Canvas Start of the Semester Checklist
Quick Start Guide

Canvas URL: https://canvas.wpi.edu
Login credentials: your WPI username and password

Before You Start

Check Notification Settings
Canvas has global notification settings that apply to all of your courses. We recommend reviewing these settings at the beginning of each term. Settings that we recommend leaving turned on are for Conversations (Canvas email) and Announcements.

In the global navigation, click on Account. Then click on Notifications. Please make sure your settings are correct for the level of communication you would like from Canvas.

In Blackboard, copies of all outgoing emails were sent to instructors by default. However, this feature has to be turned on in Canvas. Learn how to opt in to message copies here: http://wp.wpi.edu/atc-ttl/2016/08/25/not-receiving-emails-from-canvas/

➢ Additional Information

Add Your Stuff

Add TAs/Graders
If you have TAs/Graders/PLAs or other helpers for your course, you can add them yourself! In course navigation, click on People. Then click on the + People button, located on the right hand side of the page.

➢ Additional information

Upload Files
In course navigation, click on Files. Then click on the Upload button, located on the right hand side of the page. You may upload files in bulk (use shift-click or CTRL-click to select multiple files). You may also compress files to ZIP format and upload the file.
Upload Syllabus
In course navigation, click on Syllabus. Click the Edit button. You may upload an existing syllabus file (PDF or Word document) by viewing the Content Selector (on the right-hand side) and click on the Files tab. You may upload a new file or choose one that had been uploaded from the previous step.

You may also copy and paste content from a Word document directly into the Rich Content Editor window. When you are finished, click the Update Syllabus button.

Create Content
In course navigation, click on the name of the content item you’d like to create. You can create Assignments, Quizzes, and Discussions to make your course site more interactive. Canvas provides detailed steps for creating each of these content items.

- How to create Assignments
- How to create Quizzes
- How to create Discussions

Organize it!
Modules is the folder equivalent to Course Materials in Blackboard. Use Canvas Modules to house and organize your files, quizzes, assignments, and other course materials.

Finalize Your Site

Set Navigation Links
As an instructor, you can control which links appear in Course Navigation. By default, all links are enabled for all courses. Please note that links cannot be renamed. Links to sections that don’t have any content and that students cannot create content for will automatically not be shown to students and will be faded for your view.

We recommend hiding at the very least Files and Pages from student view.
In course navigation, click on Settings. Click the Navigation tab at the top of the page. Click and drag items to the bottom of the page that you would like to be hidden. You may also drag and drop within the viewable area to create your own custom order.

Click the Save button.

- Additional information

Publish your Course
The final step is to review all materials and ensure that everything that you want students to see, they can see!

On your course home page, look to the top right hand corner and find the Publish button. Click it to make your course site available to students.

Pro tip: Are you opening your site early? Make sure your course start date is set to the day you’d like your course to open, if it is before the term officially begins. Find out more about course dates.

Review all materials and make sure they are Published. Each Assignment, Quiz, Module and File should have a green cloud icon next to it, showing that it is visible. If there is a gray cloud, click on it to “Publish” the item.

- Additional Information

Email your class
You must first Publish your course site before you can email your class (see the above step)! In the left-hand navigation menu click on Inbox to send a message to your whole class.

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- Additional Information

Need Help?
Did you know that Canvas offers 24/7 support to all faculty, staff, and students at WPI?
Simply click on the **Help** button in the bottom left-hand corner of your Canvas course site to get help right when you need it most.

During normal business hours (M-F, 8am-7pm), the ITS Service Desk and ATC are happy to help as well. Feel free to email us at canvashelp@wpi.edu and someone will get back to you shortly!

Like to do it yourself? Check out our resources for faculty page on our [Canvas help web site](http://www.wpi.edu).