
Canvas Instructor Guide

Center for Teaching & Learning at Pratt Institute

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Getting started

Overview

Welcome to Growing with Canvas for Pratt Faculty! This course is a great way to learn how to use Canvas with your students. As you progress through this course, you will complete several modules that you can access. Feel free to go through this course at your own pace.

Every course on Canvas must have the Syllabus and faculty contact information. We also highly advise you to include any reading materials and extra files that are necessary for the course, and that these resources are structured in a way that is easy for students to browse. Please remember to publish your course as well, as mentioned. This guide will show you how to do all of these things in your Canvas course.

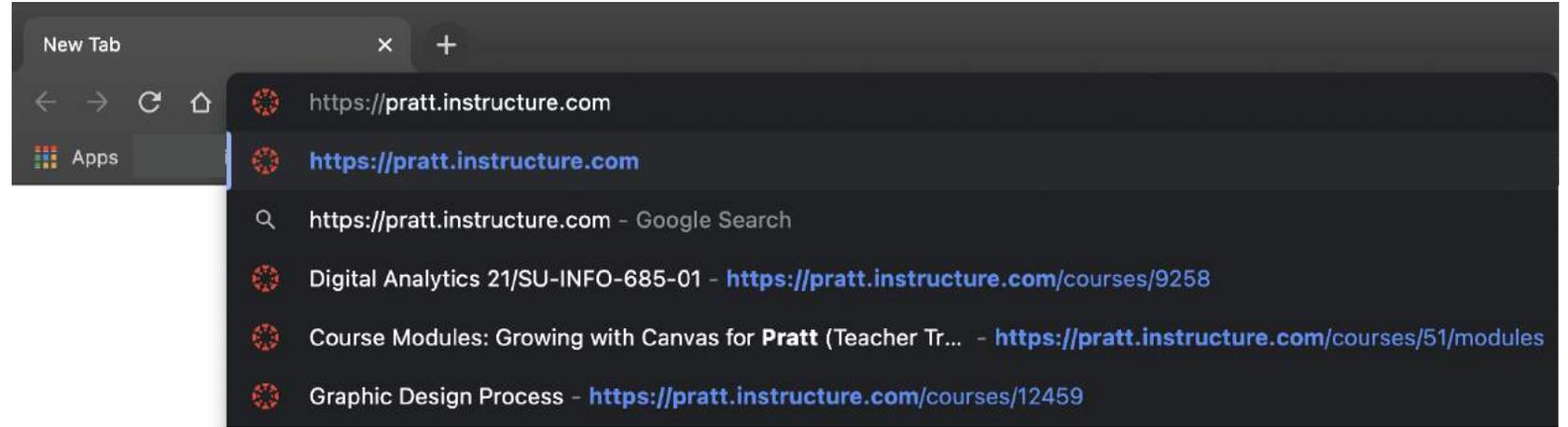
For more resources on Canvas, check out the [CTL website](#). Feel free to navigate to any topics that you have questions about, or work through this course linearly.

How do I log in to Canvas?

Log In to Canvas

<https://pratt.instructure.com/>

Sign in using your Pratt OneKey information!



Pratt Institute

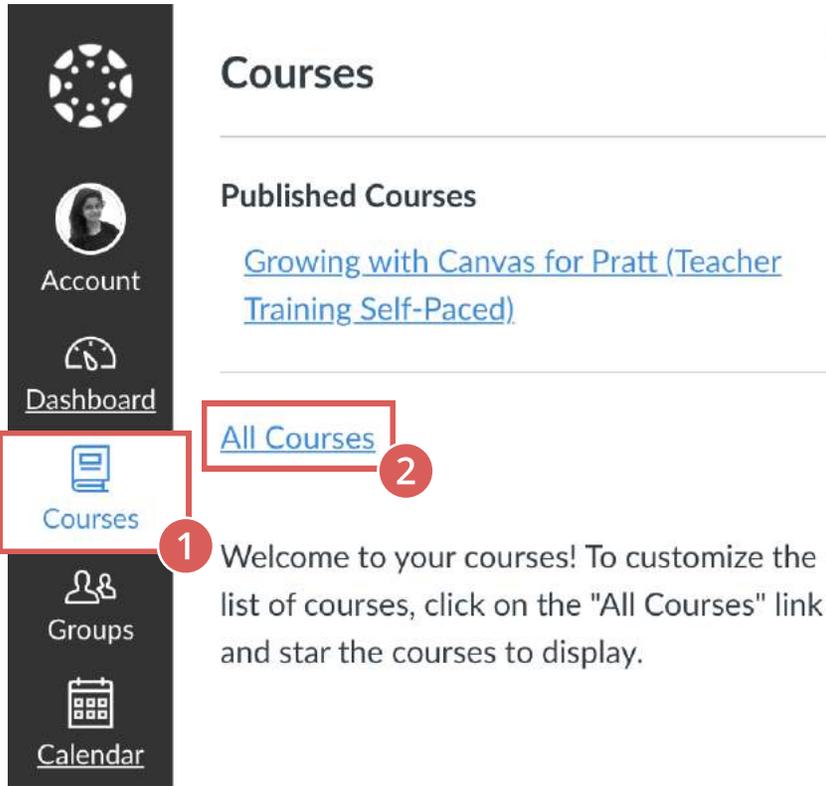
Sign in with your Pratt Onekey account.

