



# Getting Started in Canvas

## Get your course ready!

Canvas is very easy to use so you don't need to be afraid of it. Courses in Canvas are automatically created for you if the following are true:

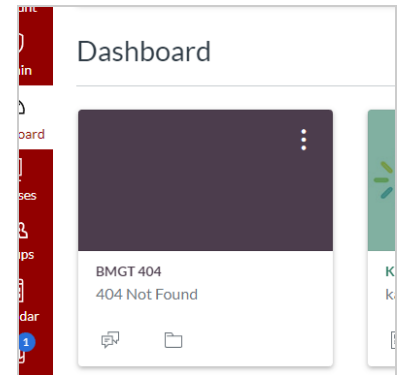
1. **Your Directory ID is activated** (If you have not done so, please activate it at the [UMD Identity page](#))
2. You are listed as an instructor of a course in SIS (your department should have informed the Scheduling Office that you are teaching the course)

Here are some basic things you should have for your course:

- Syllabus
- List of Assignments with due dates

To get started, login at <https://elms.umd.edu> with your Directory ID.

Your Dashboard will show you courses that you are enrolled in - whether you have a Teacher, Student, or an Observer role in the course. Go to the course you are scheduled to teach by clicking the course card.



## Add your Syllabus

The first thing you want to do is post your syllabus and set the Syllabus page as your **Home** page for the course. On the right column of the Home Page, select **Choose Home Page > Syllabus > Save**. Now we want to attach your syllabus to the page.

1. On the left course menu, select Syllabus.
2. Select **Edit** to add content to your Syllabus page.

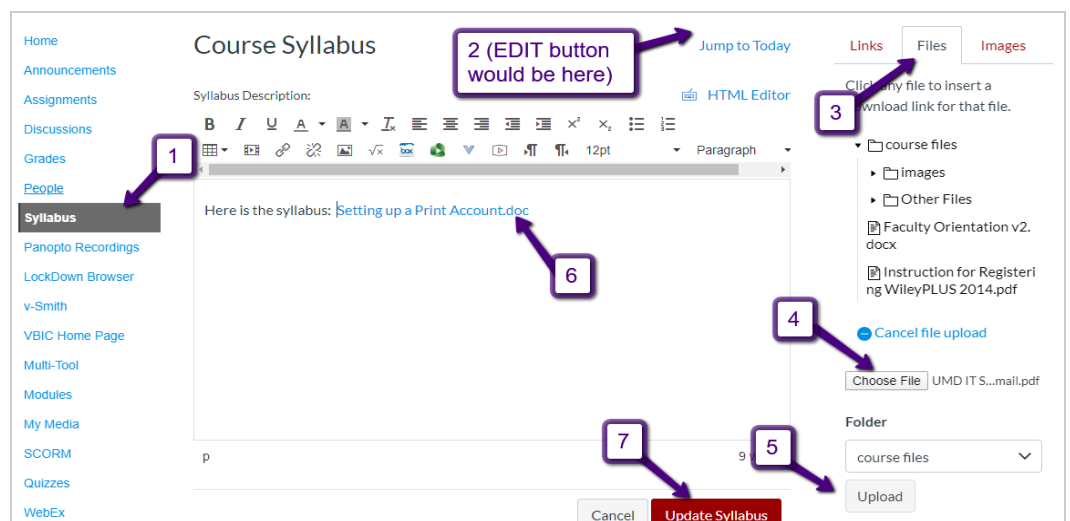
3. To upload the file, click on the **Files** tab on the right column.

4. Select **Upload a new file > Choose File** and find your syllabus file and select Open and the name of your file will be listed next to the Choose File button.

5. Select **Upload**.

6. A link to the file will be added to the body of the Syllabus page. Add any additional information on this page if you would like.

