A QUICKSTART GUIDE to building your course
COURSES

The Dashboard page shows you all the courses in which you are enrolled. As an instructor, you are automatically enrolled into SANDBOX and Term courses. Sandbox courses give instructors a shell to set up new course content and experiment with different Canvas features, while Term courses are created from the course schedule and are used for course delivery. For more information, check out the Course Copy & Course Settings section.

CREATING MODULES

Modules are used to organize course content by weeks, units, or whatever organizational structure works for your course. With modules, you are essentially creating a linear flow of what you would like your students to do. Within modules you can add content items, set prerequisites, and add requirements. For more information, check out the Modules section.

SETTING THE HOME PAGE

The course home page is the first page that students see in a course. The page can be customized to display content based on an instructor’s preference. The home page is a link in the course navigation. To set up your home page, navigate to Home then click on Choose Home Page in the right menu. For more information, check out the Home & Templates section.

COURSE NAVIGATION

Course Navigation refers to the menu that appears on the left side of a course. As an instructor you can customize the visibility and order of links in the navigation menu. If a link is grayed out students cannot access that area. Course navigation items are grayed out when there is no content in that area, or the area is set to be hidden from students. For more information, check out the Course Navigation section.

ADDING CONTENT AND ORGANIZING

Modules organize different types of content including; content pages, assignments, quizzes, files, and URLs. By clicking on the + sign in the modules area you can easily add content to modules. Modules and module contents can be organized by dragging and dropping.

PUBLISHING YOUR COURSE

In order for enrolled students to gain access to a Canvas course, you must publish it. Publish a course by navigating to Home from the course navigation, then click on Publish in the top right of the screen.
To adjust your course navigation click on **Settings** at the bottom of your course navigation, then click the **Navigation** tab at the top.

Here you can choose which navigation items are accessible to students and the order they in which they appear.


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**Modules**

From course navigation click **Modules**.

To create a module click on **+ Module** in the top right. To add content to the module click on the modules **+** sign.

Content with a gray cloud is unpublished and cannot be accessed by students. Content with a green cloud is published and can be accessed by students. Just click on the gray cloud to turn it green.

For information on setting prerequisites and requirements check out the KB link below.


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**Home & Templates**

To set your home page click **Home** from the course navigation, then click **Choose Home page** in the right menu. You can change your course home page to reflect one of five layout options.

You must set a front page before selecting the **Pages Front Page** option. Navigate to **Pages** from the course navigation, click the gear next to the page you want as a front page, then click **Use as Front Page**. To get started with a CIRT course template email cirtlab@unf.edu.


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Center for Instruction and Research Technology  
[www.unf.edu/cirt](http://www.unf.edu/cirt)  |  904-620-3927  |  cirtlab@unf.edu

Hands on Canvas Workshop  
[www.unf.edu/cirt/events](http://www.unf.edu/cirt/events)
ASSIGNMENTS

- Assignments contain all assessment types including Quizzes and graded Discussions.
- Assignments can be organized into groups. You can drop the lowest grade in a group by clicking the gear of the assignments group, then clicking Edit.
- Remember to link your assignments in the modules area.

GRADES

- Grade columns are automatically created in the Gradebook when you create and publish assignments, graded discussions, graded quizzes, or surveys.
- SpeedGrader allows you to view and grade multiple students and multiple assignments from a single place.
- Hover over the name of the assignment you want to grade and click the SpeedGrader link.

QUIZZES

- Quizzes are used to conduct and moderate exams and assessments. Click the +Quiz button to get started.
- If you have a large multiple-choice quiz that you want to upload into Canvas contact cirtlab@unf.edu and ask about using Respondus for a more efficient process. Remember to link your quizzes in the Modules area so that students can access.

CALENDAR

- The Canvas calendar can be accessed from the (blue) global navigation bar. Items in Canvas with a due date automatically show up on the calendar. Changing a due date is as easy as dragging and dropping an assignment. Items on the calendar are automatically added to the course syllabus page.
- Knowledgebase Link: http://bit.ly/2kb41UE
COMMUNICATION AND GROUPS

- Canvas offers two options for communicating with students; Announcements and Inbox.

- Announcements, which can be accessed from the course navigation, should primarily be used as one-way communication from faculty to an entire class.

- Inbox, which can be accessed from the (blue) global navigation bar, should primarily be used to send messages to individuals or groups of students.

- From course navigation click People to create and organize student groups.


COURSE SETTINGS

- At the end of each semester your Term courses will automatically be set to read-only for students. The Term course will remain editable to faculty. Term courses will remain accessible to you for 5 years.

- From course navigation click Settings. Under the course details tab you can set your course image and adjust your course availability settings.

- Never click Reset Course Content, doing so will delete all your course content including student data.


COURSE COPY

- Navigate to the course in which you want the content, click on Settings in the course navigation, then on the right menu click on Import Content into this Course. Then select your course from the drop down and hit Import.

Online Course Templates

To streamline online course development, the ID Team at CIRT uses course templates to develop online courses. These templates exhibit best practices in course navigation, accessibility, and technology. One of these templates (Template A) has already been widely adopted by faculty members campus-wide, which is notable because when faculty members adopt these templates it supports the effort to ensure that online courses at UNF will be accessible to all learners through the implementation of Universal Design for Learning (UDL) principles.

Template A: The Traditional

This template was designed specifically to enhance the student experience inside of Canvas, while streamlining the process of course development for faculty members. We call this template “The Traditional” because it has been in production the longest.

Template B: Multi-Part Modules

This template is optimized to use the features available in Canvas. It has a condensed home page, inline viewing of the course syllabus and schedule, and less writing on each content page for easy viewing on mobile devices. The module content is chunked into four structured pages: Introduction, Instructional Content, Activities, and Summary.

Template C: Multi-Week Modules

This template contains many of the same pedagogical elements as the “Traditional” and “Multi-part Modules” templates. The ‘Start Here’ module comprises nine individual pages that each contains important course information.

Template D: The Streamline

This multi-week-modules template serves to simplify and streamline the development process. The Home page showcases essential course and instructor information. The template also offers a syllabus model - available to view and edit in-line in the Syllabus area - for you to quickly and easily customize by adding your own course information.

How do I acquire one or more of these course templates?

Send email to cirtlab@unf.edu and identify which template you would like to acquire. You also need to provide the Course ID of the 'Sandbox' course where you would like to have the template copied.

Caution: Requesting to have the template copied into a course that already contains other content could result in that content being overwritten or deleted.