

Instructions, Canvas: Basics II Workshop

Create a practice site

Use the following information in creating your practice site:

1. Name: practiceSite
2. Under settings, hide everything in Navigation Pane EXCEPT:
 - a. Home, Pages, Syllabus, Assignments, Grades

Verify that “People” has only YOU in the course.

Publish the course, and enter student view.

Managing Resources with “Pages”

Following the Detailed Instructions provided:

1. Upload the file materials.zip to the course site.
2. Create a page called “Week 1: Rachmaninoff”
 - a. **Embed** the image rachmaninoffPortrait.jpg in the Page.
 - i. Alt text: Portrait of Rachmaninoff
 - ii. 160 for first entry of dimension
 - b. **Write the prose:** “Listen to this historic recording of Rachminoff playing his own Prelude, op. 23, no. 5. Follow along with a score.”
 - c. **Link to the external website** for a Variations recording of the prelude with the text “historic recording”
(url for recording is in variationsLink.txt on desktop).
 - d. **Link to the Canvas course content** RachmaninoffOp23no5.pdf (in Files) with the text “a score” a hyperlink.
 - e. Publish the Page
3. Create a page called “Welcome Page”
 - a. **Embed** the image of a Week 1 button (there are two to choose from).
 - c. **Link to the Canvas course** Page “Week 1: Rachmaninoff” with the Week 1 button.
4. Make Welcome Page course site Home Page
 - a. Select “Welcome Page” as the Pages Front Page.
 - b. Choose Course Site Home Page, setting it to the Pages Front Page.

Creating Appointment Signups

Following the Detailed Instructions provided:

1. Create the Appointment Group “Practice Site Office Hours” in Scheduler
2. Select practiceSite in Calendar
3. Set date to Monday, February 22, and time range to 10-11:30am
4. Tell Canvas to divide the 1.5 hour office hour into 15-minute slots
 - i. BE SURE to click “Split” before Save or Save & Publish.

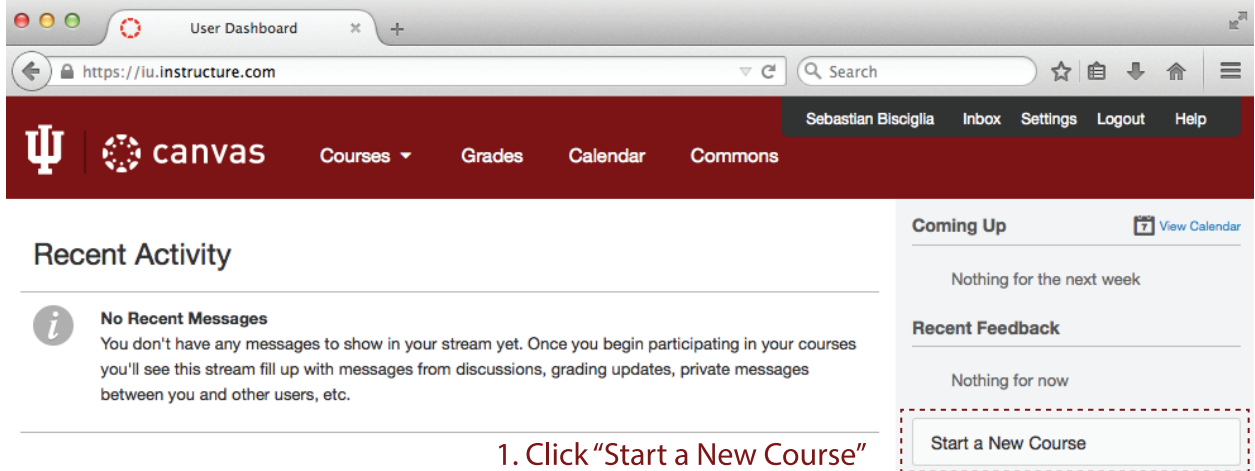
Assignments

1. Create Assignment #1, which asks students to upload a PDF of Rachmaninoff’s op. 23, no. 5.
2. Set due date to Friday, February 27, 5pm
3. Examine what happens in Calendar and Syllabus

