



START OF THE SEMESTER CHECKLIST

Canvas Quick Start Guide

Canvas URL: <https://canvas.wpi.edu> | **Login credentials:** WPI username and password

Before You Start

Check Notification Settings

In the global navigation, click on **Account**. Then click on **Notifications**. Please make sure your settings are correct for the level of communication you would like from Canvas. To receive copies of all outgoing emails you must enable this feature in **Notifications** under the heading **Conversations Created By Me**.

Add Your Stuff

Add TAs/Graders

In course navigation, click on **People**. Then click on the **+ People** button

Upload Files

In course navigation, click on **Files**. Then click on the **Upload** button. To upload files in bulk use shift-click or CTRL-click to select multiple files. You may also compress files to ZIP format and upload the file.

Add Syllabus

In course navigation, click on **Syllabus**. Click the **Edit** button. To **upload an existing syllabus file**, view the Content Selector on the right-hand side and click on the **Files** tab. Alternately, **copy and paste** content from a Word document directly into the Rich Content Editor window. When you are finished, click the **Update Syllabus** button.

Create Content

In course navigation, click on the name of the content item you'd like to create. You can create **Assignments**, **Quizzes**, and **Discussions** to make your course site more engaging.

Organize it!

Use Canvas **Modules** like folders to house and organize your lectures, files, quizzes, assignments, and other course materials.

Finalize Your Site

Set Navigation Links

By default, all links are enabled for all courses. If a link looks grayed out, it means that it doesn't have any content and is hidden from students, but instructors and TAs will still have access.

In course navigation, click on **Settings**. Click the **Navigation** tab. Click and drag items to the bottom of the page that you would like to be hidden. You may also drag and drop within the viewable area to create your own custom order. We recommend at the very least hiding **Files** and **Pages** from student view.

Click the **Save** button when finished.

Publish your Course

Review all course materials and ensure that everything that you want students to see, they can see!

On your course home page, look to the top right hand corner and find the **Publish** button. Click it to make your course site available to students.

Review all materials and make sure they are Published. Each Assignment, Quiz, Module and File should have a green cloud icon next to it, showing that it is visible. If there is a gray “no symbol”, click on it to “Publish” the item.

Pro tip: Are you opening your site early? Canvas courses are tied to the official term dates for your course. But, you can override this if you'd like to open your course early. Click on **Settings** and scroll down to **Start Date & End Date**. Use the calendar tool to choose your desired start and end date for your class, then click on the checkbox for “**Users May Only Participate...**” Then scroll down to the bottom of the page and click **Update Course Details**.

Email your class

You must first Publish your course site before you can email your class! In the left-hand navigation menu click on **Inbox** to send a message to your whole class. Also, make sure your email is being sent **during the term** (or follow “Pro Tip” above for opening your course early).

Need Help?

Did you know that Canvas offers **24/7 support** to all faculty, staff, and students at WPI?

Click on the **Help** button in the bottom left-hand corner of Canvas to get help immediately.

During normal business hours (M-F, 8am-7pm), the ITS Service Desk and ATC are happy to help as well. Feel free to email us at canvashelp@wpi.edu and someone will get back to you shortly!

Like to do it yourself? Check out our resources for faculty page on our Canvas help web site at <https://www.wpi.edu/+canvas>