



# Canvas Workshop: Getting Started Help Guide

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## Backing up your Moodle course shell

1. In your Moodle course shell, click 'Backup' in the Administration menu.

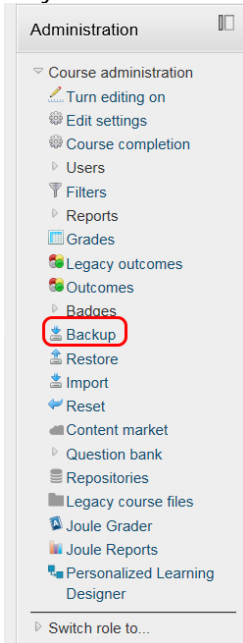


Figure 1: Finding the backup option on the Administration menu

2. On the next page, all possible options will be checked off as default—leave this. Simply click 'Jump to final step'. At that point, Moodle will create a backup of your entire course shell—without any student data.

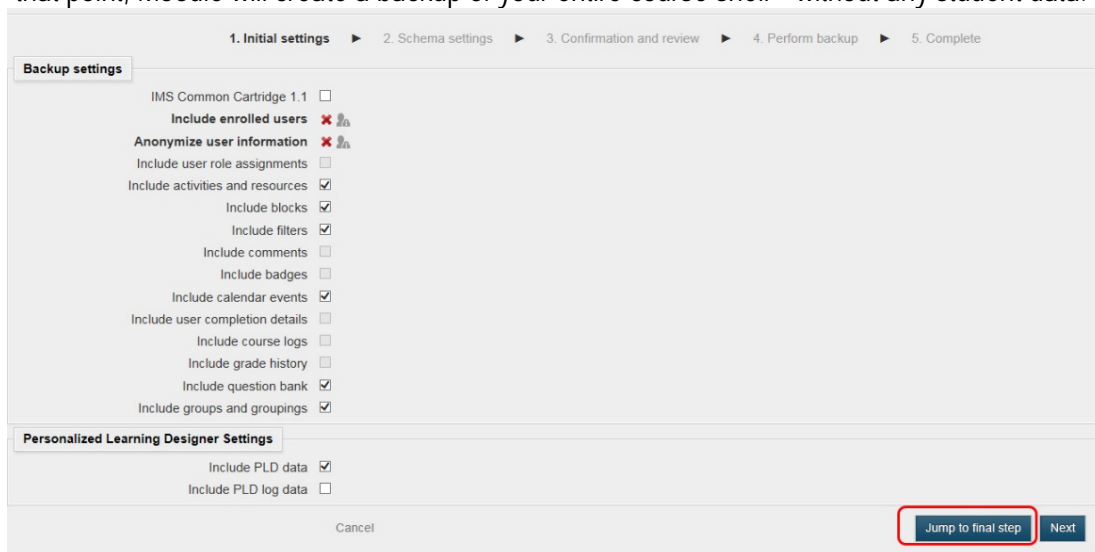


Figure 2: Initial backup page



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- After the backup file has been created, click on the button to take you to a page with all of your course backup files. You next must download the backup file(s) that you want to your computer. Note that the files are .mbz files—that is the extension for a Moodle backup zipfile; please don't change it 😊

Click the 'download' link for the course backup file that you want. Make sure to save it to your computer in a place you can easily remember.

Import a backup file

Files\* Choose a file...

You can drag and drop files here to add them.

Restore

There are required fields in this form marked \*.

Course backup area ?

Filename	Time	Size	Download	Restore
Manage backup files				
User private backup area ?				
Filename	Time	Size	Download	Restore
backup-moodle2-course-10326-span_-_131_-_42652_-_42653_-_42654_spring_2016-20160414-1318-nu.mbz	Thursday, April 14, 2016, 1:18 PM	59.3MB	<a href="#">Download</a>	<a href="#">Restore</a>
backup-moodle2-course-14237-engl-ling_-_200_-_93488_-_93379-20160413-1149-nu.mbz	Wednesday, April 13, 2016, 11:50 AM	150.2MB	<a href="#">Download</a>	<a href="#">Restore</a>
backup-moodle2-course-18500-55200_-_summer_2015-20160405-1459-nu.mbz	Tuesday, April 5, 2016, 3:00 PM	89MB	<a href="#">Download</a>	<a href="#">Restore</a>

Figure 3: Downloading your backup file

- On your computer, it is a good idea to rename the file to something you can recognize—for example, the course name and term it was taught (i.e. SPAN131FALL2015.mbz). Remember to keep the .mbz file extension.



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## How to Login to Canvas

1. Open a browser. Be sure you are using the latest version.



Figure 4: Canvas can be accessed on Chrome, Firefox, Internet Explorer, or Safari

