Setting up a Canvas course doesn’t have to be a daunting task. Use this check sheet and resources to assist you as you make the transition to the online platform.

Before you publish your course, have you....

- Set up your Canvas Notifications
- Familiarized yourself with how to communicate with students
- Decided to have a synchronous or asynchronous class style
- Used Studio to upload or record course lecture videos
- Set up your course navigation or menu
- Developed your modules (at least for next week)
- Created pages to disseminate information using your OneDrive, Google Drive, File upload or Rich Content Editor
- Created Assignments for students to submit work
- Added Quizzes or Exams you expect students to complete with the module
- Created a Discussion board for students as it relates to the module or a general board to ask questions in
- Familiarized yourself with the gradebook and how to use it
- Added your syllabus to the course

Publish!

Still need help?
Please call 662.325.0278, email help@online.msstate.edu or fill out a form on our online system by visiting the link below.
online.msstate.edu/technical-assistance/
Notifications

Account → Settings
Check your email address
Your Mississippi State University Email Address is the default, you can more emails if you would like by clicking + EMAIL ADDRESS

+ Email Address

When you have multiple emails, the one with the star beside it is the default email address.

mlh816@msstate.edu ★

Account → Settings → Notifications
This is where you can set up what you want notifications for, when you receive them and at what contact information you receive them at (email address, phone numbers, push notifications)

Notification Preferences

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Email Address</th>
<th>Push Notification For All Devices</th>
<th>Cell Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td><a href="mailto:mlh816@msstate.edu">mlh816@msstate.edu</a></td>
<td>✅</td>
<td>✗</td>
</tr>
<tr>
<td>Grading Policies</td>
<td>✅</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Course Content</td>
<td>✅</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Files</td>
<td>✅</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Announcement</td>
<td>✅</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Announcement Created By You</td>
<td>✅</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Grading</td>
<td>✅</td>
<td>✗</td>
<td>✗</td>
</tr>
</tbody>
</table>

Use your mouse to click the icon that corresponds to when you would like to receive notifications
Communication with Students

During this time communication with students will be key to success with the online transition. You have two main options within Canvas to easily contact students and get out course information privately or as a whole.

**Inbox**

**Purpose:** used to send messages within canvas to entire class, individual student, or multiple students or groups if needed

Note: Your inbox can run simultaneously with your email inbox through the Conversation notification account settings

**Announcements**

**Purpose:** useful tool to get a mass message out to your students

To turn on this feature follow the following steps

Navigate to the course → Settings → Course Details Tab → *Below Description click more options * → Check Show recent announcements on Course Home Page

From here you can activate announcements to be visible on your home page. You can also set how many announcements are shown to students.

**Pro Tip**

When trying to get important information out to students, send a mass course message using inbox **AND** post an announcement in the course.
Deciding Class Style

Before putting your course into Canvas, it is important to decide if you will be teaching your course with a synchronous or asynchronous or a combination approach. You should review the steps for other tools such as WebEx based on your selection.

**Synchronous**
- Use same time slot as your current course
- Use WebEx conferencing tool or another similar tool that you are already using.

**Asynchronous**
- Allows for students to access course at a time that is most convenient for them
- Lecture and materials can be posted for students to access anytime

<table>
<thead>
<tr>
<th>Learning Activity</th>
<th>Delivery Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Course Materials</td>
<td>Canvas</td>
</tr>
<tr>
<td>Deliver Course Lectures</td>
<td>Canvas</td>
</tr>
<tr>
<td>Post and Submit Assignments</td>
<td>Canvas</td>
</tr>
<tr>
<td>Administer Assessments</td>
<td>Canvas</td>
</tr>
<tr>
<td>Collaborate through Group</td>
<td>Canvas or WebEx</td>
</tr>
<tr>
<td>Hold Office Hours</td>
<td>WebEx</td>
</tr>
<tr>
<td>Communicate with Students</td>
<td>Canvas</td>
</tr>
</tbody>
</table>
How to Use Studio

Within Canvas you can quickly run out of storage space in a course if you upload large files or videos. Studio is a great tool to offer video and audio components in a course without taking up valuable course space.

Getting Started
- Using the menu in the upper right hand side, you can choose to add a video from YouTube or your computer or record your video
- If you record your own video, you can chose to use your webcam or to capture your screen depending on your needs

Preparing To Use
- Once you upload the video click it to open more details
- From here you can edit the details, add closed captions, and views comments/insights

Pro Tip
Always, always, **ALWAYS** caption your video. It's easy to do! Just select the language spoken in the video and hit request! Then you can easily review what is produced.

