

Getting your 2022 Fall Section Course Ready in Canvas

(Populated from the Canvas Master)



NOTE: Since all courses have been pushed, you should be working from the semester course and not master.





- An example of a section would be one that begins with the semester: 2022FA Writing and Inquiry (ENG-111-MFA1C). Sections are only for personal information to be provided by the instructor of that section.

Steps to update your semester course:

1.	Go to your Canvas dashboard.
2.	Click on one of your semester course sections. (Ex. ENG-111-MFA1R, MED-118-OMC1, CIS-164-OAA1, CAT-3100A-310W)—See note in red above to be sure that you ARE NOT working in the course Master.
	You should be on the homepage of your course, once you click on it. You will see the title of your course section. Please keep the banner provided for your course. If your course doesn't have a customized banner, contact eLearning .
3.	Click "Edit" in the top right. Under Welcome! include a "welcome" message to your course. Scroll to the bottom and click "Save" in the bottom right. Delete the information in red and leave the blue portion below that as is. (Note: You should watch the video to see how to link the "Instructor Information" and "Syllabus/Course Information" buttons under the banner to pages within your course.)
4.	Click on "Modules" from the course navigation menu on the left side of the page.
5.	You will go through and add information for each portion of the Start Here module. Click on the title (Ex. Course Introduction). Click "Edit" in the top right. Add the requested information for the course. Click "save" in the bottom right, when you are done.
6.	Click on Modules to get back to the module listing and do the same thing for the rest of the template sections for the Start Here module: <ul style="list-style-type: none"> • Meet Your Instructor • Course Syllabus • Course Schedule • Course Orientation and Procedures • Add in the Student Introduction activity. <ul style="list-style-type: none"> --You probably have one that you used in Moodle. Scroll down the modules in your course and drag the page up. (Left side of the item with the 2 columns of dots.) --If you have not created a Student Introductions activity yet, click the + at the top of the Start Here Module, choose to add a Page, name it Student Introductions, and then you can edit it. <p>NOTE: Any pages that you create will go to the bottom of that module.</p>
7.	Click Modules and review the rest of the pages in your Start Here module. <ul style="list-style-type: none"> • If you do not need the information, click on the 3 dots on the right side and click "remove."

	<ul style="list-style-type: none"> If you need the info, move it to where you want in the Start Here module or another module.
8.	<p>While in Modules, scroll down the page to see the content.</p> <ul style="list-style-type: none"> Open the pages and edit the content when needed. You can click "Next," in the bottom right, to move onto the next page in the module.
9.	<p>To clean up your courses:</p> <ul style="list-style-type: none"> From the Module view, click on the 3 dots on the right to remove any pages you no longer need. Drag and drop any pages within a module or into another module. (Use the 2 columns of dots on the left side of the item you want to move.)
10.	<p>Contact eLearning when you have finished editing your Master. We will add the banner for your course, review your content, and push the course content into the sections of the course.</p>

Need help with Canvas?

- 1) **Check out the help section** in Canvas by clicking on the  Help in the bottom left.
 - (Click on  Help - Ask the Community - Canvas (top left of page) - Canvas Guides)
- 2) There are **help guides and videos** for every kind of topic. The videos can be accessed easily by doing the following:
 - (Click on  Help - Ask the Community - Canvas (top left of page) - Canvas Video Guides)
- 3) **Need more help? Choose the Chat feature** located in the  Help section of Canvas. You can get real-time assistance for whatever you need.

Canvas Training

Canvas Trainings and Open Labs will be offered during the first weeks of the semester. Be on the lookout for information from your Deans and/or Department Chairs and Program Coordinators and the CTLL (Center for Teaching, Learning and Leadership).