

Canvas Instructor Notes

A Quick Reference to Get Started Managing Features in Canvas

Notification Preferences

Canvas allows you to choose what notifications you're interested in, when you want to receive them, and how you want to receive them.

1. Go to your Profile located at the top left of your screen. Click on **your name**.
2. On the left-hand side of the screen, click the tab labeled **Notifications**.
3. Once there, you'll see a list of multiple notifications you have control over. Hover over the icons to customize the settings to your preference.

Creating an Announcement

In Canvas, announcements are used to let your students know new information relating to a course. As soon as you create an announcement, Canvas notifies students based on their individual Notification Preferences. There are many different features for announcements.

To create an announcement:

1. To get to announcements, choose your desired course from your Dashboard, and select **Announcements** located on the left side of the screen.
2. Select the **Create Announcement** button located on the right side of the screen.
3. Insert a title in the title box.
4. Add your content in the text box for your announcement. If you want to add a file, click **Attach File** located under the text box. Then, select **Browse**.
5. *Optional:* You have more options by clicking **More Options** located under the text box. These include:
 - a. Delay posting this message.
 - b. Replies are not visible until after users post.

6. Click **Add Announcement** when you are finished creating your announcement.

NOTE: Creating an announcement will not automatically create a carbon copy for you in emails; instead, it will remain in Announcements.

Assignments

To create an assignment:

1. Choose the desired course from your **Dashboard**.
2. On the left side, select **Assignments**.
3. *Optional:* On the right-side located under the **Add Assignments** button, choose the desired group in the drop-down menu.
4. Select **+Assignment**.
5. Name your assignment.
6. Provide a description of the assignment in the large text box, so students know more about the assignment.
7. Enter the number of points the assignment is worth in the **Points** box.
8. *Optional:* If you have different assignment groups, select the appropriate **Assignment Group** from the drop-down menu.
9. Select the **Submission Type** from the drop-down menu.
10. Enter a due date for the assignment. You can either type out the date or click the calendar icon to the right of the box and choose the specific date.

Access Canvas:

umkc.instructure.com

Get Training:

bit.ly/UMKCworkshops

Get Help:

Click the **Help** link on the left-hand menu of Canvas for Help options.

Editing Assignments

To edit an assignment:

1. Choose the desired assignment. On the upper right side of the screen, select **Edit**.
2. You can then add content if you wish.
3. On the right, there is a box with content options for the assignment.
4. Add desired text in the text box.
5. Below the box are several options that you may set for your assignment.

Calendar

Canvas provides a Calendar for students, faculty, and staff in order to create new events and assignments in an organized structure.

To use the calendar:

1. Select the **Calendar**.
2. Select the desired date.
3. In the pop-up box, create either a new **Event** or **Assignment**.
 - a. If you select **More Options**, you can add content and details to the event or assignment.
 - b. If you create an assignment, you must select the correct course from the **Calendar** drop-down menu.
4. Select **Submit**.
5. The item you just created should appear on the calendar.

Inbox

Canvas has a system that collects messages from different activities within your courses. You may access your inbox at any time. Additionally, you may control your notifications using the Notification Preferences under Conversations. (See Notifications above).

On the left side of your screen, select **Inbox**.

- All of your messages will appear when you open your Canvas inbox.
- You may choose which messages you wish to appear by choosing an option in the drop-down menus located in the upper left side of the screen.
- You may view a specific student's messages by entering his or her name in the search bar located in the upper right side of the screen.

Sending Messages

Canvas allows users to speedily contact other users.

1. Log into Canvas and select **Inbox** on the left side.
2. Select **Compose a new message (pencil icon)** located on the upper, right-side of the page.
3. Select the course you wish to contact from the drop-down menu **or**
4. Choose an individual you want to send a message to in the **To** field.
5. Fill in the Message.
6. *Optional:* Add an attachment by clicking the paper clip icon located under the text box.
7. *Optional:* You can also add a multimedia message by clicking the play button located under the text box.
8. Select **Send**.