

## Dashboard

### Interface

The Dashboard is the first thing you will see when you log into Canvas. The Dashboard presents an overview of what is happening in all your current courses.

- **Global Navigation** - The Global Navigation Menu is a green bar located on the left side of every page in Canvas and provides links to the Dashboard, Courses, Groups, Calendar, Inbox, User Account, Commons and the Help menu.
- **Course Cards** – In the center of the screen, there is a card for each course which includes the name of a course, a course image, the term and quick links to course tools.
- **Sidebar** – Located on the right-side of the screen and presents you with up-to-date information about assignments and events coming up in your courses.
- **Global Announcements** – Located at the top of the screen when there is an announcement from C&IT.
- **Tutoring Availability** – Located on the right-side at the bottom of the sidebar. Displays tutoring appointments available to students enrolled in the appropriate courses.

## Account

### Edit Profile Information

1. Click **Account** in the Global Navigation.
2. In the menu that appears, click **Profile**.
3. Click **Edit Profile**.
4. Click **Save Profile** to confirm changes.

### Edit Personal Settings

1. Click **Account** in the Global Navigation.
2. Click the **Settings** shortcut in the panel that appears.
3. Do any of the following:
  - Click **Edit Settings** and make changes to your **Settings**. Click the **Update Settings** button when you are finished.
  - Click **+ Email Address** or **+ Contact Method** in the Ways to Contact section to add a new email address or contact method.
  - Click a service in the Other Services section to connect your **Account** to a social media service.

### Set Notifications Preferences

1. Click **Account** in the Global Navigation.
2. In the menu that appears, click **Notifications**.
3. Locate a course activity and choose your preference by clicking the icons on the right side. All changes are saved automatically.
  - **Notify me right away**: Sends an instant notification.
  - **Send daily summary**: Sends a single, daily notification.
  - **Send weekly summary**: Sends a single, weekly notification.
  - **Do not send me anything**: Disables notifications



## Course Settings

### Edit the Course Navigation Menu

1. Click **Settings** in the **Course Navigation Menu**.
2. Click **Navigation**.
3. Click and drag any element to the desired location.
  - Items under **Drag items here to hide them from students** will not appear to students.

### Student View

1. Click **Home** in the **Course Navigation Menu**.
2. Click **Student View** on the right side of the screen. If you are using a small screen, it may appear at the bottom.
3. While **Student View** is active, a magenta border appears around your screen.
4. Click **Leave Student View** at the bottom of the screen to exit **Student View**.

### Course Home Page

1. Click **Home** in the **Course Navigation Menu**.
2. Click **Choose Home Page**.
3. Select an option from the list.
4. Click **Save**.

### Course Activity Stream

1. Access a course home page.
2. Click **View Course Stream**.
  - Click **Show More** for additional information

## Announcements

### Create an Announcement

1. Click **Announcements** in the **Course Navigation Menu**.
2. Click **+ Announcement**.
3. Type or Paste a title in the Topic Title field.
4. Type or Paste text in the **content editor**.
  - Insert links, files, or images by clicking on the tabs in the right pane and making selections.
  - Click **Choose File** to add an attachment.
5. In the options menu, you can select additional settings.
  - Delay Posting: Send the announcement at a later date.
  - Allow users to comment: Creates a discussion topic in this announcement.
6. Click **Save**.

### Edit an Announcement

1. Click **Announcements** in the **Course Navigation Menu**.
2. Click the title of an announcement.
3. Click **Edit**.
4. Click **Save** to confirm changes.

### Delete an Announcement

1. Click **Announcements** in the **Course Navigation Menu**.
2. Click ... next to an announcement and select **Delete** on the menu.
3. Click **Delete** on the next page to confirm.



## Assignments

### Assignment Types

- **Assignment:** An assignment that can be submitted online in a variety of formats including text entry, file uploads, media recordings, Google Docs, URL's or Canvas pages. They can be assigned to individuals, groups or sections.
- **Discussion:** An assignment that requires students to comment on discussion topics. They can be assigned to individual students or sections but not to groups.
- **Quiz:** An assignment that assesses the student's comprehension. They can be assigned to individual students or sections but not to groups.
- **External Tool:** An assignment that uses a link to a third party application or website. They can be assigned to individual students or sections but **not** to groups.
- **Not Graded:** An assignment with a due date but no points or grades given for completion. They can be assigned to individual students or sections but not to groups.

### Create Assignment Groups

1. Click **Assignments** in the **Course Navigation Menu**.
2. Click **+ Group**.
3. Type or Paste a group name in the menu.
4. Click **Save**.

