Canvas Help Guide

A step-by-step visual guide for creating your Canvas Courses

This guide discusses very quickly how to start creating content in Canvas. Included in each step is a quick video about showing each step. To learn more about each step, please view the sessions recorded by our Canvas trainers for more detailed instructions. To view the quick videos, click on the thumbnail included in each step.

1 CREATE A WORKROOM

The workroom is where you build all of your content, so create a workroom for each different course (not sections) that you teach, including honors.
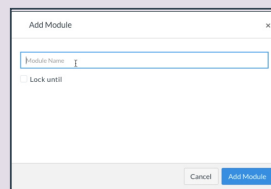
2 CONNECT GOOGLE DRIVE

Connecting your Google Drive to your Canvas classroom gives you access to all of your files saved to your Drive, including images, video files, lesson plans, and presentations that you can then add to pages and assignments.
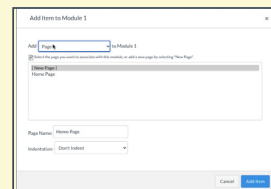
3 CREATE A MODULE

Modules group together content into blocks. These can be organized by week, units, standards, books, etc. You can decide what works best for you.
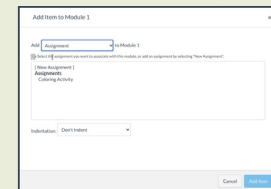
4 ADD PAGES

Pages are where your content live. Pages can contain text, or can link out to other resources, or can include video links. Do not use pages for assignments.

5 ADD AN ASSIGNMENT

Assignments are tasks students submit for grades. Assignments can be set to open at set times, have due dates, can include peer reviews, and can be set to meet individual student's needs and accommodations.
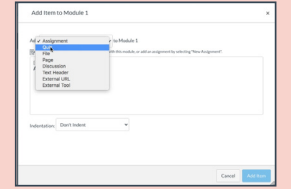
6 EDIT CONTENT

After you add pages and assignments, you have to add content to them. You can add images, hyperlink material, and add videos to both pages and assignments. Assignments have unique settings that can be changed and modified for students and grading.
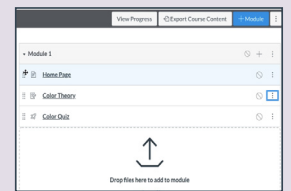
7 CREATE QUIZZES

Quizzes are a great tool for formative and summative assessments. Quizzes can be created with question banks, and if question banks are utilized, quizzes can be randomized for students.
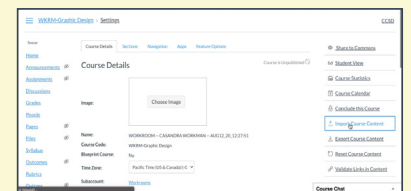
8 ARRANGE CONTENT

After building your content, arrange content so that modules, pages, assignments and quizzes appear as you want students to work through them for each class.
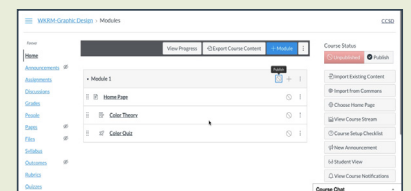
9 IMPORT INTO CLASSES

Now that you have finished your content, you can import your Workroom into the sections created by the district. You can import an entire course or specific content.
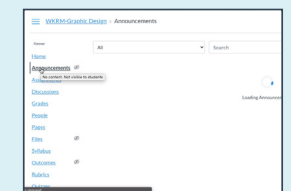
10 PUBLISH CONTENT

After you import your content into your courses, you can publish modules, pages, assignments and quizzes manually so students can't work ahead.

11 ANNOUNCEMENTS

Announcements are a great place to post important information for all students to see, similar to using a forum to mass email a group of students at once.

12 DISCUSSIONS

Discussions allow students to share feedback and insight on work that can be viewed and commented on by other students for a grade.

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