By signing in you agree to [Pratt's Privacy Policy](#)

[Forgot Your Password?](#)

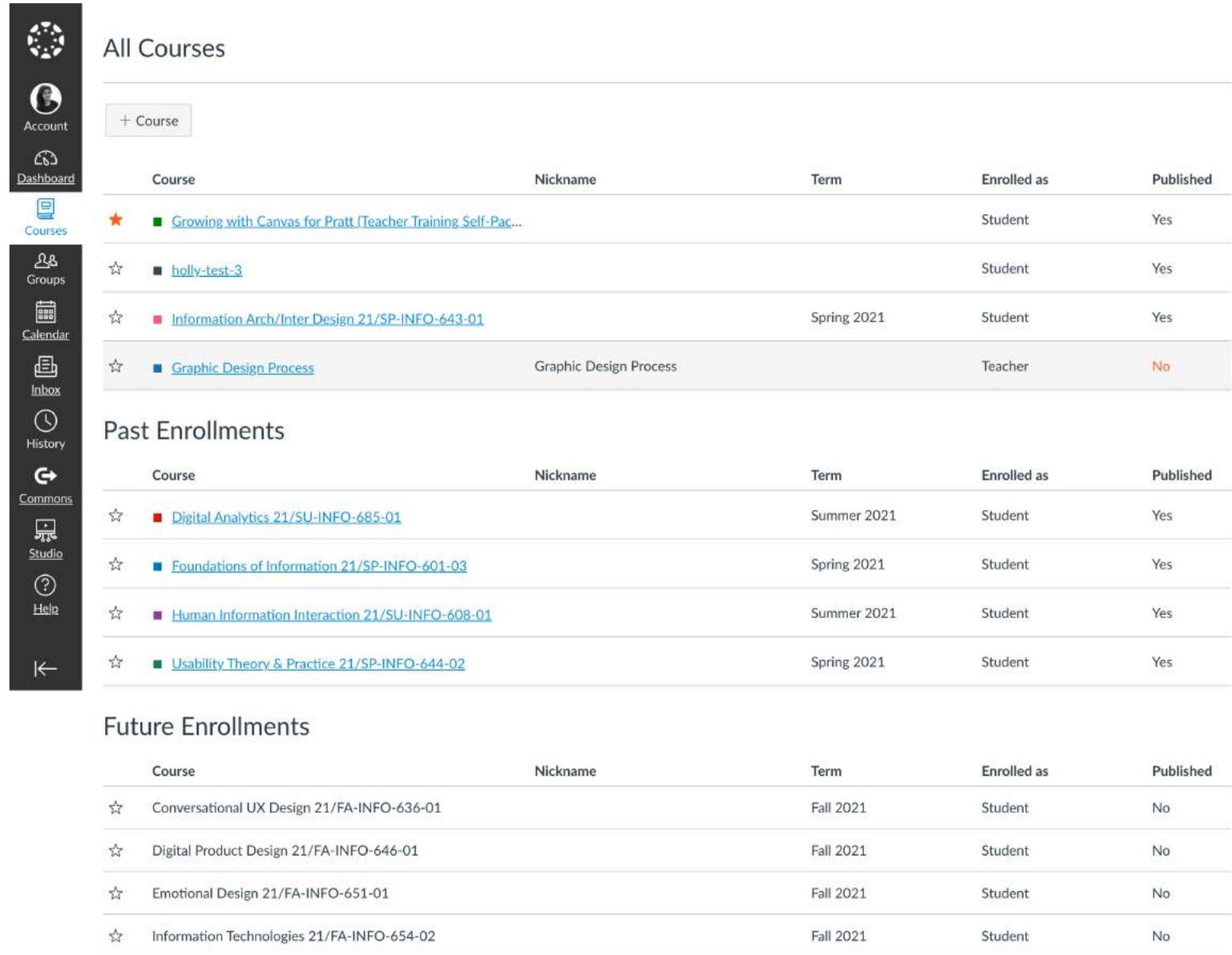
Sign in

How do I view all my courses?



