

Basic Navigation in Canvas

Click here: [Canvas Instructor Tour Videos](#)

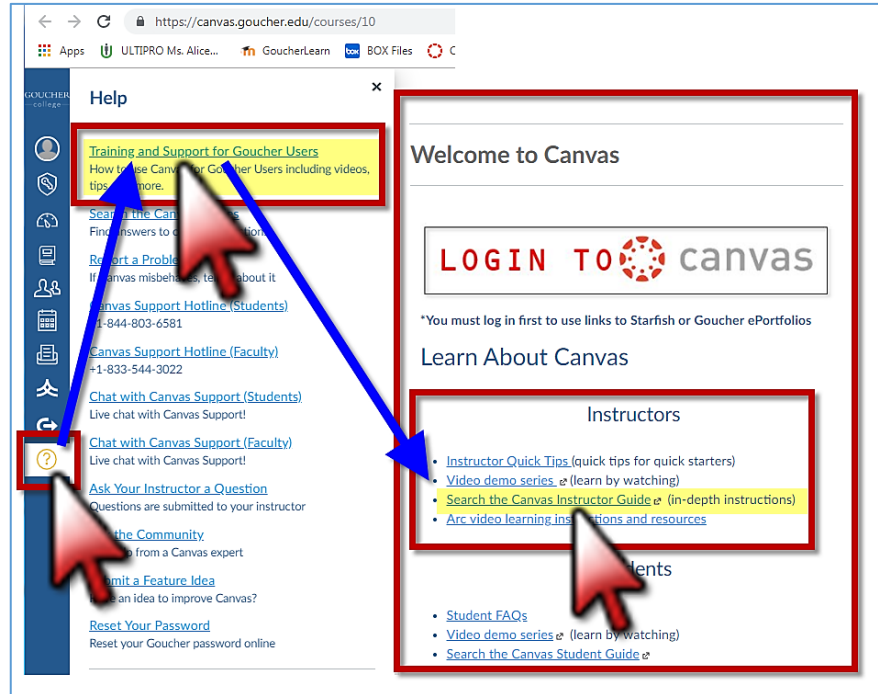
Access in-depth training/instructions in the Canvas Instructor Guide.

Open Canvas.

Click the **Help** icon on the left
(a question mark symbol).

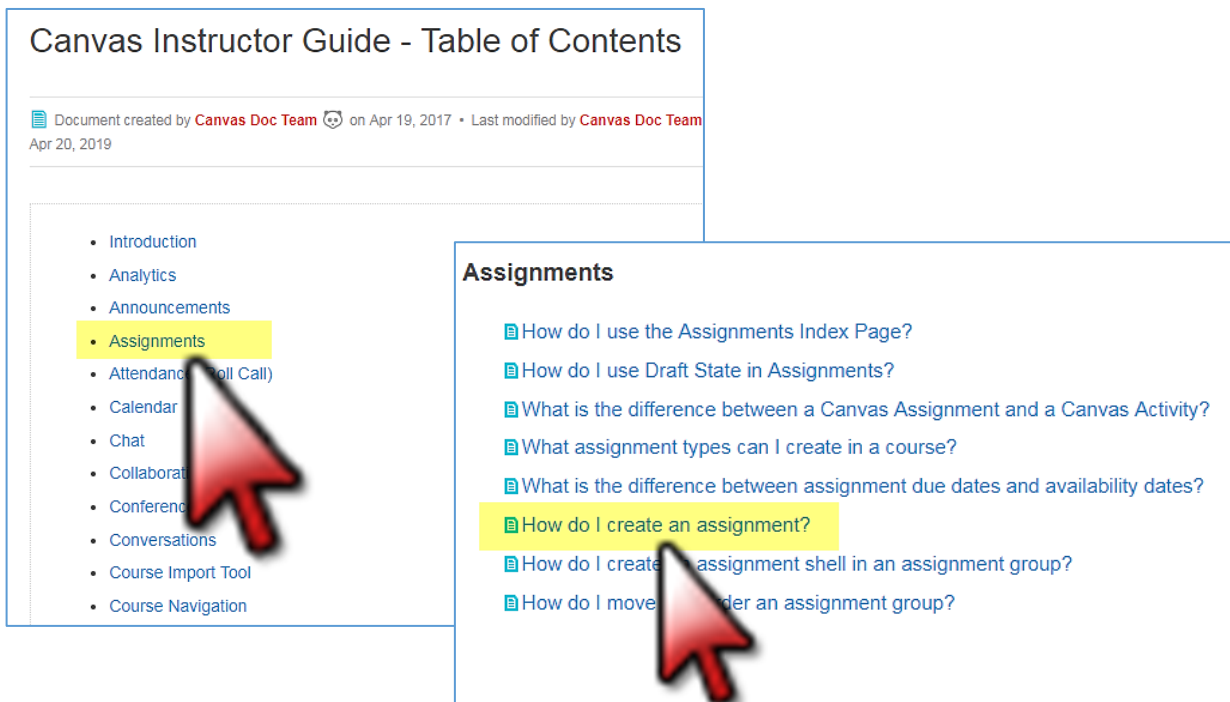
Click the **Training and Support
for Goucher Users** link.

Click **Search the Canvas
Instructor Guide** link.



Scroll through the Table of Contents and click on your topic.

Click on your question to find in-depth instructions.



