Canvas Instructor Help Guide

Introduction

- How do I sign up for a Canvas account as an instructor?
- How does Canvas work as a supplement to face-to-face courses?
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- How do I add students to an assignment moderation set?
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- How do I take roll call using the Attendance tool?
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- How do I create an appointment group in the Scheduler?
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- How do I forward a message from a Conversation?
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- What is the Course Import Tool?
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- How do I import a Canvas course export package?
- How do I import content from Bb Vista/CE, WebCT 6+ into Canvas?
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- How do I import content from Angel into Canvas?
- How do I import content from Blackboard 6/7/8/9 or Common Cartridge into Canvas?
- How do I import content from Desire 2 Learn (D2L) into Canvas?
- How do I export a Canvas course?

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- How do I use the Course Home Page as an instructor?
- How do I use the Course Navigation Menu as an instructor?
- How do I reorder and hide Course Navigation links?
- What layout options are available in the Course Home Page?
- How do I change the Course Home Page?
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- How do I use the Course Setup Checklist?
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- How do I resend student invitations to my course?
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- What are Course Statistics?
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- How do I conclude a course at the end of a term?
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• What are Discussions for instructors?

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- How do I pin a Discussion in the Index Page?
- How do I close a Discussion for comments in my course?
- What is the difference between Announcements and Discussions?
- What is the difference between threaded and focused Discussions?
- How do I create a Discussion as an instructor?
- How do I assign a Graded Discussion to an individual student or course section?
- How do I edit a Discussion in my course?
- How do I delete a Discussion in my course?
- How do I create a Graded Discussion for my course?
- How do I create a Group Discussion for my course?
- How do I enable a podcast feed for a Discussion topic in my course?
- How do I delay posting a Discussion topic until a specified date in my course?
- How can I require students to post to a Discussion before they see replies?
- How do I view and sort Discussion replies as an instructor?
- How do I reply to a Discussion as an instructor?
- How do I allow students to like replies in a discussion?
- How do I allow students to attach files to a Discussion?
- How do I allow students to start a new Discussion?
- How do I allow students to edit and delete their own Discussion posts?
- How do I edit or delete student Discussion posts?
- How do I attach a file to a Discussion reply as an instructor?
- How do I link to a YouTube video in a Discussion reply as an instructor?
- How do I embed an image in a Discussion reply as an instructor?
- How do I mark Discussion posts as read or unread as an instructor?
- How do I tell Canvas to not automatically mark my Discussion replies as read?
- How do I subscribe to a Discussion as an instructor?
- What is a peer review Discussion?
- How do I create a peer review Discussion in my course?
- How do I manually assign peer reviews for a Discussion in my course?
- How do I automatically assign peer reviews for a Discussion in my course?
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- What are ePortfolios for instructors?
- How do I create a new ePortfolio?
- How do I create a new ePortfolio section?
- How do I edit the default page in my ePortfolio section?
- How do I create a new page in my ePortfolio section?
- How do I preview a page in my ePortfolio?
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- How do I add rich text content to my ePortfolio page?
- How do I add HTML/Embedded content to my ePortfolio page?
- How do I retrieve Assignments from previous courses in my ePortfolio?
- How do I upload a file or image to my ePortfolio page?
- How can I share a private ePortfolio?
- How do I make my ePortfolio public?
- How do I use the ePortfolio Getting Started Wizard?
- How do I enable comments in my ePortfolio?
- How do I organize my ePortfolio pages?

- How do I download the contents of my ePortfolio?
- How do I delete my ePortfolio?

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- What are LTI Tools (External Apps)?
- How do I add an External App in my course?
- What is the App Center?
- How do I use the App Center in my course?
- How do I configure an External App for a course using a URL?
- How do I configure an External App for a course using XML?
- How do I manually configure an External App for a course?
- How do I link to a configured External App in Modules?
- How do I link to a resource from a configured External App in Modules?
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- What are Files for instructors?
- How do I use Files as an instructor?
- How do I move and organize my files as an instructor?
- How do I rename a file as an instructor?
- Where are my personal Files as an instructor?
- Where are my course Files as an instructor?
- Where are my group Files as an instructor?
- How do I create a folder in Files as an instructor?
- How do I upload a file to my course?
- How do I preview a file as an instructor?
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- How do I bulk upload files to my course?
- How do I delete a file as an instructor?
- How do I download a single file as an instructor?
- How do I download a folder in ZIP format as an instructor?
- How do I restrict files and folders to students in Canvas?
- How do I set usage rights and user access for a course file?
- How do I set usage rights and user access for a course file folder?
- What document types does Canvas convert using the document previewer?
- What types of files are supported in Canvas?
- What is my File Storage quota for my course?
- How do I edit an HTML file in my course?

