

# Quick Canvas Setup: Faculty Guide

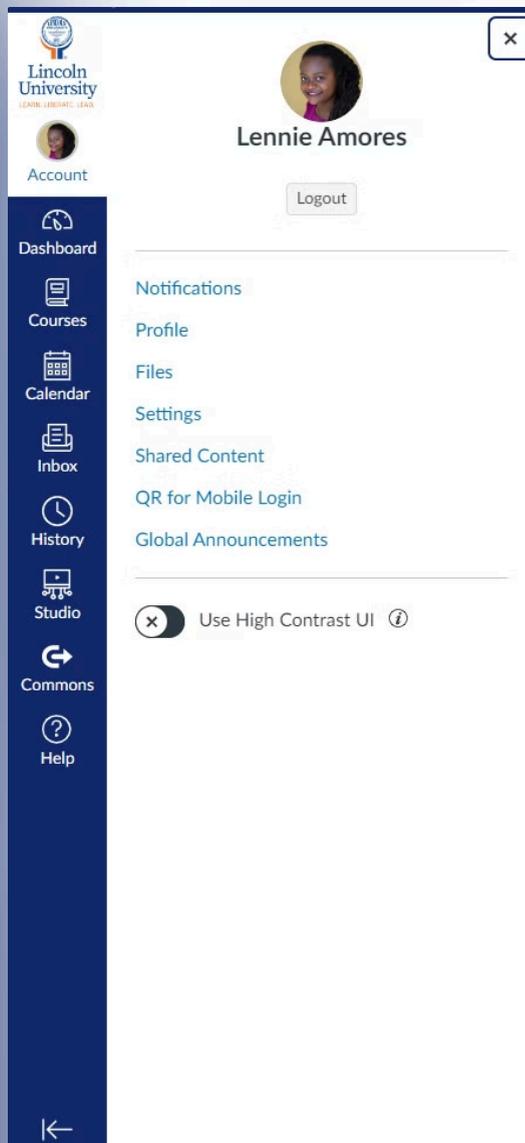
Go to Video Tutorial

- Sign into your Canvas account using your Office 365 login credentials: <https://lincolnu.instructure.com/>

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The screenshot shows a user profile page for Lennie Amores. At the top left is the Lincoln University logo with the tagline 'LEARN. LIBERATE. LEAD'. Below it is a small profile picture and the word 'Account'. To the right is a larger profile picture of Lennie Amores and a 'Logout' button. A vertical navigation menu on the left includes: Dashboard, Courses, Calendar, Inbox, History, Studio, Commons, and Help. The main content area lists: Notifications, Profile, Files, Settings, Shared Content, QR for Mobile Login, and Global Announcements. At the bottom of the main area is a toggle for 'Use High Contrast UI' which is currently turned off.

## 1. Customize Your Profile

### Add Profile Image

Upload a profile image to make your presence more personal and recognizable to students.

### Optionally add your Bio, and Links

## Notification Settings



Account-level notifications apply to all courses. Notification individual courses can be changed within each course and override these notifications.



Daily notifications will be delivered around 6pm. Weekly notifications will be delivered Saturday between 6am and 8am.

Settings for

Account

### Course Activities

Email

lamores@lincoln...

Due Date



Grading Policies



Course Content



Files



Announcement



Announcement Created By You



### Grading

Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.



## 2. Set Up Notifications

### Access Notification Settings

Go to Account >

**Notifications** to review and customize your notification preferences.

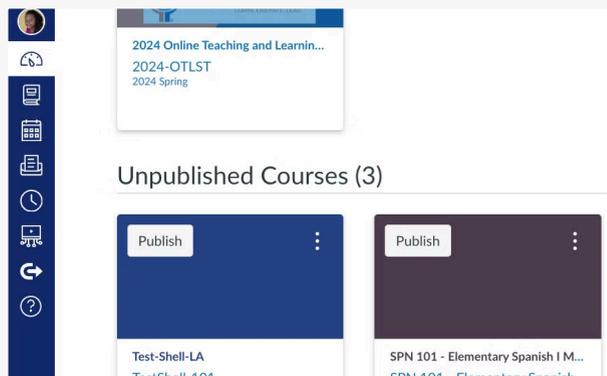
### Customize Preferences

Notifications in Canvas tell the system how often you want to receive emails for what individual activities.