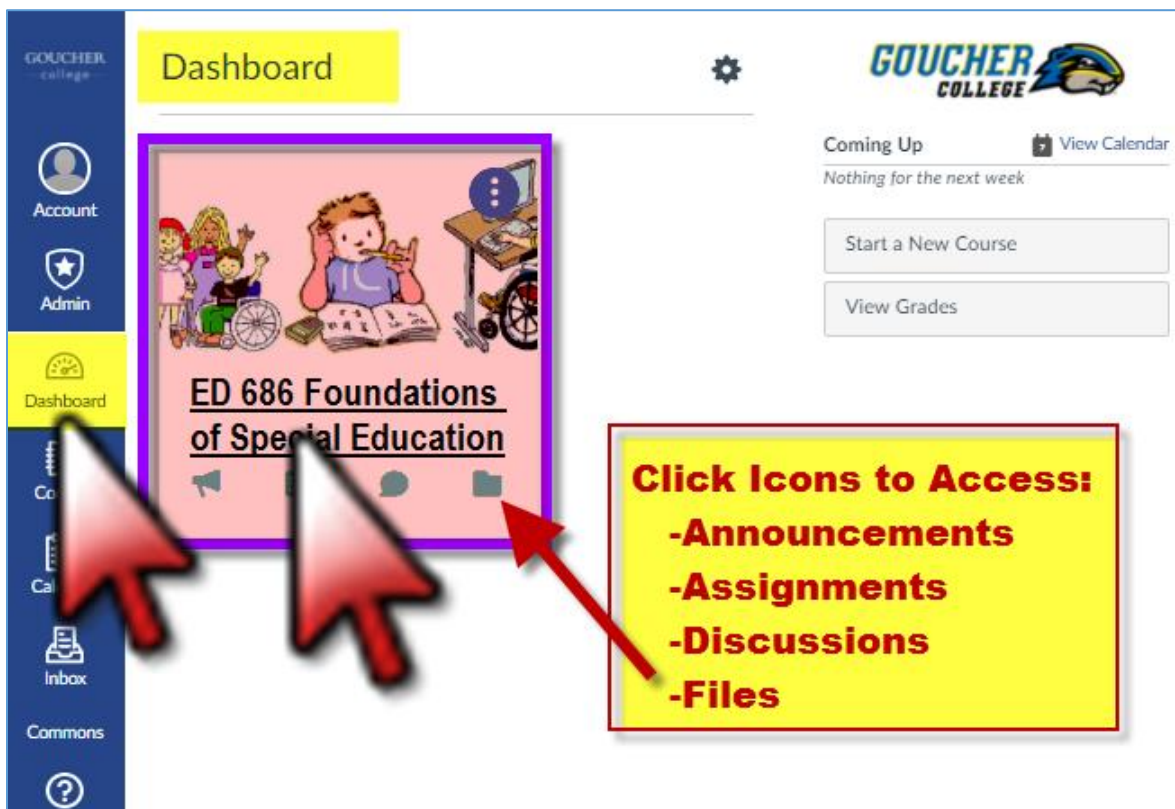
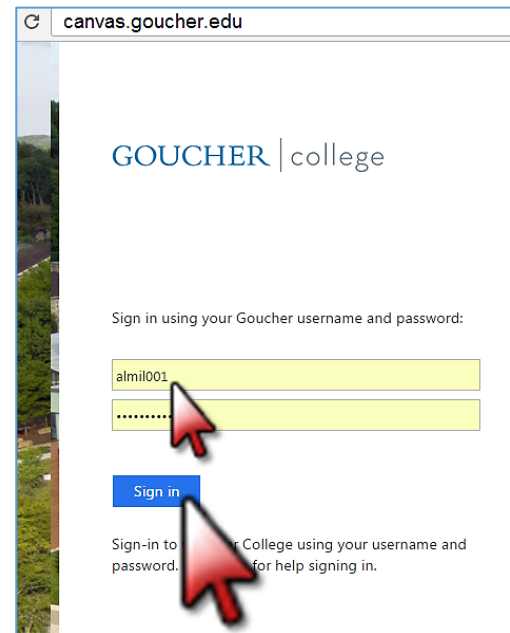
Additional Directions:

- Sign In to Canvas
- [Upload a File](#)
- [Publish Your Course \(Make it Visible to Students\)](#)
- [Edit a Topic Section Module](#)
- [Create a Content Page](#)
- [Select a Home Page](#)

1. Sign in to Canvas at canvas.goucher.edu using your Goucher username and password.

2. Click the **Dashboard** icon on the left.

3. Click on your **Course Title** to open the course or click the icons in your course tile to directly access some of the course elements (**Announcements**, **Assignments**, **Discussions**, or **Files**).

