



Welcome to UMary Canvas:

What is Canvas?

A learning management system (LMS). A software application for the administration, documentation, tracking, reporting and delivery of electronic educational technology (also called e-learning) education courses or training programs.

Canvas is a way to simplify teaching and learning by connecting all the digital tools teachers use in one easy place.

The University of Mary has committed to using Canvas in **all** classes.

The University of Mary requires **Syllabus, Handouts, Assignments, Attendance** (2 weeks at least), and **Grades** to be available to students in Canvas.

1. How do I access UMary Canvas?

<http://my.umary.edu>

Direct link: <http://canvas.umary.edu>

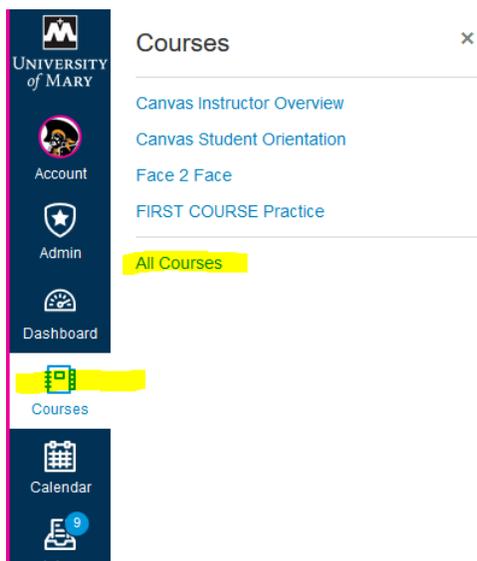
2. WHAT IS MY LOGIN?

Username = complete email address

Password = UMary email password

Problems with Login contact UMary Helpdesk 701-355-3711 7am=7pm Mon-Fri

3. WHERE ARE MY CLASSES?



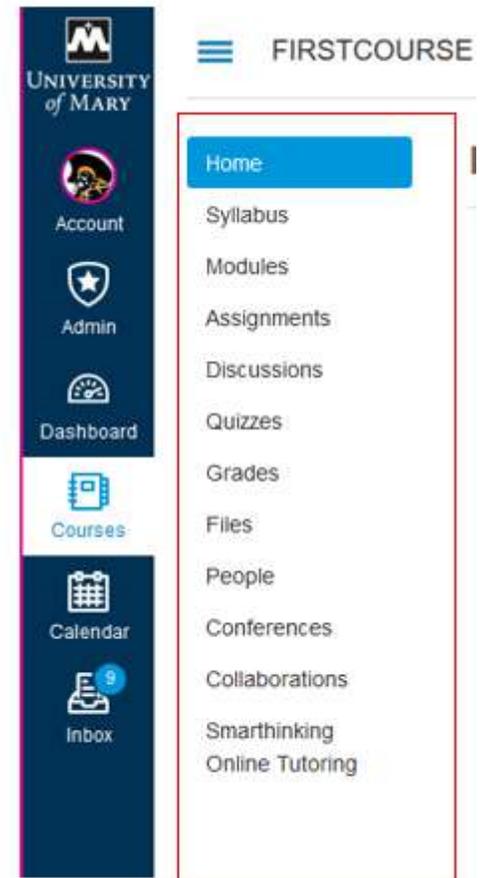
Click Courses link on left.

[Global Navigation Menu Guide](#)

4. HOW DO I NAVIGATE MY COURSE SITE?

Single left-click any of the links on the left-hand Course menu (pictured here at right in Red) to navigate to various areas of a specific course site.

