


Teaching in Canvas

“What basics do I need to know in order to teach effectively in Canvas?”

Task	Steps to Take	Tips & Strategies	Additional Resources
<p>Initiate the Redirect Tool <i>This step is only necessary if your course is currently not visible in Canvas.</i></p>	<ol style="list-style-type: none"> 1. Log into Oncourse and navigate to the course you want to teach in Canvas. 2. Click “Start teaching this course in Canvas.” 	<p>If you are unable to see your course in Canvas, try going to Oncourse first to redirect your course.</p>	<p>How do I use the Redirector Tool? https://kb.iu.edu/d/beuj</p>
<p>Add a Profile Picture and Bio <i>Your profile picture and bio adds personalization to your course.</i></p>	<ol style="list-style-type: none"> 1. Navigate to Account. 2. Select Profile, and then Edit Profile. 3. From here you can add a profile picture and bio. 	<p>Hover over the avatar image and select the pencil in order to upload or take a profile image.</p> <p>Try adding a link to your IUPUI School of Education faculty full bio in your Canvas Bio.</p>	<p>How do I add a profile picture? http://guides.instructure.com/m/4152/l/41467-how-do-i-add-a-profile-picture</p> <p>How do I edit my profile? https://guides.instructure.com/m/4152/l/75098-how-do-i-edit-my-profile</p>
<p>Set Notification Preferences <i>Customize how and how often you receive notifications from Canvas.</i></p>	<ol style="list-style-type: none"> 1. Navigate to Account 2. Select Notifications 3. Select what items you would like to be notified about and how often you would like to receive your notifications 	<p>You can add other contact methods such as a personal email or cell phone number in order to receive notification texts from Canvas.</p> <p>Encourage your students to update notification preferences.</p>	<p>How do I set my notification preferences? https://guides.instructure.com/m/4144/l/73162-how-do-i-set-my-notification-preferences</p> <p>How do I add a text (SMS) option to be notified in Canvas? https://guides.instructure.com/m/4152/l/41472-how-do-i-add-a-text-sms-contact-method-in-canvas</p>
<p>Send Welcome Announcement <i>Notifies students of important course information, builds community, and demonstrates responsiveness to students.</i></p>	<ol style="list-style-type: none"> 1. Navigate to Announcements 2. Select the +Announcement button. 3. Compose your announcement in the text box provided, select Save to post your announcement. 	<p>Encourage your students to adjust their notification preferences in order to receive announcements in a timely manner.</p> <p>You can create an announcement and delay posting until a future day and/or time by selecting the Delay Posting checkbox.</p>	<p>How do I make an announcement in my course: https://guides.instructure.com/m/4152/l/50731-how-do-i-make-an-announcement-in-my-course</p>

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<p>Favorite Courses <i>Adding the courses you access most often to the dashboard allows for quick, convenient access.</i></p>	<ol style="list-style-type: none"> 1. Navigate to Courses 2. Select All Courses 3. Select the stars to the left of the courses you access most often in order to highlight them and add them to the dashboard 	<p>Customizing your favorite courses each semester allows for quick, easy access to your current courses.</p>	<p>How do I customize my course list? https://guides.instructure.com/m/4152/l/48284-how-do-i-customize-my-course-list</p>
<p>Communicate via Canvas Inbox <i>Built-in messaging tools allows for quick and easy communication without having to send emails.</i></p>	<ol style="list-style-type: none"> 1. Navigate to Inbox from the global navigation (far left). 2. Use the toolbar to find a specific. 3.  Select the pencil icon to compose a new message. 	<p>Use the address book (next to To:) to send messages to individual students, groups, or your entire course.</p>	<p>How do I use Canvas Conversations? https://guides.instructure.com/m/4152/l/48299-how-do-i-use-conversations</p> <p>How do I attach a media comment to my message? https://guides.instructure.com/m/4152/l/48314-how-do-i-attach-a-media-comment-to-a-message</p>
<p>Home Page <i>Customize your home page with a welcoming design.</i></p>	<ol style="list-style-type: none"> 1. Navigate to Pages. Select +Page or View All Pages if a home page is already set. 2. Create and publish your page. Using the settings gear, select “Use as Front Page.” 3. Navigate home, select Choose Home Page. Select Pages Front Page. 	<p>Download a home page template from the Commons. Templates will import as pages. Follow steps 2-3 to set as your home page design.</p>	<p>How do I create a page for my home page? https://guides.instructure.com/m/4152/l/41440-how-do-i-create-a-new-page-in-my-course</p> <p>How do I set a front page for my course? https://guides.instructure.com/m/4152/l/41445-how-do-i-set-a-front-page-for-my-course</p>
<p>Import a Getting Started in Canvas Module <i>Adding this module to your course allows you to provide students with a quick Canvas tutorial.</i></p>	<ol style="list-style-type: none"> 1. Navigate to Commons 2. Select Shared With > IN-EDUC 3. Select the Getting Started in Canvas Module and Import into your desired course 	<p>The “Getting Started in Canvas” module includes tutorials, technology requirements, and other tips to help students feel comfortable in Canvas.</p>	<p>How do I import a resource from Commons? https://guides.instructure.com/m/38287/l/257495-how-do-i-import-and-view-a-commons-resource-in-canvas</p>