



Ten Things

Instructors Should Know When Using Canvas

1. Organize your Dashboard:

View a list of your courses by clicking Courses > All Courses. Click the star icon next to the course to add it to your dashboard. Drag and drop a course card to rearrange the order it appears on your dashboard.

2. Customize your Course Navigation Menu:

Determine how your students view the course navigation menus. For example, you can hide or enable menu links as well as reorder their menu placement.

3. Publish your Course:

By default, all U-M Canvas course sites are created in an Unpublished state (only associated instructors can log in and view the course). Until an instructor clicks Publish, students will not be able to view the course.

4. View your Course as a Student:

As an instructor, you see all options available in your Canvas course, even hidden pages or files. It is helpful to use Student View to preview what your students see to ensure your course is configured as desired

5. Share Announcements and/or Inbox Conversations:

Use Announcements to share urgent information with all participants in your published Canvas course. Use Conversation (or Inbox) messages for conversations between instructors and students. Messages are delivered to the recipient's U-M email account.

6. Upload Files to Canvas:

Instructors can upload individual files or .zip files to Canvas. During upload, Canvas will ask if you want to add the .zip file itself, or if you want to unpack it and add the files/folders individually.

7. Edit File Permissions:

Instructors can edit permissions for files, including state (published or unpublished), access by link only (link restriction), or access by date only (date restriction).

8. Link Lecture Recordings to your Course:

As an instructor, you can link lecture recordings in Canvas to allow students easy access to your recorded lectures. Learn how to link to your lecture recordings: bit.ly/link-lecture-recordings

9. Set the Student Grade View:

Total course grades and grade distribution graphs are ON by default in Canvas. If you do not want your students to see this data, these options must be manually turned OFF.

10. Learn More About Canvas:

- ❖ Attend a Canvas Workshop:
Teaching and Technology Collaborative - bit.ly/ttc-canvas
- ❖ View Online Documentation:
U-M Instructor Quick-Start Tutorial - bit.ly/canvas-quick-start
Canvas Guides & General Help - bit.ly/canvas-instructor-guides
CAEN Canvas For Instructors - bit.ly/caen-canvas-instructors
- ❖ Submit a Help Request:
ITS Service Center - its.umich.edu/help

For more Information about Instructional and Classroom Technology at CAEN, contact caen@umich.edu