Detailed Instructions for Canvas: Basics II Workshop

Creating a Practice Site

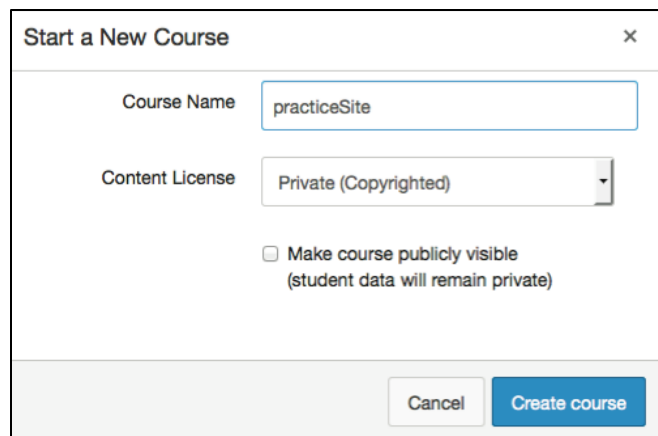
1. Click “Start a New Course” on the Canvas Landing Page. If you’re already logged in, Click on the IU Canvas logo in the top-left corner of your browser window.



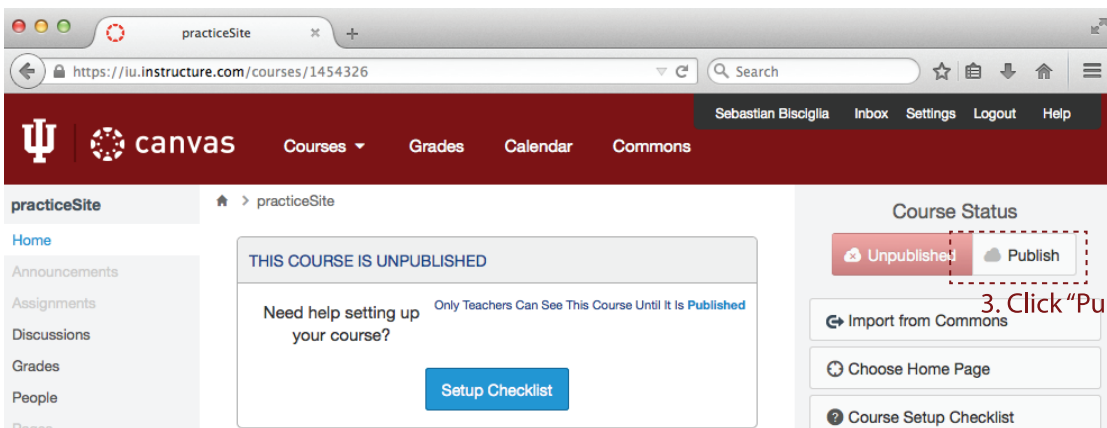
1. Click “Start a New Course”

2. Give your course a name in the pop-up window that opens.

Here I've used practiceSite, but anything goes.

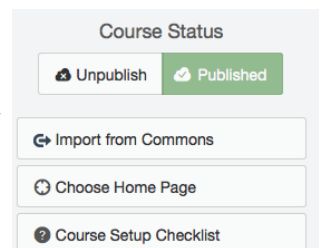


3. Click “Publish” on the newly created course site page. After the click, the “Publish” button will turn green and say “Published.”



After clicking

3. Click “Publish”



Uploading Files to a Course

1. Click “Files” in the course Navigation Pane.
2. Click “Upload”, and select the file(s) you wish to upload.
 - a. To upload a folder, or a combination of files and folders all at once, compress the items as a single .zip file, then click “Expand It” in the pop-up window that opens. Canvas will replicate the file/folder structure of the items you’ve zipped.

The screenshot shows the Canvas LMS interface. On the left is the course navigation pane for 'practiceSite', with 'Files' highlighted by a red dashed box and labeled '1. Click “Files”'. The main content area shows the 'Files' page for 'practiceSite', which is currently empty. A search bar and '+Folder' and 'Upload' buttons are visible. The 'Upload' button is labeled '2. Click “Upload”'. At the bottom, a storage usage indicator shows '0% of 4.3 GB used' and a link for 'All My Files'.