Global Navigation

- How do I log in to Canvas?
- How do I use the Dashboard? (Legacy UI)
- How do I use the Dashboard? (New Canvas UI)
- How do I view Grades in the Dashboard? (New Canvas UI)
- How do I use the Global Navigation Menu? (Legacy UI)
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- How do I view my Canvas courses?

- How do I customize my Course list?
- How do I create a nickname for my course? (New Canvas UI)
- How do I view my institution's Public Course Index?
- How do I get help with Canvas?
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- What are Grades and the Gradebook?
- How do I use the Gradebook?
- How do I use Individual View in the Gradebook?
- How do I use multiple grading periods in my course?
- How do I modify multiple grading periods in my course?
- What do the icons and colors in the Gradebook represent?
- How do I view assignment details in the Gradebook?
- How do I create extra assignment columns for non-submission assignments in the Gradebook?
- How do I hide and filter students in the Gradebook?
- How do I enter and edit scores in the Gradebook?
- How do I excuse an assignment for a student in the Gradebook?
- How do I use grading history in the Gradebook?
- How do I leave comments for students in the Gradebook?
- How do I send a message to my students from the Gradebook?
- How do I set a default grade for an Assignment?
- How do I curve Grades in the Gradebook?
- How do I mute an assignment in the Gradebook?
- How do I evaluate group assignments in my course?
- Where can I find the student view of the Gradebook?
- How do I view my students' total grades as a point value instead of a percentage in the Gradebook?
- How do I sort my Gradebook?
- How do I move the Total column in the Gradebook?
- How do I use the Notes column in the Gradebook?
- How do I change assignment group weights in the Gradebook?
- How can I view Grades for concluded student enrollments in my course?
- How do I bulk download Assignment submissions in Canvas?
- How do I bulk upload Assignment submissions in Canvas?
- How do I download scores from the Gradebook?
- How do I upload changes to the Gradebook?
- What is Moderated Grading?
- How do I publish final grades for a moderated assignment?
- How do I publish grades to Banner?
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- What are What-If Grades?
- How do I give my students extra credit?
- How do I treat ungraded assignments as zero in the Gradebook?

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- How do I automatically create Groups in a Group Set?
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- How do I create self sign-up Groups?
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- How do I move a student into a different Group?
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- How do I add requirements to a Module?
- How do I expand or collapse Module contents as an instructor?
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- How do I link to an un-configured External Tool in Modules?
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- How do I add contact methods to receive notifications?
- How do I set my Notification Preferences?
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- How do I find an existing Outcome to add to a course?
- How do I find State or Common Core Standards Outcomes to add to a course?
- How do I create Outcome groups for my course?
- How do I edit or delete an Outcome or Outcome group in my course?
- How do I move Outcomes and Outcome groups in my course?
- Where do I find Outcomes reports for students in my course?
- How do I track student progress on a Learning Outcome?
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- How do I upload a PDF to a page in my course?
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- How do I set a Front Page for my course?
- How do I embed a video in a page in my course?
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- How do I view the history of a page in my course?
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- How do I use the People page as an instructor?
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- How do I limit a user to only view other users in the same course section?
- How do I view user details for an enrollment in a course?
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- How do I view a summary of all my student interactions in a course?
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- What are Profile and User Settings?
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- How do I add a Profile picture?
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- How do I add an additional email address as a contact method in Canvas?
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- How do I reset my password?
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- How do I view course content offline as an ePub file?
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- How do I create a Quiz by finding questions in a Question Bank?
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- How do I create Likert scale quiz questions?
- How do I create a Matching quiz question?
- How do I create a Numerical Answer quiz question?
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- How do I create a Simple Formula quiz question?
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- How do I create a Question Bank in my course?
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- How can I create a quiz where students only see one question at a time?

