

# Moving to Canvas: First steps

## Do you need help?

- Contact Instructional Design & Technology in Camden (Emily, Christie, and Carly): [idt@camden.rutgers.edu](mailto:idt@camden.rutgers.edu) or 856-225-6090. Find help online at <http://idt.camden.rutgers.edu/support/canvas-support>
- More Canvas help is available through TLT in New Brunswick: [help@canvas.rutgers.edu](mailto:help@canvas.rutgers.edu) or 877-361-1134 (24/7, can also assist students)
- Faculty self-paced Canvas orientation is available at <http://rutgers.instructure.com/courses/13>

## Finding your course

Log into Canvas at <http://canvas.rutgers.edu> (click NetID login)

You'll be brought to your Course Dashboard. Your course for title will likely be formatted "2018SP- [course title] [course number]". You can also click Courses in the left-hand red bar to access your courses.

## Accessing and publishing course content

Once you have accessed your course, click Modules on the left-hand menu to access course content. Note that menu items that are grayed out are accessible to you but are not available to students (this may mean that there is either no content or no published content available to students yet).

### Publishing course content

You can publish both items and modules. Students cannot see unpublished items/modules.



The green check symbol indicates an item/module is Published and accessible by students.



The gray "stop" circle indicates an item/module is Unpublished and not accessible by students.

You can click on the symbol to change the setting. **Note:** if a Module is Unpublished, the students cannot access any Published items within it.

### Publishing your course

While in your course, click Home. On the right-hand side of the page, you'll see the following:

#### Course Status



Unpublished



Publish

This indicates your course is currently Unpublished. Click Publish when you are ready for students to access the course (or, at the end of the semester, click Unpublish if you'd like to revoke access).

## Finding your students

While in your course, click on "People" in the left-hand menu to access your roster. Canvas rosters update at 9:15am, 3:15pm, and 7:15pm daily. If a student is added or dropped from your roster, your Canvas roster will update to reflect the change.

## Communicating with students

To send a message to your entire class, click on the Announcements on the left-hand menu while in your course, then click "+Announcement." **Announcements will not be sent if the course is not published.**



To send a message to an individual student or a small group of students (known as Conversations in Canvas), click on Inbox on the red left-hand menu, then click the "Compose" (quill) icon. In the box that

appears, select the course from the drop-down menu, then start typing student names in the “To” line. When the correct student name appears in the drop-down, click on it to add it to the “To” field.

**Note:** While Announcements and Conversations are set to automatically email to students, the student can individually change their notification settings in Canvas and may turn this off. Unfortunately, there is no way to guarantee that messages sent through Canvas are received by students via e-mail.

## Adding/renaming/removing files to Modules

If you’d like to *replace* a file in a Module, please follow the instructions to **remove** the file, then to **add a new file**.

### To add a new file to a Module

1. While in your course, click “Modules” on the left-hand menu.
2. At the top of the Module to which you’d like to add your file, click the + button. A pop-up box will appear. Choose “File” from the Add drop down menu.
3. Click [ New File ] or (find the file listed under “course files” if you’ve already uploaded it to your course).
  - a. If you’re adding a new file: Click the “Choose File” or “Browse” button that appears under the box that lists your course files.
  - b. Find the file in your computer and double-click it.
4. Click Add Item.

### Rearrange items/files in Modules



Click and drag the Reorder icon (pictured to the left) that appears to the left of the item or file name that you’d like to reorder.

### Renaming files in Modules



If you upload a file to a module, Canvas will automatically display the file name of the file to students, but you can rename it if you’d like. To do so, click on the cog/gear icon that appears to the right of the file name in the Module and click Edit. A pop up box will appear; change the Title as you wish here, then click the blue Update button.

### Removing files in Modules

Click the cog/gear icon that appears to the right of the file name, then click Remove.

