



Quick-Reference Guide to CANVAS COURSE SITE ADMINISTRATION

Finding your courses...

- 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
- Canvas users are set up to receive everything by default.
- Depending on your role in the course, you may want to turn 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 enrollee” 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 re-add.)
 - 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.



Quick-Reference Guide to CANVAS COURSE SITE ADMINISTRATION

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.



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, 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 all enrollees in a course.
- Conversations (via Inbox): built-in Canvas messaging system.
- Course Emailer: functions like a typical email list. Can send/receive, set permissions as needed.