The screenshot shows a 'Zip file options' dialog box with a close button (X) in the top right corner. The text inside the dialog asks: 'Would you like to expand the contents of "materials.zip" into the current folder, or upload the zip file as is?'. At the bottom, there are two buttons: 'Expand It' and 'Upload It'. A red arrow labeled '2a.' points to the 'Expand It' button.

Creating a “Page”

1. Click on “Pages” in the course Navigation Pane.
NB. “Pages” is probably greyed out if this is the first Page you’re creating.
2. Click the blue “+ Page” button.

The screenshot shows a web browser window with the URL <https://iu.instructure.com/courses/1454326/pages>. The Canvas navigation pane on the left is highlighted, with the 'Pages' link selected and its text greyed out. A red dashed box is drawn around the 'Pages' link. In the main content area, there is a blue '+ Page' button. A red arrow points to this button with the text '2. Click '+ Page''. Below the button, there is a table header with columns for 'PAGE TITLE', 'CREATION DATE', and 'LAST EDIT'. The table body contains the text 'No pages created yet. Add one!'.

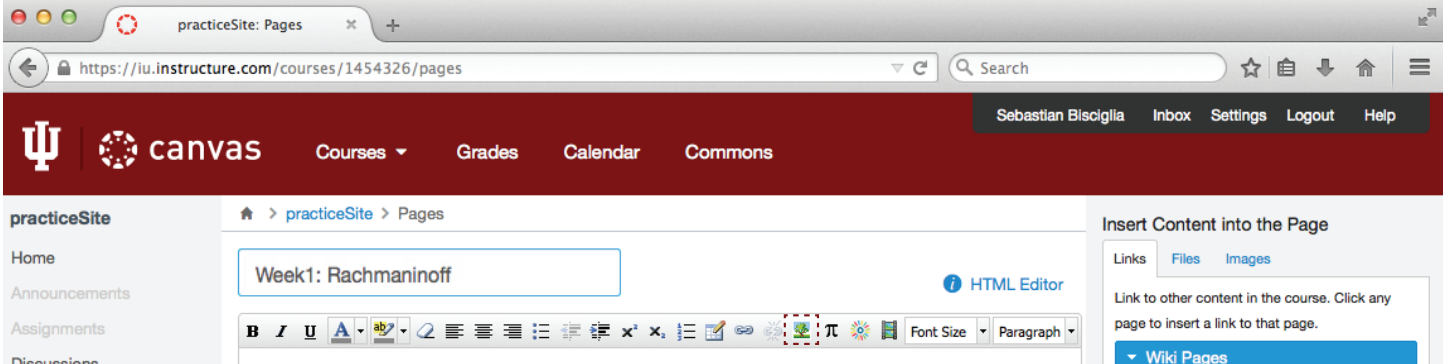
1. Click “Pages” (its font is currently greyed out)

3. In the page that opens, give the Page a title.
 - a. Here you’re working with the Canvas Editor. You’ll encounter this editor when creating other content too, like “Assignments” and “Quizzes.”

The screenshot shows the Canvas Editor interface. The page title field contains the text 'Week 1: Rachmaninoff'. A red arrow points to this field with the text '3. Give the Page a title'. The editor toolbar is visible, and the main content area displays 'This is the Canvas Editor'. On the right side, the 'Insert Content into the Page' sidebar is open, showing options for 'Links', 'Files', and 'Images'. Under the 'Links' section, there is a 'Wiki Pages' dropdown menu with a 'Link to a New Page' option.

Embedding Images

1. In the Canvas Editor, click the “Embed Image” Icon.



1. Click “Embed Image” icon

That boxed icon is small, here it is blown up:




2. In the pop-up window that opens, click the appropriate tab for the “Image Source.” Most often, the Image Source will be “Canvas” (i.e., files you’ve uploaded).
3. Under “Attributes” provide Alt Text and the dimensions for the image.
 - a. Alt Text is what a screen reader will speak to a visually impaired user.
 - b. The image dimensions are in pixels.