2. Type <https://smccd.instructure.com> into the address bar and hit Enter on your keyboard.

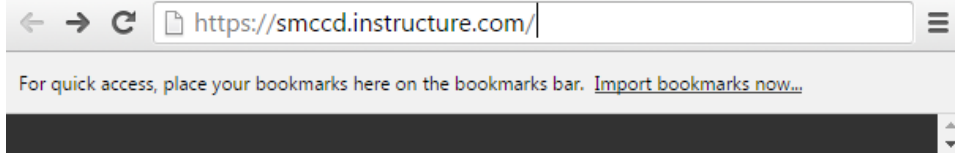


Figure 5: Enter the URL into the address bar

3. Enter your smccd email address and district password, then click the **Sign in** button. (Do NOT bookmark this page).

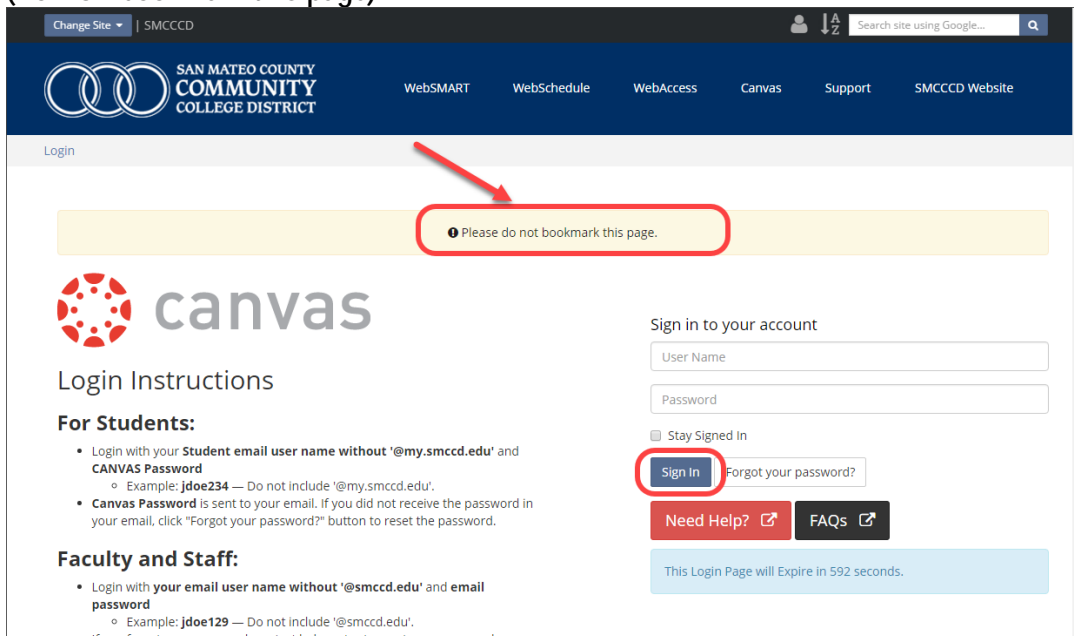


Figure 6: SMCCCD Canvas Login page



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4. Congratulations! You have arrived at the Canvas dashboard.

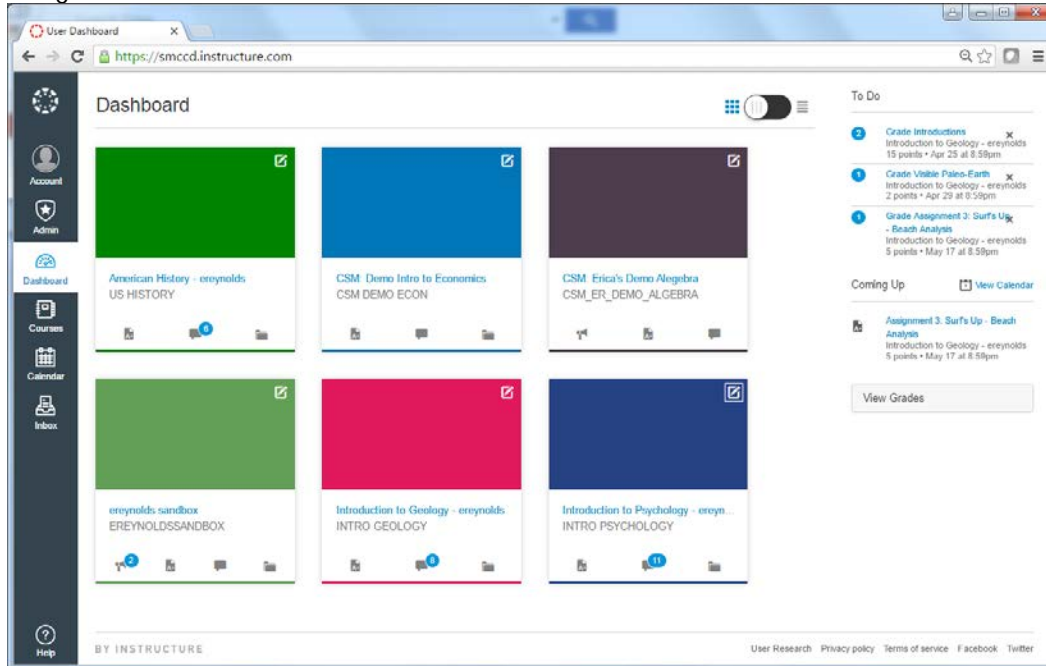


Figure 7: Canvas User Dashboard



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## Navigating the Canvas Interface

