

Quickly Course Tools Overview, Canvas

Welcome to Quickly Course Tools! This brief setup guide will help you get started with the basics.

1. **Send Email:** Select the course(s) you'd like to email in the left hand course list. Choose whether you would like to send the email to everyone or to a specific role(s). Enter an email subject and compose the body of the email. Add an attachment, if needed. You can choose to send yourself a copy of the email as well. Once complete, click "Send."

The screenshot displays the 'Send Email' interface within the Canvas LMS Course Tools. On the left, a red sidebar contains navigation options: 'Course Tools' (with a dropdown arrow), 'Create' (with a dropdown arrow), 'Assignment', 'Content', 'Discussion', 'Event', 'Send' (with a dropdown arrow), 'Announcement', 'Email' (highlighted in red), 'Message', 'Update' (with a dropdown arrow), 'Check Links', and 'Course Availability'. At the bottom of the sidebar is a 'Help' icon. The main content area is titled 'Send Email' and features a search bar at the top. Below the search bar is a list of courses with checkboxes for selection. The first course, 'Advanced Networking and Data Security' (QWI-CSANDS), is selected. Other courses listed include 'Artificial Intelligence' (QWI-G-AI202), 'Comparative Programming Languages' (QWI-CSCPL), 'Computer Science Theory' (QWI-SG-CST-200), '*Programming Fundamentals' (QWI-CSCI), 'Advanced Geometry' (SU22-QWI-MA305), and 'Applied Physics' (FA21-QWI-SCI100). To the right of the course list, there are options to 'Send To' (radio buttons for 'Everyone' and 'Specific Roles'), a checkbox for 'Send myself a copy of this email for every course', a 'Subject' input field, a rich text editor with a toolbar (File, Edit, Insert, Format), and an 'Attachments (Optional)' section with a 'Choose File' button and the text 'No file selected'.

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2. **Post Announcement:** Select the course(s) you'd like to post an announcement to in the left hand course list. Complete the announcement title and associated information. Once complete, click "Submit."

The screenshot displays the 'Send Announcement' interface within the Canvas LMS. On the left, a red sidebar contains the 'Course Tools' menu with options like 'Create', 'Assignment', 'Content', 'Discussion', 'Event', 'Send', 'Announcement' (highlighted), 'Email', 'Message', 'Update', 'Check Links', 'Course Availability', and 'Help'. The main area is titled 'Send Announcement' and features a search bar, a 'Select All' checkbox, and a list of courses. The 'Advanced Networking and Data Security' course (QWI-CSANDS) is selected. To the right, there is a 'Title' field, a rich text editor with a toolbar (File, Edit, Insert, Format), and sections for 'Attachments (Optional)' with a 'Choose File' button and 'Display after: (Optional)'. The interface is clean and modern, with a light gray background and clear typography.

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3. **Create Content:** Select the course(s) you'd like to create content for in the left hand course list. Select your content type. Complete the content title and associated information. (Optional) Add assignment to a module - select from the dropdown containing common modules or select per course. Once complete, click "Submit."

The screenshot displays the Canvas 'Create Content' interface. On the left, a red sidebar contains 'Course Tools' with a 'Create' dropdown and various tool icons. The main workspace is titled 'Create Content' and features three tabs: 'Content', 'Organization', and 'Review'. The 'Content' tab is active, showing a search bar, a 'Select All' button, and a list of courses. The 'Advanced Networking and Data Security' course is selected. Below the list is a rich text editor with a title field and a toolbar with options like File, Edit, Insert, Format, and various text formatting tools. At the bottom are 'Cancel' and 'Next' buttons.

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4. **Create Assignment:** Select the course(s) you'd like to create an assignment for in the left hand course list. Select the assignment type. Add title and corresponding information. (Optional) Add assignment to a module - select from the dropdown containing common modules or select per course. (Optional) Add assignment to an assignment group - select from the dropdown containing common groups or select per course. Once complete, click "Submit."

The screenshot displays the 'Create Assignment' page in the Canvas LMS. On the left is a red sidebar with 'Course Tools' and a list of actions: Create, Assignment (selected), Content, Discussion, Event, Send, Announcement, Email, Message, Update, Check Links, Course Availability, and Help. The main area is titled 'Create Assignment' and features a search bar, a 'Select All' button, and a list of courses. The 'Advanced Networking and Data Security' course (QWI-CSANDS) is selected. Below the course list are fields for 'Submission Type' (Digital and Paper), 'File Uploads', 'Media Recordings', 'Text Entry', and 'Website URL'. The 'Points' field is set to 0. A 'Title' field is present, followed by a rich text editor with a toolbar containing icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, and unlink. The top of the main area has a progress bar with four steps: Content, Timeline, Organization, and Review.

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5. **Course Availability:** Use the toggles to make courses available or unavailable to students. You may need to refresh your LMS and Course Tools to see updates.

The screenshot displays the 'Create Event' interface in Canvas. On the left is a red sidebar with 'Course Tools' at the top, followed by a 'Create' dropdown, and then buttons for 'Assignment', 'Content', 'Discussion', 'Event' (which is highlighted), 'Announcement', 'Email', 'Message', 'Check Links', 'Course Availability', and 'Help' at the bottom. The main area is titled 'Create Event' and contains a search bar, a 'Select All' checkbox, and a list of courses. The first course, 'Advanced Networking and Data Security' (QWI-CSANDS), is selected with a blue checkmark. Other courses listed include 'Artificial Intelligence' (QWI-G-AI202), 'Comparative Programming Languages' (QWI-CSCPL), 'Computer Science Theory' (QWI-SG-CST-200), '*Programming Fundamentals' (QWI-CSCI), 'Advanced Geometry' (SU22-QWI-MA305), and 'Applied Physics' (FA21-QWI-SCI100). To the right of the course list is a form for creating an event, including fields for 'Title', 'Location (Optional)', and 'Address (Optional)', a rich text editor with a toolbar (File, Edit, Insert, Format), and 'Start' and 'End' time pickers. The 'Start' time is currently set to '11:59 PM'.

