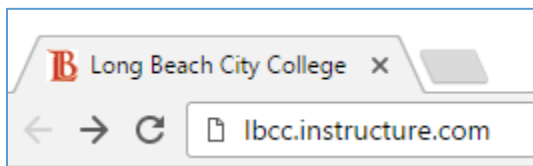

BUILDING YOUR COURSE IN CANVAS: PART 1

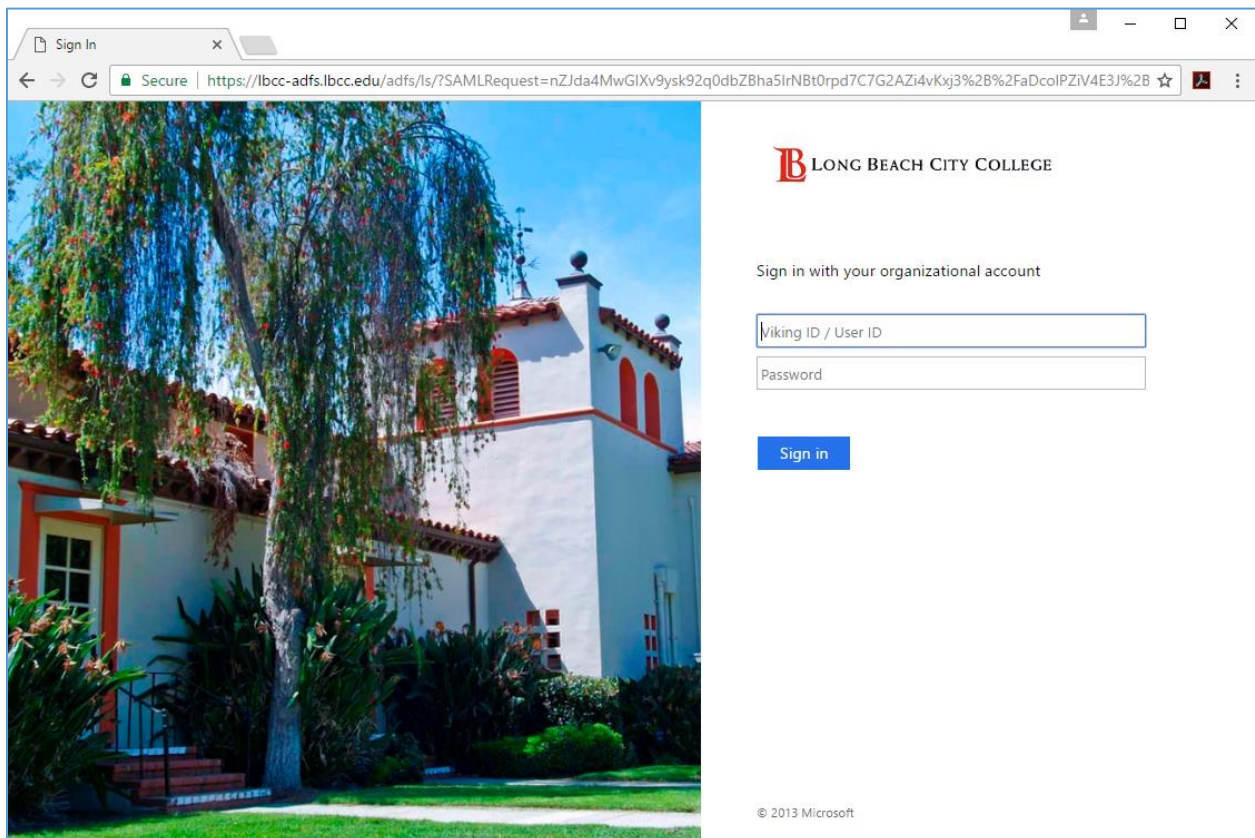
- STEP 1: Logging Into Canvas**
 - STEP 2: Canvas Layout Overview**
 - STEP 3: Create a New Course**
 - STEP 4: Customize Course Navigation Menu**
-