1. In Global Navigation, click the Courses link.
2. Then click the All Courses link.

Courses are organized into All Courses, Past Enrollments, Future Enrollments, and Groups. Courses and groups are sorted alphabetically by course or group name.



How to import from old courses?

Course Status

Unpublished Publish

Import Existing Content

Import from Commons

Choose Home Page

View Course Stream

New Announcement

New Analytics

View Course Notifications

On the course home page, click the Import Existing Content button.

Select One
 Copy a Canvas Course
 Canvas Course Export Package
 Unzip .zip file into folder
 Angel export .zip format
 Blackboard 6/7/8/9 export .zip file
 Blackboard Vista/CE, WebCT 6+ Course
 Common Cartridge 1.x Package
 D2L export .zip format
 Moodle 1.9/2.x
 QTI .zip file

In the Content Type drop-down menu, **select the type of content** you will upload to your course.

You can import content directly from another Canvas course by selecting the **Copy a Canvas Course** option.

Content Type:

Search for a course: or

Include completed courses

Content: All content Select specific content

Options: Adjust events and due dates

If you choose to copy content from another Canvas course, use the **Select a course** drop-down menu **or type the name** of a course in the Course name search field.

Choose to import all course content or to select specific content for your import.

Where is the Pratt Syllabus Template?

1. Navigate to "Commons" from the left navigation.
2. Search for "Pratt Institute".
3. Click "Import/Download".

Edit the syllabus to include your contact information, Zoom link, and other course information as needed.

The screenshot shows the Canvas Commons interface. On the left is a dark navigation sidebar with icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, History, Commons (highlighted with a red box and a '1' in a red circle), Studio, and Help. The main content area is titled 'Commons' and has tabs for 'Search', 'Shared', and 'Imp'. A search bar at the top contains the text 'Pratt Institute' (highlighted with a red box and a '2' in a red circle). Below the search bar, it says '23 results'. A featured result is shown in a white box with a red border, containing the Pratt Institute logo, a green 'FEATURED' badge, the text 'MODULE', 'Pratt Institute Syllabus Module', 'Undergraduate - Graduate', 'ctl', and download/star counts. To the right of this result is a larger preview of the syllabus template, which is a black and red graphic with the Pratt logo and the text 'ctl', 'Pratt Institute Approved', and a blue 'Import/Download' button (highlighted with a red box and a '3' in a red circle). Below the button, it says '11.83 kB - IMS Common Cartridge File (.imsc)' and has buttons for 'Add to Favorites' and 'Copy Resource Link'. At the top right of the Commons page, it shows '59 Downloads', a calendar icon, '10/7/20', a copyright icon, and 'Copyrighted'.

How can I add my contact information?

1. Click the Account link in the Global Navigation menu
2. Then click the Settings link. You can view all of your personal user settings such as your profile picture, name preferences, language, time zone, and feature options.
3. Add email address and cell number

The image shows a vertical navigation menu on the left with the following items: Account (highlighted with a red box and a red circle containing the number 1), Dashboard, Courses, Groups, Calendar, Inbox, and a clock icon. To the right of the menu is a list of settings links: Notifications, Profile, Files (highlighted with a red box and a red circle containing the number 2), Settings (highlighted with a red box and a red circle containing the number 2), Shared Content, Starfish, QR for Mobile Login, and Global Announcements.

