Quick Canvas Guide
for New Faculty

If you're new to Canvas, this guide is the best place to start.
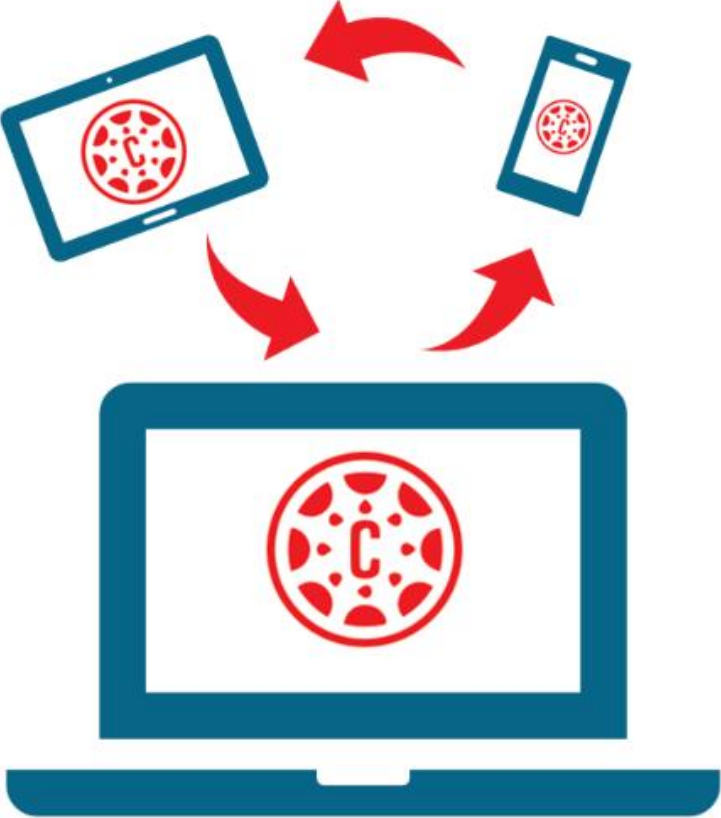
CANVAS

Prepared by
Department of eLearning & Faculty Development

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More to come...

Whether you're new to Canvas or need a refresher, this simple guide will ensure you're ready to facilitate your courses on Canvas.

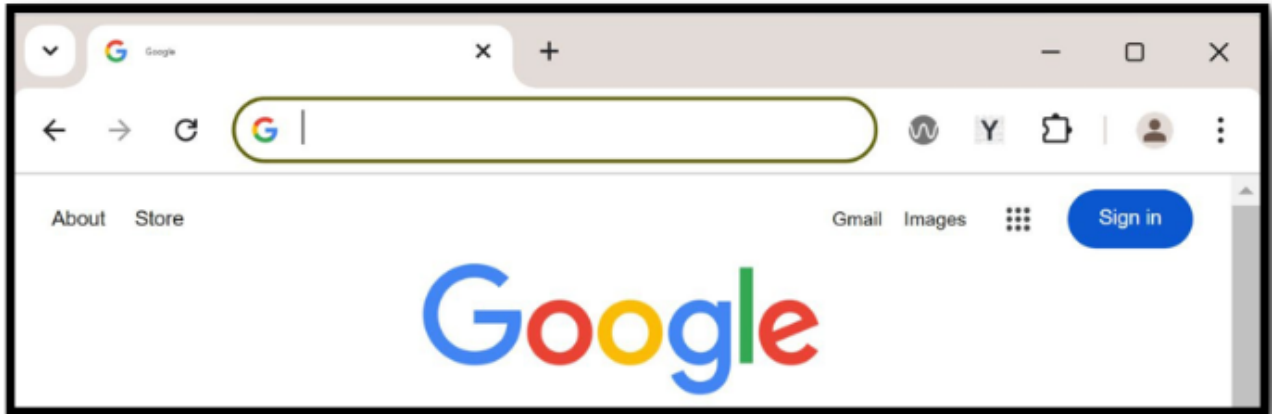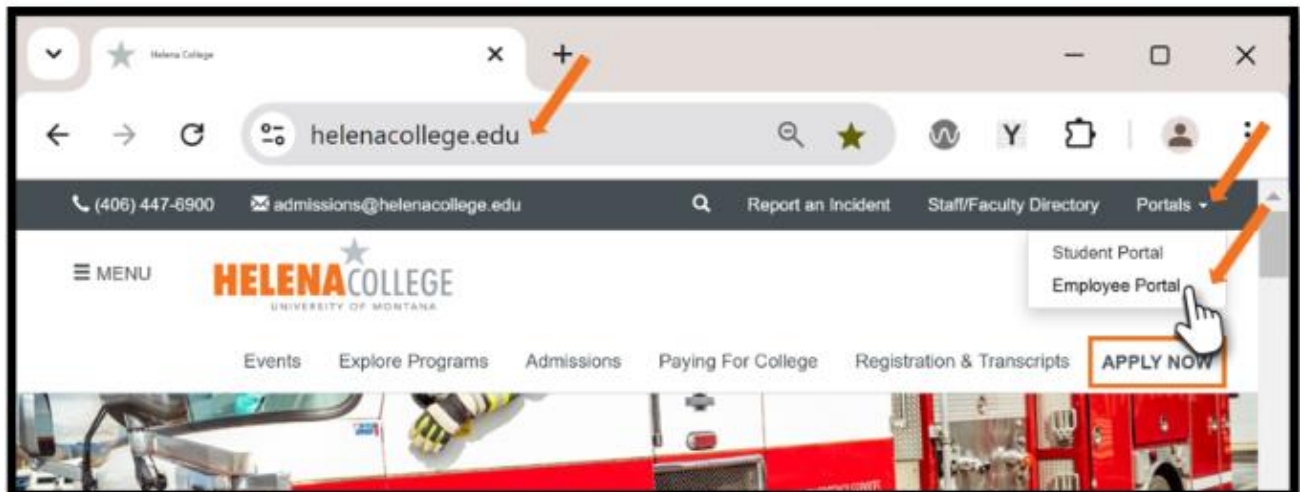# Sign in to Canvas

STEP 1

Open a web browser on your device (Chrome – for the best experience, Firefox, Edge, or Safari).
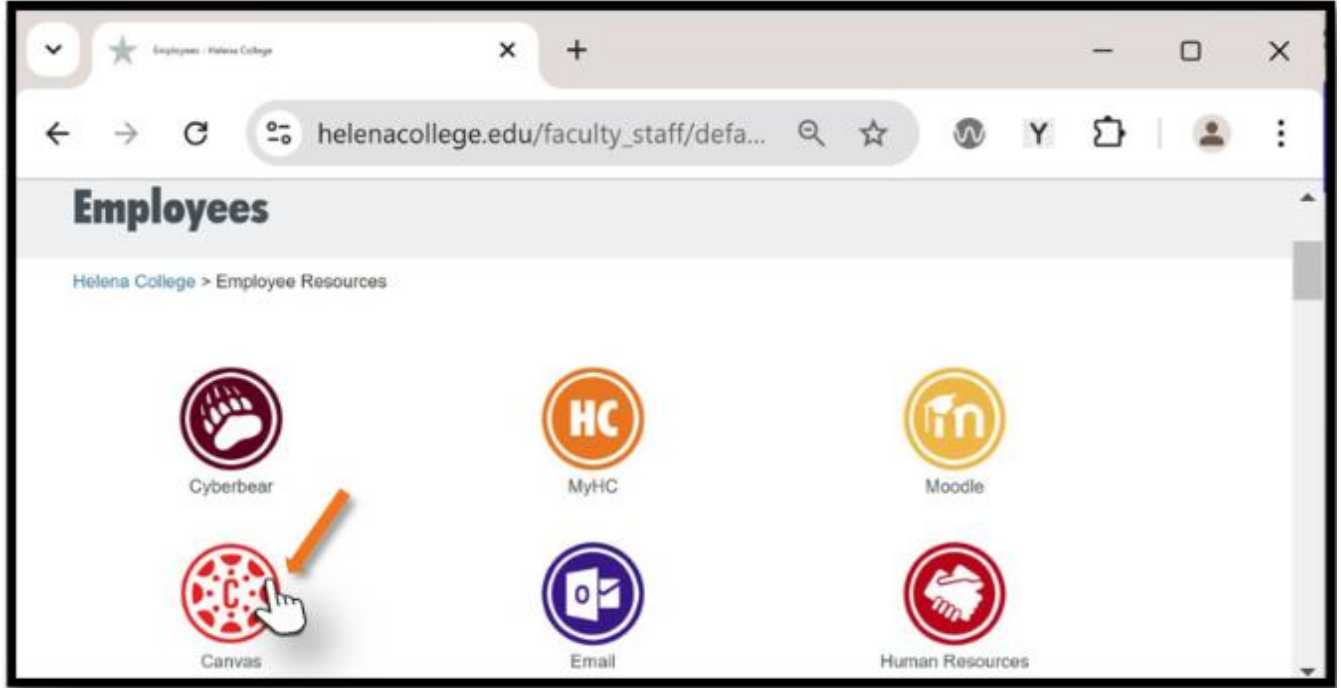