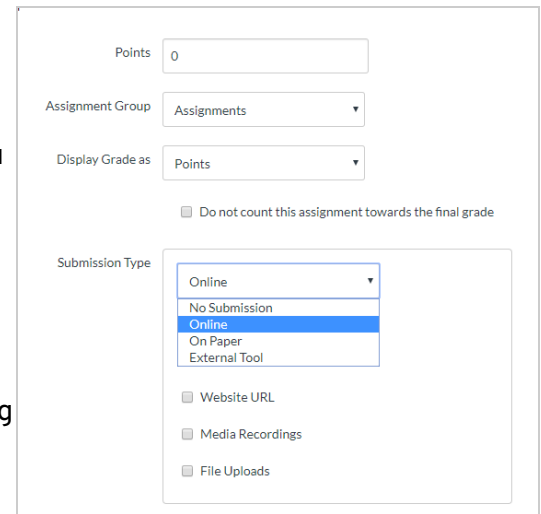
7. Select **Update Syllabus**.



## Adding Assignments (Optional)

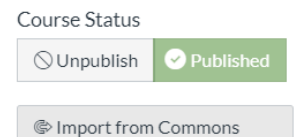
Having assignments in your course will help your students tremendously so they are aware of deadlines for your course. You can always hand out more details about the assignments or class notes in person at a later time.

1. Choose **Assignments** in the course menu and then select the **+Assignment** button on the top right of the page to start a new assignment.
2. **Assignment Name** - give your assignment a name.
3. **Description** (optional) - You would enter in the description of the assignment here. You can also link a file in here if your students need to work off that file. You can add it just like you would add your syllabus (Files tab > Upload a new file > Choose file > Upload). You can skip the description for now and go back to it later.
4. **Points** - If this will be part of their grade, make sure you put some point value to it.
5. **Submission Type** - If you would like them to submit something online for you to collect, then leave this as Online and under Online Entry Options, choose File Uploads. This will allow students to submit their Word Document or PDF. You can also choose to have them submit On Paper which will let them know they have to bring it to class for submission.
6. **Assign** - You can have multiple assign groups in case you need to do different due dates for different people or sections.
  - a. **Assign To** - By default this will assign to Everyone in the course. You can change this if you have multiple sections that have different due dates. You can also assign to groups if you've set groups up ahead of time.
  - b. **Due** - set the date of when the assignment is due. If you don't have a time set, it will set it to 11:59pm.
  - c. **Available from** (optional) - if you don't want the students to start the assignment before a certain date, then you would enter that date here. Students will not be able to see any details you entered into the Description field before this date.
  - d. **Until** (optional) - adding this date will determine if they are allowed to submit late assignments. If you don't want them to submit after a certain date/time, then entered that information in this field. If field is empty, then students will be able to submit their assignment even after the due date. It will be noted in the Gradebook that their assignment was submitted late.
7. Once all the settings are set, select **Save & Publish**.

A screenshot of the Canvas LMS 'Add Assignment' form. The form includes fields for 'Points' (set to 0), 'Assignment Group' (set to 'Assignments'), and 'Display Grade as' (set to 'Points'). There is a checkbox for 'Do not count this assignment towards the final grade'. The 'Submission Type' dropdown is open, showing options: 'Online' (selected), 'No Submission', 'On Paper', and 'External Tool'. Below the dropdown are checkboxes for 'Website URL', 'Media Recordings', and 'File Uploads'.

## Publish and Notify

Now that you have uploaded your Syllabus and posted some of the assignment due dates, it is time to publish your course so students can see the contents. Select **Home** in the course menu and on the top right of the page under Course Status, select **Publish** and the button should turn green.

A screenshot of the 'Course Status' section in Canvas. It shows two buttons: 'Unpublish' and 'Published'. The 'Published' button is green and has a checkmark icon. Below these buttons is a button labeled 'Import from Commons'.

You can email your students by going to the Announcement and create a new Announcement. An email notification will get sent to your students automatically (as long as your course is *PUBLISHED*).