### Recommended Setting

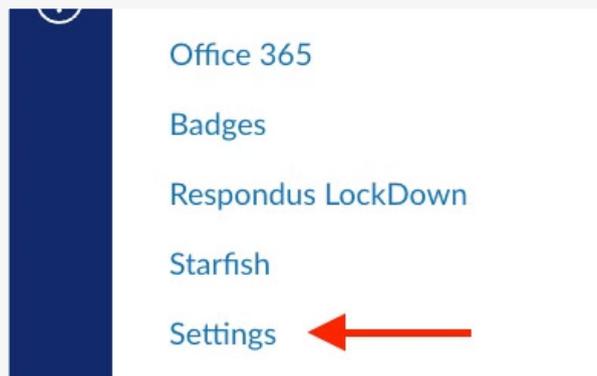
We recommend setting "Conversation" messages to ASAP for timely communication with students.

### 3. Set up Your Course



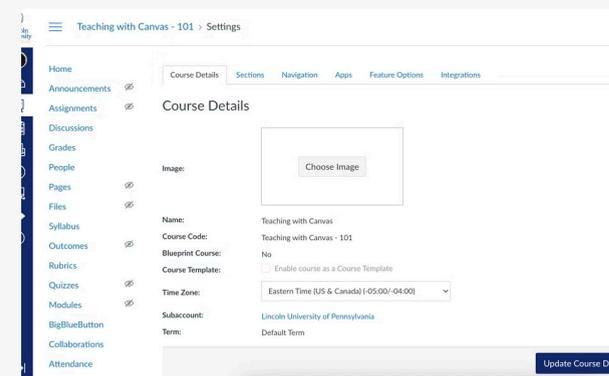
#### Click on Your Course

Access your courses from the **Dashboard** by clicking on the box color for your course.



#### Select Settings

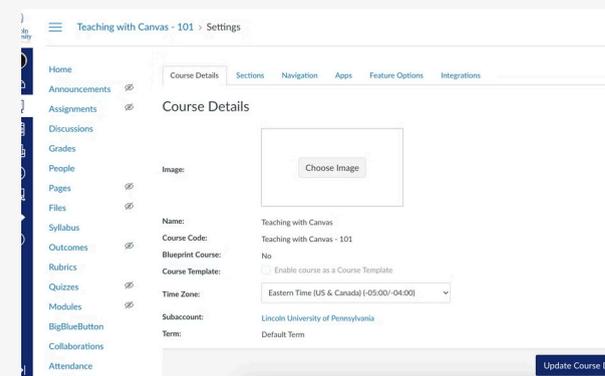
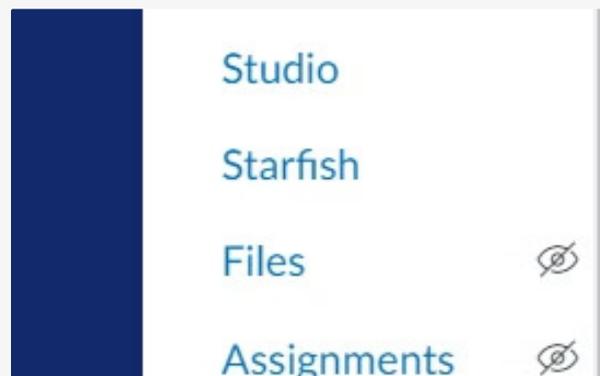
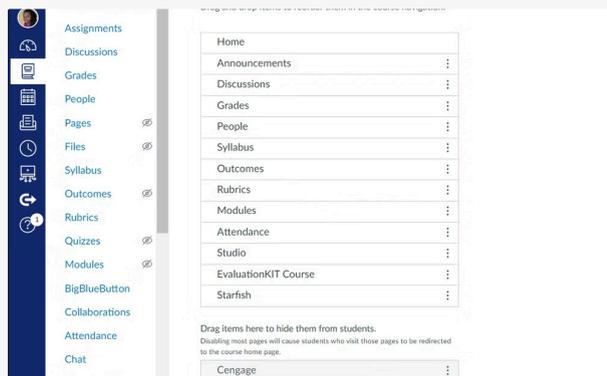
On the left sidebar (blue font), select **Settings** at the very bottom.