[Using Course Navigation Menu guide](#)



[Using the Course Home Page guide](#)

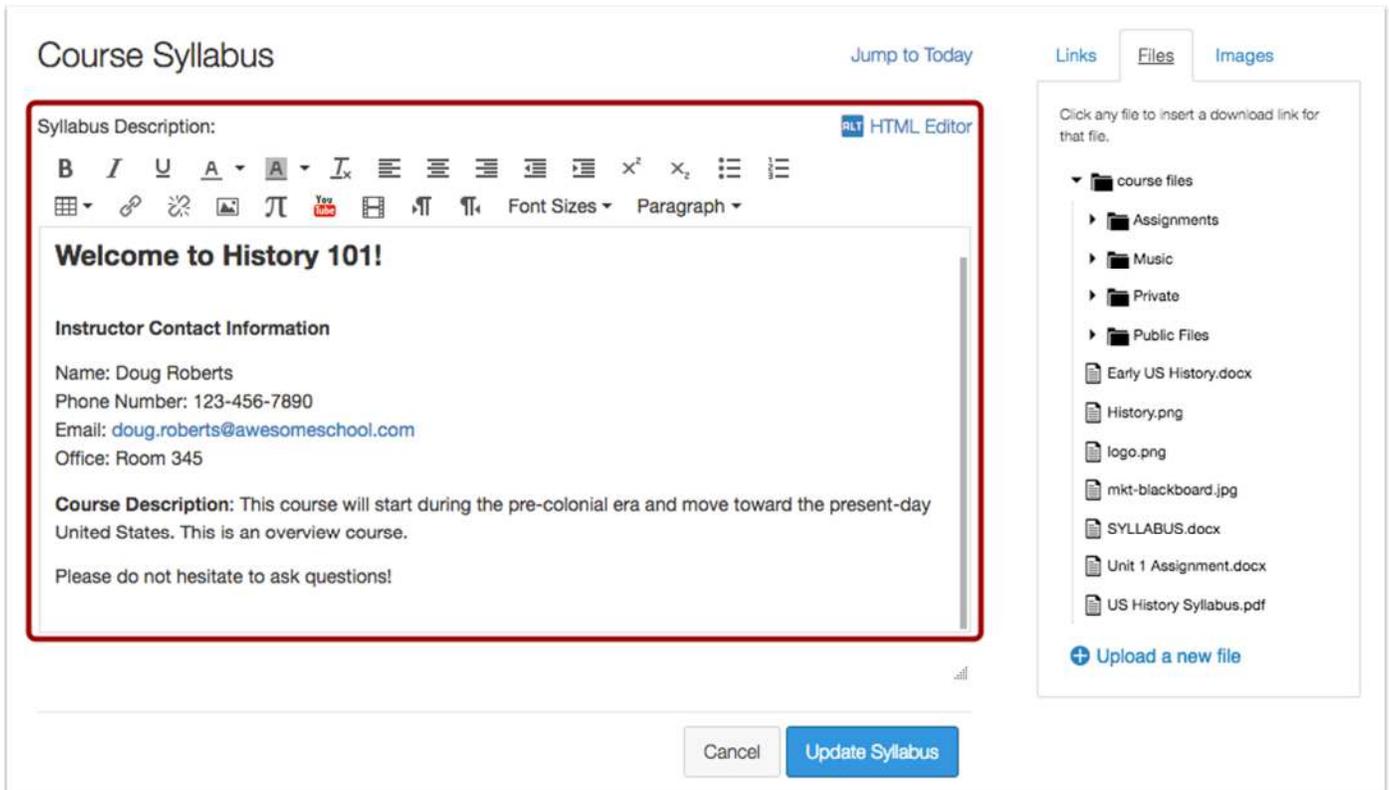
(See below)

A screenshot of a course home page for HIST-101. The page is titled 'History 101' and features a large image of the United States Capitol building. The page is divided into three main sections: a left-hand navigation menu, a central content area, and a right-hand sidebar. The left-hand navigation menu (labeled '1') includes links for Home, Announcements, Assignments, Discussions, Modules, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Attendance, Conferences, Collaborations, Chat, and Settings. The central content area (labeled '2') has a title 'History 101' with 'Edit' and 'Settings' icons. Below the title is a large image of the US Capitol with the text 'Welcome to US History!'. Underneath the image, it says 'This course will help you understand the beginnings of the history of the United States. You will want to start in the Introduction Module.' The right-hand sidebar (labeled '3') contains a 'Choose Home Page' button, 'View Course Stream', 'Course Setup Checklist', 'New Announcement', and 'View Course Analytics'. Below these are 'To Do' items: 'Grade Unit 2 Discussion' (15 points, Feb 4 at 11:59pm), 'Grade Peer 1' (10 points, May 16 at 11:59pm), and 'Grade Revolutionary War' (20 points, May 16 at 11:59pm). At the bottom of the sidebar, it says 'Coming Up' with a 'View Calendar' button and 'Nothing for the next week'.