### Create an Assignment

1. Click **Assignments** in the **Course Navigation Menu**.
2. Click **+ Assignment**.
3. Type or Paste a title in the **Assignment Name** field.
4. Type or Paste instructions into the **Content Editor**.
  - Click on the linking tool to insert links, files, or images.
5. Choose additional assignment settings:
  - **Points:** Type or Paste a value to be used for grading.
  - **Assignment Group:** Organize assignments into groups for grading.
  - **Display Grade As:** Choose to display the grade in various formats.
6. Choose a Submission Type.
  - **No Submission:** No content is collected from students.
  - **Online:** Students upload content to Canvas.
    - Text Entry: Students must Type or Paste content directly in the **Content Editor**.
    - Website URL: Allows students to upload a URL.
    - Media Recordings: Students must upload audio or video recordings.
    - File Uploads: Students must upload files to Canvas.
      - Restrict Upload File Types: specify file types that students must upload, such as .pdf or .docx.
7. In the **Assign** menu, select the due date and availability dates.
  - If needed, click **+ Add** to enable additional due dates for individual students or sections.
8. Click **Save & Publish** to make this assignment available to your students.
  - Click **Save** to continue Edit the assignment in a draft state.



### Edit an Assignment

1. Click **Assignments** in the **Course Navigation Menu**.
2. Click ... next to an assignment and click **Edit** in the menu.
3. Click **Save** or **Save & Publish** to confirm changes.

### Delete an Assignment

1. Click **Assignments** in the **Course Navigation Menu**.
2. Click ... next to an assignment and click **Delete** in the menu.
3. Click **OK** to confirm.

## Discussions

### Create a Discussion

1. Click **Discussions** in the **Course Navigation Menu**.
2. Click **+ Discussion**.
3. Type or Paste a title in the Topic Title field.
4. Type or Paste instructions into the **Content Editor**.
5. Choose additional discussions settings.
  - Click **Choose File** to add an attachment.
6. In the options menu, you can select additional settings.
  - Allow threaded replies: Students can respond directly to each other's posts.
  - Users must post before seeing replies: Students must reply to the discussion before they can see any other posts
  - Graded: Enable grading and create a grade book entry.
  - This is a Group Discussion: Enable separate discussions for student groups.
7. Choose dates in the **Available From** and **Until** fields.
8. Click **Save & Publish** to make this discussion available to your students.
  - Click **Save** to continue Edit the assignment in a draft state.

### Delete a Discussion

1. Click **Discussions** in the **Course Navigation Menu**.
2. Click ... next to a discussion and click **Delete** in the menu.
3. Click **Delete** to confirm.

### Discussions: Additional options

- Close for Comments: Drag a discussion to the Closed for Comments section. Students will be unable to post new replies.
- Pinned Discussions: Drag a discussion to the Pinned Discussions section. Pinned Discussions appear at the top of the page.

## Grading

### Enter Grades directly in the Gradebook

1. Click **Grades** in the **Course Navigation Menu**.
2. Locate the student and assignment that you intend to grade. Click the corresponding cell.
  - Enter a grade: Type a score and press the Enter key. The score will be saved automatically.
  - Delete a grade: Press **Delete**.

### SpeedGrader

1. Click **Grades** in the **Course Navigation Menu**.
2. Hover your mouse over the assignment column.
3. Click the arrow icon and choose **SpeedGrader** from the menu.
4. There are several options in **SpeedGrader**.
  - In the Assessment area, you can Type or Paste a grade or view the rubric.
  - In the Assignment Comments area, you can Type or Paste comments or upload media files and attachments.
  - Click the Arrow icons to advance to the next student or use keyboard shortcuts.
    - j : Next Student
    - k : Previous Student
    - c : Leave Comment
    - g : Change Grade
    - r : Use Rubric
  - Click the Submit button to confirm any changes.
5. Click the Gradebook icon to return to the Gradebook.

## People

### Adding People to a Course

1. Click **People** in the **Course Navigation Menu**.
2. Click **+ People**.
3. Select Login ID.
4. Type or Paste or paste Wayne State Access ID's in the field (e.g. ab1234).
5. Select a Role.
6. Select a section to enroll them in.
  - If applicable, enable **Can interact with users in their section only**.
7. Click **Next**.
8. Click **Add Users** to confirm.

