



Canvas Digital Organizer Guide

Be Ready for Anything!

Please refer to the '[CDI Academic Resiliency Resources](#)' doc for more information and further instructions on using Canvas.

NEED MORE HELP? CDI@cbu.edu | 901.321.4004

1. Logging Into Canvas

Access the Canvas LMS either by the direct URL or through the CBU website.

Both faculty and student Canvas credentials are their CBU email credentials. (Remember to let students know this in a later email -- They may not have used Canvas previously).

Access Canvas either directly or through a link on the CBU website:

- URL: <https://cbu.instructure.com> -- Feel free to bookmark this page.
- MyCBU → 'My Account' → 'Canvas' → 'GO TO CANVAS'

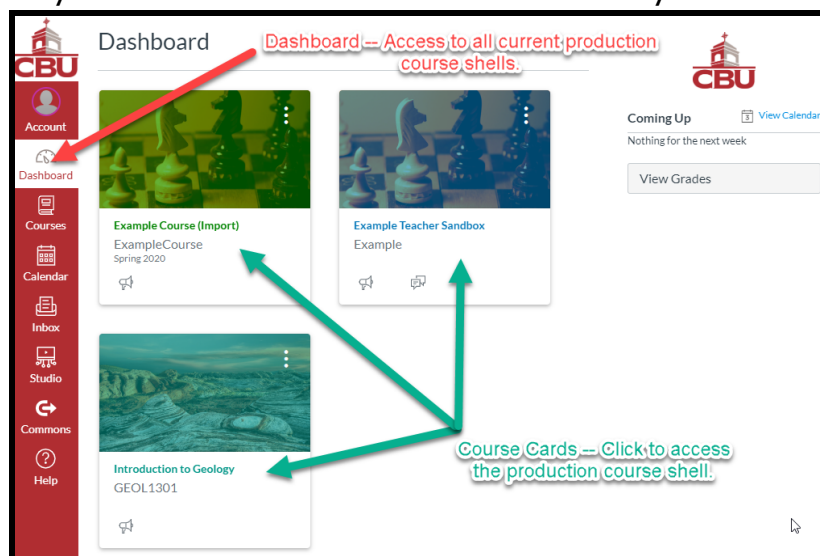
Instructional Videos & More Information:

- [CBU Video: Logging into Canvas](#)
- [CBU Video: Canvas Dashboard & Menus](#)

2. Finding Your Course Shell

A course shell is created for ALL courses for a given term at some point before the start of the term. Instructor and student enrollments are done automatically when changes are made in Banner.

Canvas will open to your 'Dashboard.' The dashboard will list all of the production course shells available to you for this school term. Click on the course you wish to access.



You don't have to do Step 3, but notice the People tab - with the name and email of each student!

3. Verifying Your Course Shell & Roster

Your student roster is located in the 'People' tab. Click on 'People' to verify you have accessed the correct production course shell (and that all students have access).

If you cannot find a course or student, please contact CDI@cbu.edu

[Click here to learn how to create your own email group for your students.](#)

ExampleCourse > People

Spring 2020

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All Roles

+ Group Set

+ People

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
Example Student 2	student2		Example Course (Import)	Student	Mar 4 at 1:12pm	
Example Student 3	student3		Example Course (Import)	Student	Mar 4 at 1:13pm	03:25
Example Teacher	exteach		Example Course (Import)	Teacher	Mar 4 at 1:15pm	27:49
testuser42	testuser42		Example Course (Import)	Student	Mar 4 at 1:14pm	

Don't forget to update your Homepage to let students know that this is a class that meets in person and in the event of a quick move to remote, you will update the Canvas Homepage with information about how your class will meet.

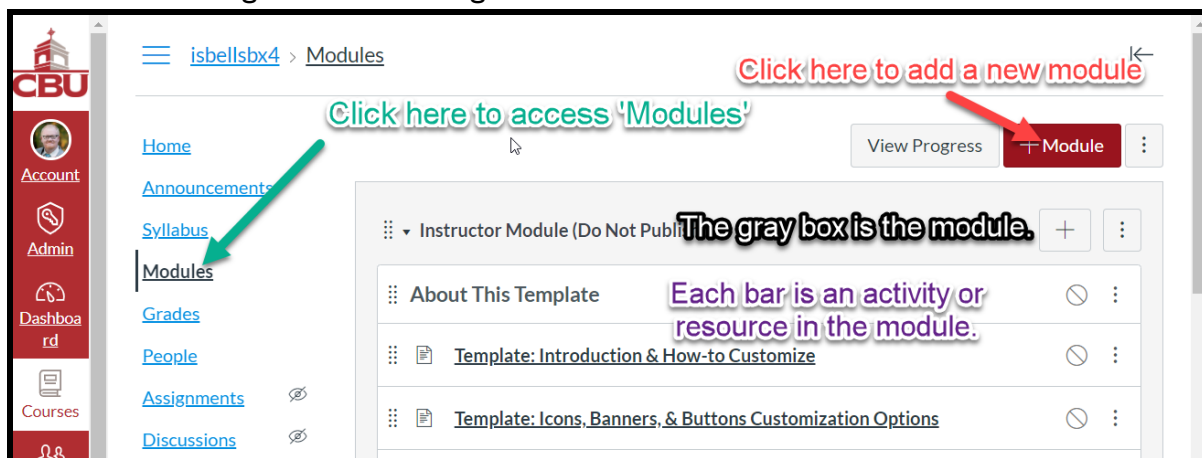
You'll also want to add your Syllabus to your course.