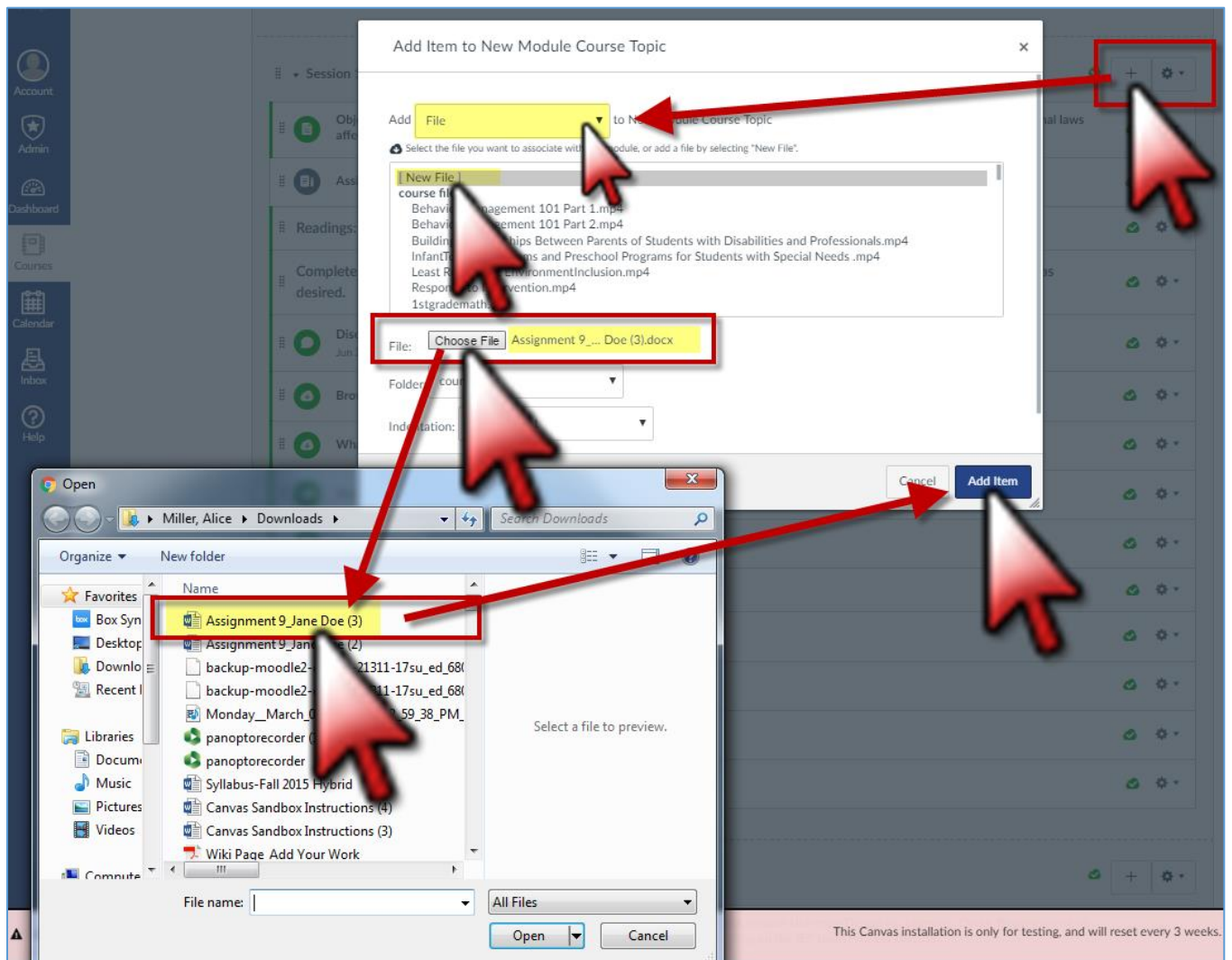


Upload a File:

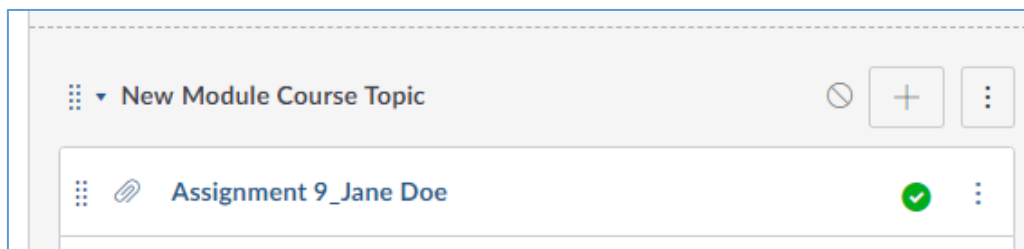
1. Click the **Add + sign** next to any Module title.
2. Use the dropdown menu to select **File**, then select **New File**.
3. Click the **Choose File** button to open your file directory (files you have saved on your computer).
4. Double-click on a file that you have saved on your computer.

The selected file name will appear next to the **Choose File** button.