STEP 1: Logging Into Canvas

Go to Canvas URL: lbcc.instructure.com

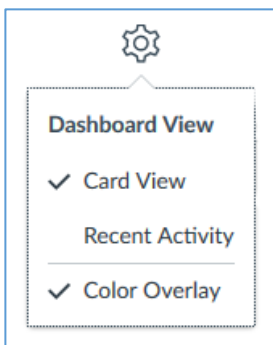
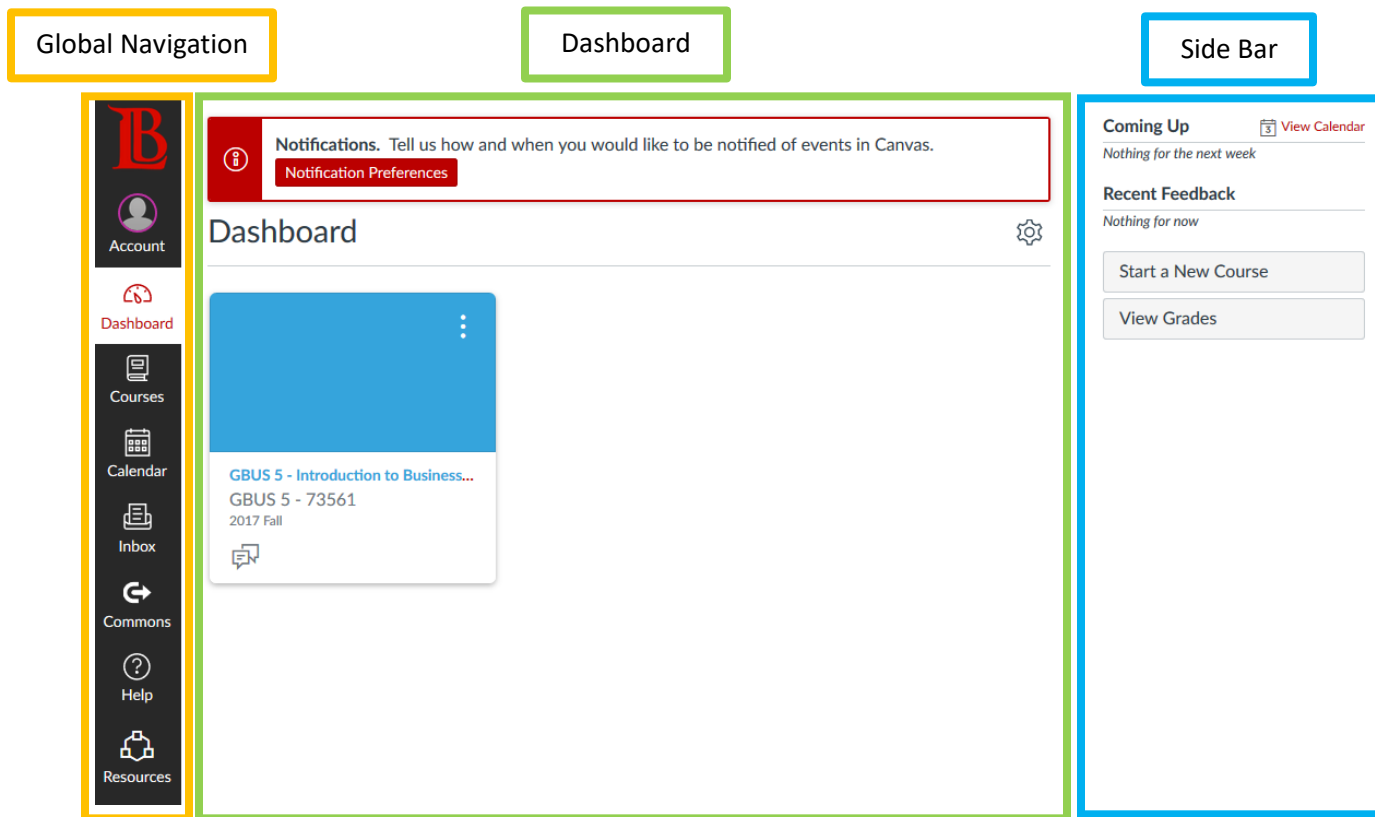


Login with your User ID and Password.

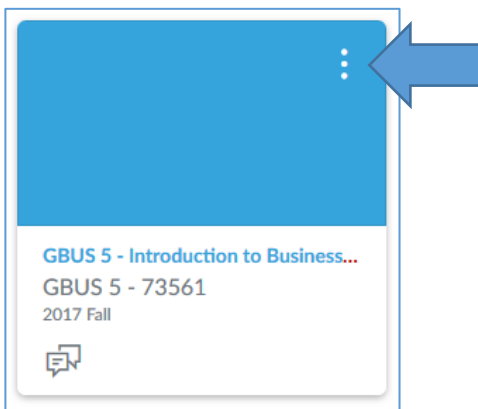


STEP 2: Canvas Layout Overview

Canvas user interface has three main components:



Dashboard provides a high-level overview of all your courses. It has two different viewing options: Course Cards or Recent Activity Course Stream. You can switch between them.