STEP 2

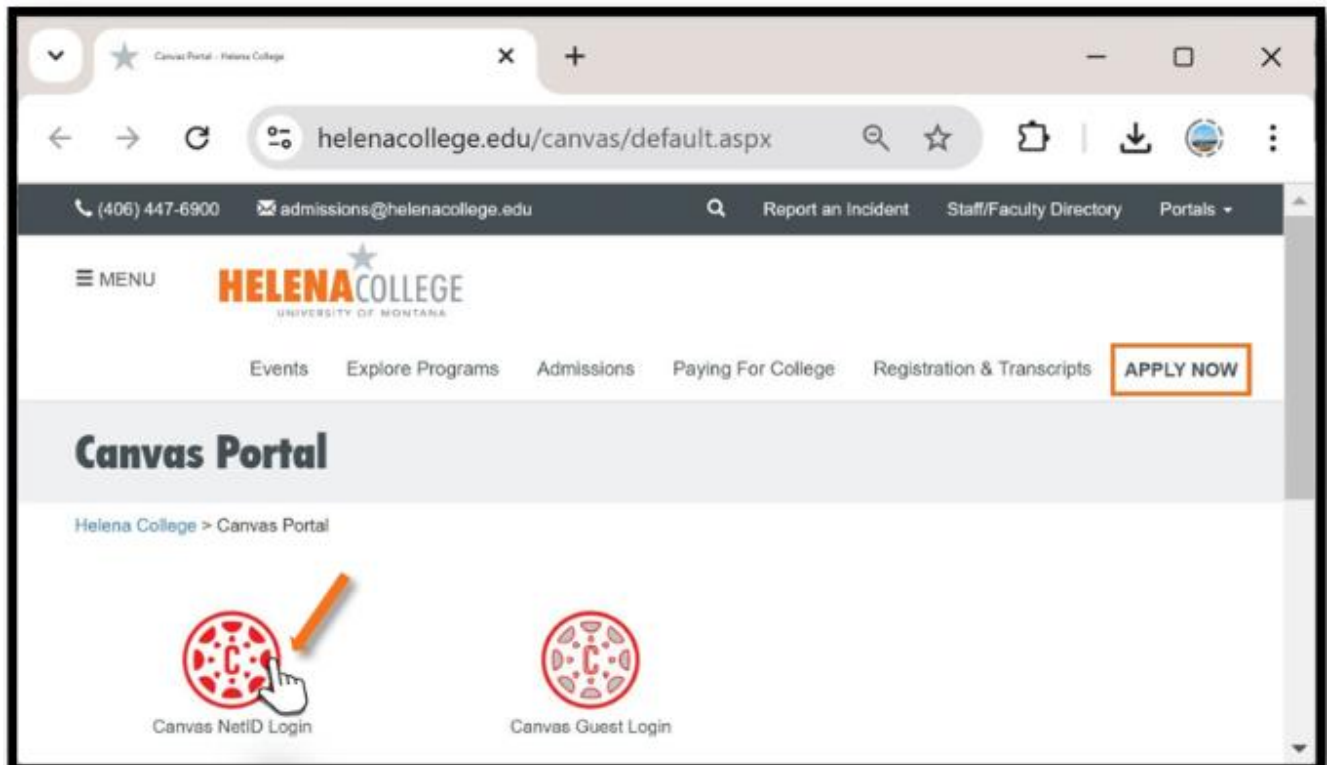Type in the address bar helenacollege.edu, click Portals, and choose Employee Portal.

STEP 3

Choose the Canvas icon.

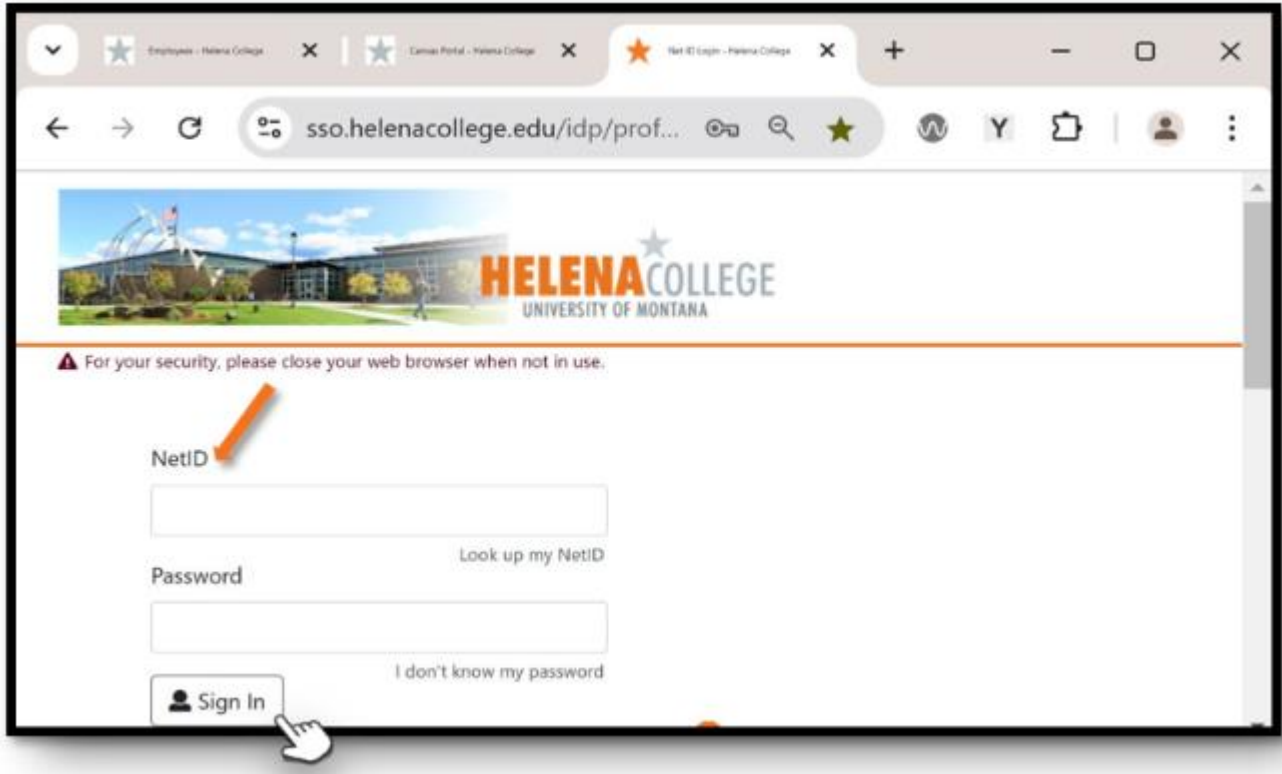**STEP 4**

Choose Canvas NetID Log in.

STEP 5

Type in your NetID and Password (a new NetID account must be activated before use.).

STEP 6

You may be prompted to set up Multi-Factor Authentication.

Refer to IT's Instruction guide for more details:
- [How to set up Multi-Factor Authentication?](#)

Navigating Your Canvas Dashboard

The Dashboard is the first thing you will see when you log into Canvas. You can return to it anytime by clicking the **Dashboard** link in the Global Navigation Menu.

STEP 1

Locate the **Global Navigation Menu** on the left side of your screen.