5. Click the **Add Item** button.

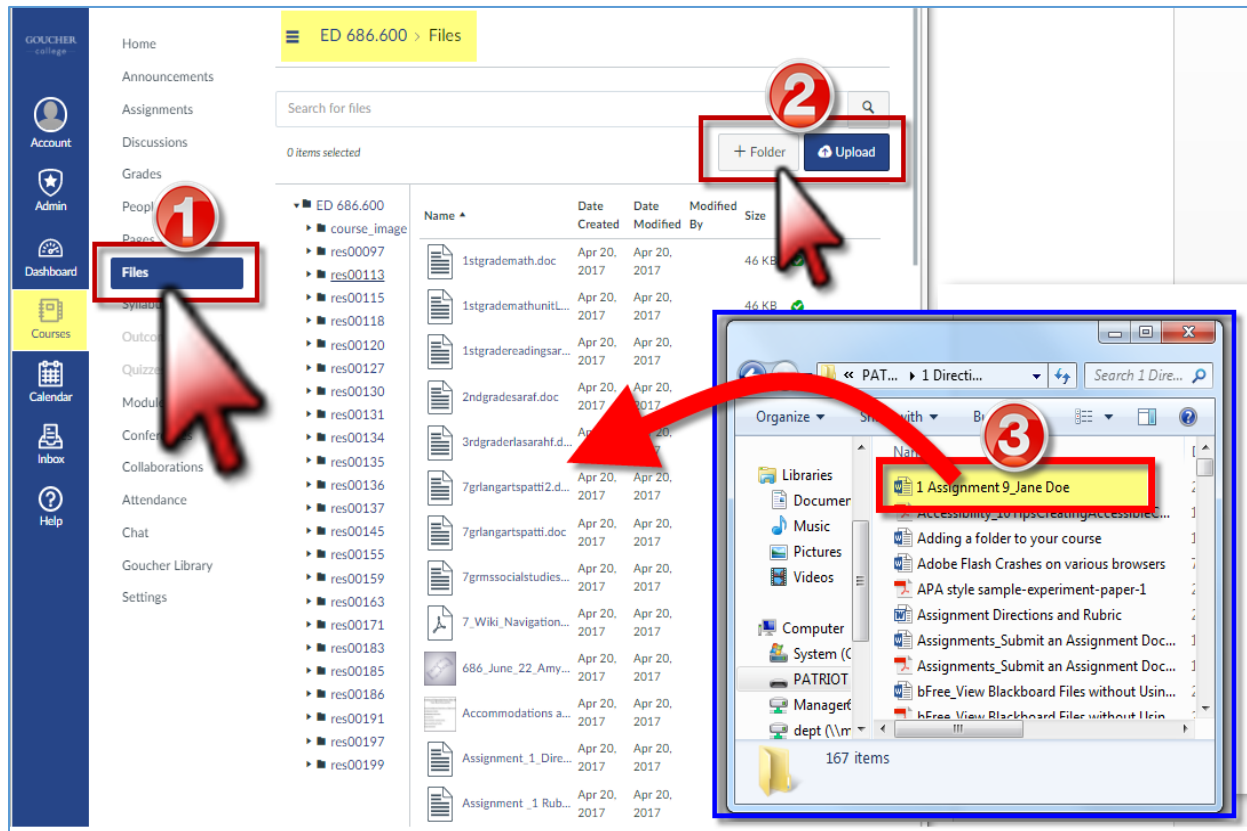


6. The new file will appear in your course topic module.



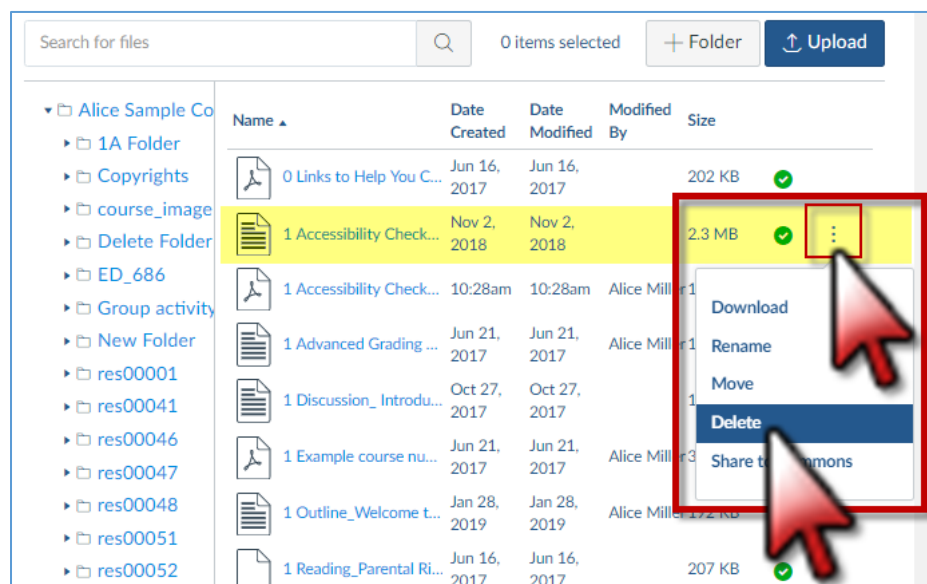
Drag and Drop Method to Upload a File:

1. Click on the **Files** link in the left navigation panel. Every file already uploaded to the course site will appear in the Files list.
2. Click on the **Folder** button if you wish to create a folder to contain files or skip this step.
3. Open your file directory on your computer to locate a file that you want to upload to the course. **Click and Drag** the file title into the center of the file list.



4. Your file will now appear in the file list.

Roll your cursor over the right side of the file listing and some editing tools will appear for each item.

