

CANVAS LMS

STEP-BY-STEP HELP GUIDES

To learn Canvas at your own leisure and pace we have created step-by-step help guides on how to use Canvas. Learn the basics of building your course, Announcements, Assignments, Gradebook, & Attendance.

[OLET CANVAS STEP-BY-STEP GUIDES](#): *This site has PDF step-by-step guides developed by OLET for LBCC faculty. Below are direct links to each PDF.*

- ❑ **Building your Courses in Canvas: Part 1** ([Download PDF](#))
 - ✓ STEP 1: Logging Into Canvas
 - ✓ STEP 2: Canvas Layout Overview
 - ✓ STEP 3: Create a New Course
 - ✓ STEP 4: Customize Course Navigation Menu

- ❑ **Building your Courses in Canvas: Part 2** ([Download PDF](#))
 - ✓ STEP 1: Create an Introduction Page
 - ✓ STEP 2: Add Course Information
 - ✓ STEP 3: Add Syllabus
 - ✓ STEP 4: Set Your Introduction Page as Home Page
 - ✓ STEP 5: Publish Your Course

- ❑ **Announcements in Canvas** ([Download PDF](#))
 - ✓ STEP 1: Open Announcements
 - ✓ STEP 2: Add and Create Announcements
 - ✓ STEP 3: Select Sections
 - ✓ STEP 4: Select Options
 - ✓ STEP 5: Save and View Announcement

- ❑ **Assignments & Gradebook in Canvas** ([Download PDF](#))
 - ✓ STEP 1: Introduction
 - ✓ STEP 2: Create Assignments Groups
 - ✓ STEP 3: Create Assignments & a Basic Gradebook (Points-Based)
 - ✓ STEP 4: Create a Weighted Gradebook (Weighted/Percent-Based)
 - ✓ STEP 5: Drop the Lowest or Highest Score for Assignment Group
 - ✓ STEP 6: Extra Credit

- ❑ **Roll Call Attendance Tool in Canvas** ([Download PDF](#))
 - ✓ STEP 1: Take the Attendance (List or Class View)
 - ✓ STEP 2: View Attendance Assignment
 - ✓ STEP 3: Attendance settings
 - ✓ STEP 4: Export Attendance into Excel
 - ✓ STEP 5: Attendance in Student View