- The Global Navigation Menu remains visible wherever you are in Canvas for easy access.
- This menu helps you move between different areas of Canvas, such as Courses, Calendar, etc.
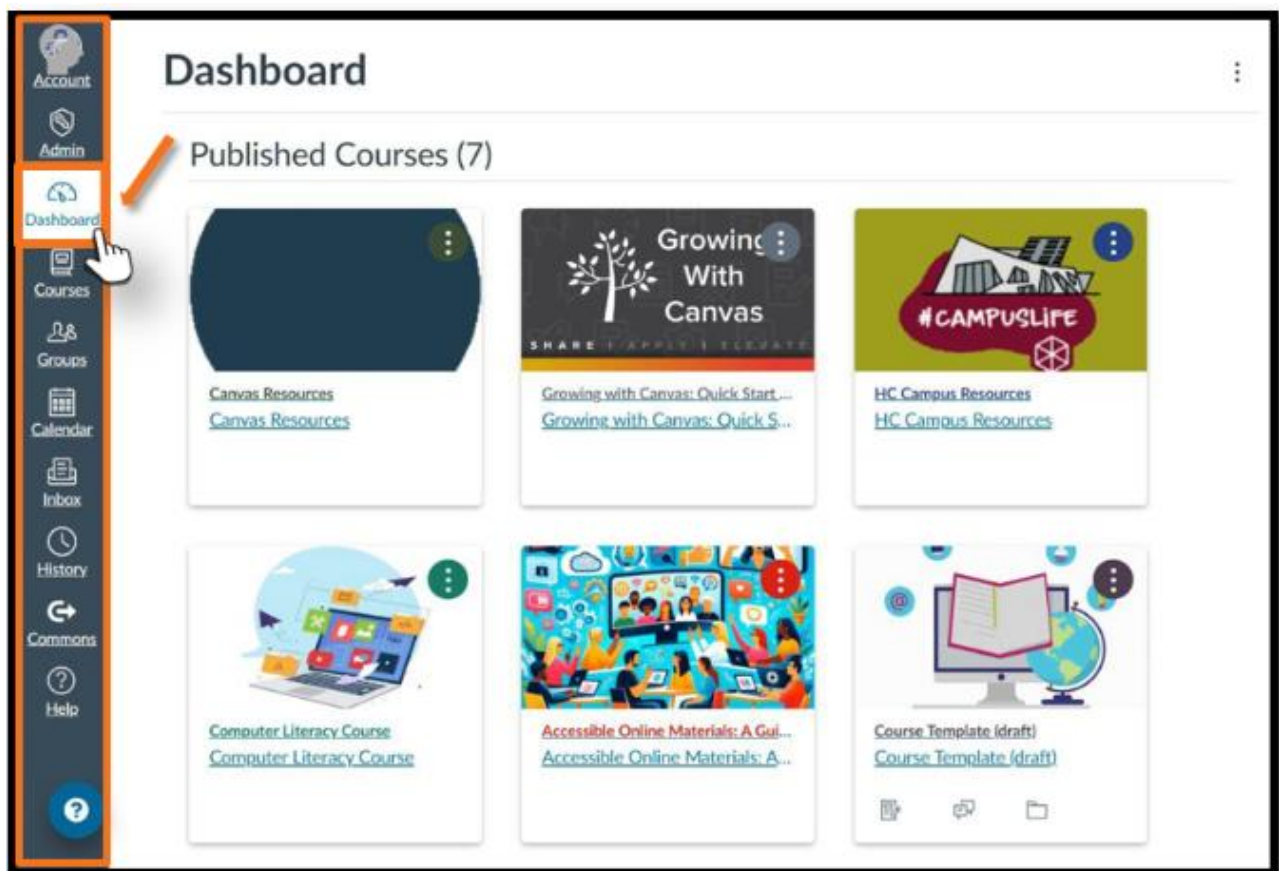
STEP 2

Locate the **Sidebar** on the right side of your Dashboard.

The sidebar helps you see what assignments and events are coming up in your courses. We will look at how this functions later, but for now, here is a quick preview of what it will look like.

- The **To Do** section lists all items needing grading, including assignment names, course names, point values, and due dates.
- The **Coming Up** section shows assignments and events due within the next seven days, including ungraded items.
- The **View Grades** button lets you see the overall grade average for all your active courses.

This is a **PREVIEW** of what this section will look like <u>after</u> your course begins.

However, you may not have any information in your sidebar until that time.

STEP 3

On your Dashboard, locate the **Course Cards** in the center of the screen.

- Each course card represents one of your courses. Click
  a course card to go directly into a course.
- From inside any course, click the **Dashboard** link in the Global Navigation Menu
  to exit that course and return to your dashboard.
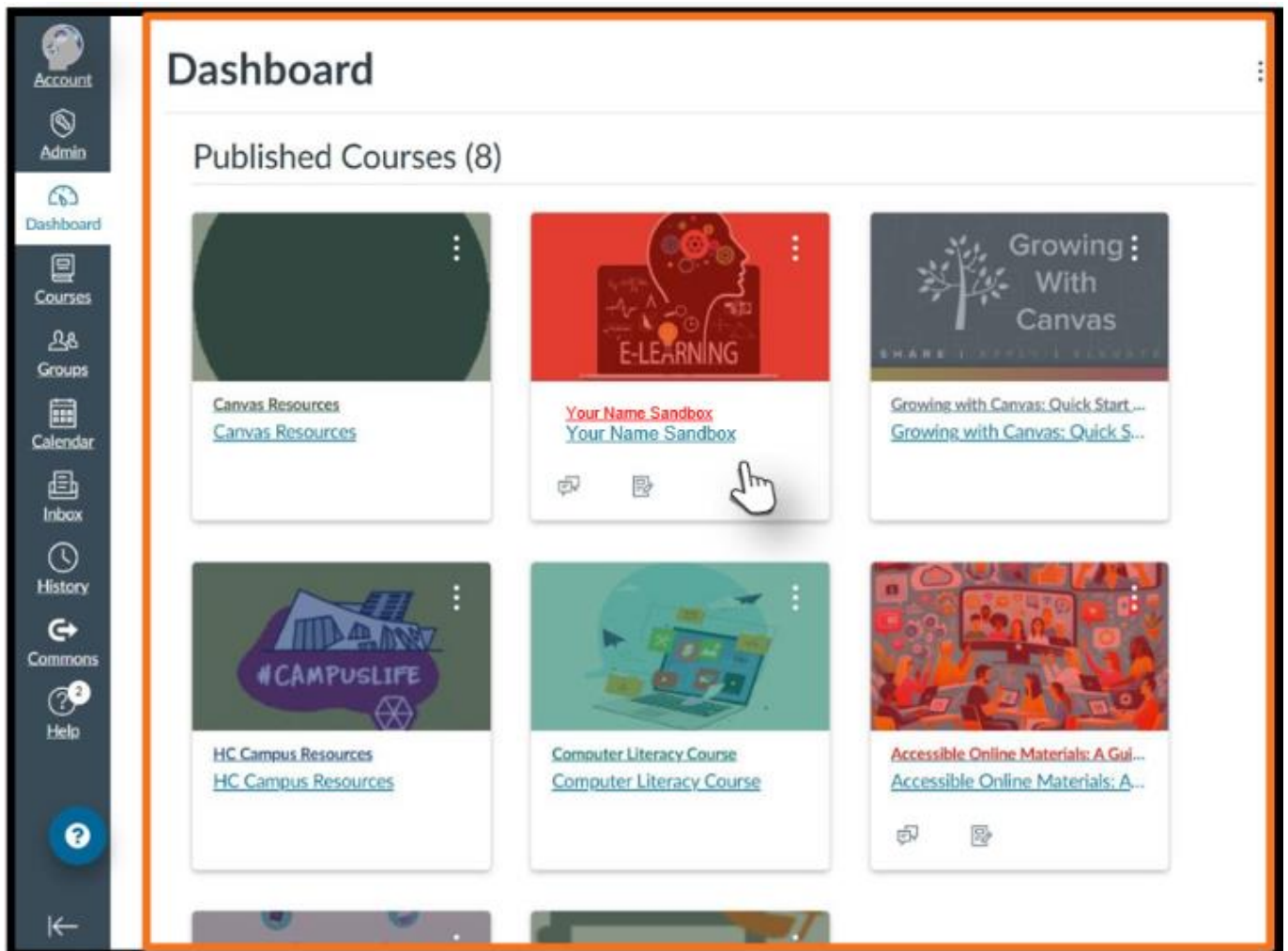
STEP 4

You can use the **Courses menu** in the Global Navigation Menu to browse <u>all</u> your courses and select which shows up on your Dashboard.

Explore the Courses menu.