Dashboard Course Cards view includes all your courses.

You can change the name of your course by adding a nickname and / or change the color of your course by clicking on three dots in the upper right hand corner.

Recent Activity Course Stream includes a stream of recent notifications from all your courses, including the announcements, assignments and discussions.










New Course

The screenshot shows the Canvas dashboard interface. On the left is a dark sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area features a red notification banner at the top with an information icon and the text: "Notifications. Tell us how and when you would like to be notified of events in Canvas." Below this is a "Notification Preferences" button. The "Dashboard" title is followed by a gear icon. The "Recent Activity" section contains a red banner with an information icon and the text: "No Recent Messages You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc." On the right side, there are two sections: "Coming Up" with a calendar icon and a "View Calendar" link, and "Recent Feedback" with a "View Grades" link. Below these are two buttons: "Start a New Course" and "View Grades".

Recent Activity Course Stream

The screenshot shows a detailed view of the "Recent Activity" section on the Canvas dashboard. The title "Recent Activity" is at the top. Below it are three activity items, each with an icon, a count, a list of course IDs, and a "SHOW MORE" link with a downward arrow. The first item is "9 Announcements" with a megaphone icon, listing "ENGL 3H - 72922, ENGL 3 - 73854, ENGL 33H - 33339, and ENGL 33 - 33175". The second item is "5 Conversation Messages" with an envelope icon, listing "Bauk,Marco A, Gallegos,Ashley K, and Ramirez,Bridget". The third item is "18 Assignment Notifications" with a document icon, listing "ENGL 3 - 73854, ENGL 3H - 72922, and ENGL 3 - 73857 & 74365". A gear icon is visible in the top right corner of the dashboard area.

Global Navigation Menu – static menu on the left side of the page that gives you a direct access to your courses and other parts of Canvas. It is always displayed on the left.

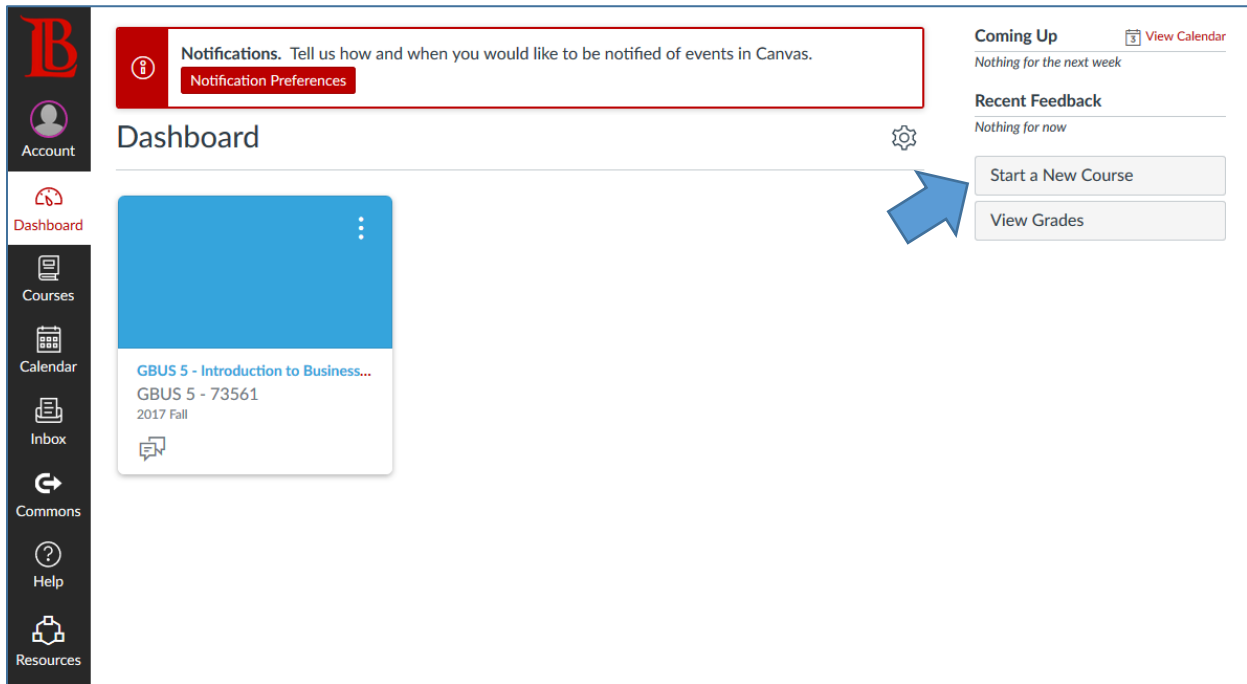
	<p>LBCC Logo</p>
 <p>Account</p>	<p>Account Information: Profile, Settings, Notifications, Files and ePortfolios</p>
 <p>Dashboard</p>	<p>Dashboard: Landing page after a user logs into Canvas</p>
 <p>Courses</p>	<p>Courses: A list of all your courses</p>
 <p>Calendar</p>	<p>Calendar: To view all activities</p>
 <p>Inbox</p>	<p>Inbox: Conversation Inbox. Conversations is the Canvas messaging system where you can communicate with other users in your courses.</p>
 <p>Commons</p>	<p>Commons: Templates designed by other users</p>
 <p>Help</p>	<p>Help: Select the type of help you need</p>
 <p>Resources</p>	<p>Resources: Canvas Help Files for Faculty and Training Self-paced Courses</p>