- How do I make a Quiz available before or after the due date?
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- How do I export Quiz content from my course?
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- Once I publish my Quiz, what kinds of quiz statistics are available?
- Once I publish my Quiz, how can I give my students extra attempts?
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- How do I manually submit outstanding student quiz submissions?
- How do I view student quiz results?
- How do I view a quiz log for a student?
- What regrade options are available for a quiz?
- How do I regrade a multiple choice quiz question?
- How do I regrade a true or false quiz question?
- How do I regrade a multiple answers quiz question?
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- How do I create a Survey in my course?
- How do I view Survey results in my course?
- How do I view Practice Quiz results?
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- What is the Rich Content Editor?
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- How do I use the Font Size and Paragraph drop-down menus to style my text?
- How do I remove formatting from text I am pasting from another source?
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- How do I insert a table using the Rich Content Editor?
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- How do I embed images from Canvas into the Rich Content Editor?
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- How do I embed images from Flickr Creative Commons?
- How do I create a hyperlink in the Rich Content Editor?
- How do I link to a YouTube video in the Rich Content Editor?
- How do I embed iFrame videos using the Rich Content Editor?
- How do I upload a video using the Rich Content Editor?
- How do I upload an audio file using the Rich Content Editor?
- How do I record a video using the Rich Content Editor?
- How do I record audio using the Rich Content Editor?
- What should I do if I can't record video comments with my webcam?
- How do I use the Math Editor in the Rich Content Editor?
- What is the Content Selector in the Rich Content Editor?
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- How do I insert course files into the Rich Content Editor using the Content Selector?
- How do I insert course images into the Rich Content Editor using the Content Selector?
- How do I set the auto-open for inline preview for Files using the Rich Content Editor?
- How do I disable inline previews for Files using the Rich Content Editor?
- How do I create a caption file for an external video?
- How do I create captions for new or uploaded videos in Canvas?

- How do I view captions in a video?
- How do I embed a dynamic Google document into the Rich Content Editor?

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- What is a Rubric?
- How do I create a Rubric in my course?
- How do I add a Rubric to an Assignment?
- How do I add a Rubric to a Graded Discussion?
- How do I add a Rubric to a Quiz?
- How do I edit Rubric details in my course?
- How do I use free-form comments instead of ratings in a Rubric?
- How do I find existing Rubrics for an Assignment?
- How do I manage Rubrics in my course?
- How do I align an Outcome with a Rubric in my course?
- How do I use a Rubric to grade an Assignment?

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- How do I set a time zone for my course?
- How do I change the start and end dates for my course?
- How do I change the language preference for my course?
- How do I use grading schemes in my course?
- How do I enable a grading scheme for my course?
- How do I create a grading scheme for my course?
- How do I remove a grading scheme from my course?
- How do I delete a grading scheme in my course?
- What is a Creative Commons license?
- How do I set a license for my course and make it publicly visible?
- How do I make the syllabus for my course publicly visible?
- How do I make my course visible to authenticated users?
- How do I include a course in the Public Course Index?
- How do I restrict student access for my course before or after the course dates?
- How do I change the format of a course ePub export file?
- How do I enable course self-enrollment with a join code or secret URL?
- How do I hide totals in my students' grade summaries?
- How do I hide the box and whisker plot (grade distribution) graphs from students?
- How do I disable comments in Announcements for the entire course?
- How are courses and sections related?
- How do I add a section to a course?
- How do I edit the details for a course section?
- How do I change the name of a course section?
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- How do I view enrollments in a course section?
- How do I delete an enrollment from a course section?
- How do I cross-list a section in a course?
- How do I de-cross-list a section in a course?
- How do I validate links in a course?

- What is Student View?
- How do I enable Student View?
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- How do I manage new features for my course?
- What Feature Options are currently available for my Canvas course?
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- What is SpeedGrader?
- How do I get to SpeedGrader from the Gradebook?
- How do I get to SpeedGrader from an Assignment, Quiz, or Graded Discussion?
- How do I use SpeedGrader?
- How do I open a Rubric in SpeedGrader?
- How do I leave feedback for my students in SpeedGrader?
- How do I view past versions of submissions in SpeedGrader?
- How do I download Assignments in SpeedGrader?
- How do I sort Assignments in SpeedGrader?
- How do I find a student submission in SpeedGrader?
- How do I track my progress and the average grade in SpeedGrader?
- How do I mute or unmute an Assignment in SpeedGrader?
- How do I hide student names in SpeedGrader?
- How do I review moderated assignments in SpeedGrader?
- How do I use Crocodoc in Canvas assignments?
- How do I grade Turnitin assignments in SpeedGrader?
- How do I use Chrome's speech recognition feature to leave a comment in SpeedGrader?

Syllabus

- How do I use the Syllabus as an instructor?
- How do I edit the Syllabus description?
- How do I navigate the Syllabus table and calendar?

Web Services

- How do I connect to web services outside of Canvas?
- How do I connect to Delicious as a web service in Canvas?
- How do I connect to Google Drive as a web service in Canvas?
- How do I connect to Twitter as a web service in Canvas?
- How do I connect to Skype as a web service in Canvas?
- How do I connect to LinkedIn as a web service in Canvas?
- How do I connect to Yo as a web service in Canvas?