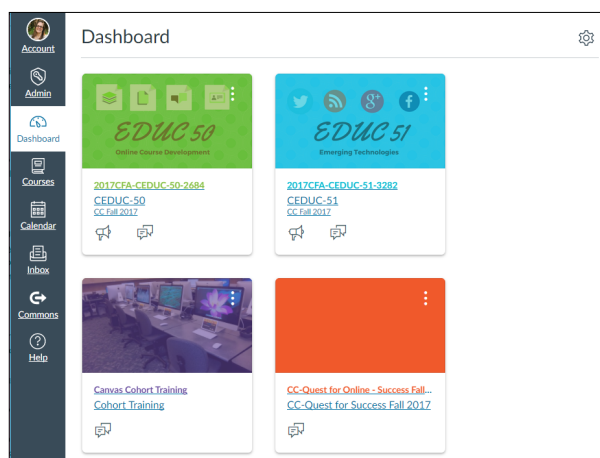


Getting Started with canvas

To Log in go to: <http://gocolumbia.instructure.com>

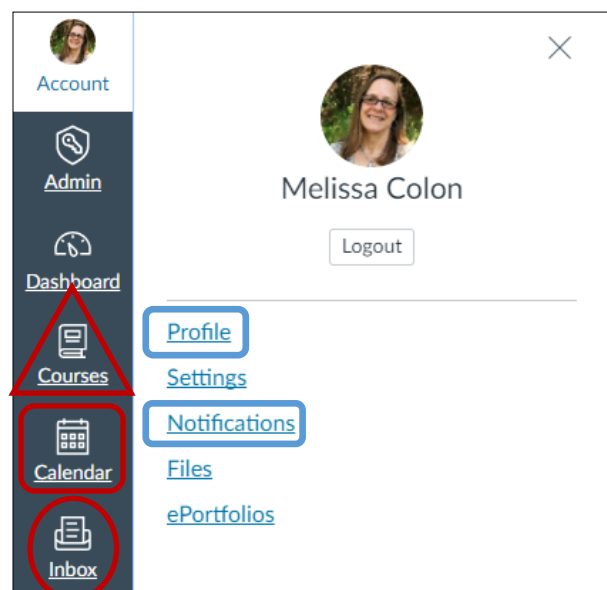
1-Click on **Request Password** if you haven't logged in before. Check your YCCD email to reset password and then log in.


The **Canvas Dashboard**—everyone will have a course for every section number, each semester.





Global Navigation

Update your **Profile**. Set your **Notification Preferences**. There are 4 different notification options that you can select on the right hand of the Notifications screen. Changes are saved automatically.



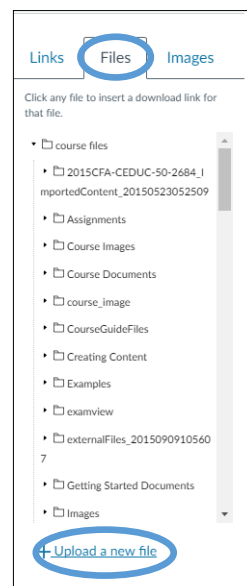
 Click **Courses** to view All Courses and customize your list of courses in the Dashboard.

 The **Calendar** is available for students and instructors. Due Dates will show up in the Global Calendar.

 The **Inbox** is for sending messages.

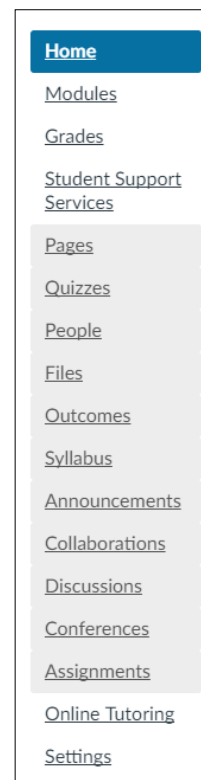
Syllabus Tool

Click on **Syllabus** on the course menu and add your Syllabus by selecting **Edit** and upload a Syllabus file with the right hand panel> **Files> Upload a new file>** Click on **Update Syllabus**. The Syllabus Tool will also populate and list items when you add Assignments and Events to your course.



Common Course Menu Items

- ⇒ **Home**-Create a Friendly Home in Pages
- ⇒ **Announcements**—Post Information
- ⇒ **Modules**-Organize content
- ⇒ **Discussions**-Conversations beyond class
- ⇒ **People**-Who's in the class
- ⇒ **Student Services**-Links to CC Web page
- ⇒ **Quizzes**-Create Quizzes and Surveys
- ⇒ **Files**-Upload Files to the Course
- ⇒ **Assignments**-Create Assignments
- ⇒ **Pages**-Create content and Home page
- ⇒ **Online Tutoring**-Most Subjects Available
- ⇒ **Settings**-In Navigation Tab, Drag and Drop to control what is visible on the course menu.