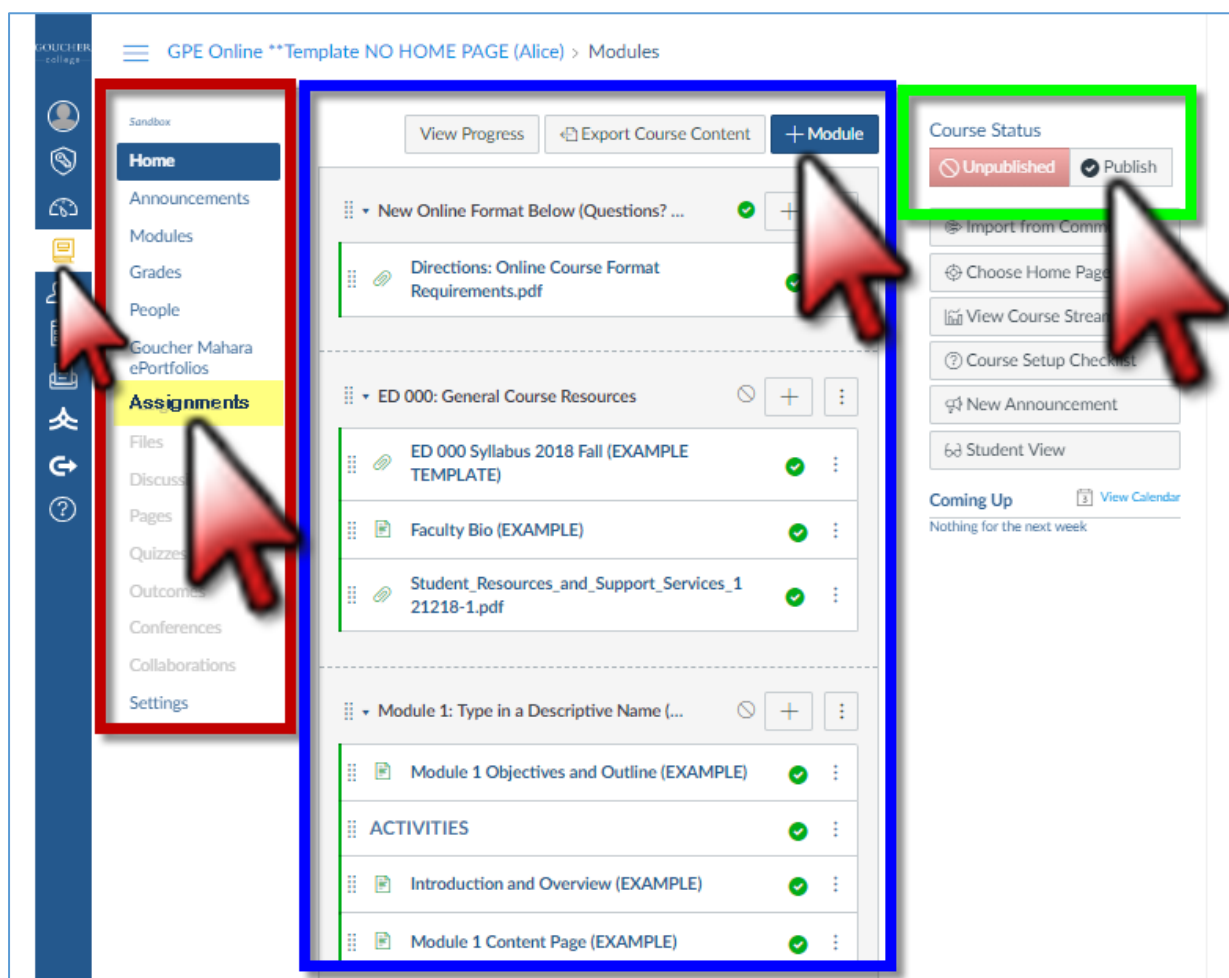


Find and Publish Your Course Material:

On the main course page, in the **Navigation** panel (in the **red** box below), click the **Assignments** link (or any other link) to access it. Click on the **Title** of an assignment to open it, **Edit** the assignment, and click the **Save** button. Detailed directions: [How Do I Create an Assignment?](#)

Click the **+Module** button (in the **blue** box below) to add a new Topic. “**Module**” = “**Topic Section**”

Click the **Publish** button (in the **green** box below), in the **Course Status** section, to make your course **Visible** to the students. Click the **UnPublish** button to hide your course site from the students. Once your course contains a graded submission, you can no longer unpublish your course.



IMPORTANT NOTE: When you **Publish** your course to make it visible to the students, make sure the “**Ends**” date box is **UNCHECKED** if you want students to log in prior to the start date.

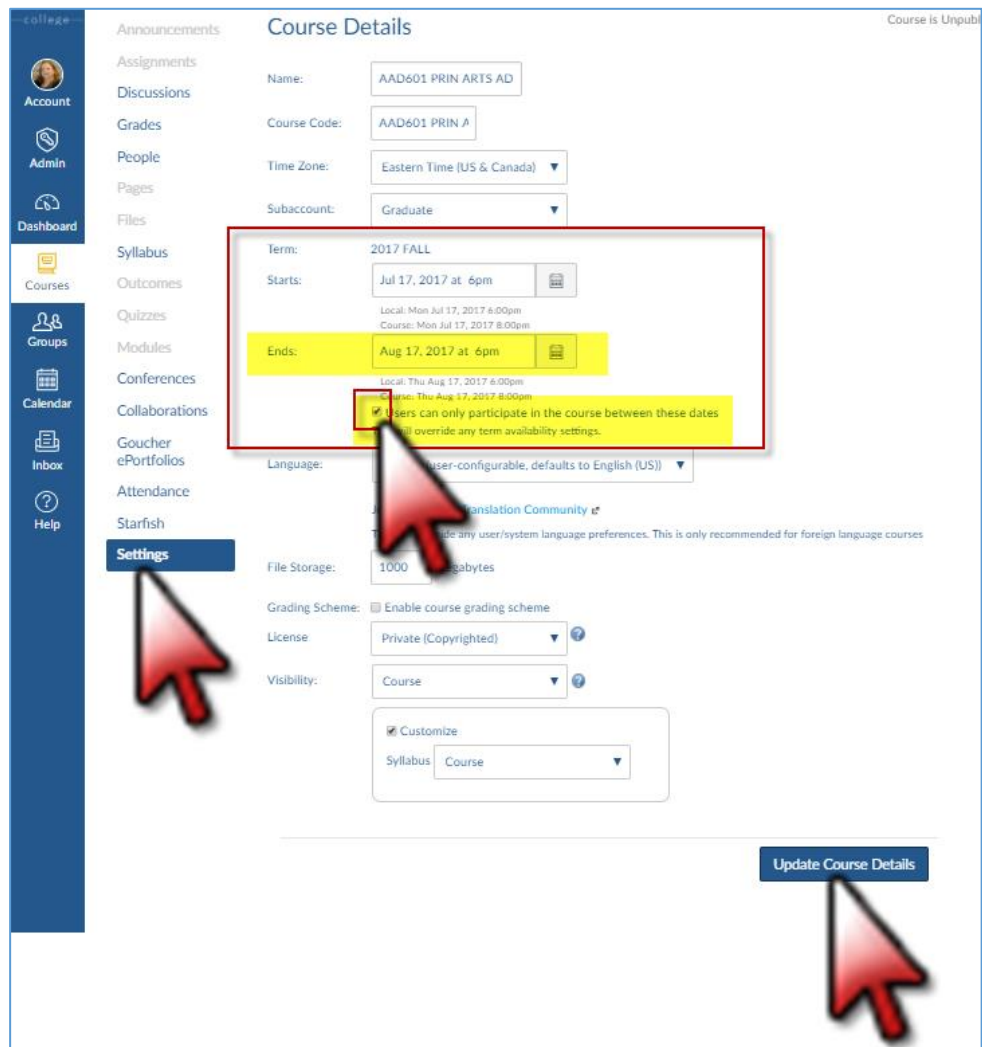
Open your course site.

