

Canvas at FSCJ: Instructor Quick Start Guide

Create an Announcement	Course > Announcements > + Announcement
Create an Assignment	Course > Assignments > + Assignment > Add Title and Description/Instructions > Create Settings
Create a Turnitin (or Third Party) Assignment	Course > Assignment > + Assignment > Submission Type = "External Tool"> Select Desired External Tool
Create Assignment Groups/ Weighted Grading Categories	Course > Assignments > + Group > [Group Name] > Assign Grade Percentage > Create or Drag and Drop Assignments into Created Group
Create Grading Rules	Course > Assignments > Select Group > Click Three Dots > Set Rules
Create an Assignment from Calendar	Course > Calendar > Click on date > Assignment tab > Submit
Adjust a Date of an Assignment from Calendar	Drag & drop from current date to new date (Date will automatically change on Assignment, Calendar & Course Summary on Syllabus page).
Customize Course Menu	Course > Settings > Navigation Tab > Drag above/below to show/hide > Save
Use Third Party/Publishers' Tool	Visit at.fscj.edu/lti for instructions
Create a New Discussion	Course > Discussions > + Discussion
Create New Conference (Replacement for Blackboard Collaborate)	Course > Conferences > + Conference
Create New Conversation (Inbox)	Global Navigation > Inbox > to open To: field > Name, Message, Send
Copy Course Content from Prior Canvas Course	Course > Settings > Import Course Content > Content type = "Copy a Canvas Course" > Search for the Source Course
Import Course Content	Course > Settings > Import Content into this Course
Export Course Content	Course > Settings > Export this Course

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Access Course Files	Course > Files
Edit Grades	Course > Grades > Click on cell > Enter > Edit > Enter or Arrow Key
Download/Edit Grades from CSV	Course > Grades > Actions> Export [<i>Edit in Excel</i>], then Grades > Actions > Import
Create New Student Groups	Course > People > Groups Tab > + Group Set
Help - Search Canvas Documentation	Help > Search Canvas Guides > Instructor User Guide > [Search]
Help - Get Help While working in Canvas	Help > Canvas Support > Canvas Support Live Chat for Faculty OR Call 904-431-7528
Build a New Module	Course > Modules > + Module > [Name] > Add Module > Add Item to Module
Re-Order Modules	Course > Modules > Drag and drop to reorder
Publish Modules	Course > Modules > Click Check Mark on Right Side of Module
Set Requirements or Dates for Modules	Course > Modules > Three Dots on the Right of Module Title > Edit
Create a New Quiz	Course > Quizzes > + Quiz > [Quiz Options] > Add Questions > Save Settings > Preview > Publish Quiz **Add questions manually, copy questions from Question Banks, Create Question Group from manually-created questions, or Link Question Group to a Question Bank
Embed Arc Video from Rich Content Editor (RCE)	RCE > "More External Tools" Button (V Icon) > Arc > Select video
Create a Link in Rich Content Editor	RCE > "Chain" Button > Paste URL
Add a Picture from Rich Content Editor	RCE > Select "Embed Image" Button > Select Image OR Right Sidebar >Image Tab > Search for/Upload image

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Check Accessibility in Rich Content Editor	RCE > Man in Circle Icon
Customize Notification Preferences	Profile > Notifications > Set Desired Frequency
Create a New Page	Course > Pages > View All Pages > + Page > [New Page Title] > Create > [Edit] > Save Changes
Add Additional Email Address	Account > Settings > Ways to Contact > + Email Address
Add an Avatar/Profile Photo	Account > Settings > Click on Profile Photo > Upload/Take Picture
Create a New Question Bank	Course > Quizzes > Three Dots on Right > Manage Question Banks > Add Question Bank > [Question Bank Name] > Hit enter to save
Open SpeedGrader™	Course > Grades > Choose Assignment > SpeedGrader™ OR Course > Open Assignment/Quiz/graded Discussion > SpeedGrader™ on Sidebar
Edit Canvas Syllabus Page (Menu Item?)	Course > Syllabus > Edit Syllabus Description > Update Syllabus
Access Canvas Dashboard	myFSCJ > Faculty Tab > Classroom > Canvas OR Employee Tab > Quicklinks > Canvas
Use Student View	Course > Home > "Student View" in Right Sidebar
Publish Course/ Make Course Available	Course > Settings > Course Details Tab > Verify Start and End Dates THEN Home > Publish
Add Graphic to Course Card on Dashboard	Settings > Course Details Tab > "Choose Image"
Set Course Homepage	Home > Choose Homepage > Make Selection
View Student Data/Context Card	Course > Grades > Click on Student Name
Set Global Late/Missing Policies	Course > Grades > Gear Icon