



Canvas Course Cheat Sheet

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

English Demo

1 Home

Announcements

Modules

Syllabus

Grades

Google Drive

Files

Assignments

People

Discussions

Pages

Outcomes

Collaborations

Conferences

Quizzes

2 Settings

THIS COURSE IS UNPUBLISHED Only Teachers Can See This Course Until It Is Published

Need help setting up your course?

3 Setup Checklist

4 Course Status

Unpublished Publish

5 Import from Commons

Choose Home Page **6**

Course Setup Checklist

New Announcement

Coming Up View Calendar

Nothing for the next week

Suggested Course Structure:

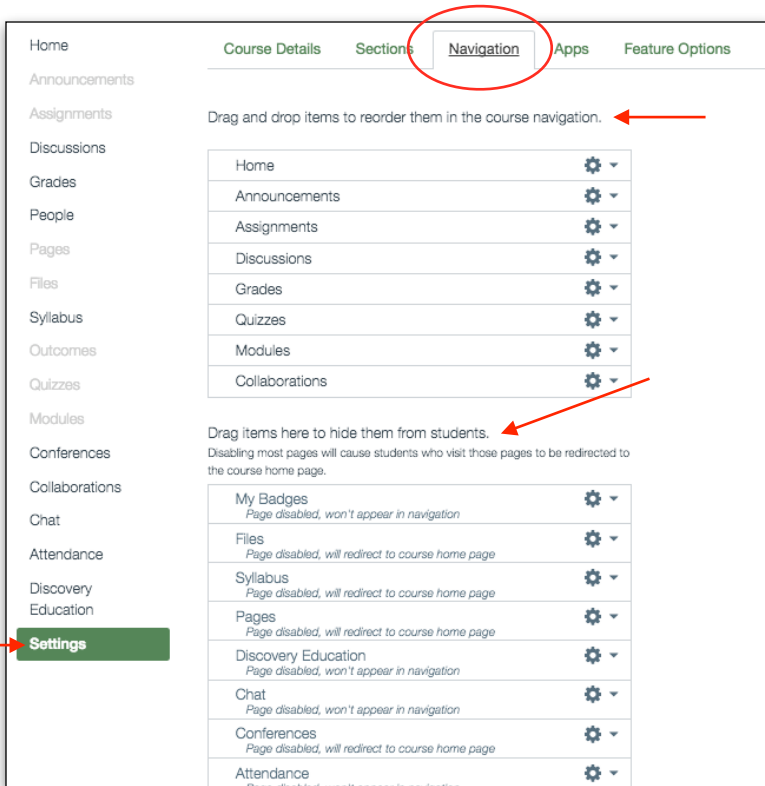
To begin, it is suggested that you order your course navigation similar to this structure and allow student access to the items in black and hide the items (seen in gray). Keeping the course navigation simple and clean makes it easier for students to understand where to go. Too many places to click and find things can be overwhelming and frustrating. Your modules and pages should provide a clear path. 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.

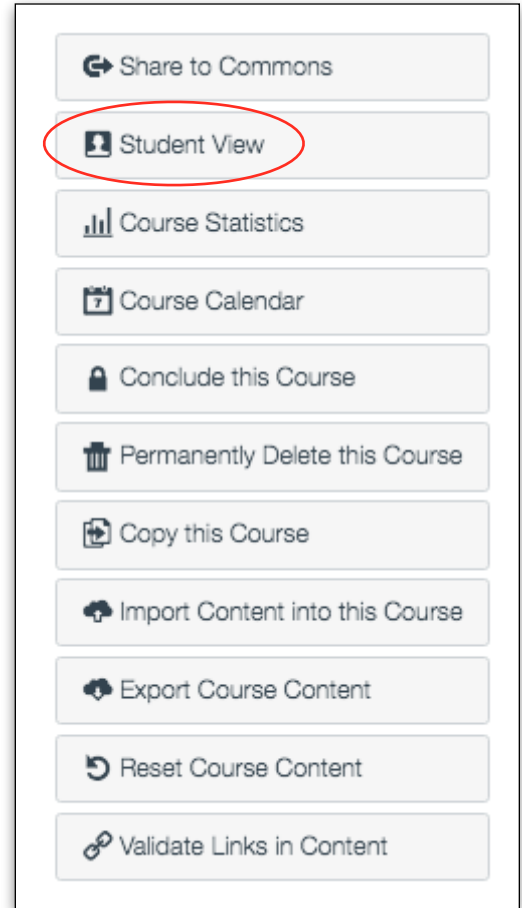


2

Course Settings:

Other details in course settings can be found here.

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



3

Course Set-Up Checklist:

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

5

Import from Commons:

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

4

Course Status:

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 Individual modules, assignments and pages can also be published and unpublished.

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.