### Dashboard and Global Navigation

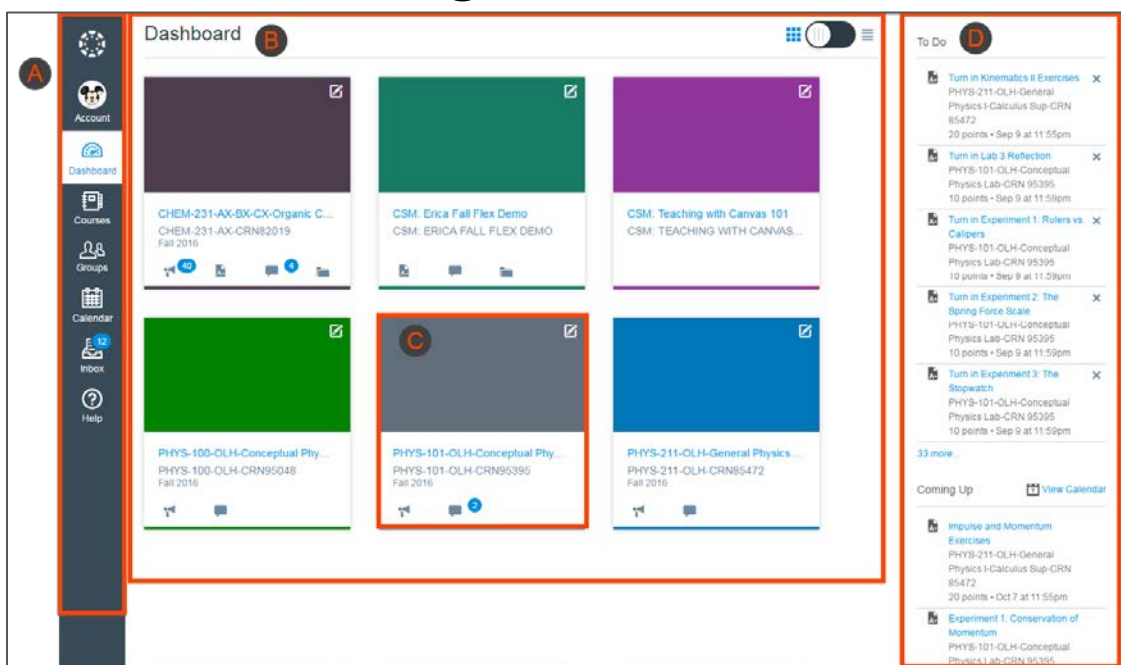


Figure 8: Canvas Dashboard

#### A Global Navigation

Located on the left side of every page in Canvas. Global Navigation links provide quick access to frequently used Canvas features

- **Account** - display links to access your profile, user settings, notification preferences, personal files, and ePortfolios.
- **Dashboard** - the landing page after a user logs in to Canvas.
- **Courses** - display any courses where you are enrolled.
- **Groups** - display all groups where you are enrolled.
- **Calendar** - view everything you have to do for all your courses in one place.
- **Inbox** - view Conversations, which is the Canvas messaging system where you can communicate with other users in your courses.
- **Help** - opens to the help window where you can select the option that is relevant to your needs.

#### B Dashboard

Defaults to the course view, which provides access and updates in favored courses.

#### C Course Card

Can include up to four tabs which represent the four main Canvas features for student course activity: Announcements, Assignments, Discussions, and Files.

#### D Sidebar

Shows upcoming events in your courses and helps you see what you need to do next across all your courses and can contain up to three helpful sections.

- **To Do** section shows assignments or events that require your attention. Each item in the To Do list displays the assignment name, the number of points, and the due date for the assignment. If you are enrolled in a course as an instructor, the list shows assignments you need to grade. Items remain in this section for two weeks.

**Coming Up** section shows assignments and events coming due in the next seven days. If an assignment in the Coming Up list has already been graded, the assignment includes the assignment score.



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## Editing Your Canvas Profile

The user profile is attached to any activity inside Canvas and is a great way to share information with your students. They will benefit from getting to know something about their instructors, and the profile also allows you to share some important information about the best way to contact you. Though information about your contact preferences is also likely in your syllabus, including it in your profile makes it easier for students to find.

### Adding a Biography

1. In Global Navigation, click the **Account** link [A], then click the **Profile** link [B].

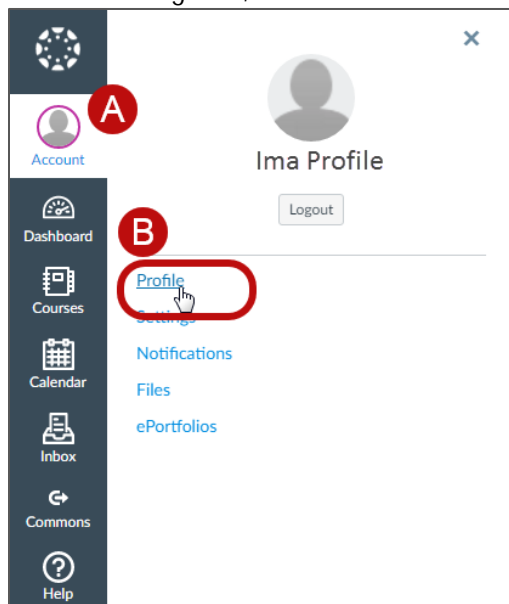


Figure 9: Finding the profile link under the Global navigation menu.

2. Click the **Edit Profile** button.

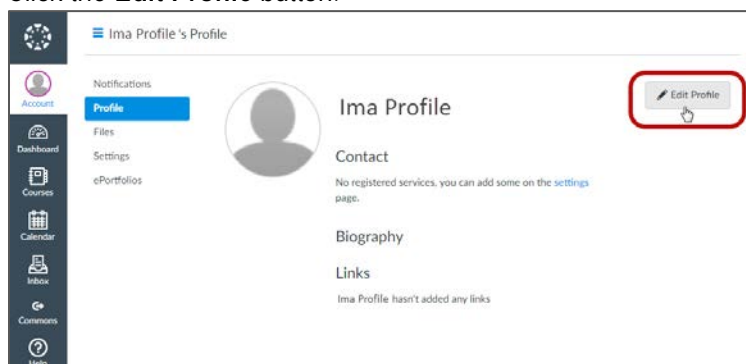


Figure 10: Locating the Edit Profile button within the Profile link page.



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3. In the Bio field, bio, enter information about your background, hobbies, contact information and include your expectations for when you will reply to their questions. Click **Save Profile**.

Figure 11: Adding a biography to your profile.