We will discuss how to share videos within your course later in the guide.
Setting up Course Navigation

You’ve decided your course style, uploaded videos you will need. Now let’s build your course in Canvas.

Getting Started

Navigate to the course → Settings → Navigation Tab

We recommend the following navigation scheme...

<table>
<thead>
<tr>
<th>Home</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades</td>
<td></td>
</tr>
<tr>
<td>Modules</td>
<td></td>
</tr>
<tr>
<td>Syllabus</td>
<td></td>
</tr>
</tbody>
</table>

Note: Just because a feature or item isn’t visible to students, you can still use the feature to create pages, quizzes etc.

Courses in this section are visible to students... keep in mind the menu we recommend.

Click and Drag to Arrange your Menu

Courses in this section are hidden from students and not visible on their menu.

Don’t forget to save your changes!
Setting up Course Modules

Modules are your organizational friend. Think of this as the topic or unit you are covering. Here you will nest all of your quizzes, assignments, lecture information and videos, everything under one name. Make sure you have at least next week’s content covered in your course before publishing.

Getting Started

Navigate to the course → Modules → + Module

Once the module is created you can add test, quizzes, files, discussions, etc.

But how do I know what to Add?
Deciding What to Add

Follow what you typically do in class. If you do a weekly quiz, continue your weekly quiz. This is to help you decide if you should create a page or an assignment.

**Pages**
- Use this to post lecture information or other items that are not assignments, exams or discussions
- You cannot assign a grade

**Assignments**
- Use this when you want to assign something that isn't a quiz, test, exam or survey
- Can be graded or ungraded

**Quizzes**
- Use this to assign a quiz, test, exam or survey
- Can be graded or ungraded

**Ready to Publish?**

Before a student can see anything, it must be published. A green checkmark means that item has been published. A grey circle with a line through it means that it is not visible to students. If you publish one item within a module, but not the module, then a student cannot see anything. The example below would NOT be visible to a student.
Rich Content Editor (RCE)

If you are making a quiz, assignment, page, discussion board, almost anything in canvas you will see a very common box with text tools and more. This is called the rich content editor and this will be your friend and a great tool to type in information or share documents, presentations and videos from Studio, OneDrive or Google Drive.

Basic Text Tools used in most processors

- Insert a photo
- Insert a math formula
- Link to Google Drive
- Link to your OneDrive

Using the panel on the lefthand side you can add links directly to quizzes or other pages within your canvas course and upload files into the text box.

ProTip

Using your Google Drive or OneDrive allows you to easily upload files without taking up course space allowing you to share large files easily!
Setting up Assignments

Remember assignments are graded. Use the RCE to give students clear directions and share files they may need to complete the assignment.

**Points:** Assign what you would like the assignment to be worth

**Display grade:** decide how results will be shown to student

**Submission type:** if you do not select a type of submission a student will not be able to upload an assignment, if you select a file upload online you have the option to restrict the type of file a student can upload.

You can use the plagiarism check Turnitin easily by selecting it as your plagiarism review tool, from there you can set up how you would like to use the tool as well as when students get the plagiarism report.

If you intend to setup groups or peer review, contact the CDE for assistance setting up.

If you need alternative due dates for specific students, simply click the + Add button. Always set a due date and an available from and until date. Available from is when it will open available until is how long you will take late assignments. If you don't want any late assignments set it the same as your due date.
Setting up Quizzes - Details

Quizzes have two different tabs: Details and Questions. Each contains a RCE with all functions mentioned before.

**Quiz type:** It can be graded or ungraded or a survey

**Options:**
Always shuffle answers.

We recommend setting a time limit the length of the normal time of the class.

**If you chose to show answers to students, we recommend you show them after the due date, especially if you allow multiple quiz attempts.**

Showing only one question at a time and locking the questions after answering can be used to prevent cheating, students will not be able to change their answer once they leave the question if you enable this feature.

If you would like to require LockDown Browser simply check this box, but make sure students know how to download the application from ITS.

The university has signed an emergency contract with Honorlock. Honorlock is available through the individual course navigation. Honorlock serves as an online proctoring solution and is available to faculty to use on an as needed basis for high stake exams.

Similar to assignments, you can allow alternative due dates for specific students, simply click the + Add button. Always set a due date and an available from and until date. Available from is when it will open available until is how long you will take late assignments. If you don’t want any late assignments set it the same as your due date.
Setting up Quizzes - Questions

This page focuses on setting up questions, if you run into problems please reach out the CDE.