### People: Additional Options

1. Click ... next to a user for additional options:
  - **Re-Send Invitation:** Re-sends an invitation notification.
  - **Edit Sections:** Edit the section the user is enrolled in.
  - **Edit Role:** Change the role of a user.
  - **Deactivate User:** Deactivate a user. If re-activated, all content will be restored.
  - **Remove from Course:** Permanently remove a user from a course.
  - **View Analytics:** View the activity and statistics about a user.



## Pages

### Create a Page

1. Click **Pages** in the **Course Navigation Menu**.
2. If you have enabled a front page, it will display. Click view all pages.
3. Click **+ Page**.
4. Type or Paste a name.
5. Type or Paste instructions into the **Content Editor**.
6. Under the Options menu, choose the roles that can edit the page.
7. Click **Save & Publish** to make this discussion available to your students.
  - Click **Save** to continue Edit the assignment in a draft state.

### Setting a Front Page (Home Page)

1. Click **Pages** in the **Course Navigation Menu**.
2. Click ... next to a published page.
3. Select **Use as Front Page** from the menu.

### Edit a Page

1. Click **Pages** in the **Course Navigation Menu**.
2. Click the title of a page.
3. Click **Edit**.
4. Click **Save** or **Save & Publish** to confirm changes.

## Outcomes

### Setting Up Outcomes

1. Click **Outcomes** in the **Course Navigation Menu**.
2. Click **+ Outcome**.
3. Type or Paste a title in the **Name this outcome** field.
4. Type or Paste a description in the content editor.
5. Scroll down to the Criterion ratings section.
  - Click Insert to add additional criterion.
  - Click the pencil icon to edit criterion.
6. Click **Save** to confirm.

### Create an Outcome Group

1. Click **Outcomes** in the **Course Navigation Menu**.
2. Click **+ Group**.
3. Type or Paste a title in the **Name this group** field.
4. Type or Paste a description in the **Content Editor**.
5. Click **Save**.

### Create a Rubric

1. Click **Outcomes** in the **Course Navigation Menu**.
2. Click **Manage Rubrics**.
3. Select Manage Rubrics from the resulting menu.
4. Click **Add Rubric**.
5. Type or Paste a title in the Title field.
  - Click **+ Criterion** to add additional criterion.
  - Click the pencil icon to edit criterion information.



- Enable “use this rubric for assignment grading” to utilize rubric-based grading.

### Quizzes

#### Create a Quiz

1. Click **Quizzes** in the **Course Navigation Menu**.
2. Click **+ Quiz**.
3. Type or Paste a title in the **Unnamed Quiz** field.
4. Type or Paste instructions for the quiz in the **Content Editor**.
5. Choose a Quiz Type.
  - Graded Quiz: A grade column will be created in **Grades**. You will be able to view all responses.
  - Practice Quiz: A grade column will not be created in **Grades**. You will be able to view all responses.
  - Graded Survey: A grade column will be created in **Grades**. Survey responses will not be graded, but students will receive credit for completing the survey. You can choose to make the survey responses anonymous.
  - Ungraded Survey: A grade column will not be created in **Grades**. The Survey will not appear in the course summary.
6. Choose an Assignment group.
7. Choose additional options
  - a. Shuffle Answers: Re-arranges the order of answer choices for each student. Not Applicable to all question types. Please note that “All of the Above” type answer choices will also be re-arranged.
  - b. Time Limit: Enforce a time limit. Timed quizzes begin once a student begins the exam and will not be paused if the student navigates away from the quiz.
  - c. Multiple Attempts: Allow all students to submit the quiz more than once. If you need to enable multiple attempts for a subset of your students, use the **Moderate Quiz** feature.
8. In the **Assign** menu, select the due date and availability dates.
  - If needed, click **+ Add** to enable additional due dates for individual students or sections.

#### Create Quiz Questions

1. Click **Quizzes** in the **Course Navigation Menu**.
2. Click **Questions** above the title field.
3. Click the **+ New Question**.
  - If required, Type or Paste a title for the question in the Question field.
4. Choose a question type in the drop-down menu.
  - Multiple Choice
  - True/False
  - Fill-in-the-Blank
  - Fill-in-Multiple-Blanks
  - Multiple Answers
  - Multiple Drop-down (can be used for Likert scale)
  - Matching
  - Numerical Answer
  - Formula (simple formula and single variable)
  - Essay
  - File Upload
5. Type or Paste a point value in the **pts** field.
6. Type or paste the question into the **Content Editor**.
7. Designate a correct answer in the **Answers** menu (varies by question type).



