Canvas Cheat Sheet

Use Google Chrome or Firefox.

The DASHBOARD is the area where you will see all of your courses. You can customize the picture on each course. To do this follow these steps:

1. Create on Google Slides or Power Point a design for your Course. Save it as a JPEG. This will allow you to insert into Canvas.
2. On the left sidebar, click "Settings" under the COURSE DETAILS tab.
3. Image: CHOOSE IMAGE
4. Upload Image from your computer.
5. At the bottom, click "UPDATE COURSE DETAILS".

To REMOVE course image, Go back to SETTINGS and click on the IMAGE. Click the ⋮ in the top right hand corner and choose REMOVE IMAGE.

While you are in SETTINGS, let's configure what you want the students to see and what information you want to keep for your eyes only.

1). The TOP table shows the items that you want the students to have access to. The fewer the buttons the better. (IE: Home, Modules, Pages, Assignments). This can be adjusted as you add information to your courses.
2). Drag and drop desired items in the TOP table. Items in the BOTTOM table are for your eyes only.

When finished, go to the bottom of the page and click "UPDATE COURSE DETAILS".

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To make your Course appealing, here is what you can do to make it more fun:

TO SET HOMEPAGE:

1. Create a fun design and save on your desktop
2. Press the +PAGE button.
3. UPLOAD IMAGE
4. Click on PICTURE FROM FILE (JPEG)
5. OPEN
6. SUBMIT
7. Adjust size by dragging corners inward
8. SAVE AND PUBLISH 🚫 ➡ ✔
9. Go back to the Left Sidebar and click on PAGES.
10. Under the PAGE TITLE, choose the page you would like on your Homepage.
11. Click on ⋮ USE AS FRONT PAGE.
12. Go back to the Left Sidebar and choose HOME.
13. On the Right Sidebar, click on CHOOSE HOME PAGE.
14. PAGES FROM PAGE
15. SAVE

ADDING MODULES

1. On the Left Sidebar, choose MODULES.
2. Click on the +MODULES tab
3. Name your Module
4. ADD MODULE
5. Repeat for each area you would like to have a separate section for in your course.

TO MAKE BUTTONS ON YOUR HOMEPAGE THAT LINK TO YOUR MODULES

1. Open up Power Point and remove rectangular text boxes by clicking on image and deleting.
2. Click on DESIGN tab
3. Click on SLIDE SIZE
4. PAGE SETUP
5. On the dropdown box, choose "slide sized for" and choose CUSTOM at the bottom.
6. Change Width and Height to 8 inches.
7. OK
8. SCALE UP

Now you are in a good format to design your buttons. You need to decide what buttons you wish to link to the modules you have in your course. Ie: Homework, Teacher Information, Websites, Announcements, etc.

Design your buttons and save each one separately as a JPEG. You will want your button to match the same name as your Module. You will be able to insert each one on to your homepage and link to your modules.

YOU CAN ALSO DESIGN YOUR PAGES ON GOOGLE SLIDES AND SAVE AS A JPEG ON TO YOUR COMPUTER.

HOW TO INSERT YOUR BUTTONS TO YOUR HOMEPAGE

1. Click on PAGES. Your Homepage design should appear.
2. Click on the EDIT button at the top.
3. Click on the ⋮ and choose the Image picture icon 🖾
4. Choose UPLOAD IMAGE.
5. Find your saved JPEG buttons on your computer and select.
6. OPEN
7. SUBMIT
8. Resize your button by clicking on the image and dragging in the corners.
9. * If you want your buttons above your course picture, click the cursor above your picture before you insert button. If you want it below your design, click the cursor below your design.
10. Repeat steps 1-8 for each button you would like to add, LEAVING A SPACE BETWEEN EACH BUTTON.

HOW TO LINK YOUR BUTTONS TO YOUR MODULES

1. Click on PAGES
2. Click on the EDIT button
3. Click on the first button you would like to link.
4. Click on the ⋮ and then the hyperlink button 🔗
5. Use the dropdown menu and choose COURSE LINKS.
6. Choose MODULES
7. Choose which MODULE you would like to link your button to
8. SAVE

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ADDING PAGES TO YOUR MODULES

Think of a MODULE as a file folder.
Think of the PAGES as a place where you can add information for students, including pictures and hyperlinks.

1. On the left sidebar, click on MODULES.
2. Click on the "+" within the Module you would like to add information to.
3. Use the drop down box next to ADD and choose PAGE.
4. Choose [New Page] and give it a PAGE NAME.
5. Click on ADD ITEM

Once you have created your page, you can go back in and add information to it.

1. Click on the link
2. EDIT
3. Add your information
4. SAVE & Publish

This is a a nice way to add entire Power Point presentations as well. That can be in the regular PPTX format (doesn't have to be JPEG).

When finished, go back to the MODULE tab on the Left Sidebar and check to make sure you published your work.

UNPUBLISHED 🚫

PUBLISHED ✔

ADDING ASSIGNMENTS TO YOUR MODULES OR PAGES

Think of an ASSIGNMENT as the actual work you assign that you want to be graded. This can be worksheets that you have downloaded or created. You can add to the MODULE itself or to the PAGE you want it attached to after you gave instructions.

1. On the left sidebar, click on MODULES.
2. Click on the "+" within the Module you would like to add information to.
3. Use the drop down box next to ADD and choose ASSIGNMENT.
4. Choose [New Assignment] and give it an ASSIGNMENT NAME.
5. Click on ADD ITEM
6. Go back to MODULE and MOVE ASSIGNMENT where you would like it and INDENT as needed.

REMEMBER TO ALWAYS SAVE AND PUBLISH WHAT YOU WANT THE KIDS TO SEE!

HANG IN THERE

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