

Instructions, Canvas: Basics II Workshop

Create a practice site

Use the following information in creating your practice site:

1. Name: practiceSite
2. Under settings, hide everything in Navigation Pane EXCEPT:
 - a. Home, Pages, Syllabus, Assignments, Grades

Verify that “People” has only YOU in the course.

Publish the course, and enter student view.

Managing Resources with “Pages”

Following the Detailed Instructions provided:

1. Upload the file materials.zip to the course site.
2. Create a page called “Week 1: Rachmaninoff”
 - a. **Embed** the image rachmaninoffPortrait.jpg in the Page.
 - i. Alt text: Portrait of Rachmaninoff
 - ii. 160 for first entry of dimension
 - b. **Write the prose:** “Listen to this historic recording of Rachminoff playing his own Prelude, op. 23, no. 5. Follow along with a score.”
 - c. **Link to the external website** for a Variations recording of the prelude with the text “historic recording”
(url for recording is in variationsLink.txt on desktop).
 - d. **Link to the Canvas course content** RachmaninoffOp23no5.pdf (in Files) with the text “a score” a hyperlink.
 - e. Publish the Page
3. Create a page called “Welcome Page”
 - a. **Embed** the image of a Week 1 button (there are two to choose from).
 - c. **Link to the Canvas course** Page “Week 1: Rachmaninoff” with the Week 1 button.
4. Make Welcome Page course site Home Page
 - a. Select “Welcome Page” as the Pages Front Page.
 - b. Choose Course Site Home Page, setting it to the Pages Front Page.

Creating Appointment Signups

Following the Detailed Instructions provided:

1. Create the Appointment Group “Practice Site Office Hours” in Scheduler
2. Select practiceSite in Calendar
3. Set date to Monday, February 22, and time range to 10-11:30am
4. Tell Canvas to divide the 1.5 hour office hour into 15-minute slots
 - i. BE SURE to click “Split” before Save or Save & Publish.

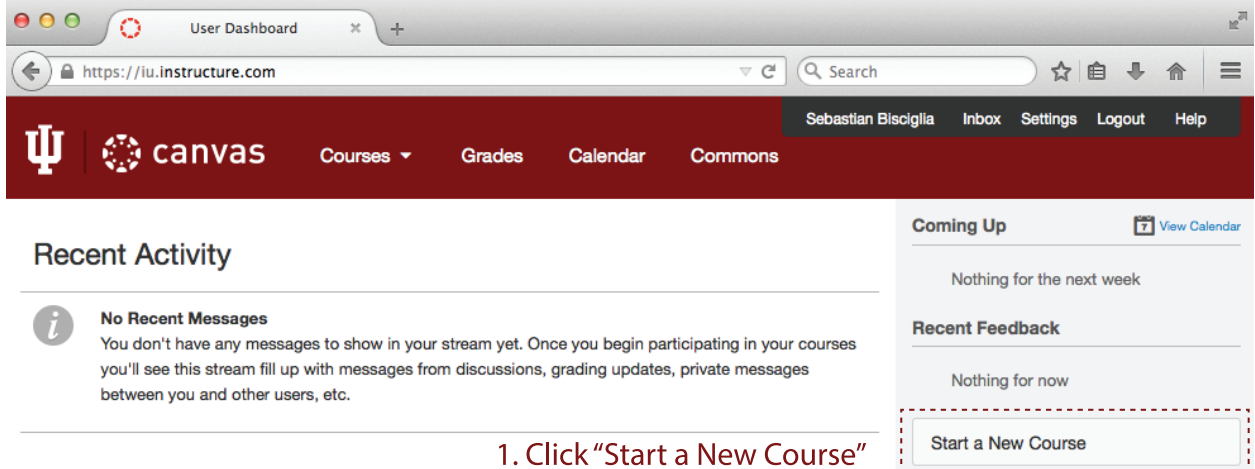
Assignments

1. Create Assignment #1, which asks students to upload a PDF of Rachmaninoff’s op. 23, no. 5.
2. Set due date to Friday, February 27, 5pm
3. Examine what happens in Calendar and Syllabus

