



Canvas Quickstart Guide



What is Canvas?

Canvas is a system at SDSU that creates course web sites where you can place content, communicate with your students, and more!

How do I get a course in Canvas?

If your course has been scheduled for this semester, the course will be created automatically in Canvas. New faculty should use their SDSU ID and password to access Canvas.

How do my students enroll in my Canvas course?

Students are placed in your Canvas course(s) automatically using data sent to our system daily from the student registration system. Students who add your course will appear in your Canvas course. Students who drop your course will be dropped from your Canvas course as well.

How do faculty access Canvas?

The SDSU Canvas site is located at the following web address: <http://canvas.sdsu.edu>

Use your SDSU ID and password to access Canvas. Questions about course assignments and teaching status should be directed to your department coordinator.

Quickstart Steps

Login to Canvas	2
Modify your Canvas Profile	2
Customize your Notifications.....	2
Access a Canvas Course	2
Create a Syllabus in Canvas	2
Create Modules, Pages, and Files/Weblinks	3
Third Add Content to a Page	3
Add Assignments (Create gradebook grading columns)	3
Publish your Course.....	3
Communication for your Students	4
Need Help?	4

Login to Canvas

1. Go to <http://canvas.sdsu.edu>
2. Enter your SDSU ID and Password

The Canvas “Dashboard” is now seen. The Dashboard is a card listing of your courses. The vertical menu seen at the left can be used for accessing courses, course calendars, course communications, and more.

Modify your Canvas Profile

Your Canvas profile is seen by students in all the courses you are teaching.

1. Within Canvas, click on the **Account button** at the top left
2. Click **Profile** to add a profile
3. Click on the  **button** and choose **Edit Profile** to add a profile image, add a short biography, or add links
4. Click on **Save Profile** to save your changes

Customize your Notifications

Your Notifications in Canvas is what tells the system WHAT information you wish to be sent outside of Canvas, HOW OFTEN, and WHERE it is sent. It is recommended that you now set your Notification options:

1. Within Canvas, click on the **Account button** at the top left
2. Click **Notifications** choose your notification preferences

You can add any additional contact methods you wish. For example, you can add a second e-mail address, add your SMS/Text message phone, or other notification method):

1. Within Canvas, click on the **Account button** at the top left
2. Click **Settings**
3. On the right side of the page are Ways to Contact. Click the **Email Address**  **button** to add a second email address or the **Contact Method**  **button** to add an SMS/Text number

Access a Canvas Course

When you are logged into Canvas, you should see your courses under the Course menu and on the Dashboard. Any course you have been scheduled to teach should automatically appear within Canvas.

1. On the vertical menu on the left, Click **Courses** 
2. Click on course name you wish to access

The Course Menu is now seen. The Course Menu allows you to access announcements, assignments, the gradebook, content areas, course settings and more.

Create a Syllabus in Canvas

You can copy paste your syllabus content into the Canvas Syllabus tool. The Syllabus tool creates a mobile-friendly syllabus that connects directly to the Canvas course calendar, assignments, course tools, and more.

See the section “Create Modules, Pages, and Files/Weblinks,” to upload your syllabus as a PDF or Word file.

1. Click on the Syllabus link within the course menu at the left
2. Click on Edit Button at the top right
3. Paste the text of your Syllabus within the Syllabus Description window
4. Click on Update Syllabus to save

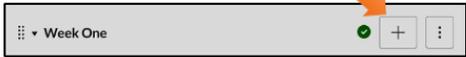
Create Modules, Pages, and Files/Weblinks

Modules, which are similar to folders, help you organize course content. Pages give you a place to create instructions and embed content, such as directions for assignments, items such as Word documents, PowerPoints, PDFs, and Canvas Tools.

