

Introduction to Canvas

Welcome



COURSE INFO



MODULES



DISCUSSIONS



GRADES



NEED HELP

THE CITADEL

CENTER FOR EXCELLENCE AND INNOVATION
IN TEACHING, LEARNING
AND DISTANCE EDUCATION

March 2020

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Visit Canvas Online at: www.citadel.instructure.com

Canvas also has both instructor and student apps available for Android and IOS.



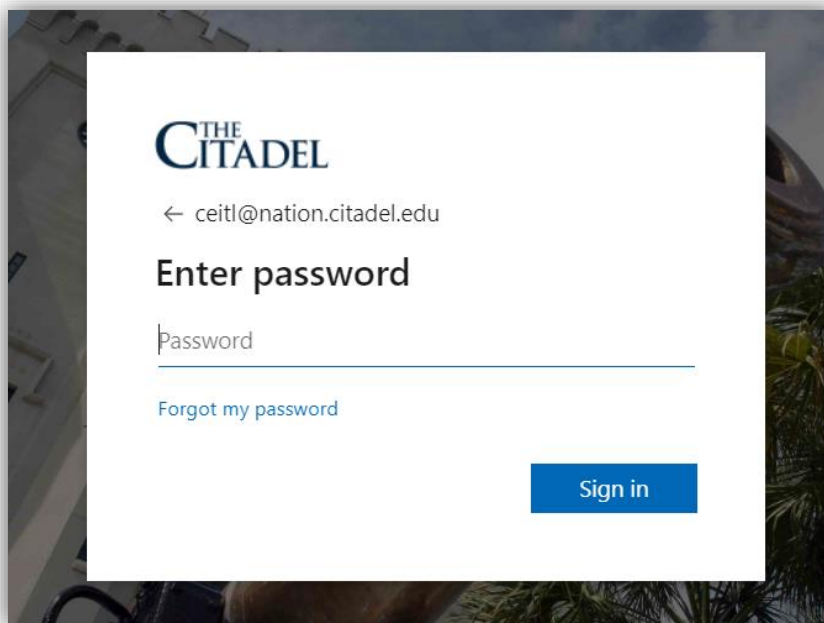
https://play.google.com/store/apps/details?id=com.instructure.teacher&hl=en_US
<https://apps.apple.com/us/app/canvas-teacher/id1257834464>

Logging In

1. Open your web browser. Chrome and Firefox are the Canvas recommended browsers. Microsoft Edge, Safari and Internet Explorer are not recommended.
2. In the web address bar, type in citadel.instructure.com or [click here](#)
3. Type in your Lesesne Gateway username, adding on: **@nation.citadel.edu** (see example below)



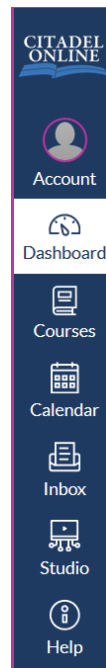
4. Click **Next**
5. Type in your Lesesne Gateway Password



6. Click **Sign in**

Navigation

Global Navigation Menu



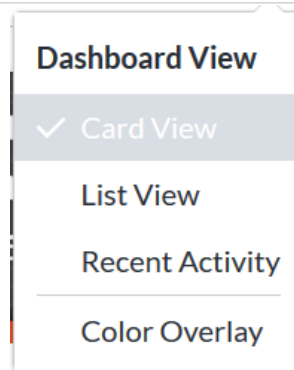
This menu is something you'll see everywhere in the Canvas system.

Using the Global Navigation, you can jump straight to your courses, your inbox, and more.

Dashboard



Dashboard



The Dashboard is the default landing page in Canvas.

In the Dashboard you can select the three vertical dots to customize how you view your landing page and add color overlays.

Course Cards

The Course Cards on your Dashboard show your current courses.

Dashboard



The icons at the bottom of the cards indicate the recently added/changed items within the course (e.g., Assignments, Discussions, Course Files, etc.).