Detailed Instructions for Canvas: Basics II Workshop

Creating a Practice Site

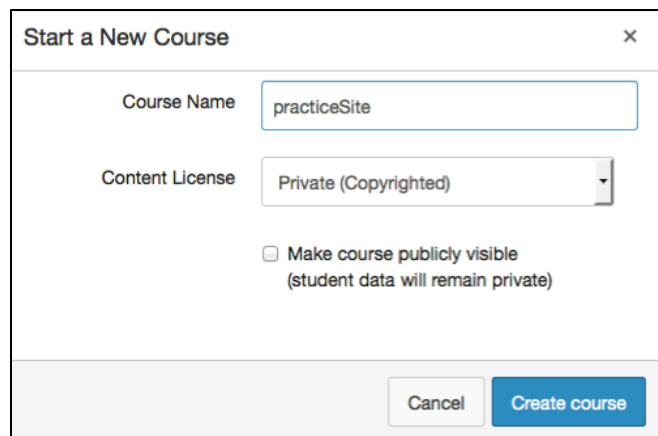
1. Click “Start a New Course” on the Canvas Landing Page. If you’re already logged in, Click on the IU Canvas logo in the top-left corner of your browser window.



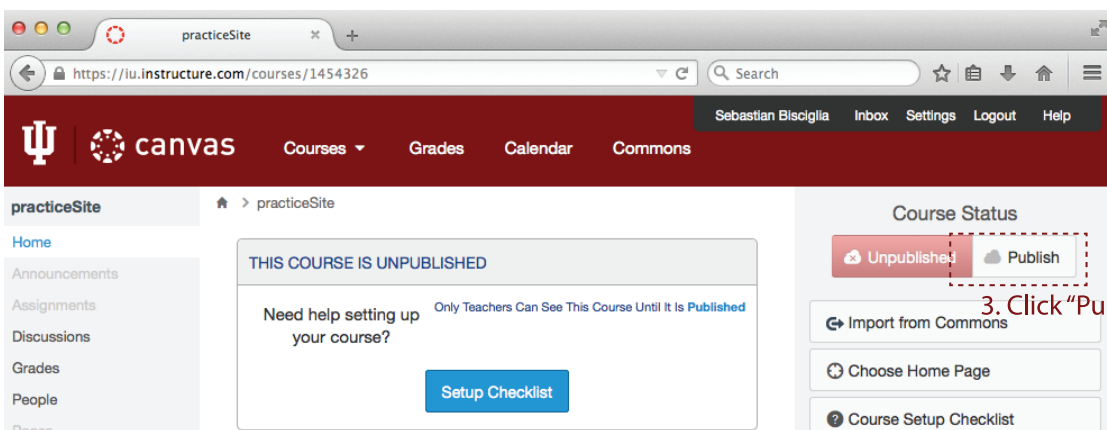
1. Click “Start a New Course”

2. Give your course a name in the pop-up window that opens.

Here I've used practiceSite, but anything goes.

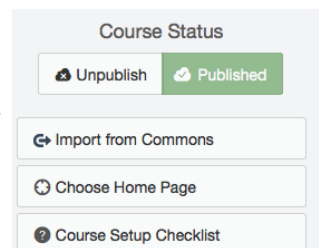


3. Click “Publish” on the newly created course site page. After the click, the “Publish” button will turn green and say “Published.”



After clicking

3. Click “Publish”



Uploading Files to a Course

1. Click “Files” in the course Navigation Pane.
2. Click “Upload”, and select the file(s) you wish to upload.
 - a. To upload a folder, or a combination of files and folders all at once, compress the items as a single .zip file, then click “Expand It” in the pop-up window that opens. Canvas will replicate the file/folder structure of the items you’ve zipped.