5. HOW DO I EDIT THE SYLLABUS DESCRIPTION IN MY COURSE?

Note: Your Syllabus may already be added to your course.

Click Syllabus link on left navigation of page. Editing the Syllabus allows you to add text and link files, images, and other course content in your Syllabus Description. Click Edit in upper right corner of page.



The screenshot shows the "Course Syllabus" editor interface. On the left, a navigation menu is visible. The main content area is titled "Course Syllabus" and contains a "Syllabus Description" field. This field is highlighted with a red border and contains the following text:

Welcome to History 101!

Instructor Contact Information

Name: Doug Roberts
Phone Number: 123-456-7890
Email: doug.roberts@awesomeschool.com
Office: Room 345

Course Description: This course will start during the pre-colonial era and move toward the present-day United States. This is an overview course.

Please do not hesitate to ask questions!

On the right side of the editor, there are tabs for "Links", "Files", and "Images". The "Files" tab is active, showing a list of files and folders:

- course files
 - Assignments
 - Music
 - Private
 - Public Files
- Early US History.docx
- History.png
- logo.png
- mkt-blackboard.jpg
- SYLLABUS.docx
- Unit 1 Assignment.docx
- US History Syllabus.pdf

At the bottom of the editor, there are "Cancel" and "Update Syllabus" buttons.

6. HOW DO I SET UP MY ASSIGNMENTS & GRADEBOOK?

Home
Announcements
Assignments
Discussions
Grades
Syllabus
Quizzes

A quirk of Canvas is that what shows up in “GRADES” is driven by what you setup in the course’s “ASSIGNMENTS” area.

- Click “Assignments” on the left hand course menu
- Click the blue “+Assignment” button at the top right
- Click the “Assignment Name” box and enter the Assignment’s Name

[Assignments Overview Video \(7 min\)](#)

Assignment Details guide



Click the **Edit** button.

Edit Assignment Details

A screenshot of the Canvas Assignment Details editor. At the top, there is a "Published" status indicator and a menu icon. Below this is a text field for the assignment name, currently containing "Historical Video Assignment". Underneath is a rich content editor with a toolbar and a text area containing the assignment description. To the right is a sidebar with tabs for "Links", "Files", and "Images", and a list of course resources. At the bottom, there are fields for "Points" (set to 25), "Assignment Group" (set to "Assignments"), and "Display Grade as" (set to "Complete/Incomplete").

Type the assignment title in the Assignment Name field [1]. If you created your assignment as an assignment shell, this field will be populated for you, but you can change it if necessary.

Use the Rich Content Editor to add images, text, links, equations, or insert media [2]. Use the Content Selector in the Sidebar to link to or upload course resources, including files and images [3].

Note: The Rich Content Editor includes a word count display below the bottom right corner of the text box.

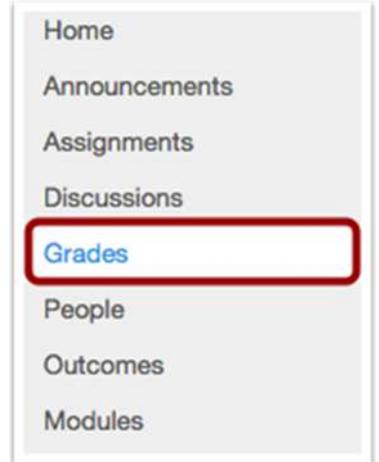
7. HOW DO I USE THE GRADEBOOK?

[Gradebook guide](#)

[NEW Gradebook video \(6 min\)](#)

After you have saved and published your assignments, you can then click “GRADES” on the left hand course menu and find all the grade columns you have entered for your assignments.