- Click the **Courses** link [1] in the Global Navigation Menu.
- The Courses menu is organized into **Published Courses and Unpublished Courses**. It also shows your **favorite courses**.
- Scroll down to see all your courses if necessary [2].
- Still can't see one of your courses? Click the **All Courses** link [3] near the top of the menu.
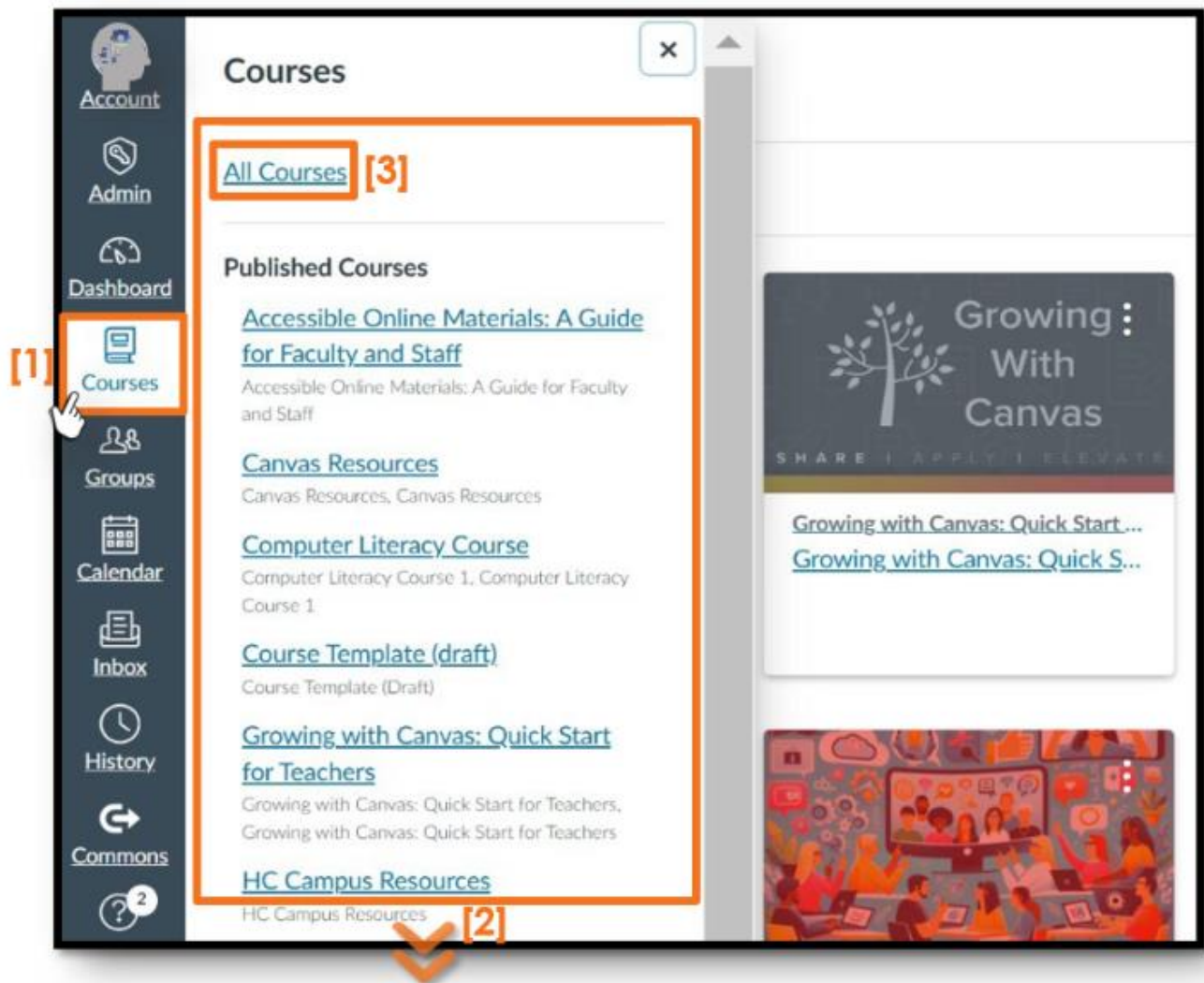
STEP 5

From the Courses menu, click the **All Courses** link to view the page below.

- This page shows **all** your courses - not just the first 20 on the list.

STEP 6

Want to customize your course list?

- Choose a favorite course by clicking the **star** icon [1].
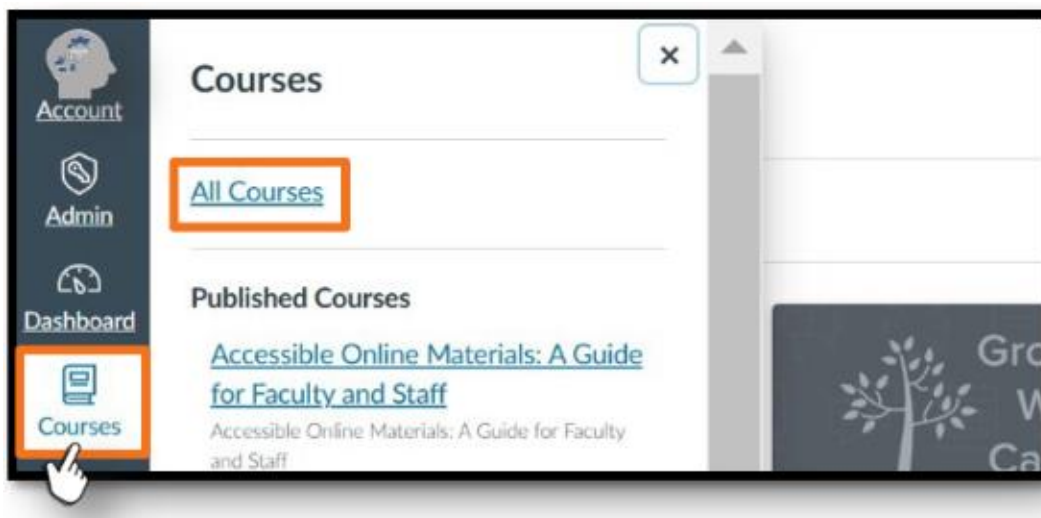- Look for the stars next to courses to mark them as favorites.
- It's a good idea to favorite your **Sandbox** course, current active courses, any courses you'll be teaching next semester, and a **Master** course you can use as a template. Once you've favorited at least one course, only those favorites will show up on your Dashboard. (To see all your courses in alphabetical order again, simply un-favorite everything.)
- Only **active** courses can be favorited. An active course is a course that is published [2] within its designated start and end dates [3].
- If you cannot click the star icon, the course isn't active.
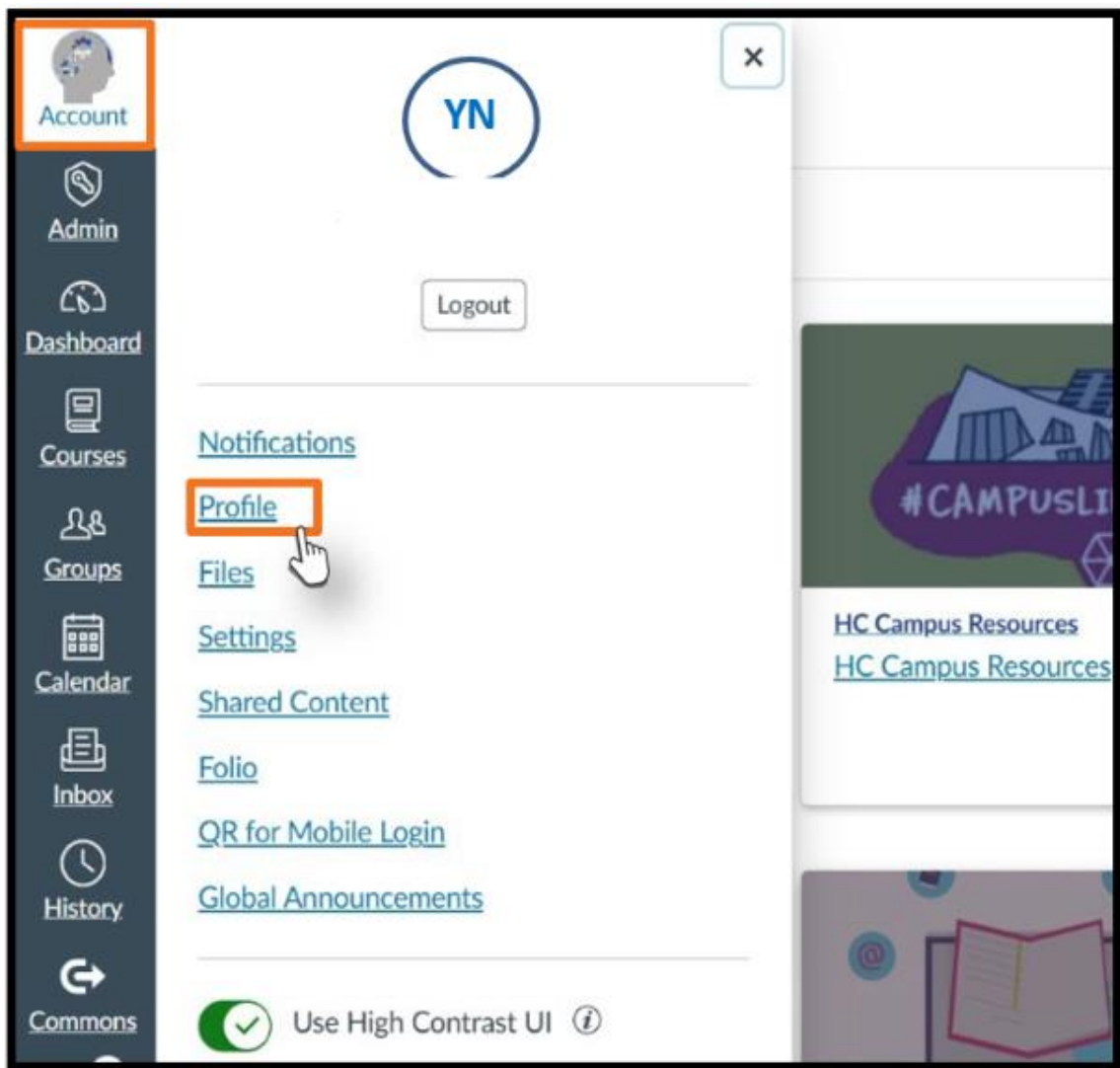
Set Up Your Profile