Grades

You can easily set up a Grade Book with the Assignment Tool. Click on +Groups to create a Categories such as Quizzes, Homework, Exams, etc. Then Click on the plus sign + across from the Category/Group to Add Type, Name, Due Date and Points. Save & Publish.

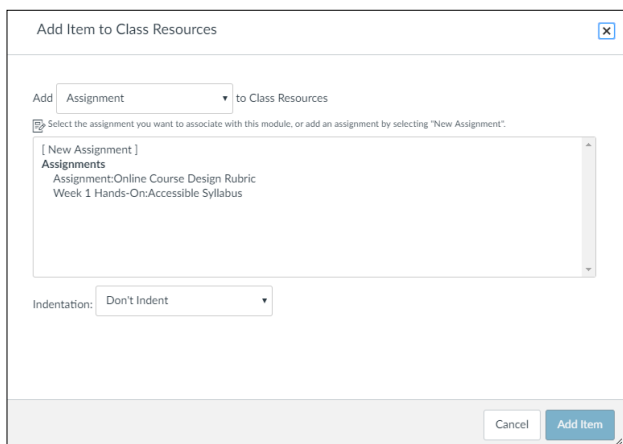
Creating a Module

Modules help organize content by week, units, topics or any structure that makes sense for students to follow .

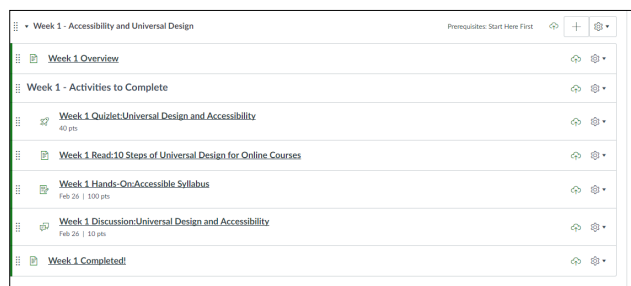
1. Click on **Modules** in the Course Navigation Menu.
2. Click on the **+ Module** button.
3. Enter a Name for the Module. **Optional:** Check out some of the Module Options.
4. Click on **Add Module** button.

Adding Items to a Module

1. Click the **+ button** on the right of the module you want to add content.
2. Click the arrow on the **Add** drop-down box and select the type of item you want to add to the module, only one Item at a time.
3. You can choose to indent items in a Module.
4. Click the **Add Item** button to add item to Module.



Example: A module can include a variety of activities and resources students will need from start to finish to be successful.



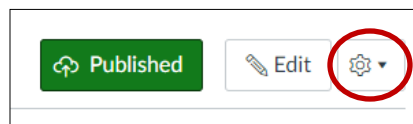
Deleting a Module

When you delete a Module, all the items in the Module are removed but not deleted from the course, with the exception of an external URL and course links.

1. Click on the cogwheel to the right and select **Delete**.

Customizing the Front Page (Home Page)

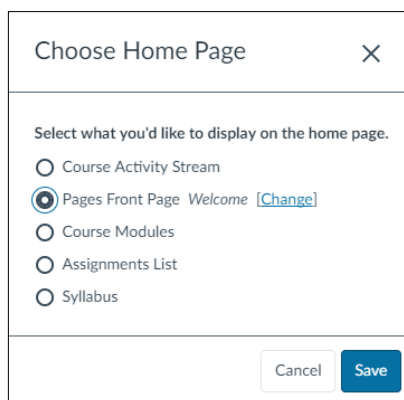
1. Click on Pages in the Course Navigation Menu.
2. View All Pages.
3. Click on +Page Button.
4. Enter a Name for the Page.
5. Enter the content for the Home Page. Use the rich textbox editor tool bar and panel on the right to make the Page interactive.
6. Click **Save & Publish**.
7. Click on the cogwheel to the right and **Select Use As Front Page**.



Setting Up a Front Page

This is the page that you will set as the Front page/Home page.

1. Click Home in the Course Navigation Menu.
2. Click Choose Home button Select **Use As Front Page**.
3. **Select Pages Front Page** option. Save.



View Course as a Student

It is always a good idea to check out your course as a student.

1. Click on **Settings** in the Course Navigation Menu.
2. Select the **Student View** button on the right hand side.
3. Remember to **Leave Student View** when finished.

Publish your Course

Students will not be able to enter the course unless it is published.