## Upload a Profile Picture

1. In Global Navigation, click the Account link [A], then click the Profile link [B].

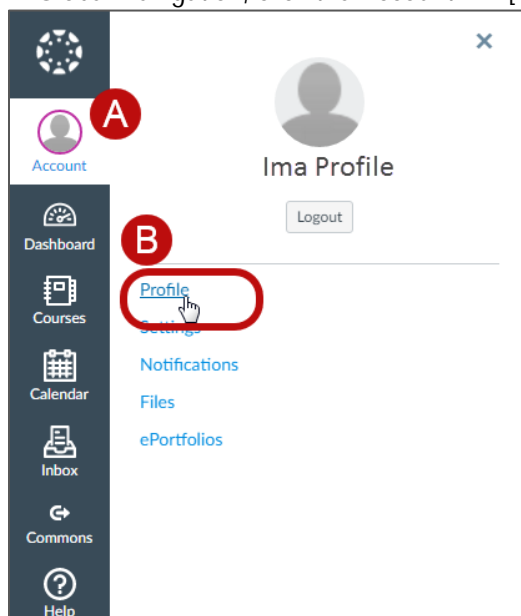


Figure 12: Finding the profile link under the Global navigation menu.



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2. Hover over the profile picture icon, and click on the **Pencil** icon.

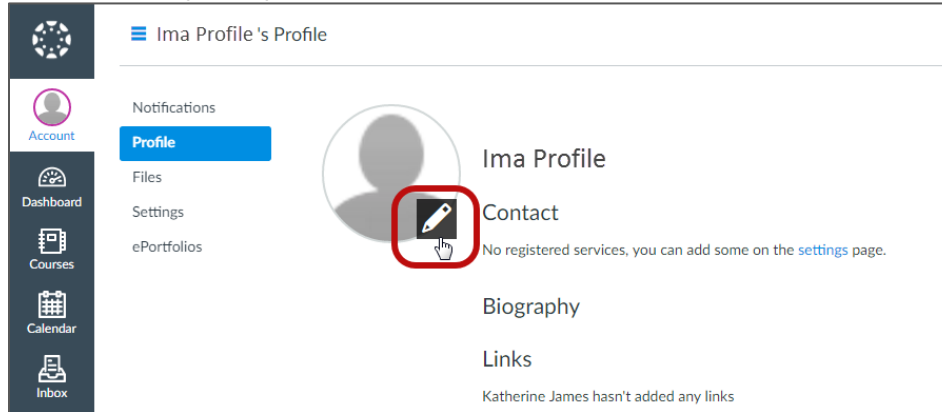


Figure 13: Locating the pencil icon to add or edit a picture.

3. On the Upload a Picture tab [A], click the “Choose a Picture” link [B].

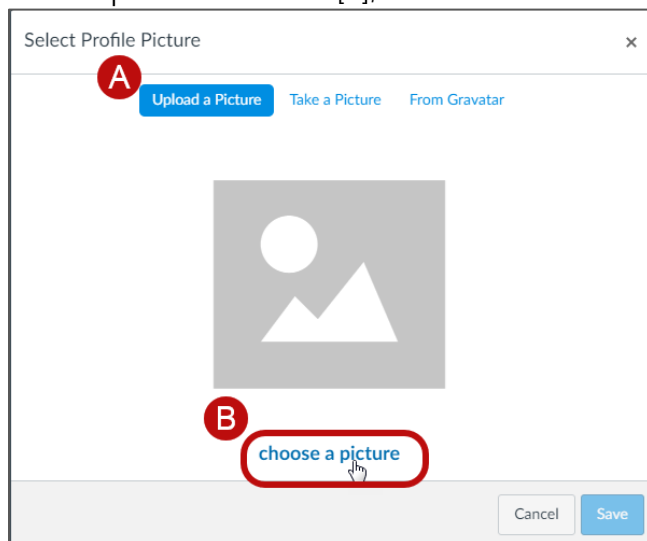


Figure 14: Locating the “choose a picture” link from the “Upload a Picture” tab.

4. Locate the image you want to upload on your computer and click the **Open** button.

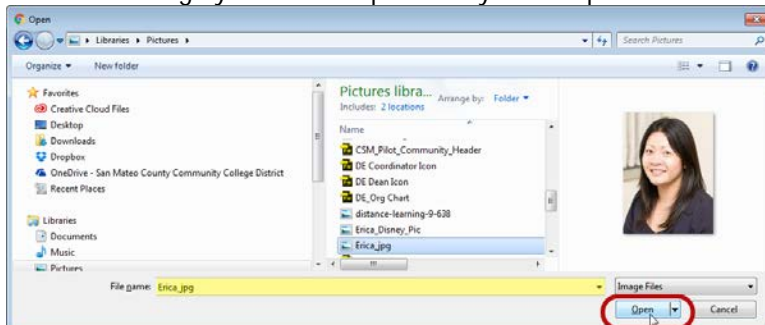


Figure 15: Open file dialogue window.



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5. Drag the selection box [A] to crop or resize your picture. Click the **Save** button [B] to upload your profile picture.

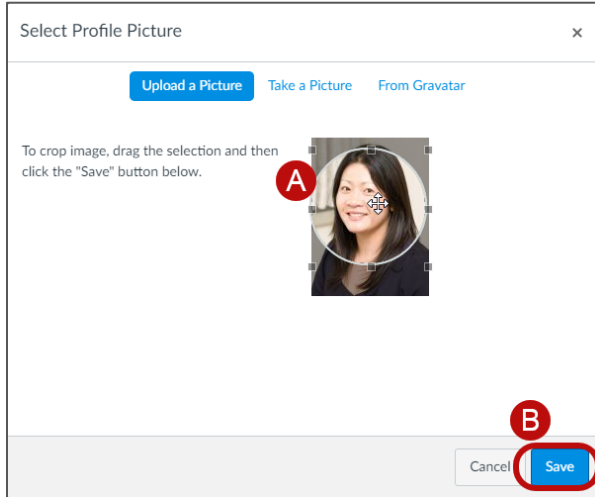


Figure 16: Cropping and saving your profile picture.

