# Canvas Quick Start Guide

**Where do I go?**

On your mobile device, the URL you will use in the Canvas - by Instructure app is [baylor.instructure.com](http://baylor.instructure.com).

**What will I see?**
The first thing you will see after logging into Canvas is The Dashboard ([https://community.canvaslms.com/docs/DOC-4431](https://community.canvaslms.com/docs/DOC-4431)). This is true for both faculty and students. The Dashboard displays course cards for your favorite courses and helps you see what is happening in those courses. The Dashboard also contains a global activity stream that shows recent course activity. The Dashboard also includes a sidebar, which contains the To Do list, upcoming events, and access to grades.

To access a course, click on the course card or click on Courses in the Global Navigation Menu ([https://community.canvaslms.com/docs/DOC-4422](https://community.canvaslms.com/docs/DOC-4422)) on the left to select your desired course.

**Can I import my Blackboard course?**
It is possible, but not recommended. Canvas and Blackboard have fundamentally different structure philosophies. When you import a Blackboard course into Canvas, the destination LMS doesn’t know where to put the content.

**What are Notifications?**
Canvas expands the ways in which students can stay updated on course announcements and news. For example, students may now receive notifications of course activity as a text message or at an email address other than their Baylor account. To receive notifications at an alternative phone number or email address, click Account in the side bar and select Settings. You can select your notification preferences by clicking Account in the side bar and selecting Notifications.

Students are asked to leave the Conversations and Announcements Notifications at the default settings.

**Where do I put the Syllabus?**
The course syllabus should be put in the Syllabus tool. This tool can be found in the Course Navigation Menu ([https://community.canvaslms.com/docs/DOC-2679](https://community.canvaslms.com/docs/DOC-2679)) on the left side of the screen when in a course. This page will also populate a list of assignments that you include in Canvas, including links to each assignment.

**What is Files?**
The Files area houses your course content. While you can give students access to this part of the course, Files is intended to be instructor-facing, not student-facing.

**Where do I put my course content?**
Modules are the foundational structural component of Canvas. Modules organize your content and provide navigational buttons for students moving through the course. This is the student-facing counterpart to Files.

From the module view you can:
- Create or upload new content
- Add already created content
- Design a course flow for your students

**What type of content can I put in my modules?**
Canvas allows you to add the following content types to your module:
- Files (to view or download; this includes MS Word docs, PDFs, PowerPoints, &c.)
- Assignments
- Quizzes
- External URLs
- Links to external tools
- Discussion boards
- Content pages
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<th>Modules can be time-released or set to release after completion of a prior module.</th>
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<td><strong>Publish</strong> is the way Canvas allows you to make your course available to students. Students will not see your course until it is Published.</td>
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<td>In addition to publishing your course as a whole, you can choose to <strong>Publish and Unpublish</strong> various elements of your course – including Assignments, Pages, Quizzes, etc. – at any point in the semester. <strong>You cannot Unpublish the entire course once students have submitted work, but you can Unpublish anything within the course.</strong></td>
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<td>The gradebook is located in the <strong>Grades</strong> tool. This tool can be found in the Course Navigation Menu on the left side of the screen when in a course. In order to enter grades for an assignment, the assignment must first be created in the <strong>Assignments</strong> tool, even if the assignment is not given via Canvas.</td>
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<td>You can send an announcement to students using the <strong>Announcements</strong> tool. This tool can be found in the Course Navigation Menu on the left side of the screen when in a course.</td>
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<td>Final grades will be submitted in the <strong>Instructor Tool</strong>. This can be found in the Course Navigation Menu on the left side of the screen when in a course. Once final grades are submitted, any changes will need to be made through the Registrar’s office.</td>
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| Here are a few things to keep in mind when working in Canvas:  
  - Just like Blackboard, your course will be created and populated with students for you.  
  - When your course is over, **do not select** Conclude Course. This may make student information unavailable in the future.  
  - You are able to add **TA’s or Baylor-based observers** from the **People** tab in your course. |
| Begin by searching the Canvas Guides at [https://community.canvaslms.com/community/answers/guides/](https://community.canvaslms.com/community/answers/guides/). Baylor has subscribed to **24/7, “Tier One” support** for every Canvas user on campus and online. If you need help using Canvas – either because you want to learn more about a function or a feature is not working like it should – you can:  
  - **Submit a help ticket** from Help > Report a Problem,  
  - **Chat online** with a support specialist from Help > Chat with Canvas Support,  
  - Or call **844-334-0228** (this number is visible from the Help menu). For all Baylor-specific issues (i.e., you are unable to login, your course number or name is incorrect), continue calling the Baylor Help Desk at 710-HELP (4357). |
| OTLS offers a variety of training on Canvas topics, ranging from basic tutorials to advanced issues in pedagogy. Please check the Canvas Portal at [http://www.baylor.edu/canvas/](http://www.baylor.edu/canvas/) regularly for upcoming trainings, new feature briefings, and other important Canvas news and information. |