practiceSite

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

practiceSite > Files

Search for files

+Folder Upload

Name	Date Created	Date Modified	Modified By	Size
This folder is empty				

0% of 4.3 GB used

All My Files

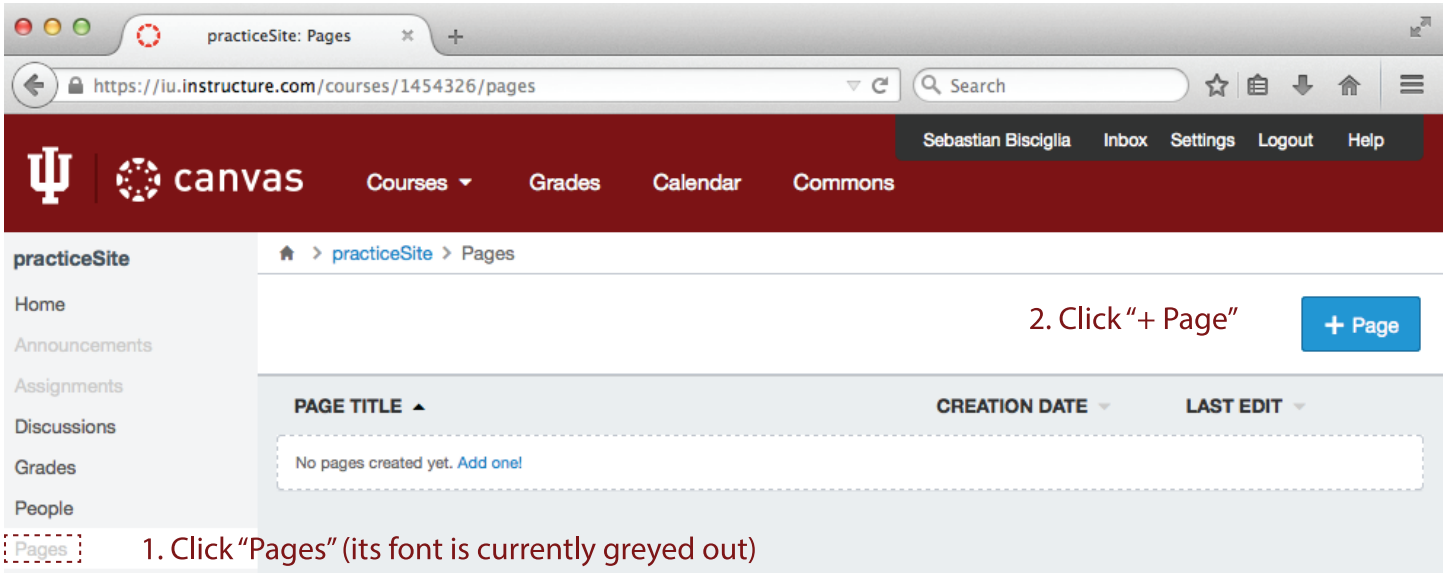
Zip file options

Would you like to expand the contents of "materials.zip" into the current folder, or upload the zip file as is?

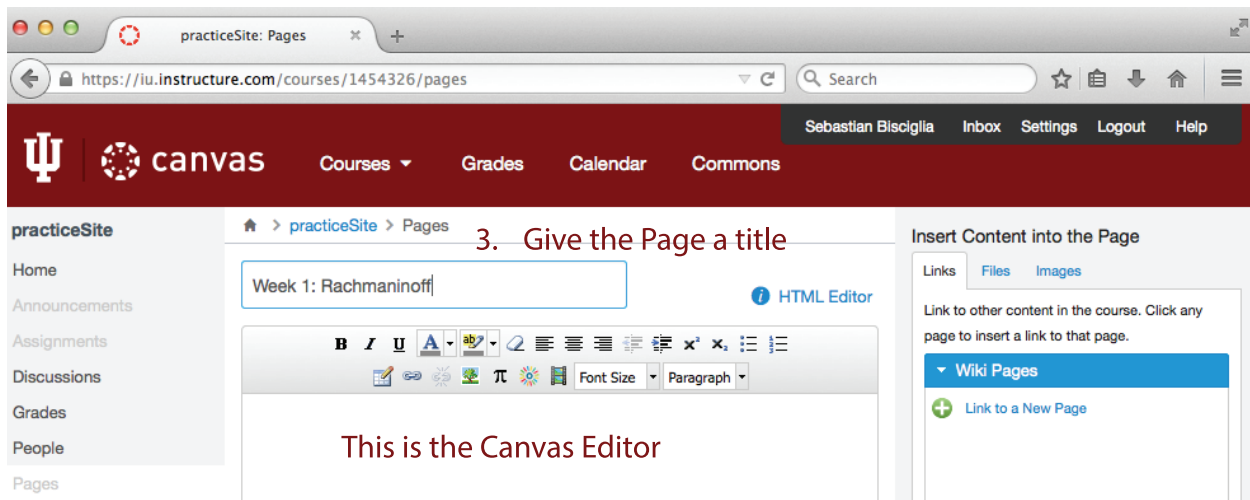
2a. → Expand It Upload It

Creating a “Page”

1. Click on “Pages” in the course Navigation Pane.
NB. “Pages” is probably greyed out if this is the first Page you’re creating.
2. Click the blue “+ Page” button.