Insert / Edit Image ✕

Image Source 2. Click the appropriate tab for the image’s source

URL Canvas Flickr

▼ Course files

- ▶ weekButtons
-  rachmaninoffPortrait.jpg
- ▶ My files

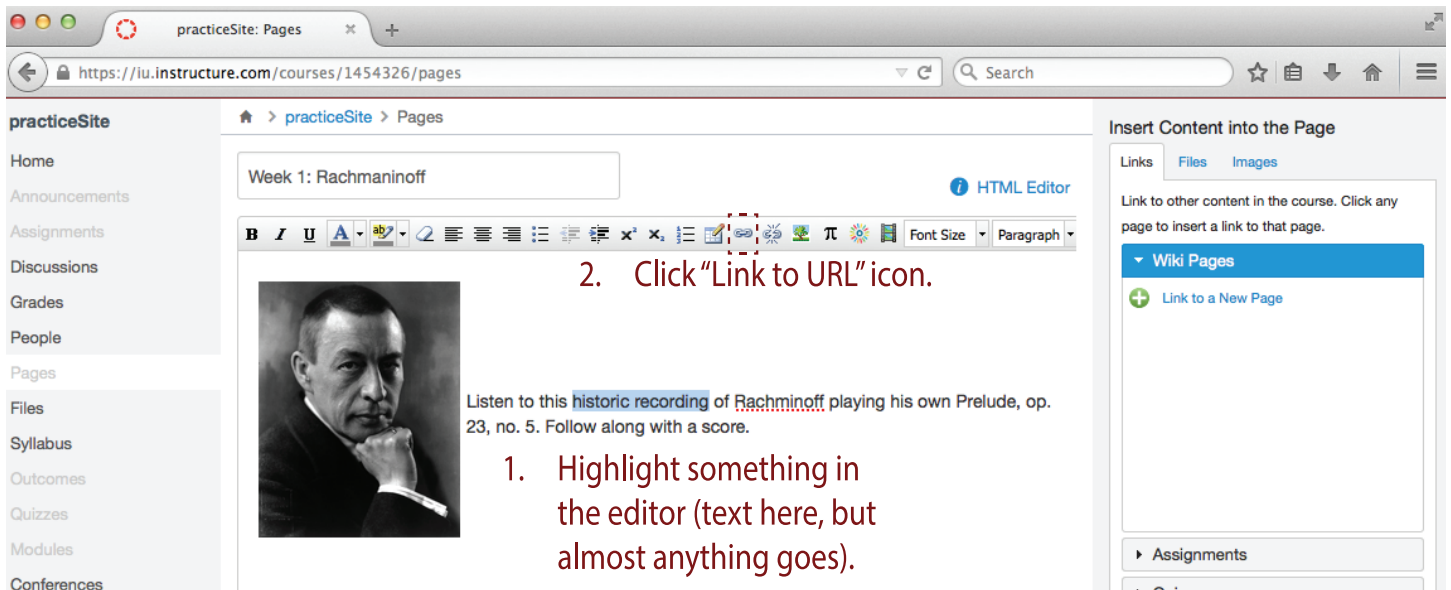
Attributes 3. Fill out the Alt Text and dimensions for the image.

Alt text
Describe the image to improve accessibility

Dimensions x
Aspect ratio will be preserved

Linking to an External Website

1. Highlight something in the Canvas Editor.
 - a. In the screenshot below, prose is highlighted, but you can highlight pretty much anything that appears (e.g., Rachmaninoff's headshot).
2. In the Canvas Editor menu, click the "Link to URL" icon in the Canvas Editor.
3. In the pop-up window that opens (not shown here), input the desired web address (URL).



The screenshot shows the Canvas LMS interface. The main content area is titled "Week 1: Rachmaninoff" and contains a black and white portrait of Sergei Rachmaninoff. Below the portrait, the text "Listen to this historic recording of Rachminoff playing his own Prelude, op. 23, no. 5. Follow along with a score." is highlighted in blue. The HTML Editor toolbar is visible above the text, with the "Link to URL" icon (a chain link) highlighted by a red dashed box. The sidebar on the right is titled "Insert Content into the Page" and has tabs for "Links", "Files", and "Images". Under the "Links" tab, there is a section for "Wiki Pages" with a "Link to a New Page" option.