You can then click on any student’s row in an assignment grade column and enter their score. You can then hit enter to record the score and move down to the next student for that assignment.



Student Name	Secondary ID	Assignment #1 Out of 10
Emily Boone Documentation Sandbox	emily.boone.canva...	10
Jessica Doe Section 3	jessica.doe.canvas...	-
Max Johnson Section 3	max.johnson.canv...	10
Bruce Jones Section 3	bruce.jones.canvas...	9
Chief Pearson Documentation Sandbox	the.chief.canvas@g...	-
Jane Smith Documentation Sandbox	jane.smith.canvas...	9.5

History 101 > Grades

Individual View Showing All Sections

All Grading Periods Filter by student name or secondary ID Import Export

Student Name	Secondary ID	Introduce Yourself Out of 15	Unit 1 Assignment Out of 25	Unit 1 Quiz Out of 10	Unit 2 Discussion Out of 15	Unit 2 Assignment Out of 10	Unit 2 Quiz Out of 5	History Assignment #2 Out of 15	M
Emily Boone History 101	emily.boone.canvas	13	21	7		9	1	15	
Max Johnson History 101	max.johnson.canva	15	23	6	-	-	-	25	
Joe Rogers History 101	joe.rogers.canvas@	12	20	5	-	-	-	28	
Nora Sanderson History 101	nora.sanderson.car	12	19	9	-	-	-	-	
Jane Smith History 101	jane.smith.canvas@	15	23	8	-	-	-	30	

8. HOW DO I UPLOAD FILES SO I CAN SHARE CLASS MATERIAL WITH STUDENTS?

You can make any of your electronic class files available to your students via the **"FILES"** area on the left hand menu of your Canvas course.

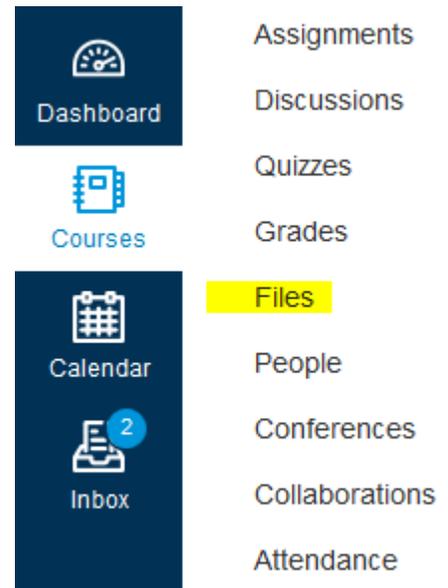
You can either:

-CLICK & DRAG any file from your computer to the RIGHT_HAND box of the FILES window.

or

-Click the blue "UPLOAD" button at the top right of the FILES screen & browse to select a file on your computer

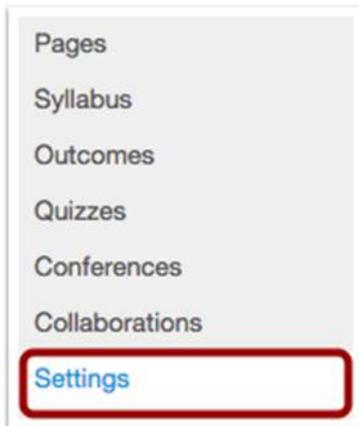
[Add Files video \(6 min\)](#)



The screenshot shows the 'Files' page for course H8ST-101B. At the top, there is a search bar and two buttons: '+Folder' and 'Upload' (highlighted with a red box). Below the search bar is a sidebar with a tree view showing 'History 101' with sub-items 'Assignments', 'Public Files', and 'Quiz Files'. The main area displays a table of files and folders.

