Start of Semester Checklist

The following checklist will help you prepare your Canvas course for the semester:

- Find your courses. To access your course(s), please visit www.clemson.edu/canvas or https://clemson.instructure.com/ to login. The Dashboard (main page) should contain your current courses; however, clicking on the Courses button will direct you to a full list of your courses. Unpublished courses will appear at the bottom of this list.

- Combine your sections. Each section has an individual course shell in Canvas. If you wish to combine, or crosslist, your section, you may do so usingthe CrossList Assistant. View the crosslisting guide for full details.

- Copy your content. For instructions on how to import content from another Canvas course, visit the Canvas course import guide.

- Organize Your Content. Some general tips:

  - Syllabus: You can post your syllabus in Canvas's dedicated spaceas a document or as web content.

  - Modules: The main area for content. Organize by week, assignmenttype, or your preferred structure.

  - Assignments: All assessments for your course are set up here. The organizational structure in assignments determines how your Grades area appears when looking at the gradebook.

  - Pages: Think of pages as content pages within your course - each present information and other items such as embedded videos.

- Choose a Home Page. Create a welcoming home page for your course that also provides important infomration.You can create a custom page, take them to the syllabus, or point directly to modules or assignments. Visit the Canvas Guide to Home Pages for more information.

- Set up your Course Navigation (and add Zoom). Go to Settings and selectthe Navigation tab. Choose the menu items you want students to be able to access. Visit the Canvas Guide to Course Navigation for more information.

- Add Due Dates. For any assignment, discussion, or quiz, you can add due dates or availability dates. A good place to manage due dates quickly is in the Assignments area. Visit the Canvas Guide about Dates for more information.

- Publish Individual Content. Modules, assignments, and pages can be published or remain as drafts. If you are ready for students to view items, make sure each are published (indicated with the green icon). If you are still working on content, leave it unpublished until ready. Visit the Canvas Guide on Draft & Published States for more information. You can also view your course as a student. Visit the Canvas Guide on Student View for more.

- Publish Your Course. Click on the course home and select Publish. Once published, students will be able to access your course and will receive emails or announcements tied to the course. You cannot unpublish a course once it contains a graded submission.

- Create an Announcement. Now that your course is published, it is a good time to let students know the course is available. For more information, visit the Canvas Guide to Announcements.

Visit Clemson's Canvas site and Clemson Online's Faculty Resource Center to learn more about the support and resources available for faculty.

A Quick Guide to Canvas

online

Logging In
There are two ways to log in to Canvas:
- Go directly to www.clemson.edu/canvas
- Go to www.clemson.edu, click Students, then click Canvas

Canvas requires two-factor authentication through Duo.

Setting Your Notifications
You can customize your notification settings by clicking Account, then clicking Notifications. We recommend that you receive immediate notifications for important course communications, including Announcements and Conversations.

Updating Your Profile and Settings
You can update your profile (including changing your picture) by clicking Account, then clicking Settings. You can add a biography and provide links to relevant websites by clicking Account, then selecting Profile.

Contacting Your Professor via Canvas
You can send messages to your professors and classmates by using Canvas's Inbox feature. To send a new message:
- Click Inbox on the Canvas menu
- Click the Paper/Pencil icon to create a new message
- Use the drop-down menus to select the appropriate course and user; you can also type your professor's name in the "To" field

Finding Your Courses
When you log in to Canvas, the first thing you see is your Dashboard, which includes customizable, color-coded cards for your current courses; a to-do list; and recent feedback from your courses. If you cannot find a course on your Dashboard, click Courses, then All Courses.

You can customize the courses that appear on your Dashboard by clicking Courses in the Canvas menu, then choosing All Courses. To add or remove a course to the Dashboard, click the start beside its name. A course with a filled-in star will appear on your Dashboard; a course without a filled-in star will only be available via your All Courses list.

Accessing Course Content
Within each course, you will typically find content (readings, presentations, etc.) in Modules. It your instructor does not use modules, check Pages or Files.

Participating in a Discussion
- To participate in a discussion in Canvas:
- Click the title of the discussion (available in Discussions on the course menu and/or in a module)
- To reply to the main discussion, type your reply in the Reply field and click Post Reply
- To reply to a comment already posted by another student, locate the post you want to reply to and click Reply; type your response, and then click Post Reply.

Taking a Quiz or Exam
To take a quiz or exam in Canvas:
- Click the title of the quiz/exam
- Click the Take the Quiz button

The settings your instructor selects will determine how the quiz/exam operates. You may see all questions at once, or you may see them one at a time. The quiz/exam may also be timed and/or use Respondus Lockdown Browser or Monitor.

Submitting Assignments
- To upload a file for an assignment in Canvas:
- Click the title of the assignment
- Read the assignment directions carefully
- Click Submit Assignment
- To upload a file from your computer, click the Choose File button
- When the file window appears, locate and click the name of the file
- Click the Submit Assignment button

Viewing Grades
You can view your grades by clicking on Grades in the course menu. Canvas's What If feature allows you to enter hypothetical grades for upcoming assignments.

Getting Help
Canvas offers 24/7 on-demand technical assistance via live chat and phone. To access Canvas support, click Help on the Canvas navigation menu, then identify the type of support you need.

For help with Clemson-related problems (e.g., password support, two-factor authentication with Duo), email CCIT at ITHELP@clemson.edu or call at (864) 656-3494.

**For more detailed instructions,
visit the Canvas Student Guide.**