## Tips for profile pictures:

- Please choose an appropriate picture to represent yourself.
- Images should be square in size to prevent your picture from being resized or distorted.
- Files can be any type (.jpg, .png, .gif) or size as long as you have room in your personal files to store the file. Canvas recommends that your profile picture be as small as possible.



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## Customizing Your Notification Preferences

Canvas includes a set of default notification preferences you can receive for your courses. Notifications are sent to your smccd.edu account. Each set notification preference will automatically apply to all of your courses. They cannot be set individually.

1. In Global Navigation, click the Account link [A], then click the Notifications link [B].

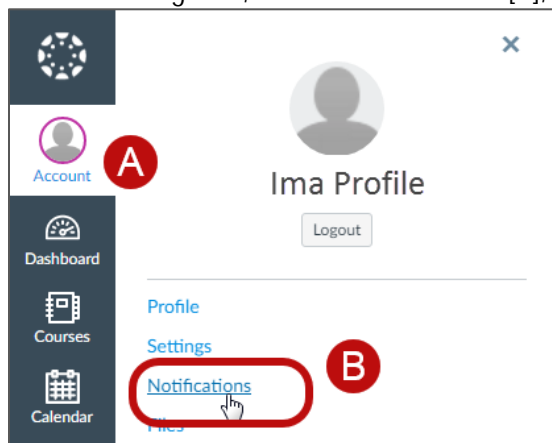


Figure 17: Finding the notifications link under the Global navigation menu.

2. Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for your preferred delivery type.
  - a. To receive a notification right away, click the check mark icon [A]. These notifications are delayed by one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.
  - b. To receive a daily notification, click the clock icon [B].
  - c. To receive a weekly notification, click the calendar icon [C]. The date and time of your weekly notifications are posted at the bottom of the notifications page.
  - d. If you do not want to receive a notification, click the remove icon [D].

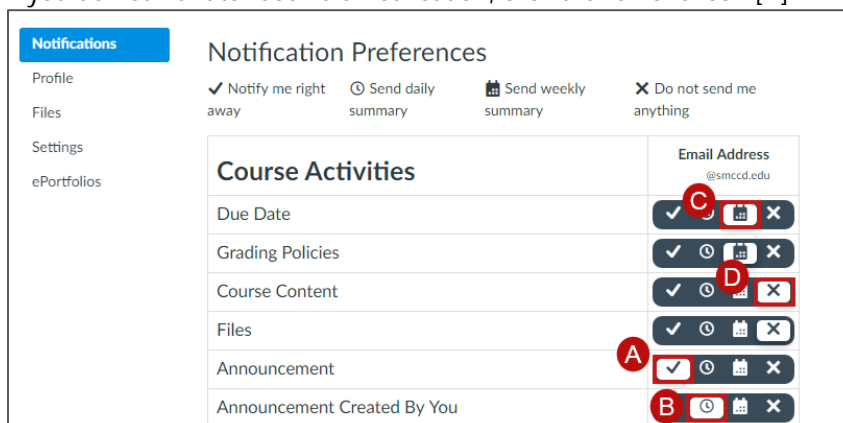


Figure 18: Notifications Preferences window.



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## Importing your course content into Canvas

Now that you have your course backup file, you can easily import it into your Canvas course shell.

