungraded. The steps to create quiz content are the same for each quiz type.

Create Graded Quiz

Quiz Type

A graded quiz is the most common quiz, and Canvas automatically creates a column in the grade book for any graded quizzes you build. After a student takes a graded quiz, certain question types will be automatically graded.

Create Practice Quiz

Quiz Type

A practice quiz can be used as a learning tool to help students see how well they understand the course material. Students do not receive a grade for practice quizzes, even though the quiz results display the number of points earned in the quiz. Practice quizzes do not appear in the Syllabus or the Gradebook.

Create Graded Survey

Quiz Type

A graded survey allows the instructor to give students points for completing the survey, but it does not allow the survey to be graded for right or wrong answers. Graded surveys have the option to be anonymous.

Create Ungraded Survey

Quiz Type

An ungraded survey allows you to get opinions or other information from your students, but students do not receive a grade for their responses. With ungraded surveys, you can make responses anonymous. Ungraded surveys do not appear in the Syllabus or the Gradebook.