

Navigate Canvas

In this video, we will explore how to Navigate a Course in Canvas.

General Overview






- ☐ On the left side of the **Course Window**, you will see the **Course Navigation Pane**.
 - ✧ The **Course Navigation Pane** will probably be a little different for each of your courses.
 - ✧ Each instructor determines how they want the **Course Navigation** setup to look.
- ☐ Some courses may have links to Modules and other areas will have links to the course content on the Home Page. Each course should automatically open up to the Home Page.
 - ✧ The Home Page could have buttons that lead to the content in the course.
 - ✧ Click the buttons to access the content for the first Module in the course.
 - ✧ Look at the content in the course.
 - ✧ The underlined items indicate a link to other content.
 - ✧ After completing the content in this part of the Module, click the **Next** button to move to additional content.

Syllabus

The Syllabus helps your instructor communicate course expectations and information. The Syllabus is automatically populated by Assignments and Events in the course. Your instructor has the option to set the Syllabus to be the Home Page for the course.

- ☐ Click the link for the **Syllabus**.
- ☐ At the top of the page the course expectations and information pages of the Syllabus will display.
- ☐ Below the **Information Pages**, a list of the **Graded Assignments** for the course will display.
- ☐ The **Due Date** for the Assignment will appear on the left side.
- ☐ You can click on each of these items to go directly to the content.

Navigate Course

- ☐ Some of the courses will require you to navigate using the **Modules** link. All of the Assignments, Discussions, Quizzes, and other Course Items will appear as links under Modules.
 - ✧ Click the **Modules** tab.
 - ✧ The different icons indicate different types of Assignments.
 - * **Pages** - This is a good place for students to collaborate on projects or to figure out schedules for study sessions. Groups can use Pages to collaborate on documents, share content, or other educational resources. Faculty can use Pages to upload Assignments materials to such as an introduction to a course. 
 - * **Assignment** -The Assignments page shows all course Assignments, including Quizzes and Graded Discussions and how many points each is worth. 
 - * **Quizzes** - Quizzes in Canvas are assignments that can be used to challenge your understanding and assess comprehension of course material. 
 - * **Discussion** - Discussions can be created as an assignment for grading purposes or simply serve as a forum for topical and current events. They can also be created within student groups. 
 - * **Link to External URL** - There are external applications that faculty can add to a course. One of these apps is Turnitin an anti-plagiarism program. When an 

assignment is submitted using this app, a check is done to see if there are any matches to content on the Web or to other documents that have been submitted to Turnitin.

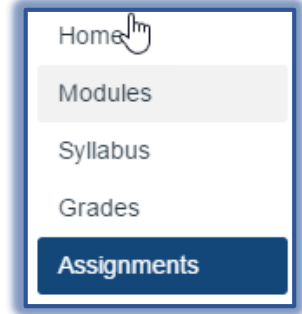
- ❑ Some courses will have links to Assignments, Discussions, and Quizzes, as well as a link to Modules. In these cases, you can choose which area you want to link to.

Assignments

Assignments consist of any content that is gradable. This could include Quizzes, Discussions, plus information about which Assignments need to be submitted to the instructor. Some instructors will hide this link and require you to click the Modules link to access your Assignment.

Remember, that instructors have different ideas of how a course should be arranged.

- ❑ Click the **Assignments** link in the **Course Navigation Pane**.
- ❑ A list of assignments will display.
- ❑ As explained earlier, each type of Assignment has a different icon.
- ❑ Some **Assignments** can be assigned to a different **Group** such as Quizzes or Discussions.
- ❑ Click the **Assignment**, such as **Canvas Interface**.
- ❑ An explanation of what is to be completed for this Assignment will display.
- ❑ Click the **Submit Assignment** button to submit the required document.
- ❑ There are different ways in which an Assignment can be submitted.
 - ✧ **Text Entry** – Requires you to add Content to the Rich Content Editor. This can be done through copying and pasting from Word or another word processing program or typing the text directly into the Editor.
 - ✧ **Website URL** – For this type of Assignment, you would provide a link to a website.
 - ✧ **File Upload** – With this option, you will be required to upload a file for the submission. Instructors might specify what type of file can be uploaded, such as a Word document or PDF file.
 - ✧ **Media Recordings** – This option allows you to upload an audio or video file.
 - ✧ **Turnitin External Tool** – Turnitin is a plagiarism tool that faculty and students have access to. There may be times when you will be asked to submit an Assignment using this feature.