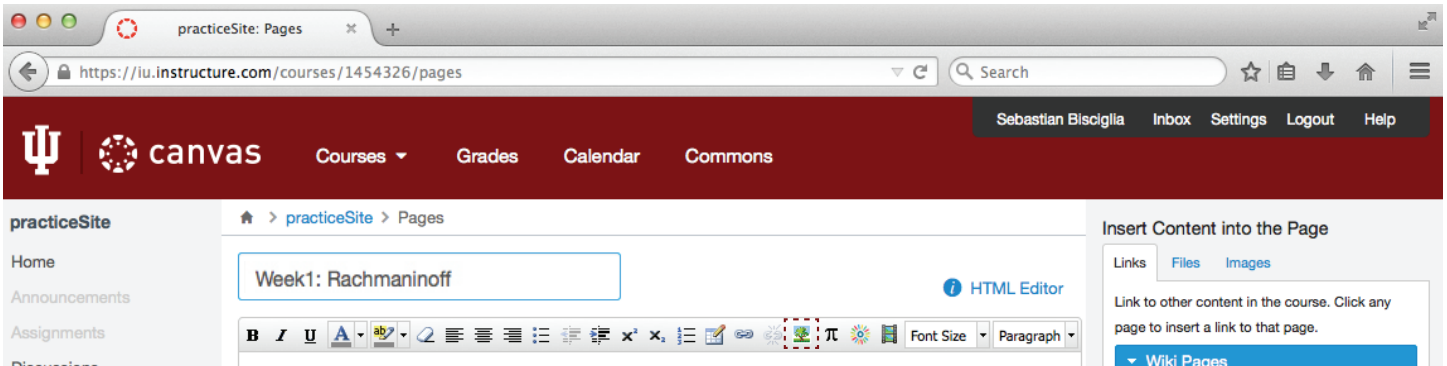


3. In the page that opens, give the Page a title.
 - a. Here you’re working with the Canvas Editor. You’ll encounter this editor when creating other content too, like “Assignments” and “Quizzes.”



Embedding Images

1. In the Canvas Editor, click the “Embed Image” Icon.



1. Click “Embed Image” icon

That boxed icon is small, here it is blown up:



2. In the pop-up window that opens, click the appropriate tab for the “Image Source.” Most often, the Image Source will be “Canvas” (i.e., files you’ve uploaded).
3. Under “Attributes” provide Alt Text and the dimensions for the image.
 - a. Alt Text is what a screen reader will speak to a visually impaired user.
 - b. The image dimensions are in pixels.

A screenshot of the 'Insert / Edit Image' pop-up window. The window has a title bar 'Insert / Edit Image' and a close button 'x'. It is divided into three sections: 'Image Source', 'Attributes', and a bottom section with 'Cancel' and 'Update' buttons. The 'Image Source' section has three tabs: 'URL', 'Canvas', and 'Flickr'. The 'Canvas' tab is selected, showing a list of files under 'Course files' and 'My files'. A file named 'rachmaninoffPortrait.jpg' is selected. The 'Attributes' section has two fields: 'Alt text' with the value 'Portrait of Rachmaninoff' and 'Dimensions' with the values '160' and '203'. Below the dimensions field, it says 'Aspect ratio will be preserved'.

Linking to an External Website

1. Highlight something in the Canvas Editor.
 - a. In the screenshot below, prose is highlighted, but you can highlight pretty much anything that appears (e.g., Rachmaninoff's headshot).
2. In the Canvas Editor menu, click the "Link to URL" icon in the Canvas Editor.
3. In the pop-up window that opens (not shown here), input the desired web address (URL).

2. Click "Link to URL" icon.

1. Highlight something in the editor (text here, but almost anything goes).

That boxed icon is small, here it is blown up:



Linking to Other Canvas Course Site Content

1. Highlight something in the Canvas Editor.
 - a. In the screenshot below, prose is highlighted, but you can highlight pretty much anything that appears (e.g., Rachmaninoff's headshot).
2. Under "Insert Content into the Page" on the right, choose the content to which you are linking.
 - a. "Links" allows you to connect to other locations within Canvas (e.g., another Page, an Assignment, etc.).
 - b. "Files" and "Images" allow you to link to files; "Images" displays only image files (e.g., .jpg, .png) and embeds them into the page.
 - i. If the file you're linking to or embedding hasn't been uploaded to your Canvas site already, it will get uploaded now.