Click the **Settings** link in the left column.

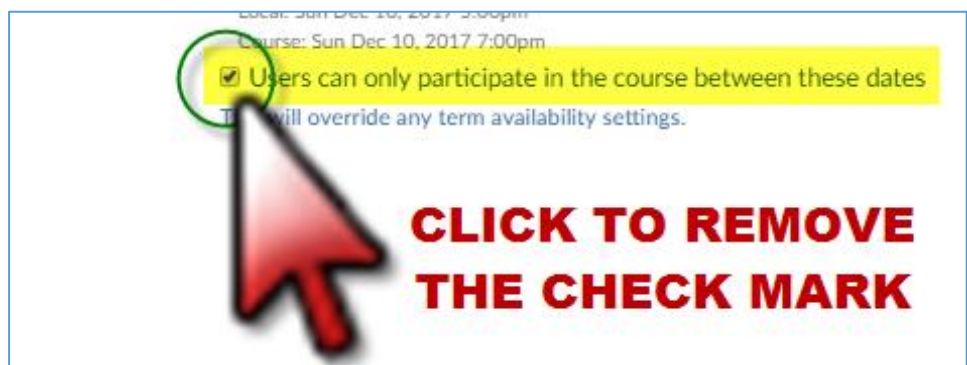
UNCHECK the box for **Users can only participate in the course between these dates.**

(Remove the check mark from the box.)

Scroll down and click the **Update Course Details** button.



The screenshot shows the 'Course Details' page in a Canvas LMS interface. On the left is a blue sidebar with navigation links: Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, and Help. The 'Settings' link is highlighted with a red arrow. The main content area is titled 'Course Details' and contains various fields. A red box highlights the 'Term' (2017 FALL), 'Starts' (Jul 17, 2017 at 6pm), and 'Ends' (Aug 17, 2017 at 6pm) section. Within this section, a yellow box highlights the checkbox 'Users can only participate in the course between these dates', which is currently checked. A red arrow points to this checkbox. Below the checkbox, it says 'This will override any term availability settings.' Other fields include 'Name' (AAD601 PRIN ARTS AD), 'Course Code' (AAD601 PRIN A), 'Time Zone' (Eastern Time (US & Canada)), 'Subaccount' (Graduate), 'Language' (English (US)), 'File Storage' (1000 megabytes), 'Grading Scheme' (Enable course grading scheme), 'License' (Private (Copyrighted)), and 'Visibility' (Course). At the bottom right, there is a blue button labeled 'Update Course Details' with a red arrow pointing to it.



This is a close-up of the checkbox area from the previous screenshot. The checkbox is checked and is highlighted with a yellow box. A red circle is drawn around the checkmark. A large red arrow points directly at the checkmark. To the right of the checkbox, the text 'Users can only participate in the course between these dates' is visible, followed by 'This will override any term availability settings.' Below this, the text 'CLICK TO REMOVE THE CHECK MARK' is written in large, bold, red capital letters.

Edit a Topic Section Module:

The screenshot displays a course management interface. On the left is a sidebar with navigation links: Home, Announcements, Modules (highlighted), Grades, People, Goucher Mahara ePortfolios, Panopto Recordings, Files, Pages, Collaborations, Discussions, Assignments, Outcomes, Quizzes, Conferences, and Settings. The main content area shows a list of modules. At the top, there are buttons for 'View Progress', 'Export Course Content', and '+ Module'. The first module is 'ED 999: General Course Resources', which contains 'ED 999 Fall 2018 Syllabus' and 'Faculty Bio: Alice Miller'. The second module is 'Module 1: Historical Perspectives of Special Education', containing 'Module 1 Objectives and Outline', 'Introduction and Overview', 'Module 1 Topic A: Historical Background', and 'Module 1 Topic B: The Jackson Case Study'. The third module is 'Module 2: C...', containing 'Module 2 Objectives and Outline', 'Co-Teaching', and an 'ACTIVITIES' section. Numbered callouts indicate actions: 1 points to the '+ Module' button; 2 points to the edit, move, and delete icons in the dropdown menu of the first module; 3 points to the drag handle icon next to 'Introduction and Overview'; 4 points to the title 'Module 2 Objectives and Outline'; 5 points to the 'UnPublished' status button (a square with a green checkmark) next to 'Module 2 Objectives and Outline'.

1. Click the **+ Sign** to **Add an item** to any Module (Add a Discussion, Assignment, URL Link, Video, etc.)
2. Click the **Edit** dropdown menu icon to **Edit** an item, **Move** an item, or **Delete** an item.
3. Click the **Drag Tool** to click and drag an item up or down in the list.
4. Click the **Title** of an item to open it or **Edit** it.
5. Click the round **UnPublished** button (on the right of each item) to get a green check mark and change it to **Published**. **Green Icons** indicate that the item is published and visible to the students.

