Canvas Tool Cheat Sheet

**Files**
Canvas allows you to upload files to your course. You have the ability to look files if you do not want students to access them.
1. On the left click Files.
2. Click the course folder.
3. To upload, click Add File, which is located on the right.
4. Browse for your desired file or folder and click Open.
5. To add a new folder, click Add Folder on the right and type in a name for it. Click outside of the box to enter the name.

**Dragging and Dropping Files**
Canvas also gives you the option of dragging and dropping files within the File tab. To do this, you can just drop from one folder on your desktop into the Canvas File window.

To drag drop within Canvas:
1. Drag files to/from the file area in that course.
2. Click and hold the icon next to the item you wish to drag.
3. It should show a symbol with 4 arrows. One up, down, right, left.
4. Drag the file over the folder you wish to put it in.
5. Drop the item in the folder.

To look a folder or file:
1. Highlight the desired field.
2. Move your mouse to the right, to the icons.
3. Click the first icon, picture of a lock labeled Lock this file/folder.
4. Check the box next to the label Let students download... if you wish for students to download or view the file or if you want the students to be able to view it.
5. The box labeled Lock until I manually unlock it is automatically checked. If you wish to uncheck it the file or folder will be locked until a time you set.
6. Click Lock this File to complete it.

**Pages**
The purpose of pages in Canvas is to provide an area for instructors to display information that does not necessarily fit into an assignment or into any of the other areas.

To create a page:
1. Click Pages on the left side of the screen.
2. Click Create a New Page located on the right side of the screen.
3. Enter a name for the new page and click Create.
4. Enter the desired information in the text box.
5. You can insert content in the page by using the right side of the screen. You can also add media.
6. You can choose to hide a page from students who can edit the page, and to notify students of changes by locking under the text box in the middle of the screen.
7. Click Save Changes to complete your page.

The list of all pages will appear on the right. There will be groups of common pages, recent changes, and all pages to make it easier for you to choose a page. You can always go back and edit your pages by choosing which page you want to edit and clicking Edit this Page. You can also view a page's history by choosing a page and clicking the blue clock button Page History. That gives you all of the times that page has been edited or revised.

**Rubrics**
Canvas provides a rubric tool for instructors and students that can be used to aid in the grading of assignments, assessments, and peer reviews. The rubric tool provides standard criteria and levels of rating within each criterion. It also has additional flexibility in the ability to support various levels of ratings with a given rubric.

To add a rubric to an assignment:
1. Choose the desired assignment. On the right side of the screen click Add Rubric.
2. Name your rubric.
3. You can then add new criteria by selecting Add Criterion.
4. To edit an existing criteria or rating, click on the text of that criteria or rating. If you want to use an existing rubric or criteria, click Find Rubric or Find Outcome Criteria [Optional: You have more options that you can set for your rubric].
5. Click Create Rubric.

**The SpeedGrader**
The purpose of the SpeedGrader tool is to allow instructors to use a grading system that can be viewed on one page. It allows the instructor to grade, write comments, add video, audio, or comments, and make any changes to the grading. If you took the time to create rubrics, you can use them then along with the SpeedGrader to make grading a breeze.

1. Choose the desired assignment. On the right side of the screen click SpeedGrader.
2. The first student's assignment will show on the screen. If you want to assess another student's work, navigate to the student whose work you want to assess by clicking on the navigation arrows.
3. Click EditViewRubric on the right.
4. Click on the appropriate point value for each criteria of the assignment.
5. Enter the total points earned for the assignment.
6. Save the point value assigned.
7. Add any comment that you would like to share with the student, located on the bottom right.
8. Save the comment.
9. Navigate to the next student and repeat the process.

You can also grade assignments by clicking the Grades tab located at the top of the screen.

**User Settings**
Canvas allows you to customize your Canvas experience. You can link different accounts and services and have them work alongside Canvas.

To update your settings:
1. On the top right of your screen, click Settings, which is located to the right of your name.
2. On the left hand side of the screen, click the tab labeled Settings.
3. Update your name and other demographic information by clicking on Edit Settings on the right.
4. Link services such as Google Docs or Facebook by clicking on the services and entering your credentials for that service.
5. Click Update Settings to save your updates.
6. By default, all Canvas notifications will be sent to your official USF e-mail address. You can add other methods by selecting Add E-mail Address or Add Contact Method on the right and adding your credentials for each method.

**Notification Preferences**
Canvas allows you to choose what notifications you're interested in, when you want to receive them, and how you want to receive them.

1. Click on your name located at the top right of your screen.
2. On the left hand side of the screen, click the tab labeled Notifications.
3. Once there, you'll see a list of multiple notifications you have control over. Customize the settings to your preference, by rolling over them and selecting one of the icons. You have 4 options:
   - Notify me right away
   - Send Daily Summary
   - Send Weekly Summary
   - Do Not Send Me Anything
4. Click Save Preferences, located at the bottom.

**Inbox**
Canvas has a system that collects messages from different activities within your courses.
- All of your messages will appear when you open up your inbox.
- You can also view a specific student's messages by clicking the People tab.

To send a message:
1. On the top right of your screen, click Inbox, which is located to the right of your name.
2. On the right side, begin typing the name or course that you wish to send a message to. To send messages to different groups in a course, type the name of the course, then select the check box next to the different groups (e.g., Instructor, TAs, etc.) or use the arrow on the right to select specific individuals.
3. Fill in the Subject and Message. Optional: Add an Attachment by clicking Add Attachment located to the right upper under the text box. You can also add a video message by clicking Media Upload located under the text box.
4. Click Send Message.
5. You can view your sent unread, archived or starred messages by clicking the drop down box labeled Labeled 'Inbox'.

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