If you'd like to add course material for easy retrieval by students at any point in the semester -- just add to your modules. You can even set up week by week for a little organization.

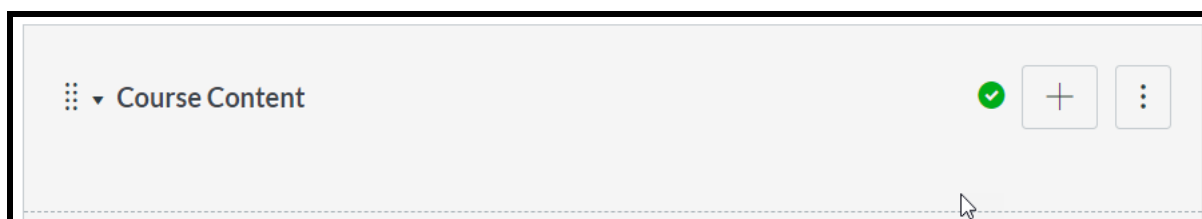
If you don't plan to add any course material, just unpublish all modules.

4. Setting Up A Module/Modules

Modules are building blocks used to organize course content,



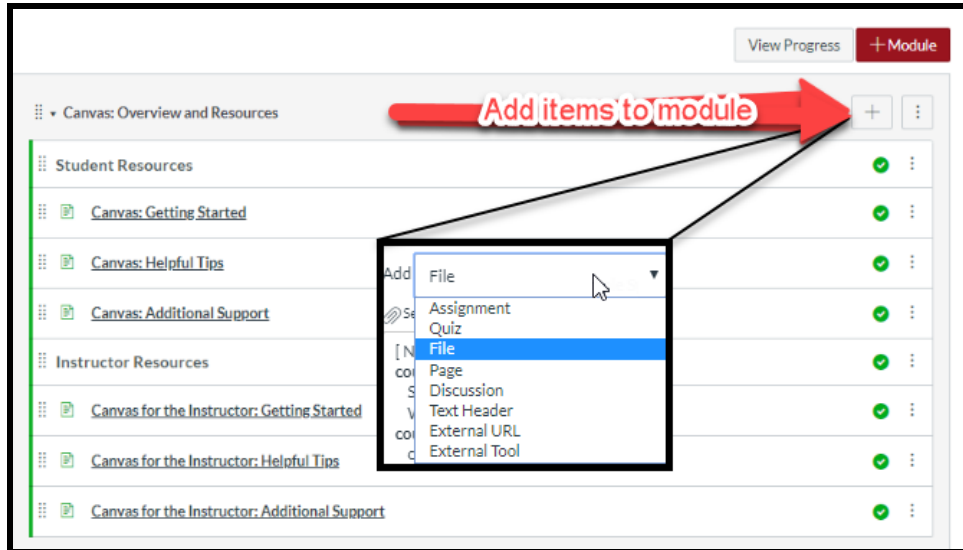
Use the red '+ Module' button to create a new, empty module for your course materials. Any new material added to your modules will be listed at the bottom. You may move your new module to the top by dragging and dropping the module or by using the more options button  at the right of the module bar.



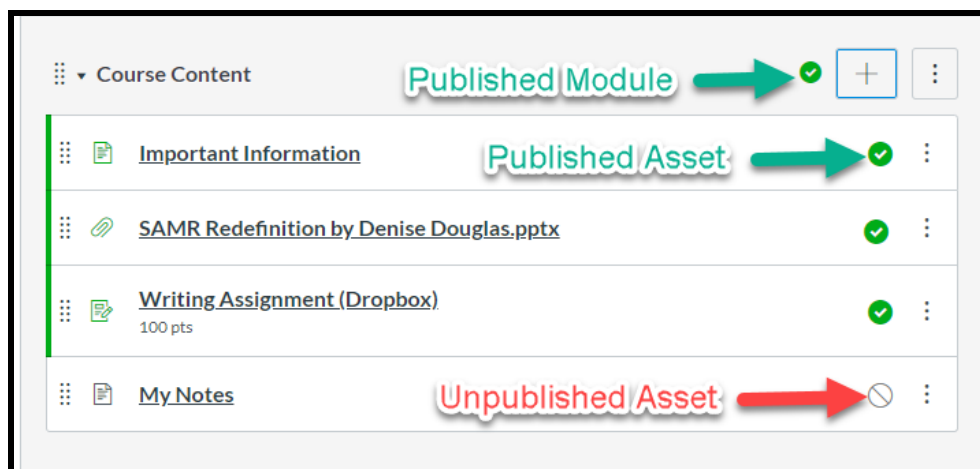
5. Uploading & Setting Up Course Materials

Use the **+** button to add files (or Canvas activities) directly to the modules. Files may be Word documents, PowerPoint slides, Excel spreadsheets, PDF, or any other computer file that you normally use.