Course Card Options





Course Cards—options denoted by three vertical dots in the upper-right corner of the card—allow users to customize their Dashboard by nicknaming or color-coding their courses.

Note: Customizations are unique to each user and will not change nicknames or colors on the student dashboard.

Coming Up

Coming Up [View Calendar](#)

 **Assignment #02**
Ruby Programming 002 (Spring 2018)
0 points • Sep 5 at 5pm

 **Test #05**

The Coming Up section lists upcoming assignments and events from calendars in all currently enrolled courses.

Publishing your Course

All courses are unpublished by default.

<p>Course Status</p> <p><input type="radio"/> Unpublish <input checked="" type="radio"/> Published</p> <p>Import from Commons</p> <p>Choose Home Page</p> <p>View Course Stream</p> <p>New Announcement</p> <p>Student View</p> <p>New Analytics</p> <p>Coming Up View Calendar</p> <p>Nothing for the next week</p>	<p>Course Status</p> <p><input type="radio"/> Unpublished <input checked="" type="radio"/> Publish</p> <p>Import from Commons</p> <p>Choose Home Page</p> <p>View Course Stream</p> <p>New Announcement</p> <p>Student View</p> <p>New Analytics</p> <p>Coming Up View Calendar</p> <p>Nothing for the next week</p>
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Click publish to make course available to students.

Click **Student View** in order to get the student's perspective.

You must “publish” your class prior to the first day of classes in order for it to become available to students.

Note: Published content will not be available to students until the official course start date, as determined by the Registrar.

Template

The Citadel Canvas template will automatically be applied to all courses. The template is designed to meet Quality Matters standards and to provide a cohesive structure for all Citadel courses.

The template includes the following sections:

- Course Info: links to the Start Here page (requires personalization)
- Modules: links to the Modules page
- Discussions: links to the Discussion page
- Grades: links to the Grades page
- Need Help: links to the Need Help page (do not delete)

The screenshot displays the 'Citadel Canvas Template' interface. On the left is a navigation menu with the following items: Home, Start Here!, Announcements, Syllabus, Modules, Assignments, Discussions, Grades, New Analytics, Outcomes, Studio, Quizzes, People, Conferences, Collaborations, and Files. The main content area features a 'Welcome' header above a large photograph of a white, castle-like building with a central tower, surrounded by green trees and a lawn. Below the photo is a blue navigation bar with five icons and labels: 'i' for 'COURSE INFO', a pencil for 'MODULES', two speech bubbles for 'DISCUSSIONS', a checkmark for 'GRADES', and a question mark for 'NEED HELP'. In the top right corner of the interface, there are 'Edit' and menu icons.

Syllabus

Course Syllabus [Jump to Today](#) [Edit](#)

[Sample Online Syllabus Fall 2019 10.1.2019.docx](#)
[Minimize File Preview](#)

Page < 1 > of 5 | — ZOOM +

Course Title (Instructor Name)

Course Prefix and Number: Course Title
Semester/Term
Credit Hours

Instructor:
Office: Instructor's Office Number
Office Hours: Date/Time of Office Hours

Class Time(s): Online
Phone: Instructor's office phone number
Email: Instructor's email address

March 2020

23	24	25	26	27	28	29
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Course assignments are not weighted.

The Syllabus section of Canvas is dedicated solely to the course syllabus.

To upload a syllabus to the course:

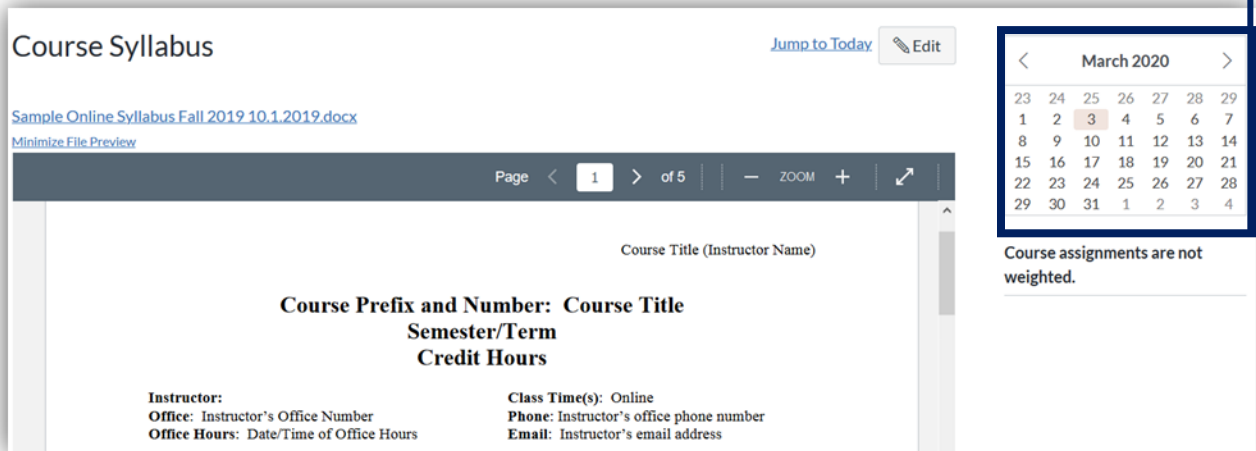
1. Navigate to the course that you'd like to add your syllabus file to.
2. In the Course Navigation Menu, click on **Syllabus**.
3. Click on the **Edit** button.
4. In the **Syllabus Description** textbox, type a name for your syllabus. This will be the title of the syllabus that the students will see and click on to download.
5. Next, click and drag over the syllabus name that you just typed to highlight that text.
6. In the **Content Selector**, click on the **Files** tab, then click on **+ Upload a new file** link. A **Choose File** button will appear.
7. Click on the **Choose File** button. An open file dialog window will pop up, showing you all of the files on your computer.
8. In the file dialog window, navigate to the folder that has your syllabus file, then click on the syllabus file.
9. Click the **Open** button.
10. Click the **Upload** button. Notice that as you do this, the text you highlighted will briefly flash a golden color, and the text has been turned into a link to your uploaded syllabus file.
11. If you would like your syllabus to be displayed in the description box, hover your mouse over the link you just created. Click the **Options** button and select **Automatically open an in-line preview**.
12. Click the **Update Syllabus** button.

The Course Syllabus section includes a Course Summary feature that is automatically generated from all course activities (assignments, graded discussions, quizzes, etc.). It is sorted by due date. Assignments that do not have a due date will appear at the end of the summary in alphabetical order.

Course Summary:

Date	Details
	 Group Discussion: [Title Here]
	 Individual Assignment: [Title Here]
	 Quiz: [Title Here]

This section also includes a current snapshot of the calendar. The calendar spans across all enrolled courses and displays upcoming events and assignments.



The screenshot displays the 'Course Syllabus' interface. At the top left, the title 'Course Syllabus' is shown. To the right are links for 'Jump to Today' and 'Edit'. Below the title, a document viewer shows a file named 'Sample Online Syllabus Fall 2019_10.1.2019.docx' with a 'Minimize File Preview' link. The document viewer includes a navigation bar with 'Page < 1 > of 5' and zoom controls. The main content area displays course information: 'Course Title (Instructor Name)', 'Course Prefix and Number: Course Title', 'Semester/Term', and 'Credit Hours'. Below this, instructor details are listed: 'Instructor:', 'Office: Instructor's Office Number', 'Office Hours: Date/Time of Office Hours', 'Class Time(s): Online', 'Phone: Instructor's office phone number', and 'Email: Instructor's email address'. On the right side, a calendar for 'March 2020' is displayed, showing dates from 1 to 31. A blue box highlights the calendar, and a note below it states 'Course assignments are not weighted.'

Modules

Modules allow instructors to organize and control the flow of course content by week, unit, topic or outcome. Modules essentially create a one-directional linear flow of what students should do in a course.