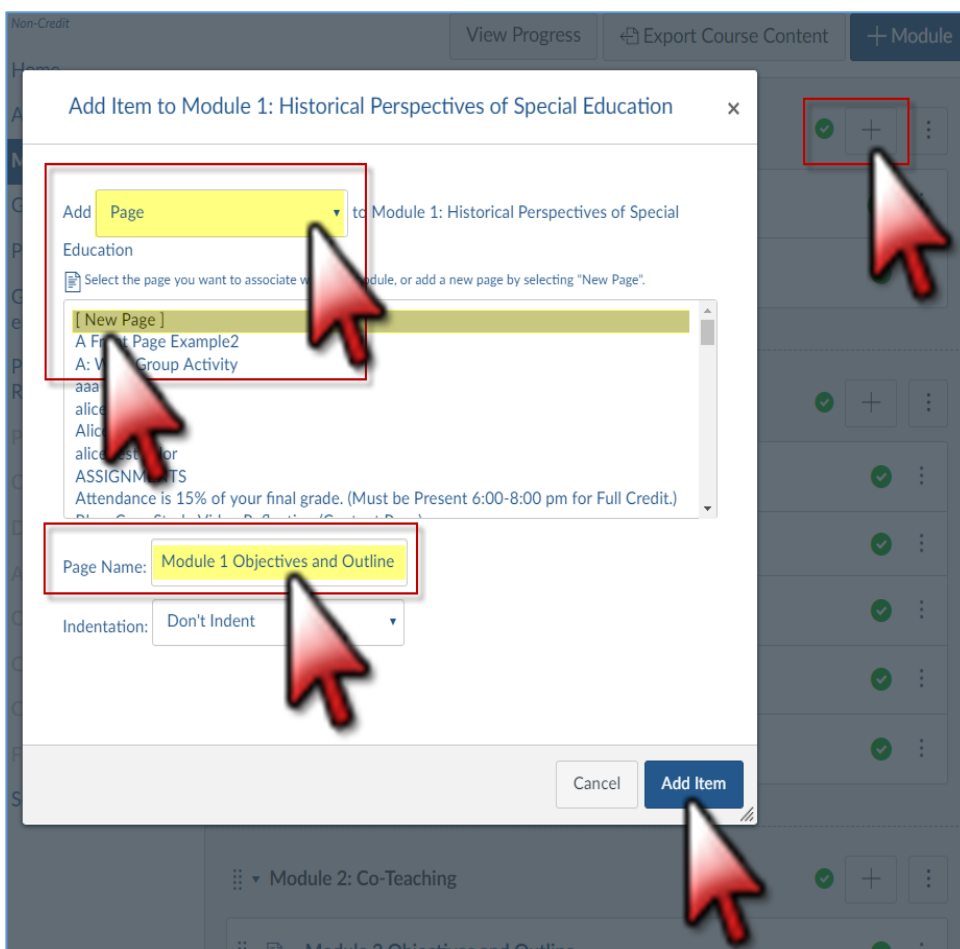
To create any Content Page, click the **+ Sign** next to any Module title.

Then select **Page** from the **Add** dropdown menu.

Select **New Page**.

Type in the **Page Name**.
Follow the formatting as seen in the example.

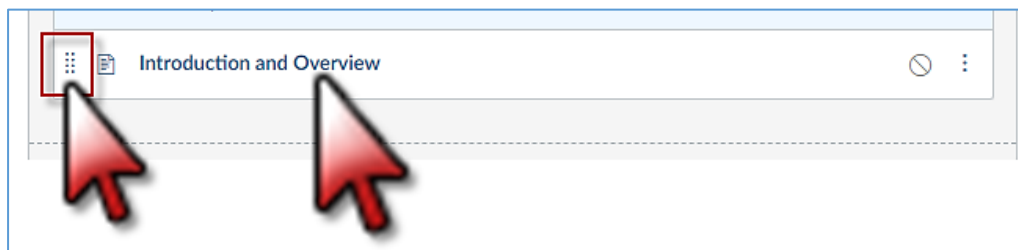
Click the **Add Item** button.



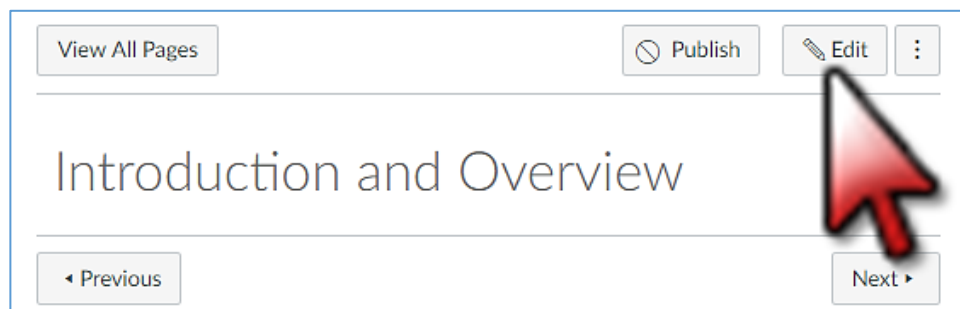
A new content page will appear at the bottom of the Module.

Drag the **MOVE** icon on the left to move the new Page up or down in the list.

Click on the **Page Title** to open it.



Click the **Edit** button to create the content page and add course material.



Here is one example of an **Introduction and Overview** page:

Introduction and Overview

Welcome to ED 999: Alice's Sample Course!



This is an All-Online Course so communication is the key! We are required, for security reasons, to **only use our Goucher email** so please check your Goucher email accounts regularly. Contact me anytime at alice.miller@goucher.edu and I will respond within 24 hours on regular business days.

[How to Set Up your Goucher Email on your Smart Phone or Tablet](#) ↗
[In Canvas: Change Notification Settings, Change Email, Send Email-1.pdf](#)
[Student Online Tools and Resources](#) ↗

If you have questions about Troubleshooting your computer, your Email Access or Technology please call the Helpdesk at **410-337-6322** or email helpdesk@goucher.edu

Keep a record of who you talk to at the Helpdesk. If you get an answering machine when you call them, leave a message for the Helpdesk team and they will return your call.