2. Click "Link to URL" icon.

1. Highlight something in the editor (text here, but almost anything goes).

That boxed icon is small, here it is blown up:



Linking to Other Canvas Course Site Content

1. Highlight something in the Canvas Editor.
 - a. In the screenshot below, prose is highlighted, but you can highlight pretty much anything that appears (e.g., Rachmaninoff's headshot).
2. Under "Insert Content into the Page" on the right, choose the content to which you are linking.
 - a. "Links" allows you to connect to other locations within Canvas (e.g., another Page, an Assignment, etc.).
 - b. "Files" and "Images" allow you to link to files; "Images" displays only image files (e.g., .jpg, .png) and embeds them into the page.
 - i. If the file you're linking to or embedding hasn't been uploaded to your Canvas site already, it will get uploaded now.

2. Find the Canvas Content you're looking for here

1. Highlight something in the editor (text here, but almost anything goes).

Choosing the Pages Front Page

The Front Page is the Page that automatically loads when a student clicks on “Pages.”

1. Click “Pages” in the course Navigation Pane.
2. Click the gear icon on the Page you wish to make the Front Page.
3. Select “Use as Front Page” from Drop-down menu.

The screenshot shows the Canvas LMS interface for a course named 'practiceSite'. The left navigation pane has 'Pages' highlighted with a red dashed box and labeled '1. Click "Pages"'. The main content area shows a table of pages with columns for 'PAGE TITLE', 'CREATION DATE', and 'LAST EDIT'. Two pages are listed: 'Week 1: Rachmaninoff' and 'Welcome Page'. A red arrow points to the gear icon next to the 'Welcome Page' row, labeled '2. Click the gear icon next to the desired page'. A dropdown menu is open for the 'Welcome Page', showing options: 'Edit', 'Delete', 'Use as Front Page' (highlighted in blue), and 'Share to Commons'. A label '3. Select "Use as Front Page" from drop-down menu' points to the 'Use as Front Page' option.

After setting the Pages Front Page, it will be identified as such in the list view of pages.

The screenshot shows the same Canvas LMS interface, but now the 'Welcome Page' is identified as the front page. In the page list, the 'Welcome Page' row has a 'Front Page' badge next to it. The 'Week 1: Rachmaninoff' page is still listed above it.

Choosing the Course Site Home Page

1. Click “Home” in course Navigation Pane.
2. Click “Choose Home Page” in the right-hand Sidebar.

The screenshot shows the Canvas LMS interface for a course site named 'practiceSite'. The browser address bar shows 'https://iu.instructure.com/courses/1454401'. The top navigation bar includes the Canvas logo, 'Courses', 'Grades', 'Calendar', and 'Commons'. The user's name 'Sebastian Blisciglia' and links for 'Inbox', 'Settings', 'Logout', and 'Help' are visible. The left sidebar contains a navigation menu with 'Home' highlighted and a red dashed box around it. The main content area shows 'Recent Activity in practiceSite' with a message: 'No Recent Messages. You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.' The right sidebar contains 'Course Status' (Unpublish/Publish), 'Import from Commons', 'Choose Home Page' (highlighted with a red dashed box), 'Course Setup Checklist', 'New Announcement', and 'View Course Analytics'. A 'Coming Up' section with a 'View Calendar' link is also present.

3. In the pop-up window that opens, select the desired option (here I have chosen Pages Front Page; notice that Canvas tells you what the current Front Page is, i.e., “Welcome Page”).

The screenshot shows a pop-up window titled 'Choose Home Page' with a close button (X) in the top right corner. The window contains the instruction: 'Select what you'd like to display on the home page.' Below this are five radio button options: 'Course Activity Stream', 'Pages Front Page' (which is selected and has 'Welcome Page [Change]' next to it), 'Course Modules', 'Assignments List', and 'Syllabus'. At the bottom of the window are two buttons: 'Cancel' and 'Save'.

Creating Sign Ups With Scheduler

1. Click “Calendar” in the Canvas menu.
2. Click “Scheduler” within the Calendar.
3. Click “Create and appointment group” within the “Scheduler” view

2. Click “Scheduler”

1. Click “Calendar”

3. Click “Create an appointment group”

4. In the pop-up window that opens, fill in the details as desired.
 - a. “Calendar” is where you select the course in which you want to create sign ups.
 - b. You MUST click “Split” in order to divide the date/time ranges into slots of the desired length.

4a. “Calendar” is where you select the course you want to create sign ups in.

4b. You MUST click split to divide the date and time ranges.

Save Save & Publish