Each module contains files, discussions, assignments, quizzes, and other learning materials. Module items can be added to the course from existing content or by creating new content pages within the modules. Modules and their elements are organized using the drag and drop feature.

Within Course Modules, you can:

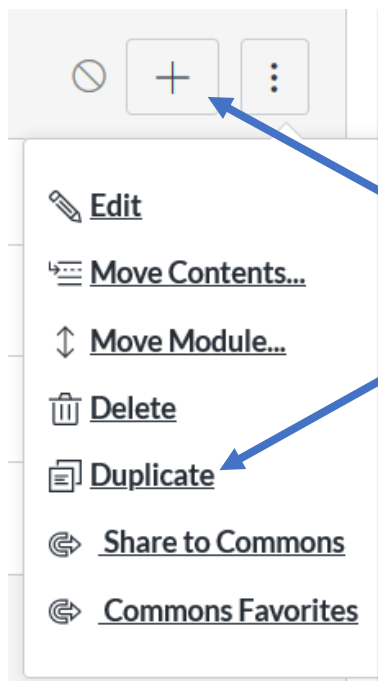
- Create prerequisite activities that students must complete before moving on in the course
- Track student progress through a sequence of learning activities

Publish or **Unpublish** a Module by clicking here

Introduction Module

Module Template

Copying a Module



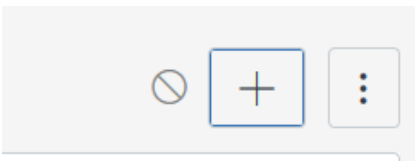
A “module template” is provided to build a structure that can be copied into additional modules.

We recommend leaving this module **unpublished**.

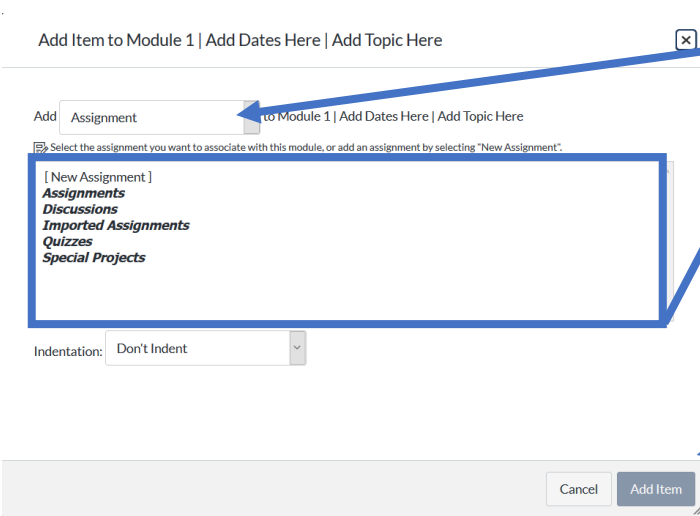
To copy, click the plus sign and select **Duplicate**

Once it has been duplicated, you can go to the same menu and edit the label, add content, and add quizzes.

Adding Items to a Module



To add items such as assignments, quizzes, or pages, click the plus sign.



On the next menu select the item you wish to add from the drop-down menu.

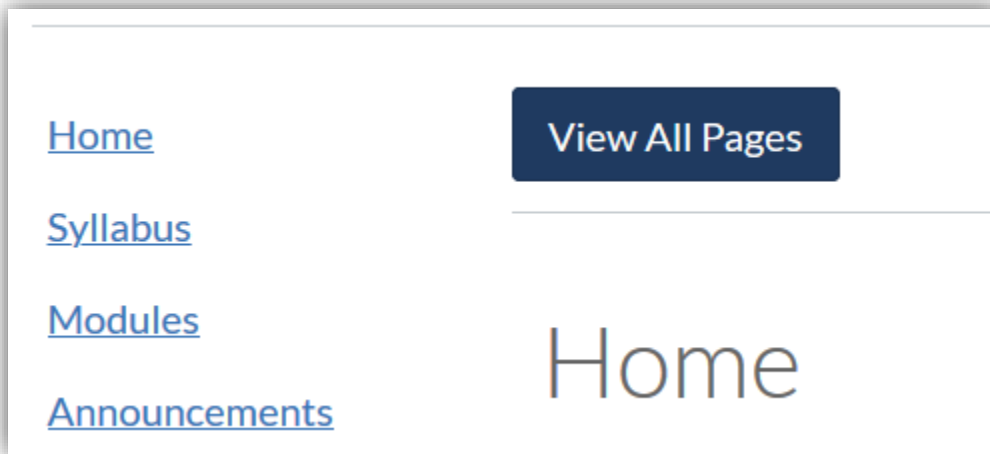
Next, select whether you would like to add a previously created item or create a new one.

