GETTING STARTED WITH CANVAS IN 10 STEPS

1. ACCESS A CANVAS COURSE
   - In Global Navigation, click the Courses link, then go to the All Courses link. Courses are always listed alphabetically; you can search your courses manually.
   - Note: You can also use the search bar or the Course search section on the course page.

2. CUSTOMIZE YOUR NOTIFICATIONS
   - In Global Navigation, click on the Account link and go to the Notifications link. Review and customize each.
   - We recommend reviewing the "Conversation" messages ASAP in your preferred contact method. You can subscribe/unsubscribe via the "Conversation" message.

3. MODIFY YOUR CANVAS SETTINGS
   - In Global Navigation, click on the Account link and go to the Settings link.
   - Click on the icon on the left of your name to add a Profile Image (you can choose any picture that you would like to represent you).
   - Click on the Edit Settings button on the right to modify your Profile Image and your time zone.
   - Click on Update Settings to save your changes.

4. PUBLISH THE COURSE
   - Access Courses within the course menu at the left.
   - Click on the Course View button.
   - We recommend adding a "Welcome Message" for every student before they access Canvas.

5. VIEW THE COURSE AS A STUDENT
   - Access Courses within the course menu at the left.
   - Preview the course as a student to get a feel for the course.
   - Note: Attendance, assignments, conversations, collaborations, and discussions are available only for the student.

6. START HERE
   - Within Canvas, you have the option of customizing your settings by adding a Profile Image and changing your time zone.

7. MODIFY CANVAS SETTINGS
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8. ACCESS A CANVAS COURSE
   - In Global Navigation, click the Courses link, then go to the All Courses link.
   - Access Courses within the course menu at the left.
   - Click on the Course View button.

9. SELECT YOUR HOMEPAGE LAYOUT
   - Access the course menu at the left.
   - Click on Choose Home Page.
   - Note: To designate a Canvas Content Page as your Front Page, select Pages from the Course Navigation menu.

10. ADD ASSIGNMENTS
    - Access Assignments within the course menu at the left.
    - Click on the Assignments link, then go to the Assignments page.
    - Note: Make sure that you publish each assignment to be available to students.

11. MODIFY CANVAS SETTINGS
    - Within Canvas, you have the option of customizing your settings by adding a Profile Image and changing your time zone.

12. CREATE MODULES & UPLOAD FILES
    - Under the Assignments link, select a Draft/Enrollment/Assignment.
    - Click on the Add Files button on the right to upload files.
    - Note: Make sure that you publish each module and file.

13. UPLOAD A SYLLABUS
    - The Syllabus Description is where you can post your course description, a brief introduction, class guidelines, weekly notes, and other important information. You can easily view the course content on the rich text editor. You can also link to your Syllabus by selecting it in the course File. Canvas will automatically create a preview of your document to your students who do not have to click on it before reading it.
    - Access Syllabus within the course menu at the left. To add the Syllabus, click on the Edit button.

14. MODIFY CANVAS SETTINGS
    - Within Canvas, you have the option of customizing your settings by adding a Profile Image and changing your time zone.

15. HIDE UNUSED COURSE NAVIGATION
    - Access Settings within the course menu at the left.
    - Click on the Navigation tab at the top of the page.
    - Click on the Add Page button, select the Front Page option.
    - Click on the Home link to your course, then select Pages from the course menu.