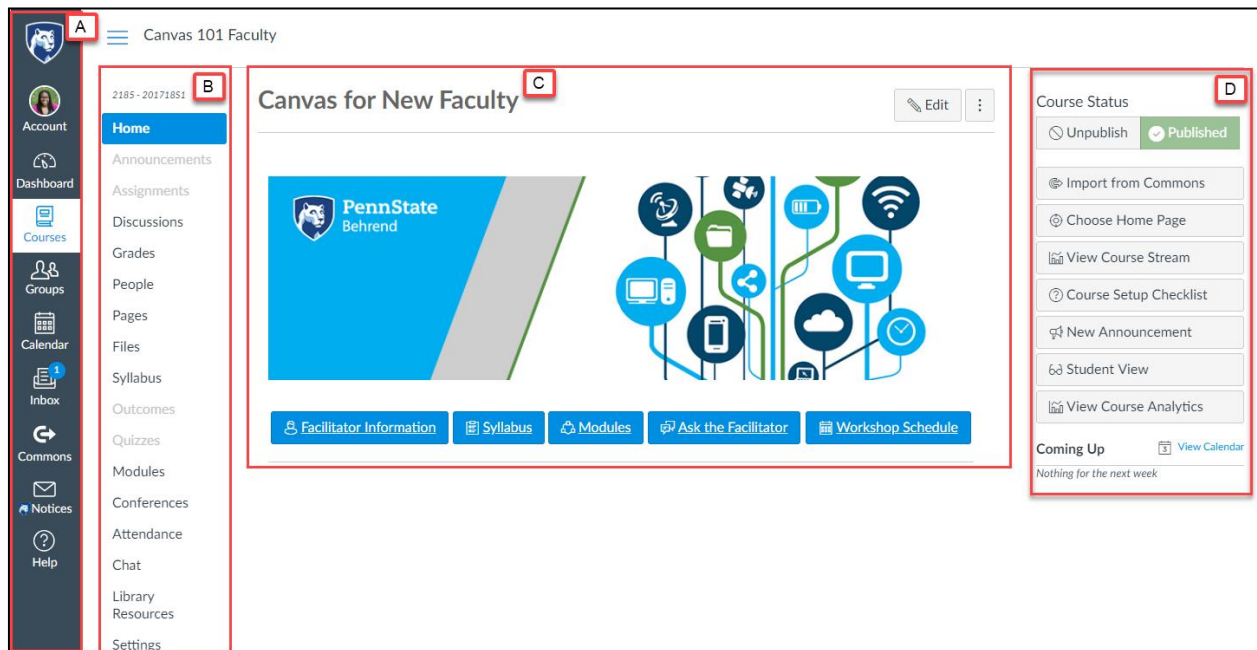


Introduction to Canvas Session Outline

Introduction to Course Navigation

- Review the **global navigation Menu** (Profile | Settings | Notifications)
- Review **Canvas navigation** -> Settings (Course Details and Navigation)
 - **Activity #1:** Edit Profile, Notifications, Course Details and Navigation

Anatomy of a Canvas Home Page



- Global Navigation Menu:** Global Navigation links provide quick access to frequently used Canvas features such as Dashboard, Courses, Groups, Calendar, Inbox, User Account, and the Help menu. **Learn more:** [How do I use the Global Navigation Menu as an Instructor?](#)
- Course Navigation:** Course navigation includes links that allow you to navigate and explore your Canvas course. You can customize your course navigation menu by clicking on Settings. **Learn more:** [How do I manage Course Navigation links?](#)
- Course Home Page:** You can create and customize your course home page. Add a banner and custom button if you wish. **Learn more:** [How do I change the Course Home Page](#) and [how do I set a Front Page in a course?](#)
- Course Status Sidebar:** You can publish your course; the default status is Unpublish.

Course Syllabus

- **Review the syllabus page:** You can add content to the syllabus page directly or add a link to your syllabus word/pdf document.
 - **Activity #2:** Create and edit the syllabus page

Canvas 101 Faculty > Syllabus

2185 - 20171851

Home

Announcements

Syllabus

Modules

Assignments

Discussions

Grades

People

Pages

Files

Outcomes

Quizzes

Conferences

Attendance

Chat

Library Resources

Settings

Course Syllabus [Jump to Today](#) [Edit](#)

Introduction to Canvas Syllabus

Session Description:

This training session is an introduction to Penn State's learning management system, Canvas. The session includes an overview of pertinent canvas features such as course navigation, notification, assignment, discussions, and grades. This is a hands-on session provides opportunities for you to explore different tools in canvas.

