



## Quick-Reference Guide to CANVAS COURSE SITE ADMINISTRATION

### Finding your courses...

- [canvas.harvard.edu/courses](https://canvas.harvard.edu/courses)
- My.harvard course search
- (for dept admins) Sub-account courses...
  - Go to the Admin Tab on the Global Navigation on the left.
- Know your 6-digit course number?
  - [locator.tlt.harvard.edu/course/colgsas-\[course #\]](https://locator.tlt.harvard.edu/course/colgsas-[course #])



### Check your notification settings...

- [canvas.harvard.edu/profile/communication](https://canvas.harvard.edu/profile/communication)
- Canvas users are set up to receive everything by default.
- Depending on your role in the course, you may want to change all of them off or keep certain ones on
- FA/CA, Dept Admins, Course Coordinators, etc. should likely turn all of these off if you don't assist with day-to-day admin of student work on the site.

### The Syllabus/Front Page

- The default home page of a Canvas site—all users are brought to this page first
- Includes Course Information from the Registrar
- Can be represented in multiple ways:
  - Provide a link to the Syllabus file
  - Copy and Paste directly to page from Word
  - Use assignments, discussions, quizzes, events (with the calendar)
- Publish your Canvas site, use the Course Setup Checklist, and Create Announcements.

### Managing Users, Admins, and Enrollment

- Students
  - “Prospective students” during course selection period
  - Enrolled officially via my.harvard, flows to Canvas
  - Guest or Auditor? Use the Manage Course > Manage People tool.
- Admins
  - Course Heads and TAs come from my.harvard.
  - Manage Course > Manage People. (need to change roles? Remove and readd.)
  - Roles: Course Head, Faculty, Teacher, TA, Course Support Staff, Designer
- Enrollment/discussion sections
  - Can be done using the my.harvard sectioning tool, sections will then flow to Canvas.
  - Custom sections can be done within Canvas. Manage Course > Manage Sections
  - Have multiple sections that you'd like to use one site for? We can cross-list them!
- Student Groups
  - Smaller versions of a Canvas site where students can work together on group projects and assignments.
  - Students can sign up for appointments and submit assignments on the behalf of their group.



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### Files

- Functions (mostly) like a typical file manager.
- Drag and drop or use the Upload button. Create folders to organize content.
- Publish/Unpublish files to toggle student/admin visibility.
- Need more space? Email us at [atg@fas.harvard.edu](mailto:atg@fas.harvard.edu).

### Adding Structure: Pages, Modules, Discussions, and Assignments

- Pages: functions largely like a web page. Add links (internal or external), images, and videos to your site.
- Modules: organize your content to help control the flow of your course. Organize by content, weeks, or whatever works for you.
- Graded Items:
  - Assignments: includes submitted content (files, images, text, URLs, etc.), Quizzes, and Discussions.
  - Quizzes: Short answer, multiple-choice, etc.
  - Discussions: typical discussion forums; instructor or student can post topics and students/teaching staff can respond, threaded replies, etc.

### Creating Events and Assignments, and Appointment Groups Using the Calendar

- Great way to quickly build out your course. Can create assignments and events.
- Whatever shows up in your calendar is on the Syllabus page
- Appointment Groups: used for Office hours commonly, but can be used for student group appointments and events.

### Communicating with Students

- Announcements: one way communication from faculty/staff to students.
- Conversations (via Inbox): built-in Canvas messaging system.
- Course Emailer: functions like a typical email list. Can send/receive, set permissions as needed.