1. In your course shell, click 'Settings' on the left-navigation menu.

### Figure 5

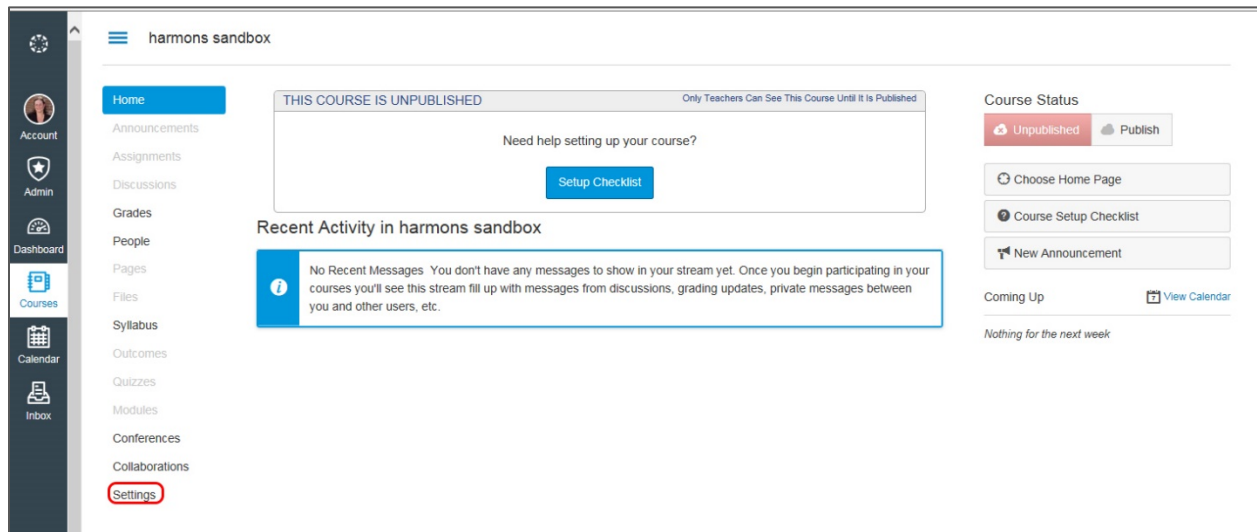


Figure 19: Canvas home page for a course

2. On the right side of the Settings page, click the link for 'Import Content into this Course'.

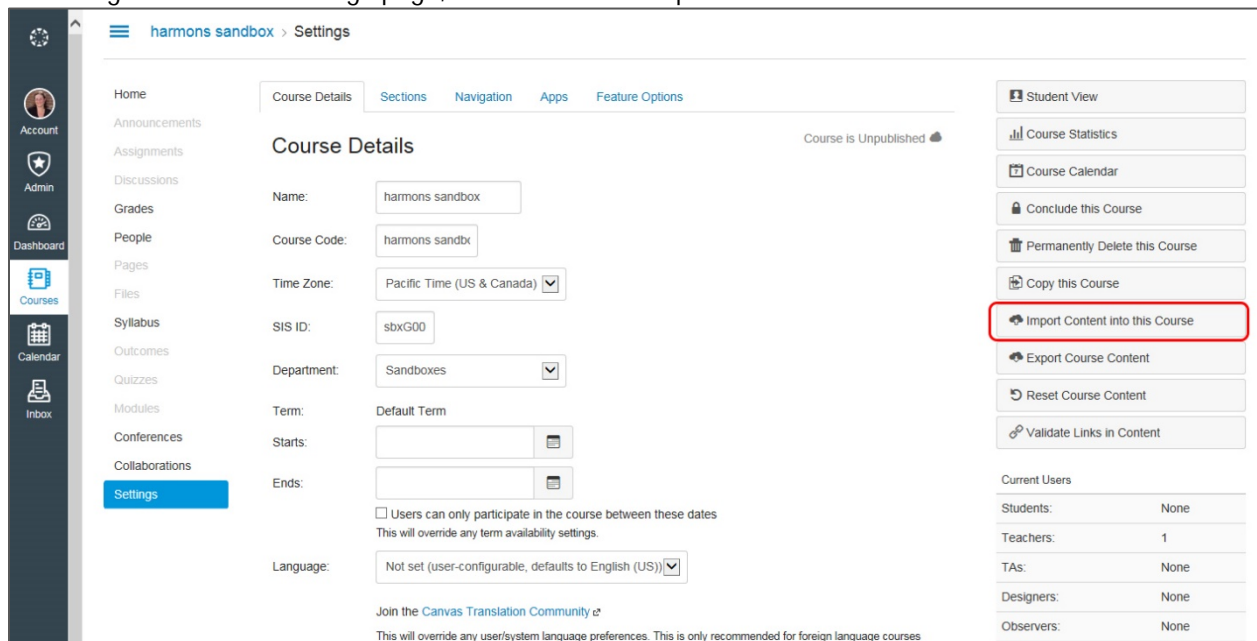


Figure 20: Canvas Settings page--click to import content to course shell



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3. On the next page, click the drop-down box, and select 'Moodle 1.9/2.x' as your file type.

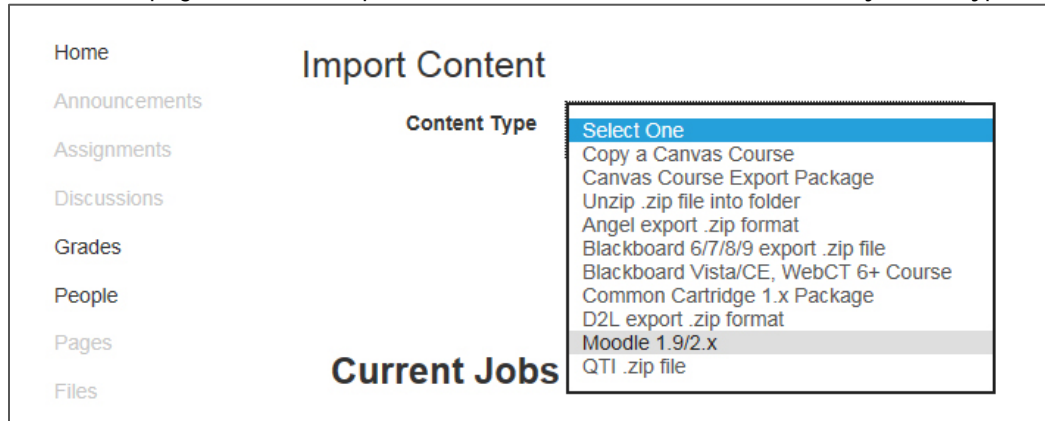


Figure 21: Selecting file type

Once you select Moodle 1.9/2.x, the screen will change. When it does, follow these steps:

- Click 'Choose File' to look for your file on your computer; this is highlighted in yellow.
- If you want your quiz questions in a different question bank, then click the drop-down menu in blue to change that. Otherwise, leave it as-is.
- If you want to import all of your content, then click 'All content' in the section highlighted in red. If you only want to import selected elements, then click 'Select specific content.'
- If you wish to have the dates adjusted for the new term, then click that box highlighted in green.
- Finally, click 'Import'.

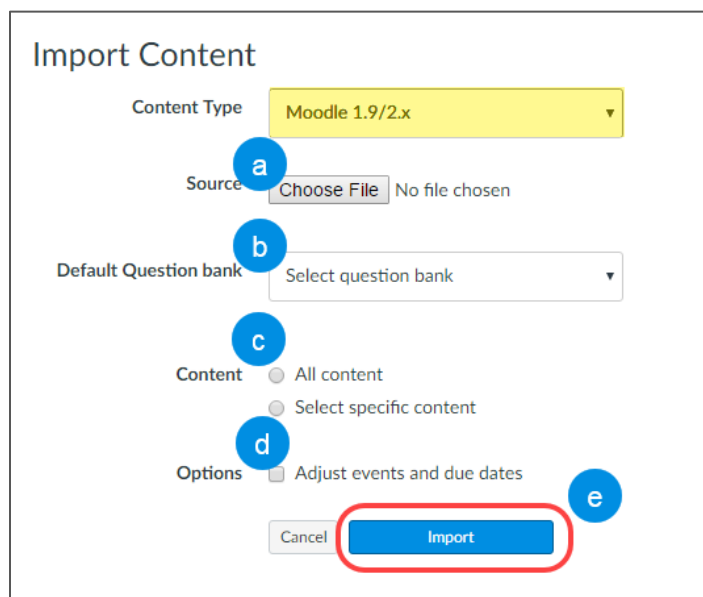


Figure 22: Selecting course import options

It will take a few minutes for the transfer to be completed, depending on the size of your file and your internet connection speed; have patience 😊



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- Once the import has been completed, you will see all of your course content on the 'Home' page for your course shell. From there, you can arrange and make changes as necessary.