Ways to Contact

Email Addresses

pchhaged@pratt.edu ★

+ [Email Address](#)

Other Contacts

Type

For All Devices

push



+ [Contact Method](#)

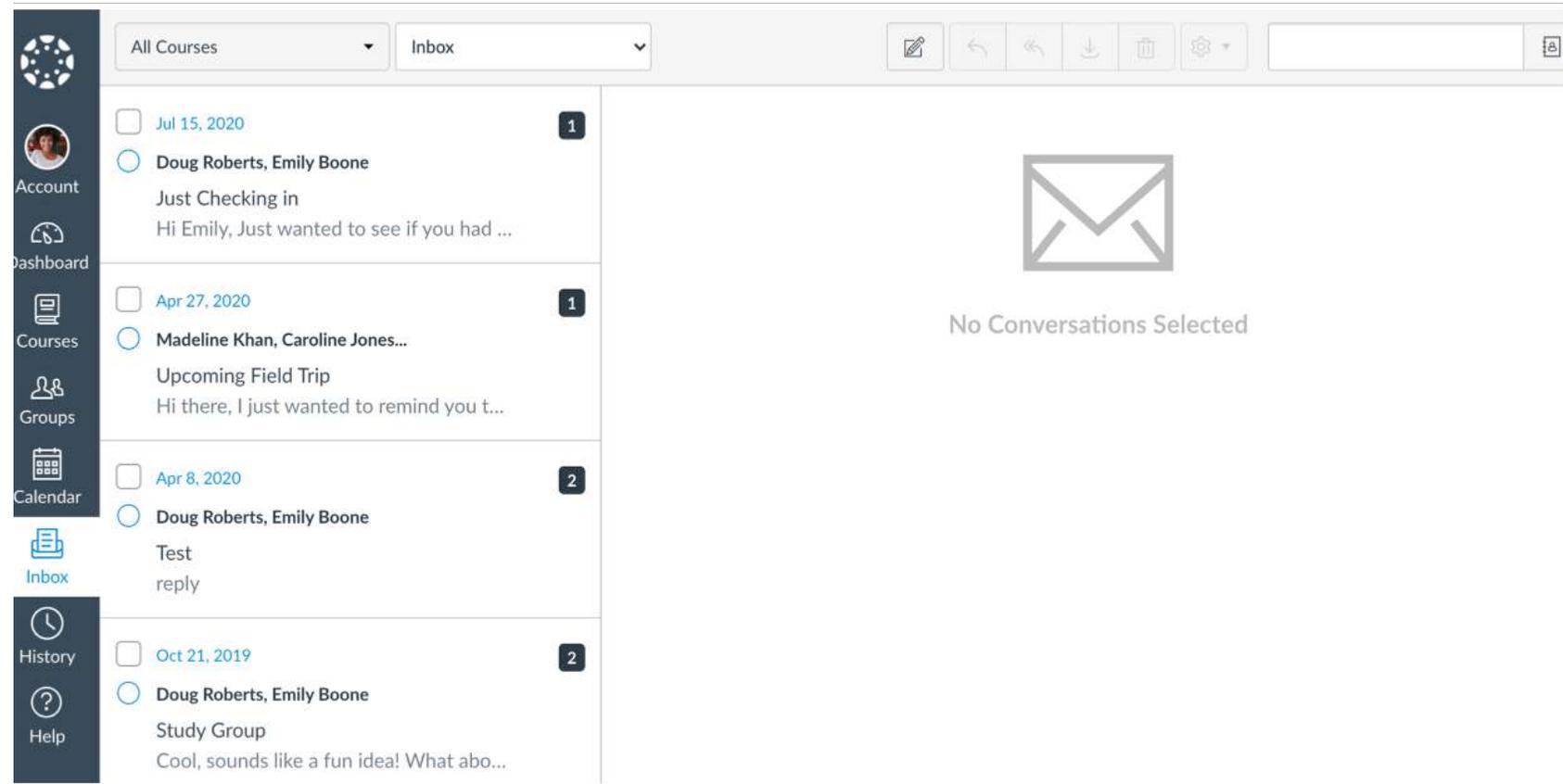
Edit Settings

Download Submissions

How can I contact my students?

Use the Inbox to:

1. Send a message to someone in your course or group
2. Send a message to yourself (displays in your Sent folder)
3. Reply to messages from others in your course
4. Filter conversations by course or type
5. View and reply to assignment submission comments
6. You can adjust your notification preferences to receive messages using external channels.



The screenshot displays the Canvas LMS Inbox interface. On the left is a dark sidebar with navigation icons for Account, Dashboard, Courses, Groups, Calendar, Inbox (highlighted), History, and Help. The main area has a header with 'All Courses' and 'Inbox' dropdowns, and a toolbar with icons for compose, reply, reply all, download, delete, and settings. Below the header is a list of messages:

- Jul 15, 2020 (1) - Doug Roberts, Emily Boone: Just Checking in. Hi Emily, Just wanted to see if you had ...
- Apr 27, 2020 (1) - Madeline Khan, Caroline Jones...: Upcoming Field Trip. Hi there, I just wanted to remind you t...
- Apr 8, 2020 (2) - Doug Roberts, Emily Boone: Test reply
- Oct 21, 2019 (2) - Doug Roberts, Emily Boone: Study Group. Cool, sounds like a fun idea! What abo...

