



Course Development Checklist



LOG INTO CANVAS

Currently any course for which you are listed as a student or instructor will be available to you through the UT Houston Canvas Platform.

To log into Canvas:

1. Open a new browser window
2. Go to <https://uth.instructure.com>
3. Enter your UID/Password

CREATE FILE STRUCTURE

Create a folder "Canvas_Course name" on your computer. In this folder, create folders like "Syllabus", "Assignment", "Modules/Lessons", or any folder that represent your course structure item. Store the course materials in these folders. Compress the folder "Canvas_Course name" to a zip file.

To upload your file:

1. Log into Canvas. Select your course
2. Click on **Files** on the left panel, Then Click  to upload the zip file.
3. After upload completed, you will be able to see all the files in created in Canvas.

POST MATERIAL

In canvas, material is primarily posted using modules. Modules help you organize any course material you have including readings, assignments, videos etc.

1. On the left click **Modules**.
2. On the top right, click **Create a Module**.
3. A box will appear. Name your module and choose the settings for it.
4. Click **Add Module**.

To add content to your module:

1. Find the module that you would like to add content to.
2. Click the **+** button on the right of the module.
3. In the Add drop down menu, choose the item type (Assignment, Pages, files, etc)
4. Choose items in the list if you wish to associate the module with an already existing one. For example the files items that you have uploaded. Otherwise choose [New Page], [New Quiz], [New Topic], etc.
5. Give the new item a name.
6. Choose an Indentation if desired. Click **Add Item**.

CREATE ASSIGNMENTS

Any assignment created will automatically be added to the Syllabus page and the canvas main calendar.

To create a new assignment:

1. On the left, click **Assignments**. [Optional: On the right, located under the Add Assignment button, choose the desired group in the drop menu.]
2. Click **Add Assignment**.
3. Name your assignment.
4. Enter a due date for the assignment. (*You can either type out the date or click the blue calendar icon to the right of the box and choose the specific date.*)
5. Enter the number of points the assignment is worth in the points box.
6. Choose the assignment group. You can set different weighting for assignment groups. For example, assignment group "Exam" can weight 60% whereas "Weekly assignments" weight 20%.
7. If the assignment requires students to upload a document, choose Submission Type **Online**. Then check **File Uploads**. You could also restrict file types for upload.
8. Click **Update Assignment**.

To edit an assignment:

1. Choose the desired assignment. On the right side of the screen click **Edit Assignment**



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CREATE DISCUSSIONS

Discussion tool can be used to administer discussions for the whole class or group discussions. Students reply to thread(s) in discussion. Notification of the discussion will be sent to students' email address daily.

To create a discussion:

1. Click on **Discussion** on the left navigation panel
2. Click on **+Discussion**. Give the discussion a title.
3. Put in discussion content in the text editor box.
4. Choose attachment if any, check **Allow threaded replies** if you allow students reply to other students' thread.
5. Check **Graded** if you want this discussion to be graded.
6. Check **This is a group discussion** if you want to put your class into different groups and have group discussions.
7. Add the discussion to the corresponding Module.

CUSTOMIZE THE HOMEPAGE

There are many different options for personalizing the Home Page. Instructors can customize what their homepage will look like to their students. However, we do recommend to set the homepage as Recent Activities Dashboard (also is the default setting)

To customize a home page of a course:

1. Click **Home**, located on the left.
2. In the right section of your screen, click **Choose Home Page**.
3. You will be given options for your homepage.
 - Recent Activity Dashboard
 - Pages front page (*note the front page should be selected in the Pages)
 - Course Modules
 - Assignment List
 - Syllabus
4. After you choose an option, click **Save**.

POST A SYLLABUS

Canvas provides an easy way for you to keep your syllabus organized and complete. The syllabus compiles all your assignments, quizzes, tests, and other graded work in to one place. Students can view it to see all of the assignments they have to complete. The bottom portion of a Canvas syllabus is auto compiled from your assignments.

1. Click **Syllabus**, located on the left.
2. On the right side of the screen, click the **Edit Syllabus Description** button
3. Copy and paste your syllabus into the rich text editor. You can also insert your syllabus document into the text. Use the **Insert Content into Page** panel on the right.

4. Once you finish click the **Update Syllabus** button.
5. In the bottom section of the syllabus is a table containing all of your assignments, quizzes, and tests that you have entered previously. If you click on the title of one of the assignments, it will take you to that assignment. You can edit, grade, or view them.
6. On the right side of the screen, under the calendar, is a table that is automatically filled with information you entered previously for your graded work. The table contains all of your groups of assignments and how much they are weighted.

CREATE AN ANNOUNCEMENT

In Canvas, announcements are used to let your students know new information relating to a course. As soon as you create the announcement, Canvas sends out a message to your students who choose to receive notifications via email, text, social media, etc. If students choose to not receive Canvas notifications, they can still see the announcements in the course recent activity homepage.

To create an announcement:

1. Click **Announcements**, located on the left.
2. Click **Make an Announcement** button, located on the right side of the screen.
3. Add your content in the text box for your announcement.
4. Set options: Delay posting, User must post before seeing replies, Enable podcast feed.
5. Click **Save**