Session Objectives:

Faculty will be able to...

1. Navigate a canvas course
2. Edit and update course notifications
3. Organize course content in a module
4. Upload a "course syllabus"
5. Create assignments
6. Create short, basic quizzes
7. Set-up gradebook (weighted grades)

Course Summary:

Date	Details
Sat Aug 18, 2018	Discussion Forum: Ask the Facilitator due by 11:59pm
	Roll Call Attendance

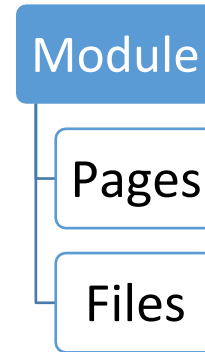
July 2018

24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Course assignments are not weighted.

Modules and Pages

- Differences between Modules and Pages
 - **Modules:** Allow you to organize pages, files and other course content
 - **Pages:** Consist of individual content pages
 - **Files:** Include any documents, videos, images, etc.
- **Activity #3:**
 - Create and publish a module
 - Create and publish a page
 - Upload and add a link to a file



The screenshot shows the Canvas LMS interface for a course titled 'Canvas 101 Faculty > Modules'. The course ID is '2185 - 20171851'. The left sidebar contains navigation options: Home, Announcements, Syllabus, Modules (highlighted), Assignments, Discussions, and Grades. The main content area shows a module named 'Canvas Orientation' with a green checkmark and a '+' icon. Below the module name, there are three items: 'Start Here!' (a page), 'Create an Effective Syllabus' (a page), and 'Workshop Session Outline.docx' (a file). Red arrows point from the labels 'Module', 'Pages', and 'File' to the corresponding elements in the interface.

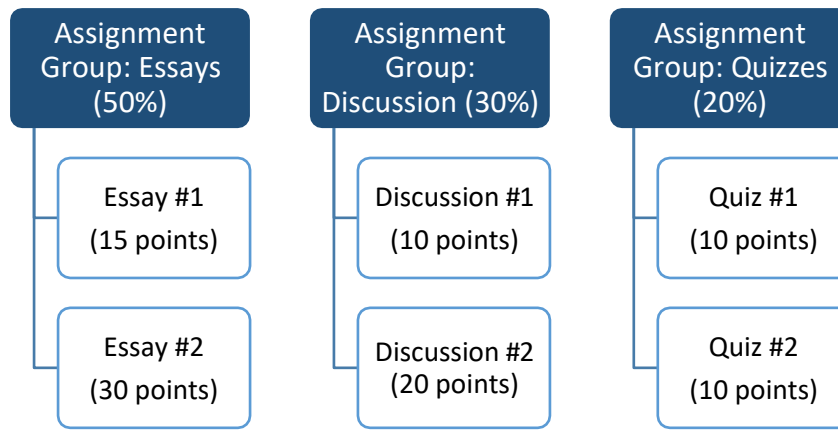
Set-Up Gradebook

Assignment Group: Assignment group enables you to organize your assignments. You can also use assignment settings to weight your assignment groups/categories. It is best to create your assignment groups/categories first before creating the individual assignments if you want to weight your final grade.

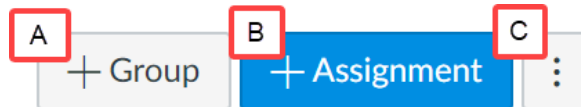
Learn more: [How do I add assignment groups in a course?](#)

Once you have created and weighted your assignment group or categories, you can create your individual assessments (e.g. assignment, discussion or quiz). Learn more:

[How do I create an assignment?](#) | [How do I create a quiz?](#)



Working with Assignment Groups and Settings



- Click on the **Assignment Link**
- To create and add groups (Essay or lab etc.), click on the **Group button**
- Click on **Assignment setting button** to specify weights for the groups/categories.
- Enter the weights for each group or category and click save.

Activity #4:

- ✓ Create a group and adjust assignment settings
- ✓ Create an Assignment
- ✓ Create a quiz

A screenshot of the 'Assignment Groups Weight' dialog box. It features a checked checkbox for 'Weight final grade based on assignment groups'. Below this, there are three rows with input fields for weights:

Category	Weight (%)
Assignments	50 %
Discussion	50 %
Total	100%

At the bottom right, there are 'Cancel' and 'Save' buttons.

Helpful Information

You can get assistance by e-mailing the University of Pittsburgh's LMS Support Team: lms@teaching.pitt.edu. You can make use of the Canvas [Help page](#)