The right side of the interface shows a large envelope icon and the text 'No Conversations Selected'.

How do I use course navigation?

In the Settings page, click on the tab at the top of the page that says "Navigation."

The top section of menu items is active on your page, and the bottom section is inactive. To activate or deactivate a menu item, click the three dot icon to the right of the menu item title and click "disable" or "enable." You can additionally re-arrange the menu items in the "active" section to change the order in which they appear in the navigation menu. Some of these menu options, even when disabled, will still be visible to the instructor, but not to the students.

Once you've rearranged the menu items, be sure to click "Save" at the bottom of the page!

Account

Dashboard

Courses

Groups

Calendar

Inbox

History

Commons

Studio

Help

←

[Home](#)

[Announcements](#)

[Zoom](#)

[Syllabus](#)

[Assignments](#)

[Discussions](#)

[People](#)

[Files](#)

[Modules](#)

[Google Drive](#)

[Grades](#)

[BigBlueButton \(Formerly Conferences\)](#)

[Pages](#)

[Outcomes](#)

[Rubrics](#)

[Collaborations](#)

[Quizzes](#)

Settings

Course Details Sections **Navigation** Apps Feature Previews

Drag and drop items to reorder them in the course navigation.

Home	
Announcements	⋮
Zoom	⋮
Syllabus	⋮
Assignments	⋮
Discussions	⋮
People	⋮
Files	⋮
Modules	⋮
Google Drive	⋮
Grades	⋮

Drag items here to hide them from students. Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Item Banks	⋮
<i>Page disabled, won't appear in navigation</i>	
BigBlueButton (Formerly Conferences)	⋮
<i>Page disabled, will redirect to course home page</i>	
Pages	⋮
<i>Page disabled, will redirect to course home page</i>	

× Disable

↕ Move

How do I edit a Module?

Navigate to modules and click "+Module" to create a new module.

Here, you will be able to name the module (Week 1, Project 1, etc). You can also add pre-requisites to the module or lock modules until specific dates and times.

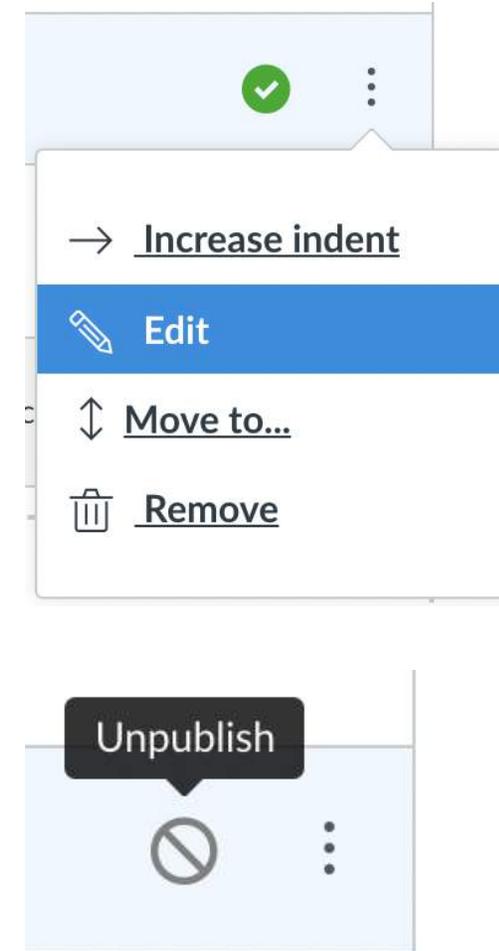
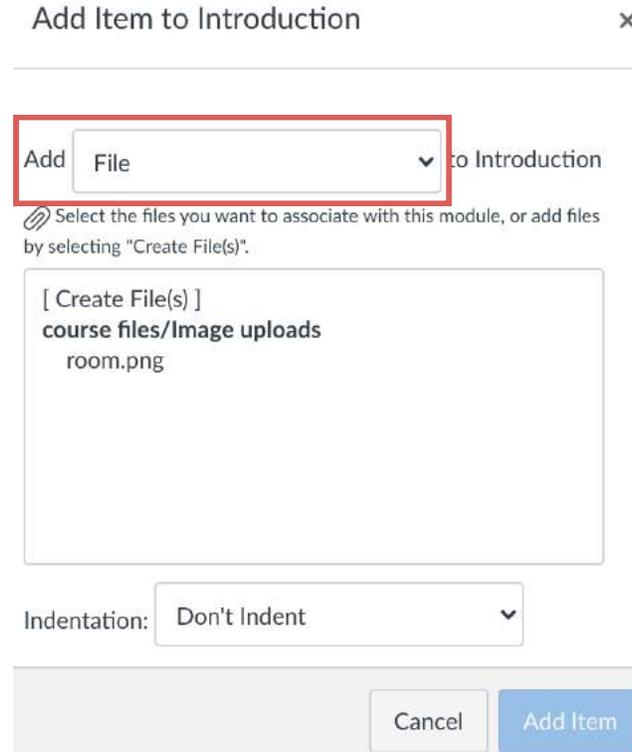
From the module, click on the plus sign at the right side of the module to add files, pages, assignments, discussions, or more. You can create new items directly from the module.