Your profile personalizes your Canvas experience and helps you connect with students and colleagues.
In Canvas, you need to set up one profile that students in your courses can see.

STEP 1

Click the **Account** link from the Global Navigation Menu, then click the Profile link.

STEP 2

Click the **Edit Profile** button.

- To add a profile picture, click the **picture** icon.
- Then, select a picture by uploading a file or taking a photo.
- Edit your Bio. Use the **Biography** section to share more about yourself.
- You can add personal **links** to your profile, socials, or portfolios.
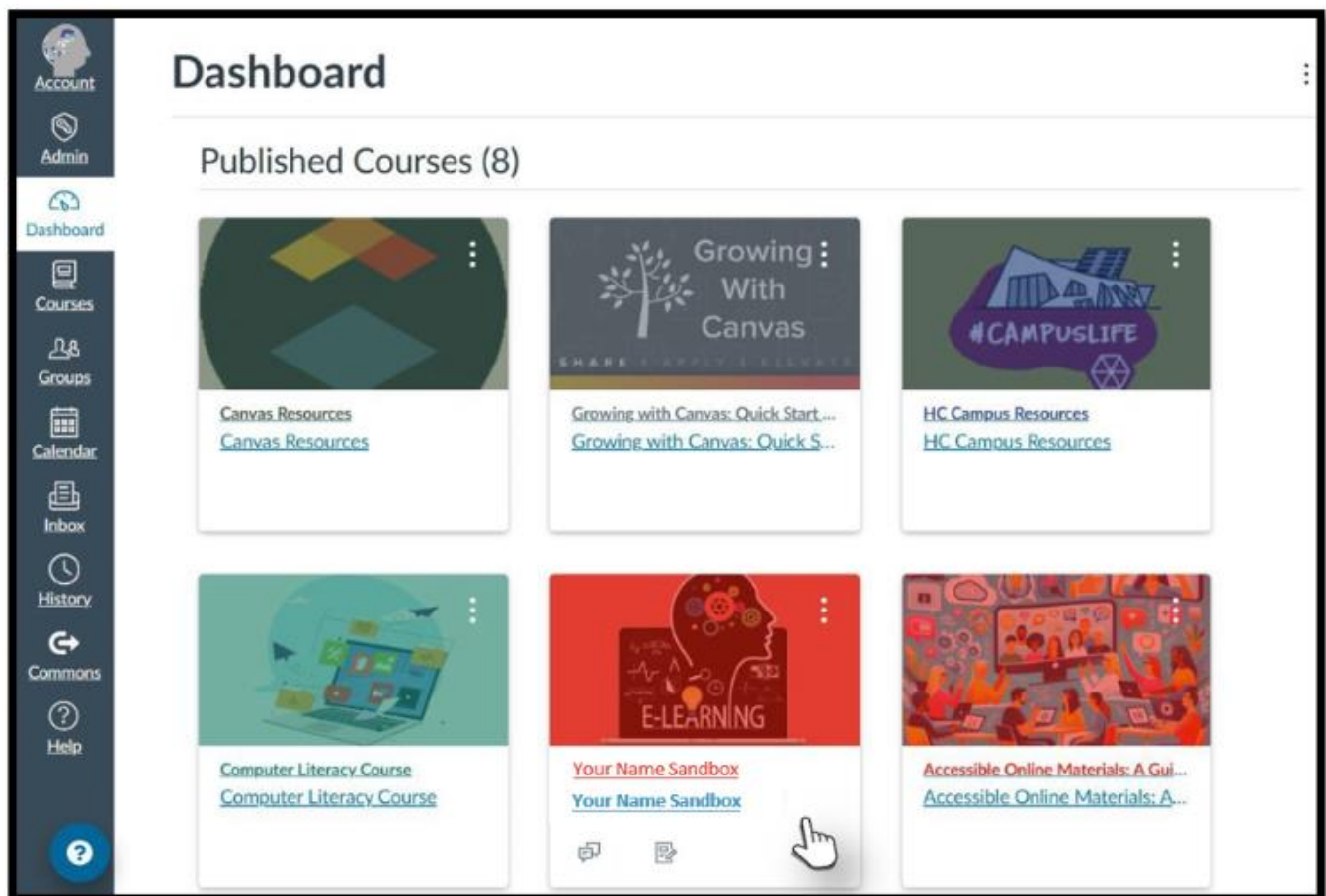- Don't forget to **Save Profile**.