[Try to use common file types that students will be able to access without special software.]



For items to be visible to students, both the module and the item itself must be published. From the 'Modules' page, make sure items you want published have a green check mark and not a black slash mark. To toggle published/unpublished, simply click the green check mark/black slash mark.



If you are using this for an organizer only -- you can publish all the materials, so that students can access them at any time. Or, you can hide the materials and only publish them in the event that we had to move quickly online.

6. Announcements

Use your Announcement feature to make sure students understand this course is NOT online and meets in person.

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 Edit 

 **Welcome to the Canvas Shell of your in-person course!** Jun 8 at 5:01pm
[Lurene Kelley, Ph.D.](#)
[All Sections](#)

CBU 202 meets twice weekly in Buckman Hall Rm 202. This Canvas shell provides basic information about the class and is place you can access materials for the course. But all of our classroom meetings with take place in Buckman Hall and, unless otherwise stated, all assignments will be submitted in person.

Classroom Meetings: Tuesday/Thursdays 1:00 - 2:15pm

Meeting Site: Buckman Hall Rm 200

Professor: Lurene Kelley, Ph.D.

Contact Information: Lkelley5@cbu.edu, (901) 321-2000

Your latest Announcements will always show up on your homepage. You can add Announcements at any time. Just go to Announcements and click the '+' sign.

 [canvas-dorganize](#)

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Recent Announcements

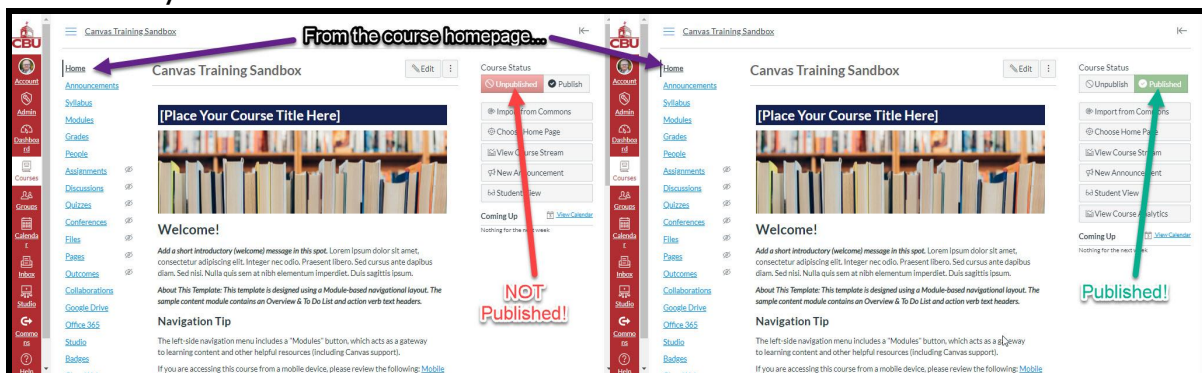
 **Welcome to the Canvas Shell of your in-person course!**
[CBU 202 meets twice weekly in Buckman Hall Rm 202...](#)
[Reply](#)

Posted on:
Jun 8, 2020 at 5:01pm

7. Publish

Now that you have a presence online, you will want to publish your course!

From the home page of your course (You can go here at any time by click 'Home' in the white menu on the left), click on the 'Publish' button on the right side of the screen. This button will be green when your course is visible to your students. If it is red, then students cannot find your course.



What's Next?

Ready to move forward?

Watch this video to learn how to set up Gradebook in Canvas: [Assignment Groups & Gradebook](#)

Watch this video about how to take attendance in Canvas: [Taking Attendance in Canvas](#)

If you are interested in creating a fully online version of your course, go to our '[Moving into Canvas Quickstart](#)'

Please refer to the '[CDI Academic Resiliency Resources](#)' doc for more information and further instructions on using Canvas.

You might also consider **Online Faculty Training (OFT)**, a 5-week asynchronous, facilitated course designed to help you learn the basics of teaching online and how to build a Canvas course module.

[Sign up for our next class offered.](#)

NEED MORE HELP? CDI@cbu.edu | 901.321.4004



AVAILABLE TO STUDENTS & FACULTY

CBU Canvas Help 24/7

CALL CANVAS SUPPORT 901.318.3024

**LOG IN TO CANVAS, CLICK HELP &
LIVE CHAT WITH CANVAS SUPPORT**