Once you log in to Canvas, you can create a sandbox (course shell) where you put your course content. You can then import its content into your real course later.

Or you can work in your existing course – skip to Step 2 to continue.

STEP 3: Create a New Course

Go to **Dashboard** and click on **Start a New Course**.



Start a New Course ×

Course Name

Content License

Make course publicly visible
(student data will remain private)

Type in the course name into **Course Name** field.
(For example: READ 82 Course Shell)

Click **Create course** button to exit the screen.

Start a New Course ×

Course Name

Content License

Make course publicly visible
(student data will remain private)

The course is created. Notice course navigation menu on the left. Since this course is new and has no content, there are no announcements, assignments, pages, files, etc. so these sections are grayed-out. As soon as you add any of these activities, the sections will become visible to your students. You can also customize this menu and disable the sections you are not planning to use.

READ 82

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Research and Adopt Course Materials

Purchase Course Materials

Portfolium

Attendance

Settings

THIS COURSE IS UNPUBLISHED Only Teachers Can See This Course Until It Is Published

Need help setting up your course?

Setup Checklist

Recent Activity in READ 82

No Recent Messages You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.

Course Status

Unpublished Publish

Import from Commons

Choose Home Page

Course Setup Checklist

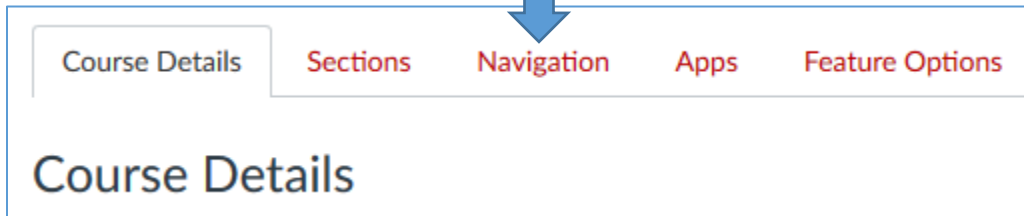
New Announcement

Coming Up View Calendar