#### Choose Image

Under Course Details, upload an image to display on your Dashboard for easy student navigation.

## 4. Set up Better Navigation



### Reorder Navigation

For student-friendly navigation, drag Assignments, Pages, Files, Quizzes, Item Banks, and New Analytics to the bottom box to hide them from students. Click **Save**.

### Consider Items to Enable

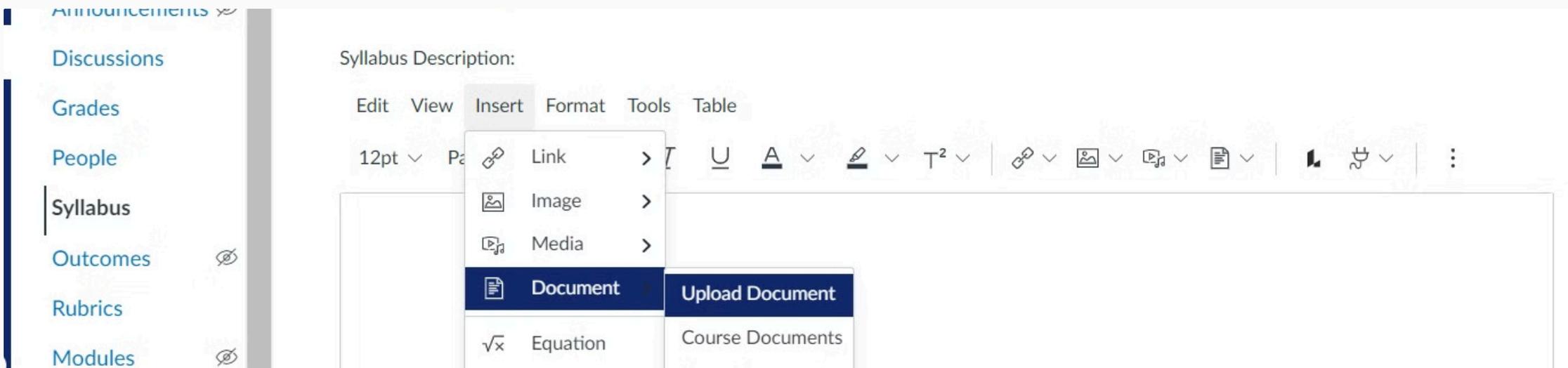
Optionally disable Google Drive, Office 365, BigBlueButton, and Chat if those items are not used in your course.

Are you using a *Cengage Unlimited* textbook? Enable Cengage.

### Why disable items?

We will create student-friendly Modules where students will find everything they need for the course when they need it.

Otherwise, the presentation of the content can be overwhelming.



## 5. Upload Your Syllabus



### Access Syllabus Page

Click the Edit pencil button. Then Insert > Document> Upload Document.



### Choose Upload Method

Upload as a Word or PDF.  
Copy/paste the text directly into the text box for easier access.



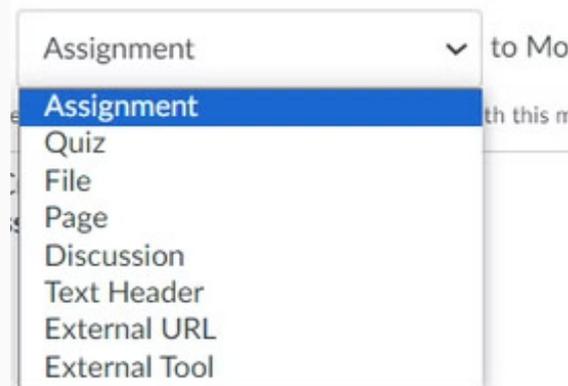
### Update Syllabus

Check the Show Course Summary box to show assignments. Click the blue button, Update Syllabus.