The screenshot shows the Canvas LMS interface. The top navigation bar includes the Canvas logo, course name 'practiceSite', and various navigation options like 'Courses', 'Grades', 'Calendar', and 'Commons'. The user's name 'Sebastian Bisciglia' and other account options are visible in the top right. The main content area is titled 'Week 1: Rachmaninoff' and contains a portrait of Rachmaninoff and text about a historic recording. A red box highlights the text 'with a score.' with the instruction '1. Highlight something in the editor (text here, but almost anything goes)'. Another red box highlights the 'Insert Content into the Page' sidebar with the instruction '2. Find the Canvas Content you're looking for here'. The sidebar shows options for Links, Files, and Images, with 'Wiki Pages' expanded to show 'Link to a New Page'.

Choosing the Pages Front Page

The Front Page is the Page that automatically loads when a student clicks on “Pages.”

1. Click “Pages” in the course Navigation Pane.
2. Click the gear icon on the Page you wish to make the Front Page.
3. Select “Use as Front Page” from Drop-down menu.

The screenshot shows the Canvas LMS interface for a course named 'practiceSite'. The left-hand navigation pane has 'Pages' highlighted with a red dashed box and labeled '1. Click "Pages"'. The main content area displays a table of pages with columns for 'PAGE TITLE', 'CREATION DATE', and 'LAST EDIT'. Two pages are listed: 'Week 1: Rachmaninoff' and 'Welcome Page'. A red arrow points from the text '2. Click the gear icon next to the desired page' to the gear icon in the 'LAST EDIT' column of the 'Welcome Page' row. A dropdown menu is open for the 'Welcome Page', showing options: 'Edit', 'Delete', 'Use as Front Page' (highlighted in blue), and 'Share to Commons'. The text '3. Select "Use as Front Page" from drop-down menu' is positioned next to the 'Use as Front Page' option.

After setting the Pages Front Page, it will be identified as such in the list view of pages.

The screenshot shows the same Canvas LMS interface, but now the 'Welcome Page' is identified as the front page. In the 'LAST EDIT' column of the 'Welcome Page' row, there is a small grey button that says 'Front Page'. The 'Use as Front Page' option is no longer visible in the dropdown menu.

Choosing the Course Site Home Page

1. Click “Home” in course Navigation Pane.
2. Click “Choose Home Page” in the right-hand Sidebar.

The screenshot shows the Canvas LMS interface for a course site named "practiceSite". The browser address bar shows the URL "https://iu.instructure.com/courses/1454401". The top navigation bar includes the Canvas logo, the course name "practiceSite", and menu items for "Courses", "Grades", "Calendar", and "Commons". The user's name "Sebastian Bisciglia" and links for "Inbox", "Settings", "Logout", and "Help" are also visible. On the left, a navigation pane lists various course elements, with "Home" highlighted and a red dashed box around it. The main content area displays "Recent Activity in practiceSite" with a message stating "No Recent Messages". On the right, a "Course Status" sidebar contains buttons for "Unpublish" and "Published", and a "Choose Home Page" button highlighted with a red dashed box. Other options in the sidebar include "Import from Commons", "Course Setup Checklist", "New Announcement", and "View Course Analytics".

3. In the pop-up window that opens, select the desired option (here I have chosen Pages Front Page; notice that Canvas tells you what the current Front Page is, i.e., “Welcome Page”).

The screenshot shows a pop-up window titled "Choose Home Page" with a close button (X) in the top right corner. The window contains the instruction "Select what you'd like to display on the home page." and a list of radio button options: "Course Activity Stream", "Pages Front Page", "Course Modules", "Assignments List", and "Syllabus". The "Pages Front Page" option is selected, and next to it, the text "Welcome Page [Change]" is displayed. At the bottom of the window, there are two buttons: "Cancel" and "Save".

Creating Sign Ups With Scheduler

1. Click “Calendar” in the Canvas menu.
2. Click “Scheduler” within the Calendar.
3. Click “Create and appointment group” within the “Scheduler” view

2. Click “Scheduler”

1. Click “Calendar”

3. Click “Create an appointment group”

4. In the pop-up window that opens, fill in the details as desired.
 - a. “Calendar” is where you select the course in which you want to create sign ups.
 - b. You MUST click “Split” in order to divide the date/time ranges into slots of the desired length.

4a. “Calendar” is where you select the course you want to create sign ups in.

4b. You MUST click split to divide the date and time ranges.