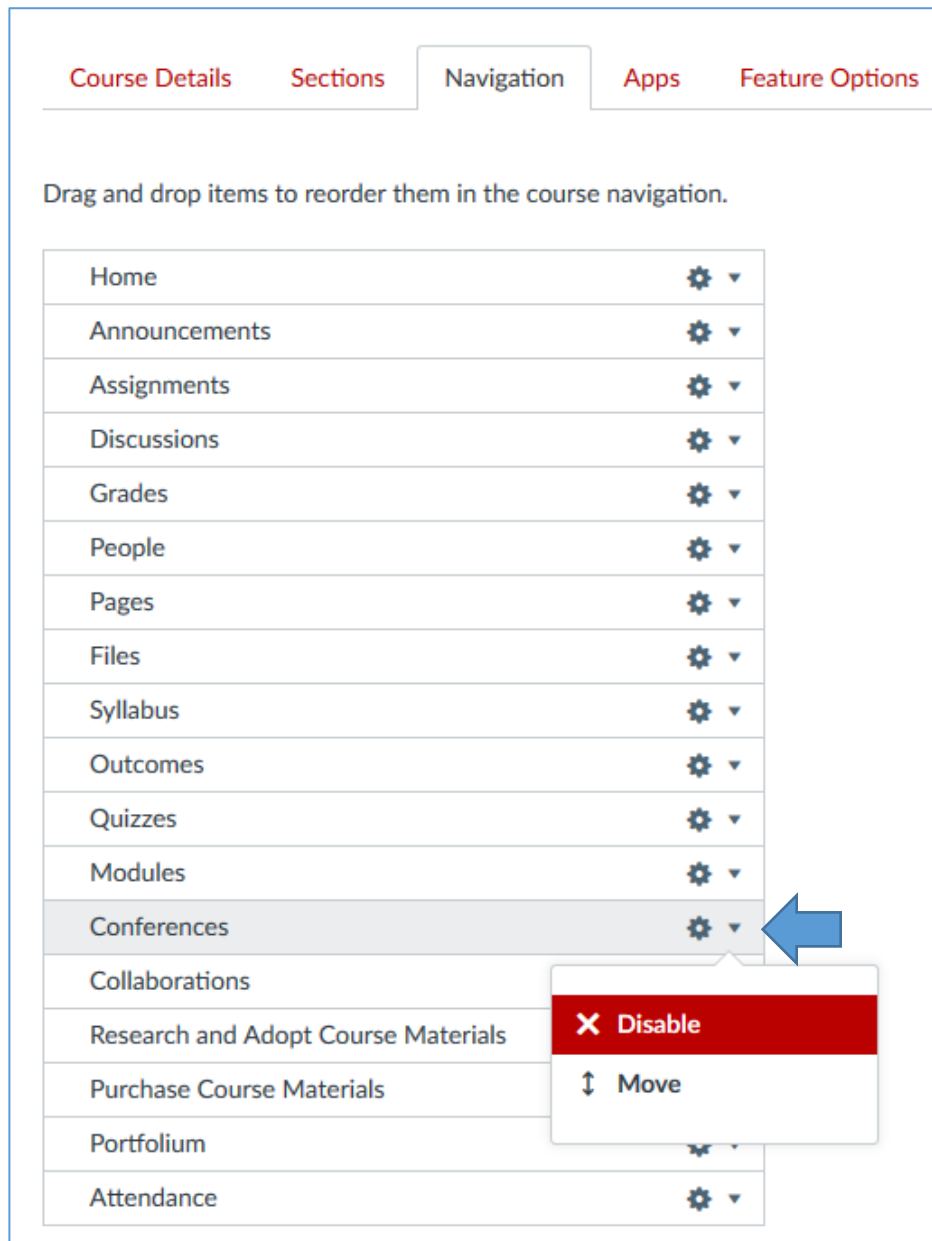
Nothing for the next week

STEP 4: Customize Course Navigation Menu

Click **Settings** (see previous page). Select **Navigation** tab.



At the top of the page, you will see a list of all sections that are visible to users.



Clicking on the down arrow will bring up a menu where you can choose either disable the section (it will be moved down to hidden sections) or move it within this list to another position.

Drag and drop items to reorder them in the course navigation.

Home	⚙️ ▼
Announcements	⚙️ ▼
Assignments	⚙️ ▼
Discussions	⚙️ ▼
Grades	⚙️ ▼
People	⚙️ ▼
Pages	⚙️ ▼
Files	⚙️ ▼
Syllabus	⚙️ ▼
Outcomes	⚙️ ▼
Quizzes	⚙️ ▼
Modules	⚙️ ▼
Conferences	⚙️ ▼
Collaborations	⚙️ ▼
Research and Adopt Course Materials	⚙️ ▼
Purchase Course Materials	⚙️ ▼
Portfolium	⚙️ ▼
Attendance	⚙️ ▼

Drag items here to hide them from students.

Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Cengage <i>Page disabled, won't appear in navigation</i>	⚙️ ▼
MyLab and Mastering <i>Page disabled, won't appear in navigation</i>	⚙️ ▼
WorldWideWhiteboard <i>Page disabled, won't appear in navigation</i>	⚙️ ▼
Browse NBC Learn <i>Page disabled, won't appear in navigation</i>	⚙️ ▼
McGraw-Hill SIMnet <i>Page disabled, won't appear in navigation</i>	⚙️ ▼
McGraw-Hill Connect <i>Page disabled, won't appear in navigation</i>	⚙️ ▼

Save



Home
Assignments
Grades
People
Pages

Here is the view of all available sections:

Visible Sections (top table)

Hidden Sections (bottom table).

If you make any changes to this page, click **Save** button at the bottom of the page.

Here is an example of the course menu of the course with just few sections: