

## Getting Started with Canvas – Instructor Checklist

Brand new to Canvas? No need to worry! Use this checklist to ensure you are ready to move your courses online in the event of an emergency campus closure. More detailed instructions and video tutorials are located in the Instructional Continuity module in Canvas.

### Logging into Canvas

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- ✓ Access Canvas at [fullcoll.instructure.com](https://fullcoll.instructure.com)
- ✓ Log in using the same credentials you would use for MyGateway
- ✓ You will land on your Canvas Dashboard where you should see each of your courses

### Setting Up Your Courses

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- ✓ Clean up Course Navigation to display the items you want students to see
- ✓ **STEPS:** Click Settings > Navigation > drag recommended items (Home, Announcements, Modules, Grades) to the top section > Save

### Creating a Module

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- ✓ Use weekly modules to organize your course
- ✓ **STEPS:** Click Modules > +Module button > type in a Module Name > Add Module > Publish

### Creating Canvas Pages

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- ✓ Canvas Pages are where your course content will live in the modules you created in the previous step
- ✓ **STEPS:** In your module, click + button next to the module title > select Page > New Page > type in a Page Name > Add Item > click on the page title > Edit > type in your content > Save & Publish

### Uploading Documents to a Canvas Page

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- ✓ Files (Word documents, PowerPoints, etc.) can be added to your Canvas Pages
- ✓ **STEPS:** Place your cursor where you want the file to live on your Canvas Page > click Files tab on the right of the screen > Upload a new file link > Choose File > locate the file you need and double-click > Upload

### Creating a Discussion

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- ✓ Add Discussions to your modules to facilitate student-student and student-instructor interaction
- ✓ **STEPS:** In your Module > click + button next to the module title > select Discussion > New Topic > type in a Discussion Title > click on Discussion title > Edit > type in instructions for students and add any necessary documents > Choose Options (graded vs. ungraded, points possible, etc.) > Add Due Date > Save & Publish

## Creating an Assignment

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- ✓ Add Assignments to your modules so students can submit essays, projects, etc.
- ✓ **STEPS:** In your module, click + button next to the module title > select Assignment > New Assignment > type in an Assignment Title > Add Item > click on the assignment title > Edit > type in your instructions > type points possible > check the File Uploads box so students can submit documents > Add Due Date > Save & Publish

## Grading a Discussion or Assignment

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- ✓ Use the Canvas SpeedGrader to grade all published assignments and discussions
- ✓ **STEPS:** Click Grades in the Course Navigation menu to open the gradebook > click inside the cell for one of the assignments you need to grade > select the small arrow on the right side of the cell > select SpeedGrader from the menu > review the [Canvas Guide for SpeedGrader](#)

## Creating an Announcement

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- ✓ Use Announcements to communicate with all of your students at once
- ✓ **STEPS:** Click Announcements in the Course Navigation menu > +Announcement > type a Topic Title > type the announcement > select Options (delay posting, allow comments, etc.) > attach any required files > Save

## Publish Your Course

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- ✓ By default, all Canvas courses are in an unpublished state
- ✓ A course will not be available to students until the course start date passes and the course is published
- ✓ If the course start date passes and your course is not published, students will not be able to access your course
- ✓ **STEPS:** From your course home page, click Publish in the sidebar under Course Status > you will see a confirmation message at the top of your screen to confirm the course was successfully published > click Unpublish if you published before you were ready

## Resources

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- ✓ [Canvas Instructor Guides](#)
- ✓ [Canvas Community Guides](#)

## Still Have Questions?

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If you have questions or need additional help as you build your Canvas courses, contact a member of the Instructional Continuity Team or take advantage of the Fullerton College 24/7 Canvas Hotline.

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