**Canvas Instructor Notes**

A Quick Reference to Get Started Managing Features in Canvas

**Notification Preferences**

Canvas allows you to choose what notifications you're interested in, when you want to receive them, and how you want to receive them.

1. Go to your Profile located at the top right of your screen. Click on your name.

2. On the left hand side of the screen, click the tab labeled Notifications.

3. Once there, you'll see a list of multiple notifications you have control over. Hover over the icons to customize the settings to your preference.

**Creating an Assignment**

In Canvas, announcements are used to let your students know new information relating to a course. As soon as you create the announcement, Canvas sends out a message to all students in that course. There are many different features for announcement.

To create an announcement:

1. To get to announcements, choose your desired course at the top, and click Announcements, located on the left side of the screen.

2. Click Create Announcement button, located on the right side of the screen.

3. Insert a title in the title box.

4. Add your content in the text box for your announcement. If you want to add a file, click Attach File, located under the text box, then click Browse.

5. Optional: You have more options by clicking More Options, located under the text box. These include: • Delay posting this message. • Replies are not visible until after users post.

6. Click Add Announcement when you are finished creating your announcement.

NOTE: Creating an announcement will not create a carbon copy for you in emails as in Blackboard but will remain in Announcements.

**Assignments**

To create an assignment:

1. Choose the desired course from the course tab on the main dashboard.

2. On the left, click Assignments.

3. Optional: On the right, located under the Add Assignments button, choose the desired group in the drop menu.

4. Click Add Assignment.

5. Name your Assignment.

6. Enter a due date for the assignment. You can either type out the date or click the blue calendar icon to the right of the box and choose the type specific date.

7. Under the name, there is a small drop menu where you choose the type of assignment.

8. Enter the number of points the assignment is worth in the points box.

9. You can then either Update or click More Options, which is under the points box.
Editing Assignments

To edit an assignment:

1. Choose the desired assignment. On the right side of the screen click Edit Assignment.
2. You can then add content if you wish to.
3. On the right, there is a box with content options for the assignment.
4. Add desired text in the text box.
5. Below the box there are several options that you can set for your assignment.

Access Canvas:
https://uncfsu.instructure.com/

Canvas Course Guides:
https://community.canvaslms.com/community/answers/guides/

Get Help:
Click the Help link in the upper right corner of your Canvas course for Help options

Calendar

Canvas provides a Calendar for students, faculty, and staff in order to create new events and assignments in an organized structure. To use the calendar:

1. Click the Calendar tab, located on the top of your screen.
2. If you are creating an assignment first make sure that on the right-hand side under the mini calendar a course is selected.
3. Click the desired date.
4. Create a new event or assignment (if you click More Options you can add content to the event or assignment).
5. Click Submit.
6. The item you just created should appear on the calendar.

Inbox

Canvas has a system that collects messages from different activities within your courses. It may look like an email system, but it is not. You can access your inbox at anytime.

On the top right of your screen, click Inbox, which is located to the right of your name.

• All of your messages will appear when you open up your Inbox.
• You can choose which messages you wish to appear by choosing an option in the dropdown menu on the left side of the screen.
• You can view your sent messages by clicking Sent Messages located in the word Inbox drop down menu.
• You can also view a specific student’s messages by clicking the People tab or entering their name in the Filter bar.

Sending Messages

Canvas allows users to speedily contact other users.

1. Log into Canvas and click Inbox on the right side.
2. Click Write a new Message in the center of your screen or start composing a new message on the right side.
3. Select the course you wish to contact from the dropdown menu or
4. Choose an individual you want to send a message to in the To field.
5. Those selected (students/professors/individuals/groups) appear in the To field.

6. Fill in the Message.

7. Optional: Add an attachment by clicking Add Attachment located to the right under the text box.

8. Optional: You can also add a media comment by clicking Record (the microphone), located under the text box. 9. Click Send Message.