











Canvas Basics

<https://utk.instructure.com/>

- 1. Set course name & image**
 - a. Course name:** Edit course “card” on Dashboard 
 - b. Course image:** Settings, Feature Options, Enable Dashboard Images for Courses, Course Details, Refresh, Choose Image
- 2. Add instructors to course:** People, , By email address OR Login ID (Net ID), Add Users (*NOTE:* Students cannot be added manually—done via registration)
- 3. Add files:** Files,  , Add folders/uploads, Set availability
- 4. Reduce PPT file size:** *Limited to 524 MB total space* Click on a picture, Picture Tools, Compress Pictures, UNCLICK Apply only to this picture, Web (150 ppi)
- 5. Add online quizzes:** Quizzes, , Adjust preferences (via Details), Add questions (via Questions tab), Save and Publish ONLY when completely finished
- 6. Enter grades:** For *non-online* quizzes and tests: Add assignment , Adjust preferences (via Details); For Submission Type, choose Paper; Save and Publish to display in gradebook; Grades (left menu); To hide from students, click caret by assignment name & choose “Mute Assignment”
- 7. Add modules:** Modules, , , Select files/quizzes you have already included (you are essentially linking them)
- 8. Carry forward course material:** In the NEW course, Settings, Import Content into this Course, Content Type (Copy a Canvas Course), Type “VMD,” Scroll down to find correct course, Adjust preferences, Import
- 9. See what the students see:** Settings, Student View (right of screen)
- 10. Set availability:** Unpublished  vs Published 

Course Status



- a.** Files are published individually.
- b.** Modules are published individually, BUT all items in each module are published together (HOWEVER, if the file is not published in the File section, the student will see the file name but not its contents)

Canvas User Roles & Permissions

Permissions	Student	Participant	Teacher/TA	Support	Designer	Grader	Observer
Add, edit, and delete events on the course calendar	✗	✗	✓	✓	✓	✗	✗
Add/remove other teachers, course designers, or TAs to the course	✗	✗	✓	✓	✗	✗	✗
Add/remove students from the course	✗	✗	✓	✓	✗	✗	✗
Manage course content	✗	✗	✓	✓	✓	✗	✗
Post to discussions	✓	✓	✓	✓	✓	✗	✗
See a list of users	✓	✓	✓	✓	✓	✓	✗
View and edit all grades	✗	✗	✓	✓	✗	✓	✗
Send and receive email	✓	✓	✓	✓	✓	✗	✗