8. Click **Update Question**. Repeat steps 3-7 for additional questions.

### Create a Question Bank

1. Click **Quizzes** in the **Course Navigation Menu**.
2. Click ... and select **Manage Question Banks** from the menu.
3. Click **+ Question Bank**.
4. Type or Paste a title for the bank in the Bank Name that appears. Press **Type or Paste**.

### Add Questions to a Question Bank

1. Click **Quizzes** in the **Course Navigation Menu**.
2. Click the title of a question bank.
3. Click **+ Add a Question**.
  - If required, Type or Paste a title for the question in the Question field.
4. Choose a question type in the drop-down menu.
5. Type or paste the question into the **Content Editor**.
6. Designate a correct answer in the **Answers** menu (varies by question type).
7. Click **Update Question**. Repeat steps 3-7 for additional questions.

## Modules

### Create a Module

1. Click **Modules** in the **Course Navigation Menu**.
2. Click **+ Module**.
3. Type or Paste a title in the Module Name field.
4. If desired, enable additional options.
  - Select **Lock Until** to unlock the Module at a specific date.
  - Click **+ Prerequisite** to require the completion of another module to unlock this one.
5. Click **Add Module**.

### Adding Items to a Module

1. Click **Modules** in the **Course Navigation Menu**.
2. Click **+** next to the title of the module.
3. In the drop-down menu, choose an item type.
  - Assignment
  - Quiz
  - File
  - Page
  - Discussion
  - Text Header
  - External URL
  - External Tool
4. Select the item from the list. You may need to scroll to see all options.
  - Click **set an indentation** to organize this item in the module's spacing.
5. Click **Add Item**.

### Adding Requirements to a Module

1. Click **Modules** in the **Course Navigation Menu**.
2. Click ... next to the title of the module. Choose **Edit** from the menu.
3. Click **+ Requirement**.
4. Select (1) of the presented options.





- Students must complete all of these requirements
    - If selected, you can also enable **Students must move through requirements in sequential order**
  - Student must complete one of these requirements.
5. In the drop-down menus, select an item and condition.
  6. Click **Update Module**.

### Delete a Module

1. Click **Modules** in the **Course Navigation Menu**.
2. Click ... next to the title of the module. Choose **Delete** from the menu.
3. Click the OK button to confirm.
  - Delete a module does not remove the items contained from your course.

## Conferences

### Create a Conference

1. Click **Conferences** in the **Course Navigation Menu**.
2. Click **+ Conference**.
3. Type or paste a title in the **Name** field.
4. In the **Type** drop-down menu, choose **BigBlueButton**.
5. Choose additional options if needed.
  - Duration
  - Enable recording for this conference
  - No Time Limit (If selected, Duration setting is disabled)
  - Type or paste a description.
6. Under Members, choose an option.
  - Invite All Course Members (recommended)
  - Deselect Invite all course members to select individual course members
7. Click **Update**.

### Edit a Conference

1. Click **Conferences** in the **Course Navigation Menu**.
2. Click the **Settings** icon. Choose **Edit** from the menu that appears.
3. Click **Update** to confirm.

### Delete a Conference

1. Click **Conferences** in the Course Navigation Menu.
2. Click the **Settings** icon. Choose **Edit** from the menu that appears.
3. Click **OK** to confirm.

### Participating in a Conference

1. Click **Conferences** in the Course Navigation Menu.
2. Locate a Conference and click an option next to the title.
  - Click **Start** to begin the conference.
  - Click **Join** to Type or Paste a conference that has started.
  - Click **End** to conclude the conference. You must click **OK** to confirm. If set, the conference will conclude automatically after the duration has completed.

## Collaborations

### Starting a Collaboration with Office 365

1. Click **Collaborations** in the **Course Navigation Menu**.
2. Click **+ Start a new collaboration**.
3. In the **Collaborate using** drop-down menu, select **Office 365**.
4. Click **Log In**. If you have recently logged in, you may be logged in again automatically. If so, skip to step 6.
5. In the window that appears, complete the Office 365 login process with your Wayne State Access ID.
6. After you login, choose a document type.
  - Word
  - Excel
  - Powerpoint
7. Type or paste a title in the **Document name** field.
8. Type or paste information in the **Description** field.
9. Under **People**, click the names of everyone that should have access to the document.
10. Click **Save**.

### Edit a Collaboration

1. Click **Collaborations** in the **Course Navigation Menu**.
2. Locate a **Collaboration** and click the **pencil** icon next to the title.
3. Click **Save** to confirm changes.