## 6. Organize Content with Modules

1. Access Modules in the course menu and click **+ Module** to create new modules based on your course structure. Think of modules as units that end with a bigger assessment (paper, exam, project, or presentation) and align with one or more course learning outcomes.
2. Click **+** to add content to modules: assignments, files, pages, URLs, discussions, and quizzes. Be sure to link all assignments to a specific module for easy student navigation. Clearly connect each assignment to relevant course learning outcomes, helping students understand the purpose of their work.
3. Reorder items as necessary within modules. Publish the module by clicking the circle to the right. A green checkmark will appear. You can publish assigned work after completing the assignment details.

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## 7. Add New Assignments

- Navigate to back to Modules.
- Click + to Create Assignment.
- Name the assignment.
- Click Add Item. It takes you back to the Modules page.
- Click on the assignment name you just created.
- Click Edit to add the details.

Lincoln University

Teaching with Canvas - 101 > Modules

63 View as Student

Home

Announcements

Discussions

Grades

People

Syllabus

Outcomes

Rubrics

Modules

Attendance

Studio

Starfish

Files

Assignments

Quizzes

Collaborations

BigBlueButton

Collapse All

View Progress

Publish All

+ Module

Module 1: Overview of Spanish Colonization in Africa

Spain in Equatorial Guinea

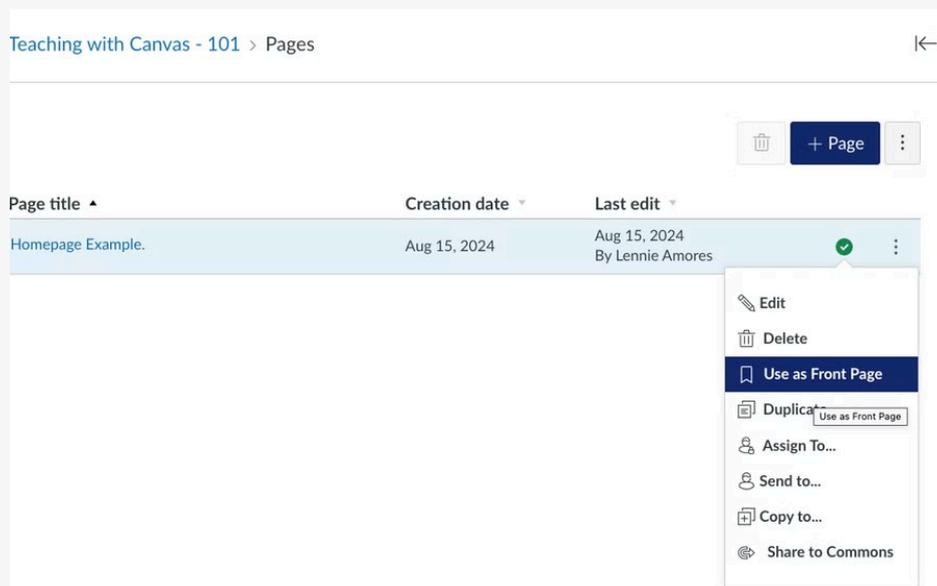
Drop files here to add to module  
or choose files

## 8. Configure Assignment Settings

- Copy/paste text or upload a file. You can also insert a link, embed a video, or a [Cengage textbook-created activity](#).
- Set due date, points, submission type, and create new assignment groups based on your syllabus and optionally, availability dates.
- After choosing Online submissions, check the box for File Uploads and any other formats by which students can submit their work.
- Enable Turnitin check for plagiarism.
- Save a draft or Save and Publish to make it visible.
- Click the **+ Rubric** button to configure a rubric. You can use the rubric for multiple assignments if desired.
- [Learn more about Assignments](#).