Finally, click **Add Item**.

Pages

Pages are non-gradable content (i.e., Homepage, module overviews, resource pages, etc.) that are created and edited using the Rich Content Editor (RCE).

To access all of the pages within your course, click **Pages** in the Course Navigation Menu. You will land on the course Home Page. Click **View All Pages**.



From here, you can edit, publish, or unpublish all Pages within the course.

Faculty and Staff Resources > Pages

	Page title ^	Creation date v	Last edit v	
Home				+ Page ⋮
Syllabus	Online Syllabus Template	Feb 27, 2020	Feb 27, 2020	✓ ⋮
Modules	Adding Content and Resources	Feb 27, 2020	Feb 27, 2020 by Danielle Recinos	⊘ ⋮
Announcements	Assignment Types	Feb 27, 2020	Feb 27, 2020 by Danielle Recinos	⊘ ⋮
Discussions				
Grades				

Rich Content Editor

The **Rich Content Editor** is used when creating pages, assignments, discussions or quizzes.

Page Title

Text Editing Tools
(Font size, Headers, Bold, Italicize, Underline, Font color, Highlight, Super/Subscript)

Organizational Formatting
(Alignment, Outline, Indentation, Text Direction)

Word Count

Do not touch (html code)

Box sizing

Accessibility Checker

Extra Tools

(Links, Images, Record/Upload Media, Document | Clear formatting, Tables, Math Equations, Apps)\

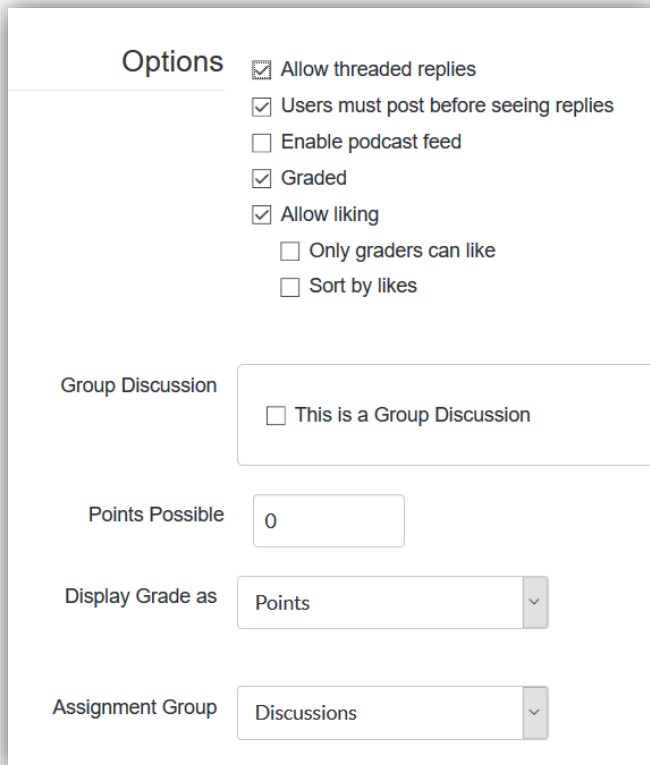
Discussions

Discussions are designed to promote student interaction with course content.

Faculty teaching online courses are required to include regular and substantive interactions with students. Discussion Boards are recommended for meeting this requirement.