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6. **Create Discussion:** Select the course(s) you'd like to create a discussion for in the left hand course list. Select reply options and indicate if discussion is graded. Add discussion name and corresponding information. (Optional) Add discussion to a module - select from the dropdown containing common modules or select per course. (Optional) Add discussion to an assignment group - select from the dropdown containing common groups or select per course. Once complete, click "Submit."

The screenshot displays the Canvas 'Send Message' interface. On the left, a red sidebar contains the 'Course Tools' menu, where 'Message' is selected. The main content area is titled 'Send Message' and features a search bar, a 'Select All' button, and a list of courses. The course 'Advanced Networking and Data Security' (QWI-CSANDS) is checked. Below the list are 'Cancel' and 'Submit' buttons. The right side of the interface includes a 'Send To' dropdown set to 'Everyone', a 'Title' field, and a rich text editor with a toolbar for formatting (bold, italic, text color, background color, bulleted list, numbered list, and link).

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7. **Create Calendar Event:** Select the course(s) you'd like to create a calendar event for in the left hand course list. Add event title and corresponding information. (Optional) Add location name and/or a specific address. Once complete, click "Submit."

The screenshot displays the 'Send Message' interface in Canvas. On the left, a red sidebar contains the 'Course Tools' menu with options like 'Create', 'Assignment', 'Content', 'Discussion', 'Event', 'Send', 'Announcement', 'Email', 'Message' (highlighted), 'Update', 'Check Links', 'Course Availability', and 'Help'. The main area is titled 'Send Message' and features a search bar, a 'Select All' button, and a list of courses. The 'Advanced Networking and Data Security' course is selected. The right side of the interface includes a 'Send To' section with 'Everyone' selected, a 'Title' field, a rich text editor with a toolbar (File, Edit, Insert, Format), and 'Cancel' and 'Submit' buttons.

Course	Course ID
<input checked="" type="checkbox"/> Advanced Networking and Data Security	QWI-CSANDS
<input type="checkbox"/> Artificial Intelligence	QWI-G-AI202
<input type="checkbox"/> Comparative Programming Languages	QWI-CSCPL
<input type="checkbox"/> Computer Science Theory	QWI-SG-CST-200
<input type="checkbox"/> *Programming Fundamentals	QWI-CSCI
<input type="checkbox"/> Advanced Geometry	SU22-QWI-MA305
<input type="checkbox"/> Applied Physics	FA21-QWI-SCI100

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8. **Send Message:** Select the course(s) you'd like to message in the left hand course list. Choose whether you would like to send the message to everyone or to a specific role(s). Enter a subject and compose the body of the message. Once complete, click "Send."

The screenshot displays the 'Send Message' interface within the Canvas LMS. On the left, a red sidebar contains the 'Course Tools' menu, with 'Message' highlighted. The main area is titled 'Send Message' and features a search bar, a 'Select All' button, and a list of courses. The course 'Advanced Networking and Data Security' (QWI-CSANDS) is selected. To the right, there are radio buttons for 'Send To: Everyone' (selected) and 'Specific Roles'. Below this is a 'Title' field and a rich text editor with a toolbar. At the bottom, there are 'Cancel' and 'Submit' buttons.

Course Tools

- Create
- Assignment
- Content
- Discussion
- Event
- Send
 - Announcement
 - Email
 - Message**
- Update
 - Check Links
 - Course Availability
- Help

Send Message

Search...

☐ Select All Sort ↑↓

- ☒ Advanced Networking and Data Security
QWI-CSANDS
- ☐ Artificial Intelligence
QWI-G-AI202
- ☐ Comparative Programming Languages
QWI-CSCPL
- ☐ Computer Science Theory
QWI-SG-CST-200
- ☐ *Programming Fundamentals
QWI-CSCI
- ☐ Advanced Geometry
SU22-QWI-MA305
- ☐ Applied Physics
FA21-QWI-SCI100

Send To: ☒ Everyone ☐ Specific Roles

Title

File Edit Insert Format

↶ ↷ B I [Text Alignment Icons] [List Icons] [Link Icon]

Cancel Submit

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9. **Check Links:** Select a course from the course list on the left. If the course has links, they will populate in the space on the right. Click “Check Links.” Broken links (if any) will be indicated by a grey circle with an exclamation mark. Click the pencil icon next to the broken link to edit it.

The screenshot displays the 'Check Links' tool in Canvas. On the left, a sidebar lists various course tools, with 'Check Links' highlighted. The main content area is titled 'Check Links' and features a search bar and a 'Sort By' dropdown. Below these, a list of courses is shown, each with a checkbox and a link icon. The 'Advanced Networking and Data Security' course is selected. To the right, a table displays the links for this course, with columns for Status, Title, and External URL. Two links are listed, both marked with a green checkmark, indicating they are valid.

Status	Title	External URL
✓	AI Affecting Future Technology	https://www.accenture.com/us-en/case-studies/artificial-intelligence/using-ai-improve-marketing-spend
✓	About Steve Wozniak "The Woz"	http://woz.org/about/