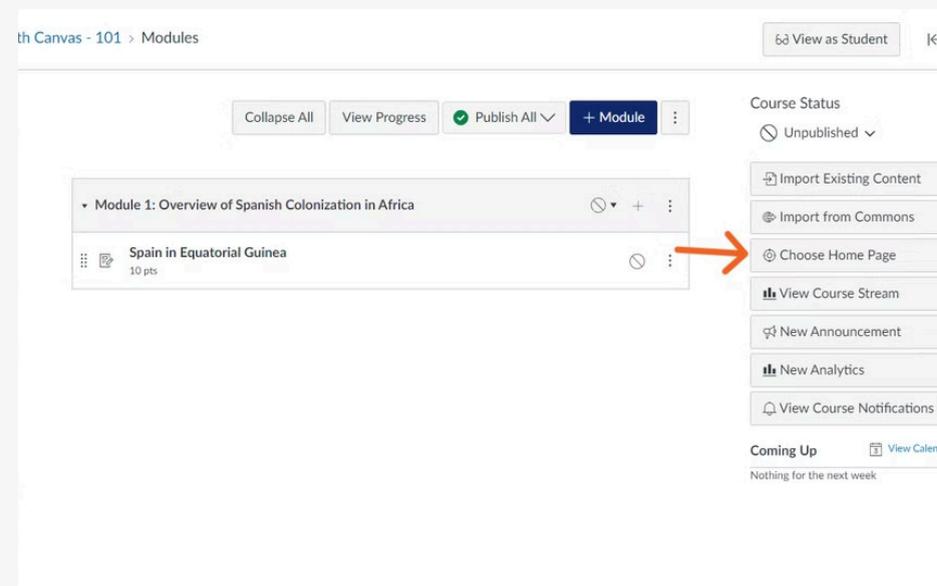
The screenshot displays the configuration interface for an assignment titled "Spain in Equatorial Guinea". The interface includes a rich text editor with a toolbar (12pt, Paragraph, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, Table of Contents, Print, Help) and a text area containing "Aligned Course Objectives: Students will be able to... Instructions: Read 'Spanish Empire in West Africa' while completing [Readline Guide 1](#)". Below the editor, the "Points" field is set to 10, "Assignment Group" is "Assignments", and "Display Grade as" is "Points". There is a checkbox for "Do not count this assignment towards the final grade" which is currently unchecked. The "Submission Type" is set to "Online". Under "Online Entry Options", "Text Entry" and "File Uploads" are checked, while "Website URL", "Media Recordings", and "Student Annotation" are unchecked. There is also an unchecked checkbox for "Restrict Upload File Types". The "Submission Attempts" section shows "Allowed Attempts" set to "Unlimited".

## 9. Optionally, Create a Custom Home Page



### Create Custom Page

Access Pages from the left sidebar. Designate your published custom page as the Front Page. [Learn more about home page customization.](#)



### Choose Homepage Option

Now access Home from the left side bar. Click Choose Home Page from the gray box to set Front Page as your new home page.

## 10. Preview Your Course

The screenshot shows the Canvas LMS interface for a course titled "Teaching with Canvas - 101" in the "Modules" section. A red arrow points to the "View as Student" button in the top right corner. The left sidebar contains navigation options: Home, Announcements, Discussions, Grades, People, Syllabus, Outcomes, Rubrics, Modules, and Attendance. The main content area shows a "Module 1: Overview of Spanish Colonization in Africa" with a sub-item "Spain in Equatorial Guinea" (10 pts). Buttons for "Collapse All", "View Progress", "Publish All", and "+ Module" are visible at the top of the content area.

### Access Student View

Click View as Student on the top right. If you don't see the button, click on the eyeglasses icon. The bottom of the page turns fuchsia-pink in the student view.