Name	Date Created	Date Modified	Modified By	Size	
Assignments	Feb 6, 2014	Dec 19, 2014		--	📁
Early US History.docx	Apr 10, 2013	Jan 9, 2015		36 KB	📄
Public Files	Feb 6, 2014	Dec 19, 2014		--	📁
Quiz Files	Tuesday	Tuesday		--	📁
Unit 1 Assignment.docx	Jul 3, 2014	Tuesday		73 KB	📄
assignment.docx	10:55am	10:55am	Doug Roberts	166 KB	📄
commentstostudent.doc	10:56am	10:56am	Doug Roberts	24 KB	📄

9. HOW DO I HIDE OTHER TOOLS I'M NOT READY TO USE YET?



You will probably want to Keep it Simple for you and your students and “HIDE” from students Canvas course areas/tools you are not ready to use or make available to them yet.
To customize your Canvas course menu,
-Go to left hand menu’s “Settings”



Click the “Navigation” Tab

-EITHER Click And Drag an item (1) BELOW the “Drag an item here to hide them from students” (3)

or

-Click the “gear” icon to the right of an item (4) and select “Disable”

-When done, Click the blue “SAVE” button (5)

Drag and drop items to reorder them in the course navigation.

1	Home	⚙️
	Announcements	⚙️
	Assignments	⚙️
	Discussions	⚙️
	Grades	⚙️
	Collaborations	⚙️
	Syllabus	⚙️
	Quizzes	⚙️
	Modules	⚙️
	Pages	⚙️
	Conferences	4 ⚙️

Drag items here to hide them from students.
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

3	People	⚙️
2	Files	⚙️
	Outcomes	⚙️

Save 5

Important: Do NOT Drag ATTENDANCE below to

“Drag an item here to hide them from students” (3)

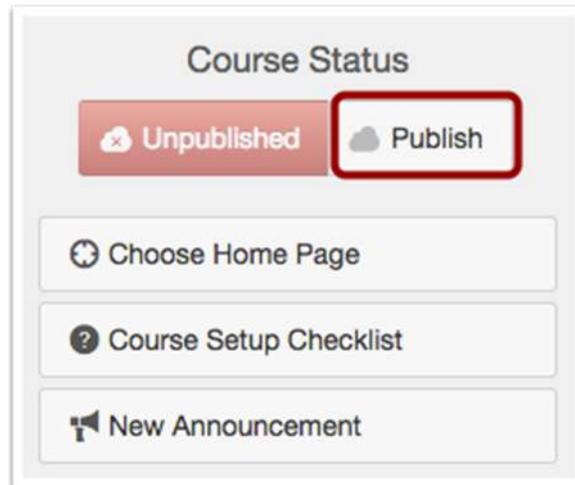
You will “hide” it from yourself.

[How Do I Hide and Reorder Course Navigation Links guide](#)

10. WHEN DO STUDENTS GET ACCESS TO MY COURSE?

Students are “auto-magically” added to your Canvas course as they enroll, **BUT** they will not know or see anything about your course until...

A) You “PUBLISH” the Course to them via the “PUBLISH” button on the course Home page



[How do I Publish a Course?](#)

AND

B) It is after the default Term Start Date (12:01 am the day the semester starts)

EARLY “VIEW ONLY” ACCESS ONLY TO COURSES FOR STUDENTS:

Instructors have the ability to open individual courses prior to published start date for student viewing only. *

By default, courses are not visible to students until the conditions above are met. However, an instructor may remove the default under the “Settings” tab which will allow students to “view only” prior to course start and to participate fully once official term date arrives.

1. Click Settings tab on left navigation
2. Uncheck “Restrict Students from Viewing the Course Early”

(See below)

- Dashboard
- Courses
- Calendar
- Inbox

Settings

Join the [Canvas Translation Community](#)

This will override any user/system language preferences. This is only recommended

File Storage: megabytes

Turnitin Comments: these comments will be shown to students when submitting a Turnitin-enabled assignment

Grading Scheme: Enable course grading scheme

[view grading scheme](#)

License

?

Visibility:

- Make the syllabus for this course publicly visible
- Make this course publicly visible (student data will remain private)
- Make this course visible to authenticated users
- Include this course in the public course index

- Restrict students from viewing course after end date
- Restrict students from viewing course before start date

*Please note your Department may have a policy about opening courses early. Please consult with your Chair or Dean before allowing early student viewing.