### Delete a Collaboration

1. Click **Collaborations** in the **Course Navigation Menu**.
2. Locate a **Collaboration** and click the **trash can (Delete)** icon next to the title.
3. Click **OK** to confirm.

## Attendance

### Take Attendance

1. Click **Attendance** in the **Course Navigation Menu**.
  - To mark a student as present and on time, click one time (green check mark icon).
  - To mark a student as not present, click two times (red X icon).
  - To mark a student as late, click three times (orange clock icon).
  - To unmark the attendance status, leave the button as the default (gray no symbol icon). The unmarked attendance status also indicates an excused absence.
  - Click **Mark All Present** or **Unmark All** to change the status of all student simultaneously.

## Syllabus

### Edit the Syllabus Description

1. Click **Syllabus** in the **Course Navigation Menu**.
2. Click **Edit**.
3. Type or Paste into the **Content Editor**.
  - You can use the links, files, and images tool to link to a syllabus document.
4. Click **Update Syllabus** to confirm changes.



## Files

### Uploading Files to a Course

1. Click **Files** in the **Course Navigation Menu**.
2. Click the **^ Upload**.
3. Locate and select the file you want to upload and click the **Open** button.

### Create a Folder

1. Click **Files** in the **Course Navigation Menu**.
2. Click **+ Folder**.
3. Type or Paste a name for the folder in the field that appears and press enter to confirm.

## Groups

### Create a Group Set

1. Click **People** in the **Course Navigation Menu**.
2. Click **+ Group Set**.
3. Type or Paste a name into the **Group Set Name** field.
4. Choose additional options if needed.
  - Self Sign-up: Allow students to choose their own group. If activated, you can also choose to require group members to be enrolled in the same section.
  - Group Structure: You can choose to automatically or manually split up students into groups.
5. Click **Save**.

### Create a Student Group

1. Click **People** in the **Course Navigation Menu**.
2. Click a **Group Set** located at the top of the screen.
3. Click **+ Group**.
4. Type or Paste a name into the **Group Name** field.
  - If desired, enter or type a value into the **Limit groups to** field.
5. Click **Save**.

### Automatically Assign Students to Groups

1. Click **People** in the **Course Navigation Menu**.
2. Click a **Group Set** located at the top of the screen.
3. Click **...** and choose **Randomly Assign Students** from the menu.
4. Click **Okay** to confirm.

### Manually Assign Students to Groups

1. Click **People** in the **Course Navigation Menu**.
2. Click a **Group Set** located at the top of the screen.
3. Locate a student's name and click the plus sign next to it. Choose the desired group.
  - You can also click and hold the **....** icon and drag the student to the groups on the right.

### Assigning a Student Leader to a Group

1. Click **People** in the **Course Navigation Menu**.
2. Click a **Group Set** located at the top of the screen.
3. Under **Groups** on the right-hand side, click **...** next to a student's name. Choose **Set as Leader** from the menu.
  - To reverse this setting, follow step 3 and choose **Remove as Leader**.



### Calendar

#### Create a Calendar Event

1. Click **Calendar** in the **Global Navigation Menu**.
2. Click + at the top of the screen.
  - You can also click on any empty space on the calendar.
3. Under Event, type or paste a name into the Title field.
4. Under Date, click the calendar icon and select the appropriate date. This may be auto-populated.
5. Under From, type a start time. In the to field, type an end time.
6. Type or Paste a location in the Location field.
7. Under Calendar, choose which course or personal calendar to place the event in.
  - Click **More options** to access the **Content Editor** to input additional information.
8. Click **Submit**.

#### Create an Assignment in the Calendar

1. Click **Calendar** in the **Global Navigation Menu**.
2. Click + at the top of the screen.
3. Click **Assignment**.
4. Type or Paste a title in the **Assignment Name** field.
5. Next to Due, click the calendar icon and choose a due date
6. Next to **Calendar**, choose which course to place the assignment in.
7. Next to **Group**, choose the **Assignment Group**.
8. Next to **Publish**, choose the desired setting.
  - Click **More options** to access the **Content Editor** and additional assignment settings.
9. Click **Submit**.

### Inbox

#### Sending a Message from the Inbox

1. Click **Inbox** in the **Global Navigation Menu**.
2. Click the **Pencil and Paper** (Compose a new message) icon at the top of the screen.
3. Select a course from the drop-down menu.
4. Click the address book icon. Select the recipients.
5. Type or Paste a subject in the Subject box.
  - Select **Send an individual message to each recipient** to prevent a single recipient from replying to other recipients.
6. Type or Paste the message in the text field.
7. Click **Send**.