PART 4
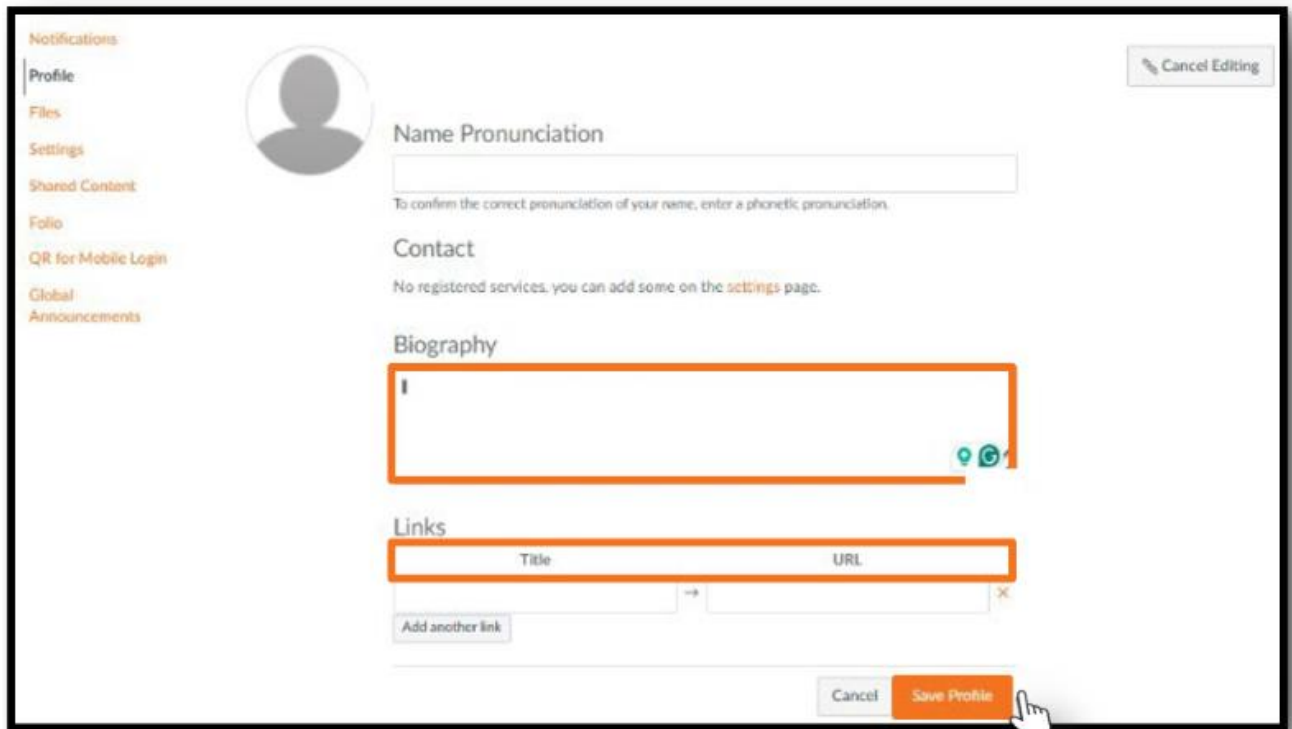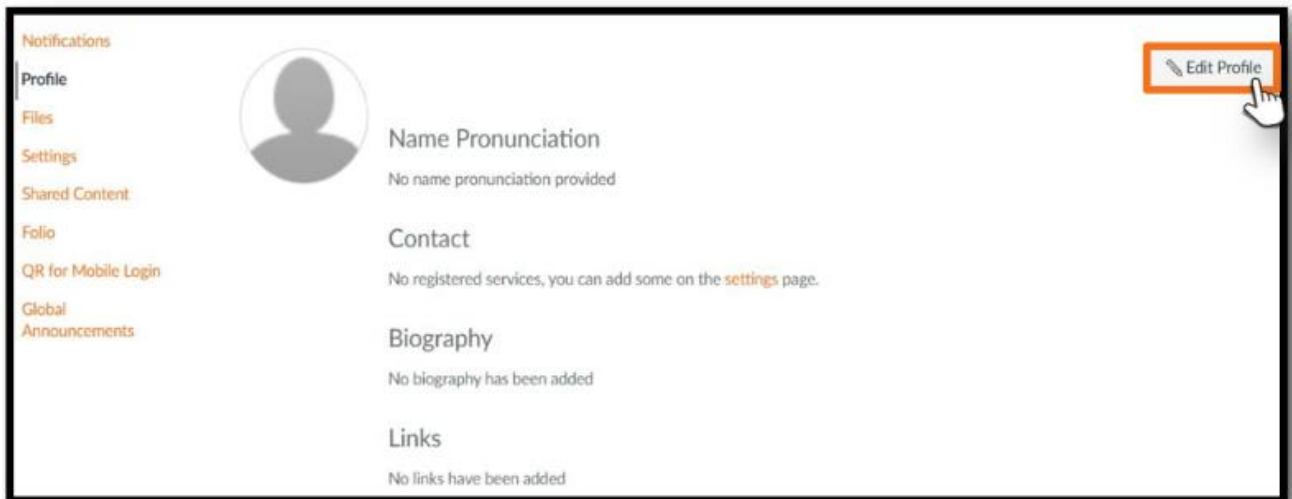
Find Your Sandbox Course

This is a private course just for you. You can use it to explore Canvas, experiment with tools, test ideas, and build content without worrying about students accessing it. Want to try something new or unfamiliar? Your sandbox is the best place to do that.

STEP 1

Locate your Sandbox course in your Dashboard.

- You should see a course labeled with **Your Name Sandbox**.
- If you don't see it on the dashboard, use the **Courses** link in the Global Navigation Menu to locate it in your complete list of courses.
- If you still don't see it, contact eLearning@helenacollege.edu

STEP 2

Explore your Sandbox course and experiment with some of its features.

- **Spend some time familiarizing yourself with Canvas and its features.**

- Use the **Modules** link in the menu [1] to see how the course is organized from start

  to finish.

- Click the **View as Student** button [2] in the upper-right corner to see what your

  students see. Students cannot view any unpublished pages [3].

- Try building new modules [4], adding new assignments [5], or exploring other
  features.

- If you create something you like, you can copy it to one of your active
  courses later.

I See My Course in Canvas, but with No Content

**Which courses have content in them, and which are empty shells?**

Discovering one of your courses is empty can be frustrating. Let's look closer at which courses should contain content and which ones will require you to add those materials.
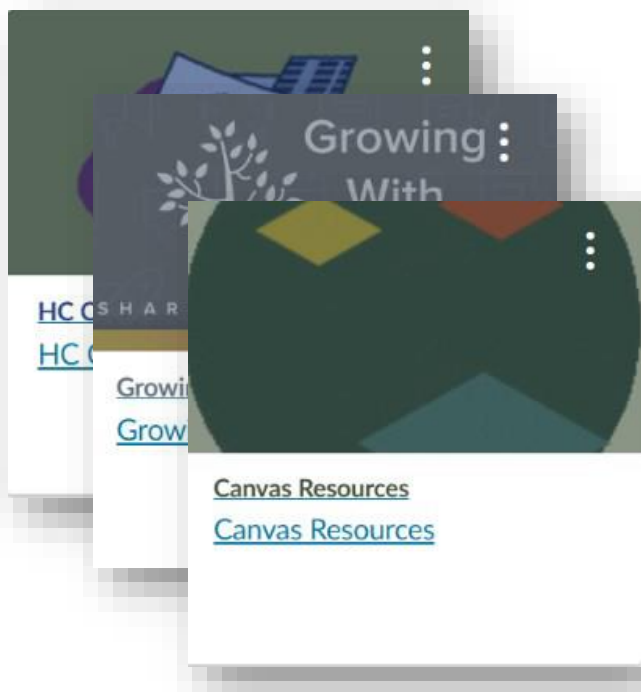
Past Courses:
Already have content in the modules

Most courses migrated earlier in 2024 will typically have content from the Moodle platform, our previous LMS.
On the next page, we will guide you on verifying if your course contains this content.
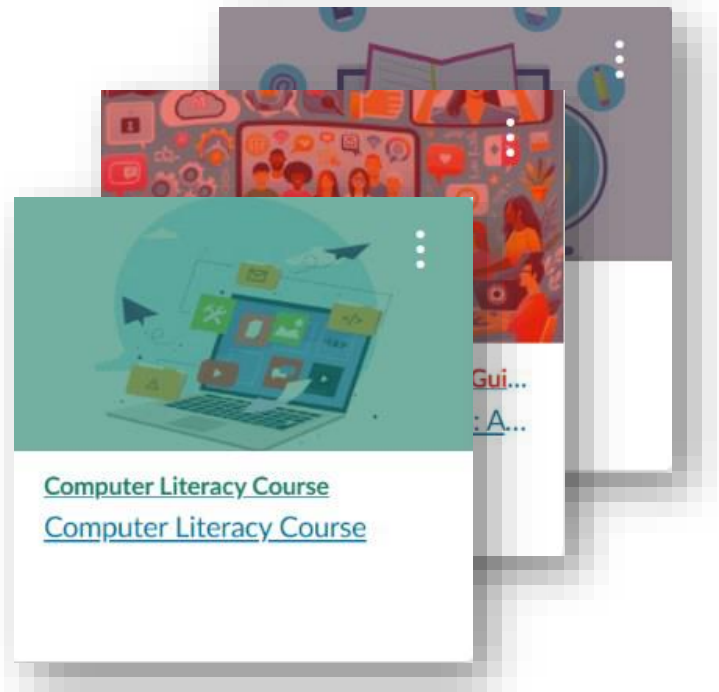
New Courses:
No content yet
For future semesters, new course shells will contain only the course template. You will need to either copy content from previous semesters or develop new content in these shells before the start of each new semester.
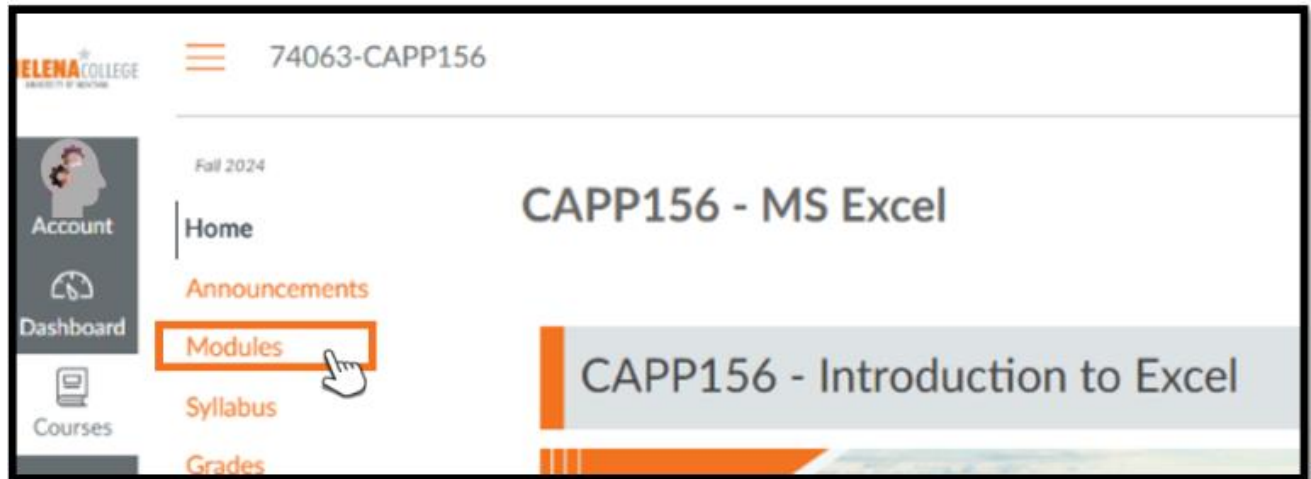**We'll cover those steps later in this document.**

STEP 1

Choose a course that you'd like to check for content. From the Home Page, click **Modules**.