Creating a Discussion

1. Click **Discussions**, on the **Course Navigation** Menu. This will display a list of all created discussions.
2. Click the **+ Discussion** button, in the upper-right corner.
3. On the **Create New Discussion** page, give a title to your discussion in the **Topic Title** textbox.
4. Using the **Rich Content Editor** (RCE) below the **Topic Title** textbox, type the initial post for your discussion. Files can be added by clicking the **Choose File** button to browse your computer to find and upload document(s).
5. Click the **Save** or **Save & Publish** button.



Options

- Allow threaded replies
- Users must post before seeing replies
- Enable podcast feed
- Graded
- Allow liking
 - Only graders can like
 - Sort by likes

Group Discussion This is a Group Discussion

Points Possible

Display Grade as

Assignment Group

- **Allow threaded replies**

Allows students to carry on discussion among themselves.

- **Users must post before seeing replies**

The option to require users to post their discussion before viewing others.

- **Graded**

Creates a column in the Grade Center and allows for individual feedback.

Optional

- **Allow liking**

Adds another layer of engagement for students that is similar to other social media platforms.

Assignments

Assignments include quizzes, graded discussions, and online submissions (i.e. files, images, text, URLs, etc.). Assignments in Canvas can be used to challenge students' understanding and help assess competency by using a variety of media. The **Assignments** page lists all of the assignments and their point value.

Creating an Assignment

1. Click on **Assignments** in the **Course Navigation** Menu.
2. Click the **Add (+) Assignment** button. This takes you to the **Create New Assignment** page, where you can type the name/title of the assignment in the **Assignment Name** box.
3. Below the title is the **Rich Content Editor** (RCE) which can be used to add instructions, links or files.
4. Assignment Details/Options:
 - Points:** the number of points the assignment is worth.
 - Assignment Group:** The option to group assignments together for weighted totals. Simply select the desired **Assignment Group** or **New Group**.
 - Display Grade as:** Choose how grades are displayed (e.g., Percentages, letters, points)
 - Submission Type:** Method in which students will be submitting their Assignment
 - i. No Submission: Creates a column in the gradebook without a corresponding submission (e.g. in class presentation)
 - ii. Online: Creates a portal and corresponding column in the gradebook for a student's submission via Canvas. Entry options include Text Entry, Website URL, Media Recordings, or File Uploads, based on instructor preference.
 - iii. On Paper: Creates a column in the gradebook for an assignment to be submitted in person.
 - iv. External Tool: An assignment submitted using a third-party tool (e.g. McGraw Hill, Pearson, etc.) External tools are added by CEITL&DE.
 - Assign to:** Specifies who receives the assignment. The default setting is "Everyone".
 - Due:** Due Date for your assignment.
 - Available from/Until:** The option to specify a date range where students can submit the assignment. If students turn in the assignment past the due date, it will be marked as late in gradebook.
5. Once complete and ready to publish to students, click the **Save & Publish** button. To save progress without publishing, click the **Save** button.

Tests and Quizzes

Creating tests in Canvas is straightforward:

(Note that these steps will use the words quiz and test interchangeably)