The screenshot displays the Canvas LMS interface for a new course shell. The left sidebar contains navigation links: Home, Account, Admin, Dashboard, Courses, Calendar, and Inbox. The main content area shows the course title 'ENGLING 200 Introduction to Linguistics' and a list of modules. The right sidebar displays the course status as 'Unpublished' and a 'Coming Up' section.

**Course Status:** Unpublished (Publish)

**Coming Up:** Nothing for the next week (View Calendar)

**Modules:**

- ENGLING 200 Introduction to Linguistics
  - Untitled Page
  - Virtual Office Hours
  - Discussion Forum
  - What language(s) do you know? (Aug 19, 2015)
- General Course Documents
  - General Course Documents
  - MLA
  - Resources
  - How to study for this course
  - How to write a Social Science research pa...
  - Term Paper Projects

Figure 23: New Canvas content in your shell



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## Importing content from one Canvas shell to your Canvas shell

These instructions will help you transfer content between your Canvas shells, including from your sandbox into a course shell.

1. Follow the same initial instructions for importing content into your Canvas shell. When you get to the screen asking you the type of file you wish to import, click the drop-down menu and select 'Copy a Canvas Course'. In the search box, type in the course shell you wish to get content from—if you are looking for your sandbox, type your email handle. The search box will auto-populate available options for you.

Figure 24: Importing content between Canvas shells

2. Follow the same instructions to complete the transfer—whether you want to transfer all content or select content, and click 'Import'. The transfer will be quicker than it is for importing from a Moodle file, but you still have to wait about a minute. When the transfer is complete, your files will be transferred.



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## Organizing and Adding Content

### Creating a Module

1. In Course Navigation, click the **Modules** link.

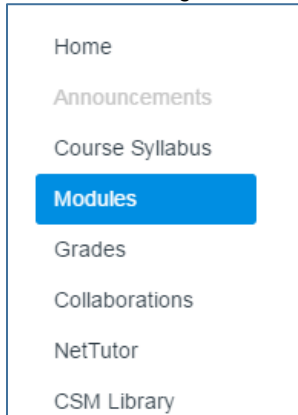


Figure 25: The Modules link is located under the Course Navigation

2. Click the **Add a Module** button.

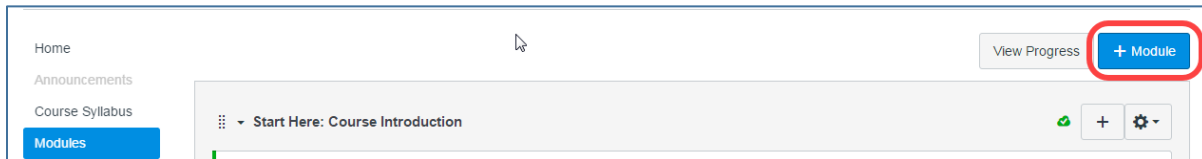


Figure 26: Add a module by clicking the +Module button located on the right-hand side of the modules page

3. Type a **name** in the Module Name field. Then click the **Add Module** button. By default, your new module is unpublished.

