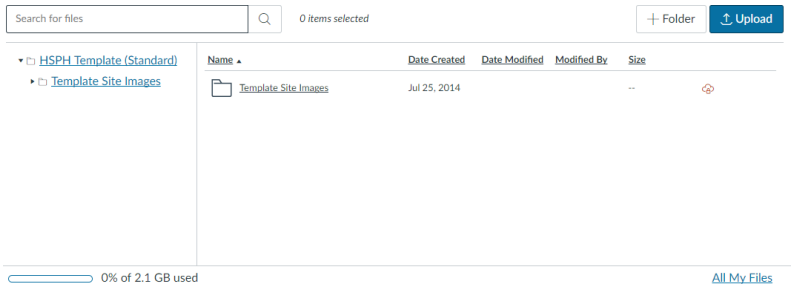
Quick Guide for Canvas Set-Up

Do you need to set-up your course's Canvas page? This 10-step quick start guide should help get you up and running with Canvas. For maximum success, use the Canvas template provided by Academic Technology.

1. Access

- Access Canvas directly at http://canvas.harvard.edu or through https://my.harvard.edu

2. Files

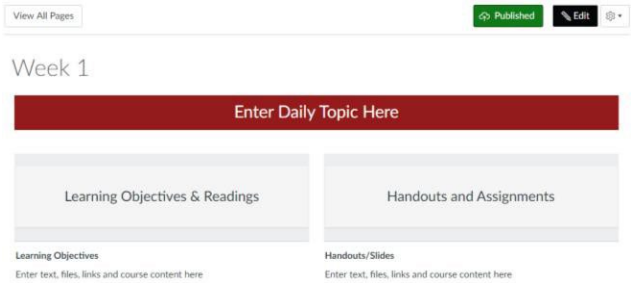


- Create folders using the Folder button to organize content
- Drag and drop, or use the Upload button, to import content
- Publish/Unpublish files to toggle student/admin availability (by default, files are hidden from students)
- E-mail mets@hsph.harvard.edu to request more space

3. Syllabus

- Put a downloadable version of the syllabus in the Syllabus link on the left hand navigation

4. Page Content

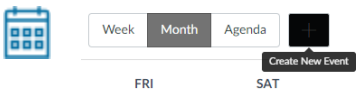


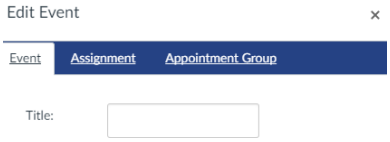
- Use the Edit button on a page to edit topics, learning objectives, readings, and other text, files, and links

5. Discussions and Assignments

- Add discussions and assignments from the corresponding links in the left hand navigation
- Note:
    - Assignments can include submitted content (files, images, text, URLs, etc.), quizzes, and discussions
    - Quizzes and discussions can be graded or ungraded

6. Calendar





- Use the calendar icon in the left navigation (followed by the + sign) to:
  - Quickly build out the course with basic assignment information and events which can include readings or special notifications
  - Schedule office hours, student group appointments, and events through Appointment Groups
- Note:
  - The TA role does not allow an individual to add to the Calendar
  - Anything that appears in Calendar will also appear on the Syllabus page

7. Notifications

- Visit https://canvas.harvard.edu/profile/communication to check and change your settings regarding the mode and frequency you receive information from Canvas; at a minimum, keep notifications
- Note:
  - Users receive everything by default – at a minimum, keep notifications for Communications and Announcements

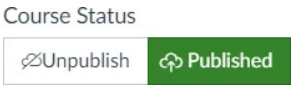
8. People

- Use the Manage Course link in the left navigation (followed by Manage People) to add guests, auditors, and admins. Follow the steps in "Manage People" section.
- Note:
  - Course Heads and TAs in my.harvard, and students officially enrolled via my.harvard are automatically added to Canvas
  - "Prospective students" are added during the course selection period and will be able to view course content
- Using Project Groups in your course? Set provide a space where group members can work together on group projects and assignments. Read about student groups.

9. Communication

- Communicate with students using the following tools:
  - Announcements: One way communication from faculty/staff to students
  - Conversations (via Inbox): Built-in Canvas messaging system
  - Course E-mailer: Email list for the course and the only way to communicate to students before a course is published; email mets@hsph.harvard.edu to enable this feature

10. Publish



- Remember to publish the course to make it available to students

Resources and Training

- Click Help in the bottom left corner of any Canvas page for 24x7 support by chat, e-mail, and phone
- Email the Media and Educational Technology team at mets@hsph.harvard.edu with any questions or to set up a training or course consultation
- Visit the Harvard Chan School's Canvas page for the latest updates at http://hsph.me/canvas