First Create a Module

1. Click on **Modules** within the course menu at the left
2. Click on **Add a New Module** button  for each section of your course (some instructors break their course into Chapters, Weeks, Modules, etc)
3. Type in the Module name
4. Click on Add Module

Second Create Pages

1. Access Modules within the course menu at the left
2. To the right of the Module name, click the Add button 
3. A new window will appear. Choose **Page** from the drop-down menu and then click

New Page:



4. Name your page and then click **Add Item**

Third Add Content to a Page

1. Click on **Modules** within the course menu at the left
2. Click the name of the page in which you want to add content
3. Click the **Edit Button** 
4. On the right side of the page, click **Files**
5. Click **Choose File**
6. Click **Upload**

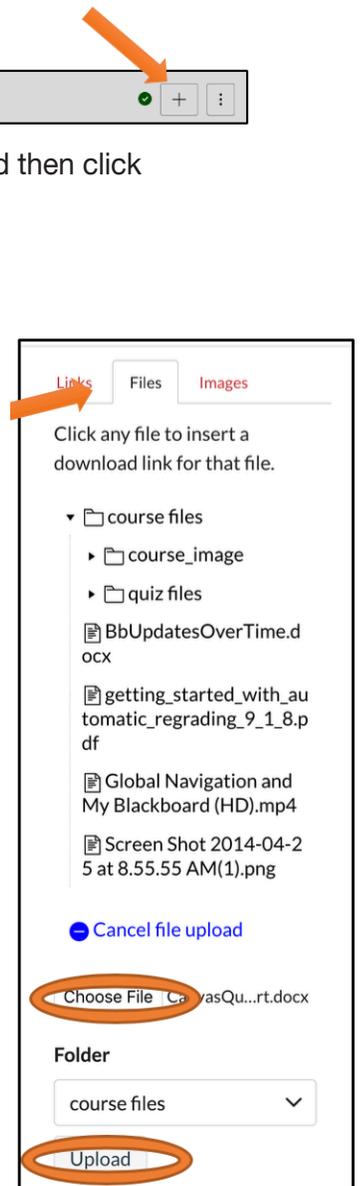
Add Assignments (Create gradebook grading columns)

Create an Assignment for everything you grade a student on during the semester, this may include quizzes, written assignments, participation, attendance, a final, a midterm, etc.

1. Access Assignments within the course menu at the left
2. Click on the **Add Assignment button** 
3. Type in the Assignment name, select a Due Date if applicable, and provide a total points possible
4. Click on Update

Publish Your Course

1. Click on Home within the course navigation at the left
2. Within the box at the top of the course, click on the word Publish



Communication for your Students

Linked and pasted below is an email and/or Blackboard announcement that you will want to send out to students both before the semester begins and after the add/drop deadline:

Link to message in Canvas Support Homeroom: <https://sdsu.instructure.com/courses/216/pages/message-to-share-with-your-students>

Subject: Access to your Course in Canvas

You are receiving this email because you are currently enrolled in one of the courses that is using Canvas, a Learning Management System similar to Blackboard. If you are taking more than one course this semester, you may be using both Blackboard and Canvas.

You can access Canvas at <http://canvas.sdsu.edu>. Use your SDSUid (e.g. jdoe123@sdsu.edu) to sign in.

If you do not see your course, your instructor may not have published the course yet.

A Canvas overview for students can be viewed on Vimeo: <https://vimeo.com/74677642>

Student help is available via:

- Canvas support hotline can be reached 24/7/365 by phone (619) 483-0632 or live chat by clicking the **Help button** when logged into Canvas.
- SDSU Library Computing Hub is available by phone (619) 594-3189, email (hub@sdsu.edu), or live chat during specified business hours: https://library.sdsu.edu/computers-technology#libchat_hub

Note: All Canvas notifications will be delivered to your SDSU email address. You can add additional email addresses and/or sign up for text/mobile app notifications via the settings in your Canvas Profile, and then adjust your notifications in the Notifications Tab. Canvas notifications are system wide and cannot be adjusted by course. Click the link below to view a step-by-step guide to add additional notification and contact methods: <https://community.canvaslms.com/docs/DOC-10593-4212710335>

If you are interested in learning more details about the Canvas transition, please visit <https://its.sdsu.edu/canvas/>

Need Help?

Canvas Support Hotline
619.483.0632

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