Canvas Instructor Quick Start Guide

Preparing Your Class

1. Log on to Canvas
   a. Go to http://canvas.gatech.edu/
   b. Log in with your GT account user name and password

2. Locate your course
   Once you log on to Canvas, you will be on your Canvas Dashboard and you will see your courses listed on the page. If you don’t see them, please click on Courses on the left navigation menu to locate them.

Combining Courses

3. Course Combination
   In order to combine course sections into a single course shell, follow the steps listed in this how-to video: https://vimeo.com/74966157
   a. Go to the “parent” course that you wish to import your other “child” sections into. Highlight and copy the course ID listed in the URL address after courses.
   b. Next, go into the first “child” section that you wish to import into the “parent” course. Click on “settings” in the main navbar and then on the “sections” tab. Then click on the name of the hyperlinked course section.
   c. Next click on the “Cross-List this Section” in the right-hand menu. In the dialog box that pops up, paste the course ID that you copied in step a. Repeat the process for other “child” sections. If you need assistance, please send an email to lmspilot@gatech.edu.

Setting Up Your Courses

4. Set up your course through setup checklist
   a. Click on the course on the Dashboard to enter the course site;
   b. On the course home page, you are asked if you need help setting up the course. Click on the button Setup Checklist and it will guide your step-by-step through the process of adding a few course elements to the course.
   c. You may also skip the checklist to set up the course by using the tools listed on the course navigation menu on the left. Below is a CETL recommended setup workflow.
### Recommended Course Setup Checklist

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<th>Step</th>
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| **User Account and Course Settings** | **Account >> Profile, Settings, or Notifications** to configure your top level user settings and upload a profile picture.  
**Settings >> Course Details, Navigation, Apps, or Feature Options** to configure course specific settings, such as start date, navigation menu, and third party apps. |
| **Adding Students or External Users to the Course** | Your students are already in your course and you don’t need to manually add them. To add guests or course designers, **People >> +People** and enter their official email address. They will receive an invitation. To setup a GT user account, go to [https://passport.gatech.edu](https://passport.gatech.edu). |
| **Add TAs to the course** | We need to create accounts for your TAs before they can be added to the course. Please send their names to lmspilot@gatech.edu and we will add them to your course. |
| **Choose a Course Home Page** | The default home page displays course activity stream. You may choose to show course modules, assignments, or syllabus. |
| **Import Content** | It is easy to import content into Canvas, but there is no direct export and import between T-Square and Canvas. If you need assistance with migrating your course content from T-Square to Canvas, please send a request to [lmspilot@gatech.edu](mailto:lmspilot@gatech.edu). |
| **Add Files to the Course** | **Files >> +Folders** at the upper right hand corner to create folders or **Upload** to upload files. **Account >> Files** to upload and structure files external to a specific course. |
| **Create a Syllabus** | The syllabus description is where you can post your syllabus. In addition, Canvas automatically generates a syllabus table with calendar events and course assignments you enter. |
| **Add Course Assignments** | An assignment can be set up as a group assignment. You can also require peer reviews. |
| **Add Course Calendar Events** | **Calendar** on the global navigation menu (to the left of course navigation) >> + sign at the upper right hand corner. You can add events or assignments. |
| **Gradebook** | **Grades** >> click on the gear to the upper right to set the weights for assignment groups. |
| **Publish the course** | All courses are by default NOT published and are only visible to people assigned as instructor. This status is showed under **Course Status** at the upper right hand corner of your course **home** page. Please make sure you publish the course after you finish the setup. |

### Additional Resources

5. **Canvas Resources**
   - Bookmark these two web sites. They offer a lot of useful instructions:
     - Canvas Instructor Guide (in FAQs format) [https://guides.instructure.com/m/4152](https://guides.instructure.com/m/4152)
     - Canvas Video Tutorials: short video clips on using various tools and features [https://guides.instructure.com/m/4210](https://guides.instructure.com/m/4210)

6. **Canvas Help and Support**
   - **Submit a service request to lmspilot@gatech.edu**, This is the best way to get Canvas support. Your request will be assigned to a support team member, which ensures that it will be responded to and resolved in a timely manner. It also helps us keep track of all issues that occur during the pilot.
   - **Support website**: [http://lmspilot.gatech.edu/get-help](http://lmspilot.gatech.edu/get-help) for more assistance.
   - **Phone**: Daniel Haynes: 404-894-7569 | Chaohua Ou: 404-385-4812