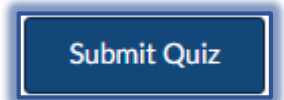
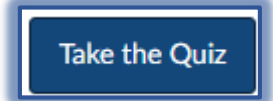
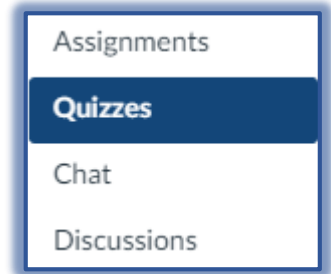


Quizzes

Quizzes are assignments that can be used to challenge your understanding of a particular concept and assess comprehension of course material. Instructors have the ability to create graded or ungraded quizzes and graded or ungraded surveys. All of these items function in the same way.

- ✚ A **Graded Quiz** is the most common type of quiz. It appears in the Syllabus and the Gradebook.
- ✚ A **Practice Quiz** is ungraded. It can be used as a learning tool to help you see how well you understand the course material. These types of quizzes do not appear in the Syllabus or Gradebook.
- ✚ A **Graded Survey** is a survey that your instructor wants to grade. Normally, students will receive a grade for completing the survey. Each question is not graded. These surveys will appear in the Syllabus and the Gradebook.
- ✚ An **Ungraded Survey** is a survey that is used to collect information only. A grade is not recorded for the responses. These surveys do not appear in the Syllabus or Gradebook.

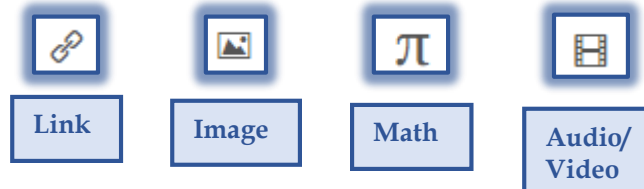
- Click the **Quizzes** link in the **Course Navigation Bar**.
- Click the **Quiz or Exam** that you need to complete.
 - ✧ If the Quizzes link is not available, click the Modules link.
 - ✧ A link to the Quiz or Exam will appear in the Module area for that week.
- The top of the window will show the Due Date, Points, Number of Questions, and the Time Limit for the Quiz or Exam.
 - ✧ Instructors can choose which options they want to allow for the quiz.
 - ✧ Therefore, they might be different for each course or quiz.
- Click the **Take Quiz** link.
 - ✧ Some quizzes will display all the questions at one time.
 - ✧ Others might display only one question at a time.
 - ✧ How the questions display is determined by the instructor.
- If the quiz is setup to display one question at a time, click the **Next** button to move to a different question.
- When you have finished the Quiz, click the **Submit Quiz** button.



Discussion

Canvas provides an integrated system for Class Discussions. This allows both instructors and students to start and contribute to as many discussion topics as desired. Discussions can be created as an assignment for Grading purposes. They can also serve as a forum for topical and current events. Discussions can also be created within student groups. They can be used to:

- ✦ Help students to start thinking about an upcoming Assignment or Class Discussion.
- ✦ Follow-up on a conversation or questions that began in a face-to-face classroom.
- ✦ Test student comprehension of important points in a class.
- ✦ Debate contradictory topics or ideas.
- ✦ Brainstorm different approaches to a class problem.
- Click the **Discussion** link in the **Course Navigation Pane**.
- A list of **Discussion Topics** will display.
- Click the **Discussion** that you are to respond to.
- Click the **Reply** button.
- Input your **Response** into the **Rich Content Editor**.
- The buttons on the **Toolbar** can be used to format the text in the discussion.
- To link to a Web site, click the **Link to URL** button.
- To insert an **Image**, click the **Embed Image** button.
- To insert a **Math Equation**, click the **Insert Math Equation** button.
- To **Record** an **Audio** or **Video** file, click the **Record/Upload Media** button.



- Click the **Post Reply** to post to and save the Reply.

Contact

- For questions about using Canvas, please access Help in Canvas or send a message to eLearning_support@sienaheights.edu or contact me directly at 517-264-7651.
- To access the Help area in Canvas, click the **Help** button in the **Global Navigation Pane**.
- In this area, you have the option of contacting Help by chat or phone, or by searching the Canvas Guides.