You can create your quizzes with a variety of questions. Some are easier to create than others. **If you are planning to use fill in the blank, fill in multiple blanks, or multiple drop-downs we highly recommend that you contact CDE for assistance in setting up these questions.**

Rather, name them in a manner that will help you recognize their content. For example, a questions about earthquakes are named EQ 1 through EQ 10.

This is a multiple choice question so you can type your correct answer and the wrong answers.
Previewing Quizzes

We ALWAYS recommend to preview your quiz. This helps make sure that your questions are working and displaying correctly and allows you to double check your answers.

Unnamed Quiz

<table>
<thead>
<tr>
<th>Quiz Type</th>
<th>Graded Quiz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td></td>
</tr>
<tr>
<td>Assignment Group</td>
<td>Test</td>
</tr>
<tr>
<td>Shuffle Answers</td>
<td>No</td>
</tr>
<tr>
<td>Time Limit</td>
<td>No Time Limit</td>
</tr>
<tr>
<td>Multiple Attempts</td>
<td>No</td>
</tr>
<tr>
<td>View Responses</td>
<td>Always</td>
</tr>
<tr>
<td>Show Correct Answers</td>
<td>Immediately</td>
</tr>
<tr>
<td>One Question at a Time</td>
<td>Yes</td>
</tr>
<tr>
<td>Require Respondus LockDown</td>
<td>No</td>
</tr>
<tr>
<td>Browser</td>
<td></td>
</tr>
<tr>
<td>Required to View Quiz Results</td>
<td>No</td>
</tr>
<tr>
<td>Lock Questions After Answering</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Due</th>
<th>For</th>
<th>Available from</th>
<th>Until</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Everyone</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click here to preview your quiz!
**Discussion Boards**

Discussions boards are great tools to have students interact as well as offer a place for students to ask questions about material or assignments in a public way so others with similar questions can see the answer. Having a discussion board for questions would be a good idea during this transition.

**Getting Started**

To start a new discussion, navigate to the discussion tab and click the + Discussion button.

Use the RCE to help guide the students discussion by offering leading questions or a piece of art for discussion, as an example. If you have something unable to be uploaded into the RCE you can attach a file.

We do recommend to enable liking, other options are at your discretion. Threaded replies can help keep a neater appearance in larger discussion.

If setting up a group discussion, contact CDE for assistance.

If you want to set a time frame on a discussion you can similar to other assignments and quizzes.
Gradebook

Canvas has its own gradebook that can be exported into an excel file, and the gradebook automatically adds columns for every assignment you create.

Getting Started

From the grade book you can set your late policy, enter grades for assignments that weren’t turned in online (such as report midterm exam grades to students – to do this you would create an assignment that does not require a submission, then you would navigate to the gradebook and enter the students grade), you can also get a snapshot into an individual student’s performance by clicking on their name.

Setting Late Policy

In the upper right hand side select the gear icon and window to the left will appear.
Using Speedgrader

To easily grade assignments within Canvas, you can use the Speedgrader tool.

Getting Started

Navigate to any assignment and on the right hand menu, select Speedgrader.

Shortcut to gradebook

Click the gear icon to launch a menu to hide students names while grading.

SpeedGrader Options

- Sort student list: by student name (alphabetical)
- Hide student names in the SpeedGrader
Ready to Publish your Course?

Even if content is published, unless the entire course is published students will not be able to see anything!

Finally, you need to publish your course. Publishing will allow you to send announcements or Inbox messages to your students. To publish, click on the Publish button at the top right corner of the homepage.

When you click, the system asks you to choose the homepage. We recommend setting Course Modules as your home page.

Syllabus

Yes, you should update your syllabus with any new information and share it with students.

Canvas has a super easy to use syllabus tool. You can copy your current syllabus from the word document and paste it into the RCE. You should also attach the pdf or word doc file to the page as well.

Also, as you add in assignments and quizzes, the course summary is automatically populated with the due dates you assign. These assignments also appear on the students individual calendars within Canvas.
Still Need Help?

Canvas Instructor Guides
-Canvas offers easy to use, step by step guides that covers almost any topic or problem you may come across while teaching online. Follow the link below to find the table of contents

MSU Online Help Desk
Please call 662.325.0278, email help@online.msstate.edu or fill out a form on our online system by visiting the link below.
online.msstate.edu/technical-assistance/

MSU ITS Service Desk
Contact the ITS Service Desk for all Canvas questions or issues by phone at 662.325.0631 or by email to servicedesk@msstate.edu.