1. Click on **Quizzes** in the **Course Navigation Menu**.
2. Click the Add Quiz (**+ Quiz**) button. This takes you to the page to make a new quiz.
3. Replace the text **Unnamed Quiz** with what you'll be naming this quiz or test.
4. In the **Quiz Instructions** box, type any special instructions beyond "answer the questions correctly". You can also add video instructions using the **Studio** button.
5. For **Quiz Type**, select the type of quiz you would like to create
 - (ii) Practice Quiz: ungraded quizzes for practice
 - (iii) Graded Quiz: quizzes and tests that will receive a grade
 - (iv) Graded Survey: survey requirements that receive a grade for completion
 - (v) Ungraded Survey: surveys with no grades associated
6. Choose an **Assignment Group** for this test. *(Assignment Groups are created in the Assignments area of the course.)*
7. **Shuffle Answers**: Provides the option to randomize the order of the answer choices.
8. **Time Limit**: Provides the option to limit the amount of time the students have to take a quiz. The moment a student starts the quiz, the timer begins. Even if the student navigates away from the test, the timer will continue to run. Once the timer reaches zero, the user's test will be submitted on his/her behalf.
9. **Allow Multiple Attempts**: Provides the option to allow students the opportunity to take the test multiple times. Instructors choose which score to keep among highest grade, latest grade, and the average of the attempts' grades. There is also the option to specify the number of times students can take the quiz. Leaving the **Allowed Attempts** checkbox unchecked will allow students unlimited attempts.
10. **Student Viewing of Responses**: To let students see their quiz responses after the quiz, check the **Let Students See Their Quiz Responses** checkbox. You can choose to allow the students to see their responses just once after each attempt or set a specific date and time range for the students to see the correct answers.
11. **Show one question at a time**: Provides the option to limit students to view each question individually. If that option is selected, there is also the option to lock questions after answering.
12. **Quiz Restrictions**: Provides the option to require access codes.
13. **Assign**: Specifies who receives the assignment. The default setting is "**Everyone.**" Set the **Due date & time**. There is also the option to specify a date range where students can complete the quiz. If students complete the quiz past the due date, it will be marked as late in gradebook.
14. Click on the **Save** button to save your progress. Clicking the **Save** button will keep the students from seeing the test at all. Clicking **Save & Publish** will allow students to see the quiz, but they will not be allowed to access it until the availability date that you set. Doing this will bring you to the quiz page. Click on the quiz you have just created to begin working on questions.

Adding Questions to Quizzes

1. Click on the **Edit** button. Just above the name of the quiz, you'll see two tabs – the **Details** tab and the **Questions** tab. Click the **Questions** tab.
2. Click on the **+ New Question** button to add a new question to the page.

3. You can skip the textbox with the word "Question" in it. This is for a title for your question. You can put in a title if you want to help you more easily recognize the question in a massive set of quiz questions.
4. In the dropdown next to the question title box, you can choose the question type. For now, let's stick with **Multiple Choice** – the most commonly chosen question type among instructors.
5. To the right, you can put how many points this question is worth in the **pts:** textbox.
6. In the **Question:** box, you'll type the actual question at hand.
7. Below, you will enter the answer choices in the textboxes in the **Answers** section.
8. If you hover your mouse over each answer choice, you can see a little green arrow next to each answer choice. You can click on that little green arrow next to the answer choice that is the right answer.
9. If you'd like to leave generic feedback based on whether or not the student got this particular question right or wrong, you can click on and fill out the small, colored speech bubbles below the answer choices.
10. When you're done click the **Update Question** button.
11. Repeat the steps above to make more questions and create a complete quiz in Canvas.
12. Make sure to click on **Save & Publish** when you're done so that the Quiz will actually be available to students when the Availability dates come to pass.

More About the Types of Questions

For more info on the types of questions please refer to the section on Question Types in the Canvas Guides site. You can find it by clicking the link below:

<https://community.canvaslms.com/docs/DOC-12943-4152724267>

Gradebook

Using the Gradebook

The grading function within Canvas allows you to maintain all of your grades online. It provides a robust tool for tasks typically done in a spreadsheet application, making it possible to keep all grading online. To enter your gradebook, click on the **Grades** button in the **Course Navigation** Menu. A list of your students appears, with columns for any graded activities you have set up to be assessed within the **Assignments** section.

The **Gradebook** is also the place to organize grades and grading schemes:

- If you are placing assignments into **Assignment Groups** that can be weighted as a certain percentage of the grading scheme. If you are weighting a set of assignments such as weekly papers, you can weight these by **Assignment Groups** in **Grades**.
- It is possible to download a spreadsheet of scores to work with outside of Canvas. See the instructions on downloading scores, and note the information at the top about differences between the download and the table viewed online in grades.