You can choose to add Assignments, Discussions, Files, Pages, and links to External URLs.

The screenshot displays two overlapping dialog boxes in the Canvas LMS interface. At the top, a navigation bar contains buttons for 'Collapse All', 'View Progress', 'Export Course Content', and a highlighted '+ Module' button. Below this, the 'Add Module' dialog is open, featuring a text input field for 'Module Name' (highlighted with a red box), a 'Lock until' checkbox, a 'Prerequisites' section with a '+ Add prerequisite' link, and 'Cancel' and 'Add Module' buttons. Overlapping the right side of this dialog is the 'Add Item to Introduction' dialog. It shows a dropdown menu set to 'Assignment' followed by 'to Introduction'. Below this is a list of items to associate: '[Create Assignment]', 'Assignments' (with sub-item 'The Brief'), and 'Quiz' (with sub-item 'Market Research'). An 'Indentation' dropdown is set to 'Don't Indent'. The dialog concludes with 'Cancel' and 'Add Item' buttons.

How do I add files to a specific course?

1. Navigate to modules.
2. Click the plus sign icon on the right side of a module and select "File" as the type of module item.
3. Choose a file that you've already uploaded to add it to the module, or click on "Create File" to upload a new file.
4. Once you've clicked "Add Item" and see the file in your module, you can click on the three-dot menu icon on the right side of the module item to edit the display name for the file.
5. Make sure files are published in your course so that students have access. Do this by clicking the icon of the circle with the line through it on the right side of any module item.

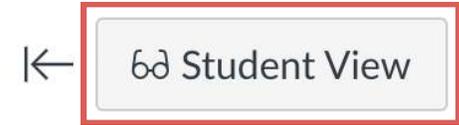


How do I view my course as a student?

You will see a button in the top right-hand corner of the page that says "Student View."

Try out assignments as a "Test Student," and then grade the test student's assignment to try out the gradebook and other features as an instructor within Canvas.

To leave Student View, click the button at the bottom of the screen that says "Leave Student View"



Course Status



Reset Student

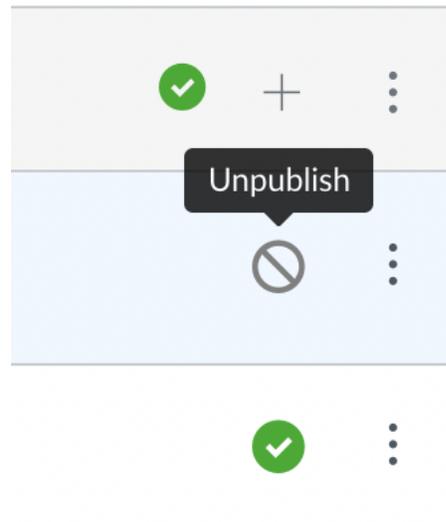
Leave Student View

How do I publish a course?

Navigate to your course's home page and there will be a button on the right side of the page that says "Unpublished" and "Publish".

Click on the button where it says "Publish" to publish the course, and then everything within the course that is published will be visible to students.

When you've published all of the modules that students should have access to, the button will turn green.



Course Status



Import Existing Content

Import from Commons

Choose Home Page

View Course Stream

New Announcement

New Analytics

View Course Notifications