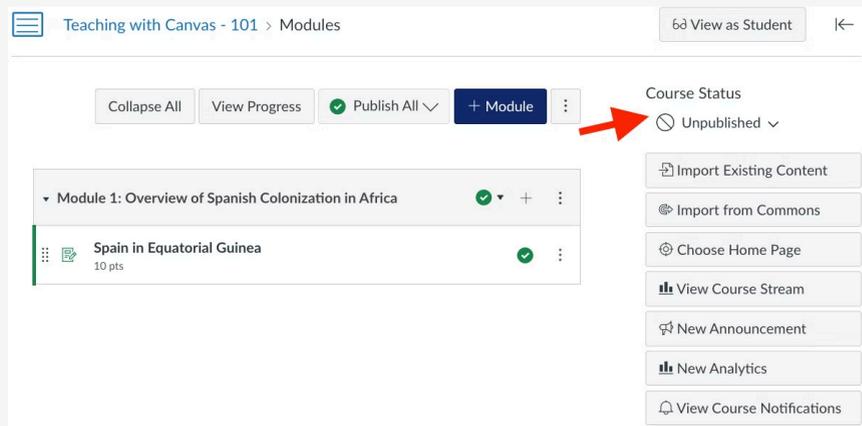
The screenshot shows the Canvas LMS interface in Student View. The bottom of the page is highlighted with a fuchsia-pink bar. The bar contains the text "You are currently logged into Student View" and "Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student." There are two buttons: "Reset Student" and "Leave Student View". The main content area shows the same "Module 1: Overview of Spanish Colonization in Africa" with the sub-item "Spain in Equatorial Guinea" (10 pts). The left sidebar is visible, showing navigation options like Home, Account, Dashboard, Courses, Calendar, and Inbox.

### Test Course Features

Test the course from a student's perspective, including navigation, content access, and assignment submission. Exit Student View to make any changes.

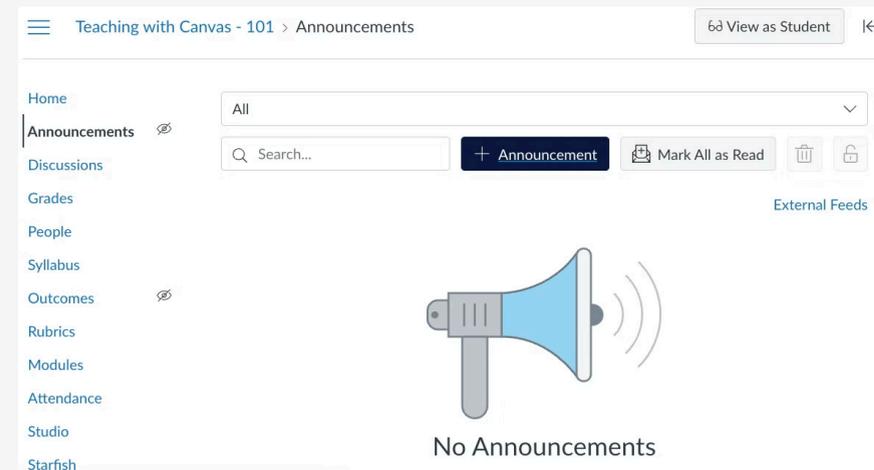
## 11. Publish Your Course

From the Home page, click the **Publish** button to make your course visible to students.



The screenshot shows the Canvas interface for a course titled "Teaching with Canvas - 101". The page is viewed as a student. In the top right corner, there is a "View as Student" button. Below the navigation bar, there are several buttons: "Collapse All", "View Progress", "Publish All" (with a green checkmark), and "+ Module". A red arrow points to the "Publish All" button. To the right of these buttons, there is a "Course Status" section with a radio button selected for "Unpublished". Below this, there is a list of modules, including "Module 1: Overview of Spanish Colonization in Africa" and "Spain in Equatorial Guinea" (10 pts). On the right side of the page, there is a vertical menu of actions: "Import Existing Content", "Import from Commons", "Choose Home Page", "View Course Stream", "New Announcement", "New Analytics", and "View Course Notifications".

Add a welcome announcement for students or an introduction video.



The screenshot shows the Canvas interface for a course titled "Teaching with Canvas - 101". The page is viewed as a student. In the top right corner, there is a "View as Student" button. Below the navigation bar, there is a search bar and a "+ Announcement" button. To the right of the search bar, there are buttons for "Mark All as Read", a trash icon, and a lock icon. Below these buttons, there is a "No Announcements" message with a megaphone icon. On the left side of the page, there is a vertical menu of course sections: "Home", "Announcements", "Discussions", "Grades", "People", "Syllabus", "Outcomes", "Rubrics", "Modules", "Attendance", "Studio", and "Starfish".