BUILDING YOUR COURSE IN CANVAS: PART 1

STEP 1: Logging Into Canvas
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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**
- **Global Navigation**
- **Side Bar**

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

Recent Activity Course Stream

Dashboard

Recent Activity

- **9 Announcements**
  - ENGL 3H - 72922, ENGL 3 - 73854, ENGL 33H - 33339, and ENGL 33 - 33175 (Show More)

- **5 Conversation Messages**
  - Bauk, Marco A, Gallegos, Ashley K, and Ramirez, Bridget (Show More)

- **18 Assignment Notifications**
  - ENGL 3 - 73854, ENGL 3H - 72922, and ENGL 3 - 73857 & 74365 (Show More)
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.

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

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

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