In an all online class it is very important for everyone to complete assignments and respond to discussions by the deadlines. If you are late to respond, you may prevent the entire class from participating and you may have points deducted from your grade. Always review the Rubric for each Activity and refer to the deadlines listed in the Syllabus. If you must miss a deadline please email me in advance so we can make other arrangements for you and the rest of the class.

It is my pleasure to help you in any way I can so please feel free to reach out to me with your questions and concerns!

1. **Let's get started!** First - Please View: [My Welcome Video](#)
2. Complete this quick Survey: [Survey - Introductions](#)
3. Proceed to complete the Topics in this Module in the order listed.

Create a Content Page to present your course material, directions, links to assignments, links to articles, documents/files, images, etc.

In the **Edit** view, type in the text box to add Activity Directions and course material.

Use the formatting tools above the text box.

Below the text box on the right is a tiny arrow. Drag that arrow down to expand your view of the text box.

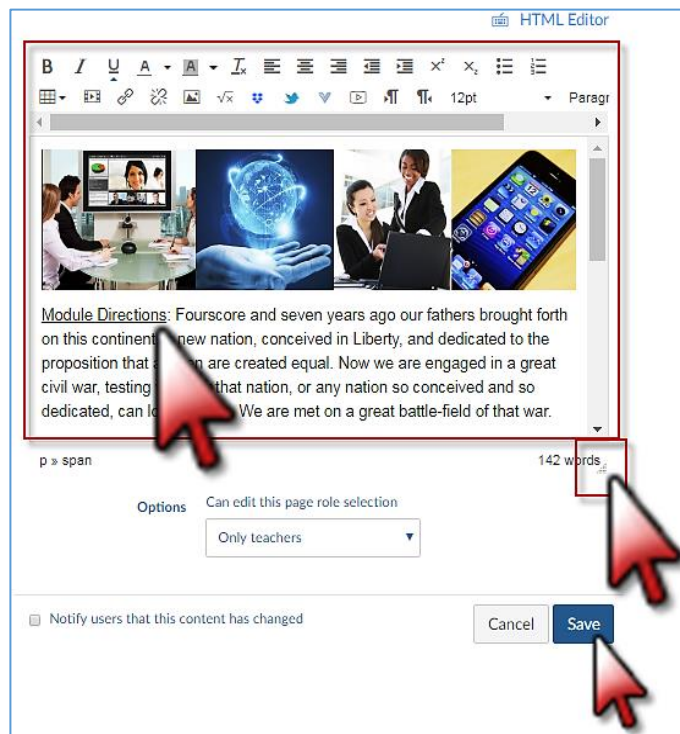
Always click the **Save** button, when you leave the page, to save your work.

On the right side of the **Edit** text box, find the **Links, Files, & Images** Tabs.

Create active links on your Content Page to provide one click access to:

- **Lecture Videos**
- **PowerPoint Handouts**
- **YouTube (Web) Videos**
- **Readings, PDFs, Docs**
- **Assignment Dropboxes**
- **Group Activities**
- **Other Content Pages**
- **Discussions**
- **Rubrics**
- **Quizzes**
- **Images**

Directions: Click the spot in the text box where you want to place the link. Click the **Links**, **Files**, or **Images** tab on the right. Click the desired item found in the menu below the selected tab (on the right). A link to the item will appear on the page. Click the **Save** button.



Remember to click the **Publish** button to make each page visible to the students.
Everything the student needs to complete the Module or Topic can now be found on one page.

Non-Credit

View All Pages

Published

Ed

Home

Announcements

Modules

Grades

People

Goucher ePortfolios

Pages

Collaborations

Discussions

Assignments

Syllabus


Outcomes

Quizzes

Conferences


Files

Settings




Module Directions: Fourscore and seven years ago our fathers brought forth on this continent, a new nation conceived in Liberty, and dedicated to the proposition that all men are created equal. Now we are engaged in a great civil war, testing whether that nation, or any nation so conceived and so dedicated, can long endure. We are met on a great battle-field of that war.

1. Lecture Video: [Create a Snow Day Activity Online.mp4](#)



Lecture Handout: [Handout PowerPoint.pptx](#)

2. Guest Speaker Video With Subtitles:
[Lauryn's Law - An Interview with Linda Diaz](#)



3. Reading: [HollandCotter Why University Museums Matter.docx](#)

4. Discussion 1: Introductions (Video Replies)
[Directions for Student Video Replies.pdf](#)
[Rubric Discussion Forums](#)
Complete Discussion 1 - [Part 1](#) by Thursday Midnight EST.
Complete Discussion 1 - [Part 2](#) by Sunday Midnight EST.

5. Assignment 1: Digital Dropbox-Submit Paper
[Rubric Assignments](#)

Select a Home Page:

Once you open your course site (click [Courses](#) on the left then click [Home](#)) you can click the [Choose Home Page](#) button on the right.

Complete Directions:

[How do I use the Home Page](#)

[How to Set the Front Page](#)

The screenshot shows the 'Alice Sample Course' page. On the left, a navigation bar lists various course elements, with 'Home' at the top. A red arrow points to the 'Home' button. On the right, a menu contains several options, with 'Choose Home Page' highlighted in yellow and a red arrow pointing to it. The main content area features a banner image of students, the course title 'Alice Sample Course', and a welcome message. Below the banner, there is a section for 'FACULTY NAME' and a date range 'ED/OL682s: AUG 27, 2018 - OCT 12, 2018'. The welcome message states: 'Welcome! Please click on MODULES on the course navigation bar to access course content.' Below this, the course description is provided: 'ED 682. Foundations of Reading and Language Arts: Secondary (3.0 credits) An understanding of the research and theories underlying approaches to the development of reading and written language for secondary students.'