While your Home Page may feature a template that requires editing, this doesn't mean your course lacks all its content. Exploring the Modules view is a simple way to check if your migrated course has its content.

STEP 2

Scroll down and look for content.

- Scroll down through your modules. Look for content that you recognize from the Moodle platform.
- Identifying familiar materials will help you understand what has been migrated and what you may need to adjust or update as you prepare for your course.
- **Repeat these steps for any courses you are curious about.** If you don't find any recognizable content in one of your courses, make a note of it as we continue through this guide.
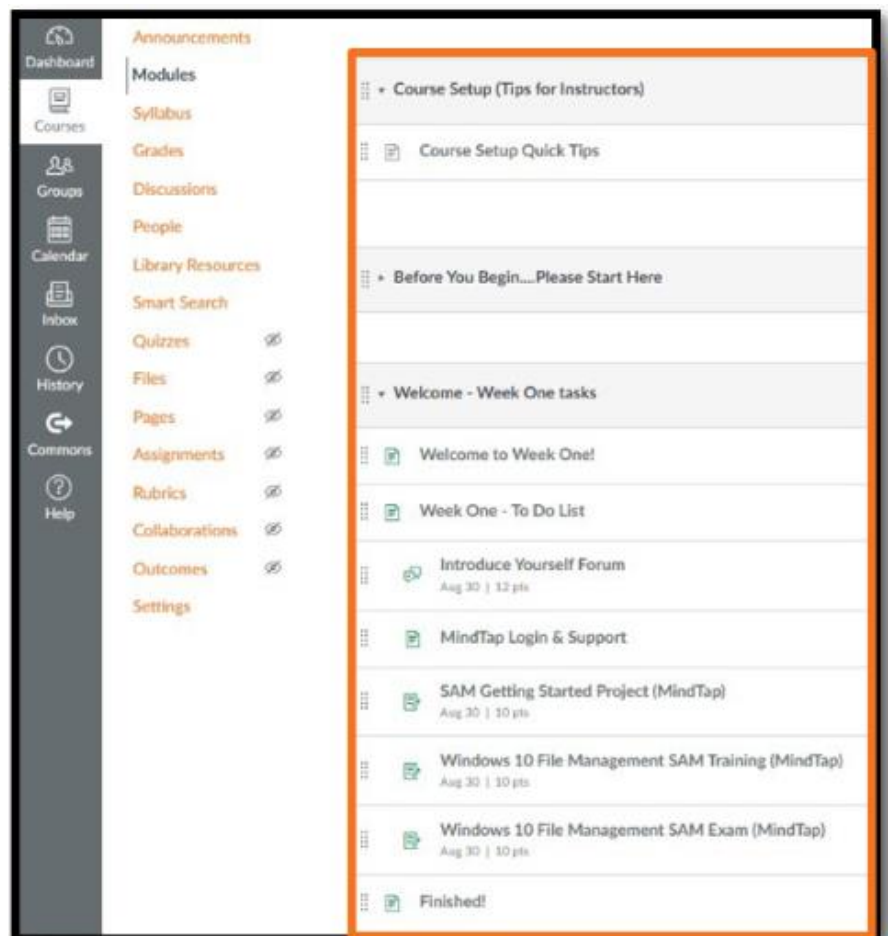
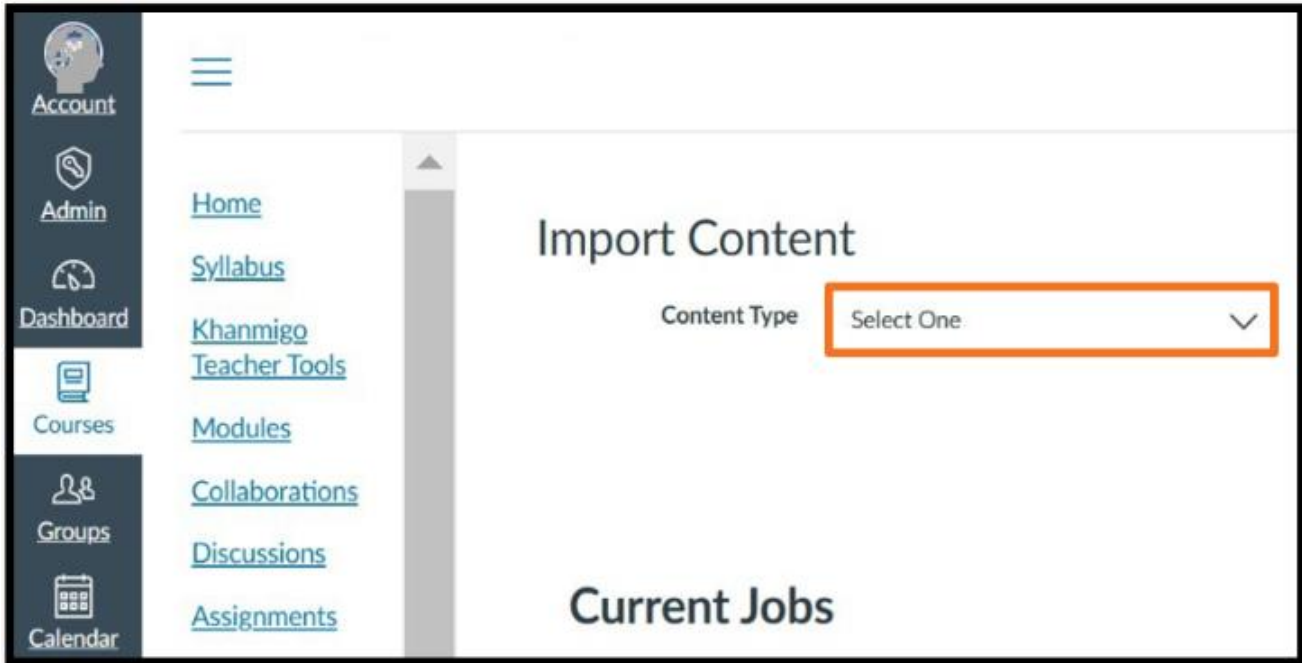# How to Import Course Content into Existing Course?

STEP 1

Go to the Canvas community help page for more information on <u>How to use the Course Import Tool</u>.