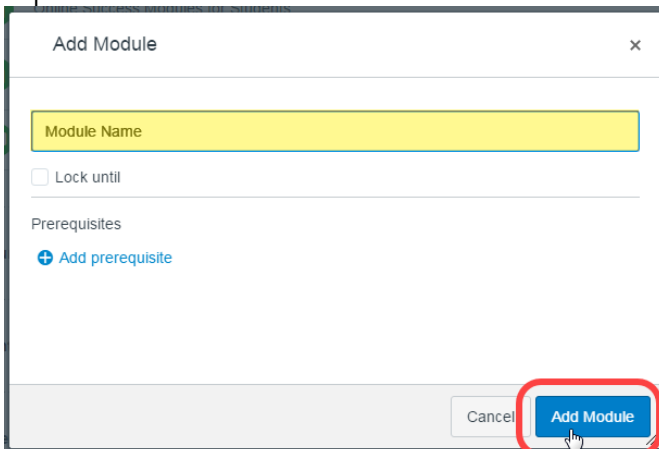


Figure 27: Entering a name for the new module



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## Add Contents to a Module

1. In Course Navigation, click the **Modules** link.

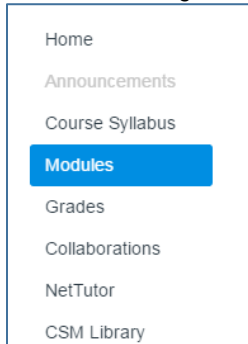


Figure 28: The Modules link is located under the Course Navigation

2. Click the **Add Item** button.

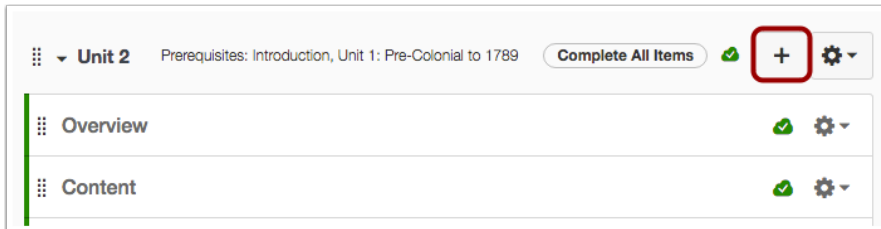


Figure 29: Adding a new item to a module

3. Click the Add drop-down menu and select one of the item types. Click the **Add Item** button.

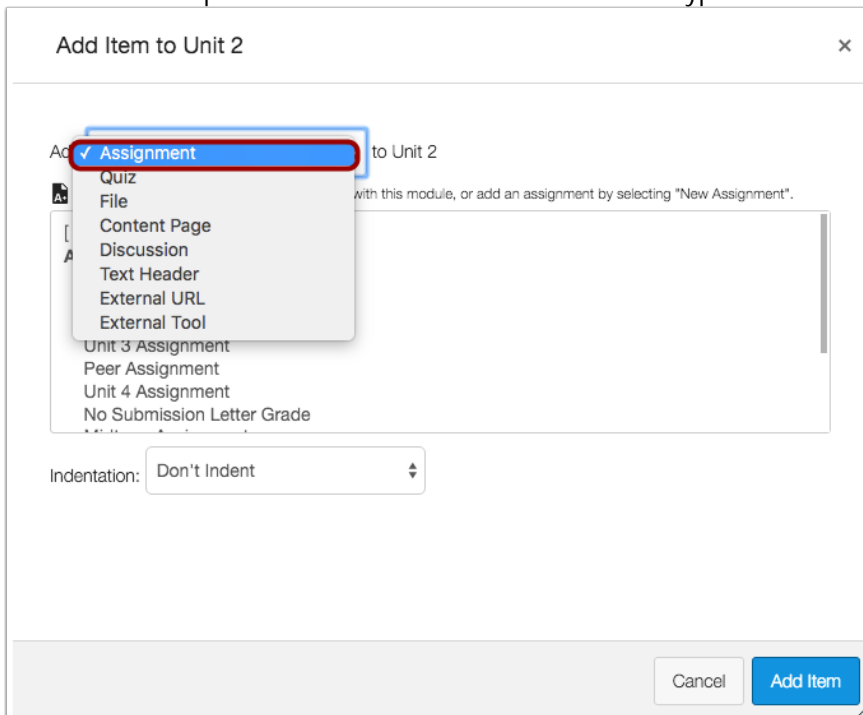


Figure 30: Selecting an item type from the drop-down menu



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4. If you want to create a new item, click the **[New]** link [1] and type a name in the name field [2].

Figure 31: Creating and naming a new item

5. Choose the Indentation drop-down menu to indent the item inside of the module.

Figure 32: Choosing an indentation level

6. Click the **Add Item** button.

Figure 33: Clicking the Add Item button



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7. View the selected module item. By default, your new module item is unpublished.



Figure 34: Viewing the created item inside the module



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## Getting Help with Canvas

The process for requesting Canvas support is via work ticket.

### To initiate a ticket from inside Canvas (when you are logged in)

1. Click on the Help button located at the bottom of the Global Navigation menu.

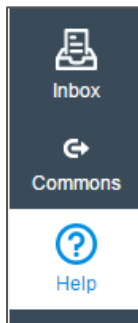


Figure 35: Help link located in the left-hand side of the screen under the global navigation menu

2. In the pop up window click on "Submit A Ticket" (see image below).

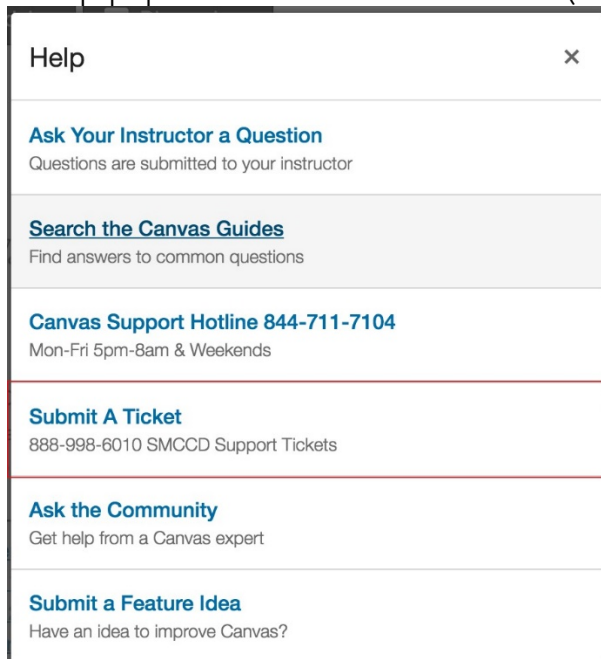


Figure 36: Submitting a ticket through the help pop-up window in Canvas



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## To submit a ticket outside through Online Course Support

1. Navigate to <http://onlinecoursesupport.com/smccd>
2. Click on the Open a ticket link.

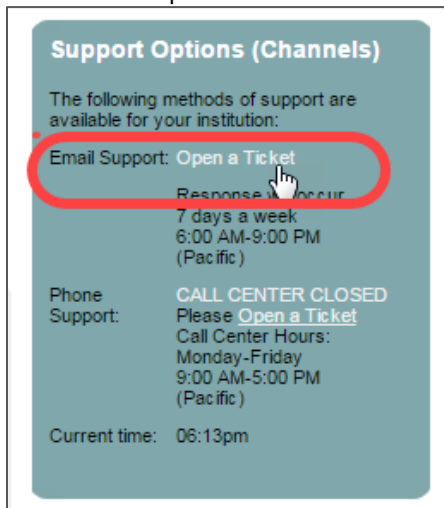


Figure 37: Opening a ticket via Online Course Support

3. eLearning Innovations phone support is also available Monday-Friday from 9am-5pm PST by calling 1-888-998-6010.