


Organizing Your Course in Canvas

“I’ve migrated my course, now what?”

Task	Steps to Take	Tips & Strategies	Additional Resources
<p>Organize Files <i>Migrated resources will appear in a series of nested folders.</i></p>	<ol style="list-style-type: none"> 1. Navigate to Files in Canvas from the course you migrated. 2. Select the top folder in the navigation panel and subsequent folders until you reach the Group folder. 3. Within the group folder, drag the folder with your course name to the top folder. 	<p>Once you’ve completed the three steps, you can delete the empty folders by selecting the top folder. Within the top folder, hover over the Resources folder. Select the settings gear (far right), and select delete.</p> <p> = Settings gear allows you to download, rename, move, or delete.</p>	<p>Restoring Your Original Folder Structure: https://kb.iu.edu/d/bfpt</p>
<p>Create or Modify Assignments <i>Canvas assignments provides flexibility in submission type and aligns directly with Speedgrader.</i></p>	<ol style="list-style-type: none"> 1. Navigate to Assignments 2. To create a new assignment, select the +Assignment button. 3. Select Edit to add or modify existing assignment details, instructions and to set submission settings. 	<p>Once an assignment is published, assignment details and due dates are automatically added to your course syllabus and calendar.</p> <p>You can build assignments directly from Modules.</p> <p>From Assignments, you can create assignment groups, then drag each assignment to organize or assign a weighted grading scheme.</p>	<p>What are assignments? https://guides.instructure.com/m/4152/l/55573-what-are-assignments-for-instructors</p> <p>How do I create an assignment? http://guides.instructure.com/m/4152/l/67003-how-do-i-create-an-assignment</p> <p>How do I assign multiple due dates for an assignment? http://guides.instructure.com/m/4152/l/101242-how-do-i-assign-an-assignment-to-an-individual-student-or-course-section</p>

>> See back for additional tasks.

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<p>Develop or Modify Modules <i>Using modules in Canvas creates a consistent workflow for students. For online and hybrid courses, using modules is essential.</i></p>	<ol style="list-style-type: none"> 1. Navigate to Modules. 2. To create a new module, select the +Module button. 3. Use the plus button (+) within each module to add content or reformat existing content migrated from Oncourse. 	<p>If you migrated modules from Oncourse, delete the first content page. This is a title page with no content.</p> <p>If you were using modules in Oncourse, you no longer need to redirect students to assignments, files, or discussions. Instead, you can build your active learning components directly in modules.</p>	<p>How do I create a new module? https://guides.instructure.com/m/4152/l/41424?data-resolve-url=true&data-manual-id=4152</p> <p>How do I add items to a module? https://guides.instructure.com/m/4152/l/41427-how-do-i-add-items-to-a-module</p> <p>How do I publish a module? https://guides.instructure.com/m/4152/l/180497-how-do-i-use-draft-state-in-modules</p>
<p>Insert a Course Syllabus <i>The Canvas syllabus provides a mobile-friendly option for students and automatically populates graded items in chronological order.</i></p>	<ol style="list-style-type: none"> 1. Navigate to Syllabus page. 2. Select the Edit Syllabus Description button. 3. Copy and paste from an existing word document to the Canvas Syllabus and reformat as needed, <i>and/or...</i> Upload your syllabus to Files and provide a link from the syllabus page. 	<p>There is a syllabus template available for your use in Canvas Commons. To access, navigate to Commons. Filter to IN-EDUC and search for syllabus template.</p> <p>To keep your course mobile-friendly, copy/paste your syllabus directly into the syllabus link. This prevents students from having to download files.</p>	<p>How do I link my syllabus from files? https://guides.instructure.com/m/4152/l/65829-how-do-i-insert-course-files-into-the-rich-content-editor-using-the-content-selector</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>
<p>Edit Course Navigation <i>Canvas allows you to hide and reorder tools so students know how to navigate your course.</i></p>	<ol style="list-style-type: none"> 1. Navigate to the Settings page of your course. 2. Select the Navigation tab. 3. For tools not being utilized in your course, select and drag each bar underneath the “hide items” line. Select Save. 	<p>For hybrid and online courses, it is highly recommended you hide access to pages, assignments, discussions, and files (as well as tools not being utilized) so that students will access directly from modules.</p> <p>You can reorder tools in the order of use or importance. (i.e. syllabus at the top, then modules, and so forth).</p>	<p>How do I reorder and hide Course Navigation links? https://guides.instructure.com/m/4152/l/57079-how-do-i-reorder-and-hide-course-navigation-links</p> <p>Don't forget to publish your course for students: https://guides.instructure.com/m/4152/l/57126-how-do-i-publish-my-course</p>