- Navigate to an existing course where you want to import the course content.
- Click the course card on your Dashboard. (Try using the Sandbox for the beginning.)
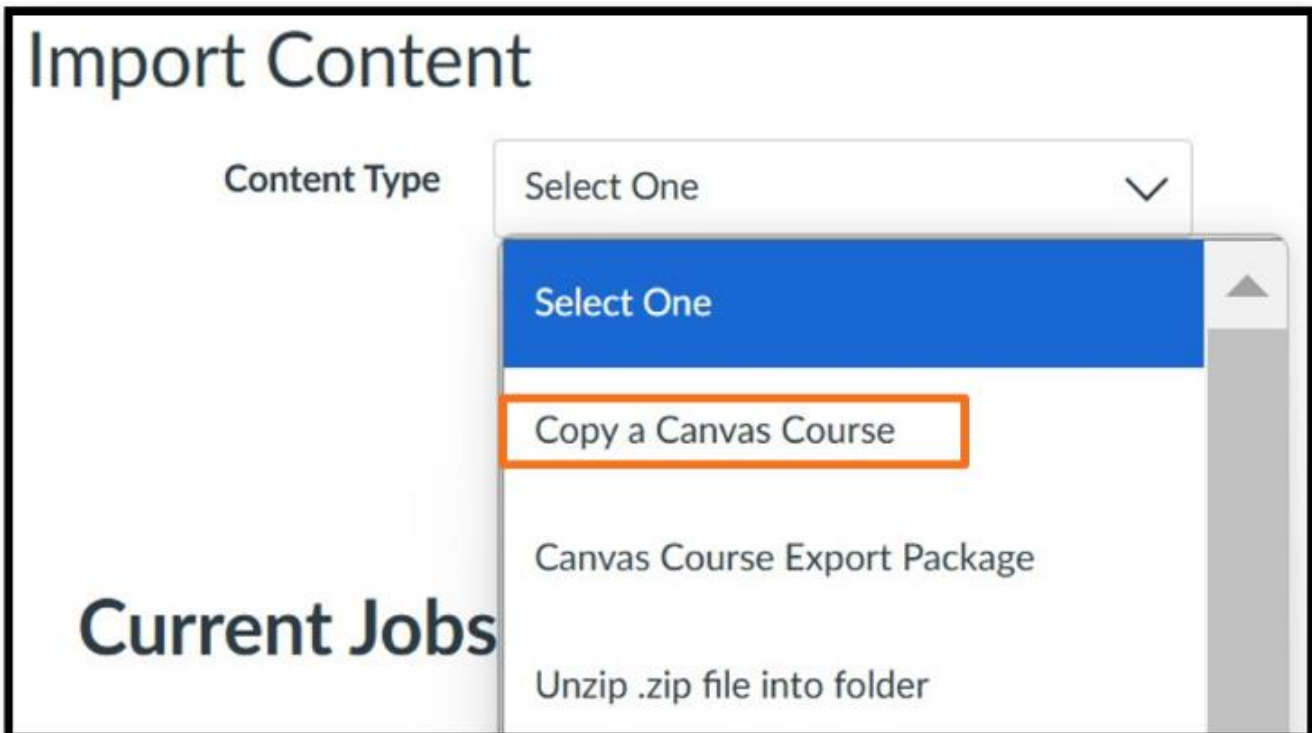- Click the **Import Existing Content** button on the right-hand side of the screen.

STEP 2

Click on the drop-down box next to **Content Type**.

STEP 3

Select **Copy a Canvas Course**.

STEP 4

Search for a course.

- Type in the **Course name** and pick it up from a drop-down list. (<u>Tip</u>: You can use **CRN#** for the fastest search.
- Check what you need; **Include completed courses and all content**, or **Select specific content** and **Options.**

 WARNING: These steps can cause you to accidentally erase your work in Canvas!

Proceed slowly, and take care when following these instructions to avoid mistakes.

Importing the same course content more than once will overwrite any existing content in the course!

Click **Import.**

During the import process, you might notice a **progress bar** [1] and a note telling you that the process is still **running** [2]. You can also check the **date and time** [3] and the **course code** [4] in the file name to ensure you look at the correct import.

Details

Current Jobs

| Course Copy | PHSX226-1-Gen Science:... | Nov 1 at 8:36am | Queued |

Current Jobs

| | [4] | [3] | [2] | [1] |
| Course Copy | PHSX226-1-Gen Science:... | Nov 1 at 8:36am | Running | |

When the import is finished, it should say **Completed** [5].

Canvas will automatically check the content; if it detects any **issues**, it will tell you how many it found [6].

Current Jobs

| | | | [5] |
| Course Copy | PHSX226-1-Gen Science:... | Nov 1 at 8:36am | Completed |

| | | | [5] | [6] |
| Course Copy | WRIT101 - College... | Aug 6 at 2:28pm | Completed | 1 issues |

STEP 5

Click the link to learn more about the issues Canvas detected.

File Import	...on4e_canvas%281%29.zip	Aug 19 at 8:16am	Completed	
Course Copy	Credentials	Aug 15 at 11:43am	Completed	
Course Copy	WRIT101 - College...	Aug 6 at 2:28pm	Completed	1 issues

STEP 6

Take a few minutes to click each link in this list to see if you can determine what the issue is and why Canvas flagged it. (Each link will open in a new tab.)

Common issues you might see:

You might have a **broken link**, and you'll need to fix that in Canvas later [1].

| Course Copy | WRIT101 - College... | Aug 6 at 2:28pm | Completed | Hide Issues |
| Missing links found in imported content - Wiki Page body [1] | | | | |

Good Practice:

If you're unsure exactly what you need from a previous course, it's better to import all the content initially and then hide, unpublish, or delete anything you don't need. Importing course content multiple times increases the likelihood of encountering unexpected issues.

STEP 7

Please take a moment to check out your course in Canvas and look over the content you just added.

- Use the **Modules** link in the menu [1] to see how the course is organized from start to finish.

- Click the **View as Student** button [2] in the upper-right corner to see what your students see.

What do you notice about the content you moved over? Is everything working as it should?

View as Student

- Instructors are recommended to navigate the course in View as Student after importing materials and developing the course. It helps assess course navigation and presentation of information.
- Instructors can view the course from a student perspective using **View as Student.**
- **View as Student** [1] is accessible from the top right corner of the Home page.
- In the **View as Student**, instructors experience the course as students do.
- The indicator at the bottom of the screen shows when in **Student View** [2].
- Instructors see a different navigation than students, such as the **Settings** link.
- **Viewing as Student** creates a **Test Student** in the Gradebook for testing purposes. Instructors can submit assignments, post discussions, and take quizzes as Test Student.
- To exit Student View, click **Reset Student** [3] to clear the activity and **Leave Student View** [4]to return to Instructor View.
- Additional details can be found in the Canvas guide [How do I view a course as a test student using Student View](#)?
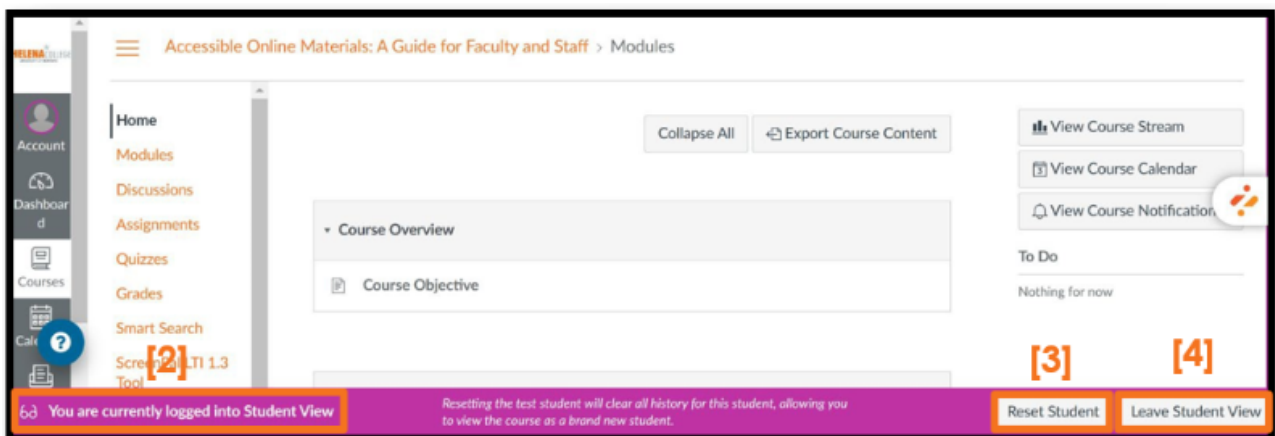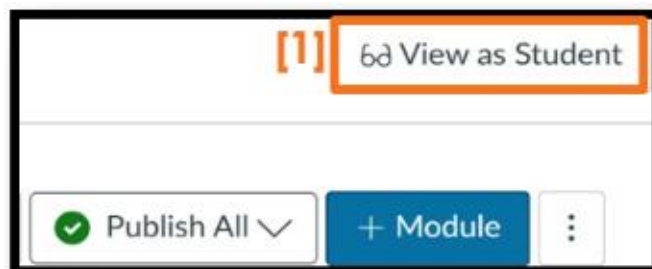
More Resources for Instructors

If you are ready for more, explore these helpful guides:

Canvas Guides | Instructure Community

Have a question about Canvas? You can search for answers and watch how-to videos here. Go to the Community home page.

Canvas Resources for Instructors | Video Course

Canvas Resources for Instructors provides instructors with the resources they need to use Canvas successfully.

Helena College Canvas eLearning Pages

Dedicated to providing instructors with support resources.

Canvas 24/7 Support

GET HELP ANYTIME!