The Gradebook also shares grades with students. Check out the student view of grades to get a sense of what they see. Please note the following concerns:

- Grades in Canvas are always displayed in points; for assignments using a GPA or letter grade, the corresponding point value appears next to it.
- In cases where no grade has been entered, the default setting in Canvas is to not factor the assignment into any grade calculations. It is possible to change this setting so all ungraded assignments are given the value 0 in calculations, but it is not possible to apply this only to particular students or assignments.
- Instructors can leave private comments for students and send messages as part of the grading process. Selective communications are available to target anyone who hasn't submitted an assignment yet or who scored more than X or less than Y on an assignment.

Using SpeedGrader

Detailed annotation and general commenting are both made possible through **SpeedGrader**.

To grade assignments using **SpeedGrader**:

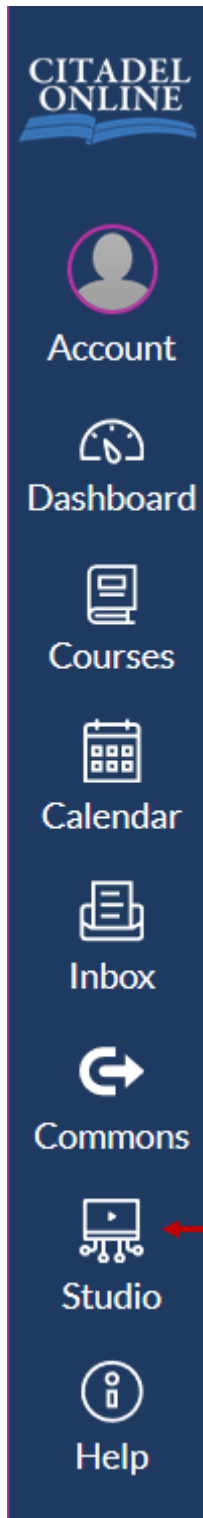
1. In the **Course Navigation** Menu, click on **Grades**. This will bring you into the gradebook.
2. Hover your mouse over the column of the activity that you'd like to grade; this will make a small menu button appear.
3. Click the small menu button; in the menu that pops out, click on **SpeedGrader**. This switches you into the **SpeedGrader** feature of Canvas – a streamlined interface for grading papers online. The **SpeedGrader** will automatically jump to the first student in your roster with a submitted assignment.
4. The student's submission will display in the preview window.
5. Use the annotations tools in the gray bar to make marks and comments directly on the submission..
6. In the pane on the right, be sure to observe the submitted date and time. Late assignments will be marked with a red badge that says "LATE".
7. Once you're done making annotations and you're ready to assign the grade to the student's paper, you can click in the textbox under assessment to assign the grade the student has earned.
8. If there are any comments you'd like to impart to the student, you can do so by either typing into the **Assignment Comments** box, or clicking the **Media Comment** button to record a video comment for the student (if you have a webcam and microphone on the computer you're using).
9. Once you're all done, click the **Submit** button.
10. Now that you're done with that student paper, you can go on to the next student by clicking the right or left arrows next to the student's name in the upper-right corner of the SpeedGrader.
11. To return to your gradebook (and the rest of the course), click on the **Gradebook** icon the far upper-left corner of the **SpeedGrader**.

Studio

Canvas Studio engages learners and instructors via video. Studio makes it easy for faculty to create engaging video and for students to participate in dynamic conversations as they view the video. It provides a platform for students (who might otherwise be passive and non-participatory in class) to interact and participate.

Below are some of features **Studio**.

- Faculty and students can easily create, store, and share videos and podcasts (audio-only), safely and securely.
- Time-stamped, in-video commenting enables timely, relevant feedback and rich collaboration.
- Students can seamlessly create and submit videos as a Canvas assignment as a means to demonstrate understanding.
- Built-in asset management helps you safely store and easily access media.
- Platform-agnostic functionality means **Studio** works across all devices.
- **Studio** offers automated captioning (or upload your own), because accessibility is essential.
- Drag and drop video files from your desktop, paste a link from YouTube, or instantly record with your webcam or screen capture.

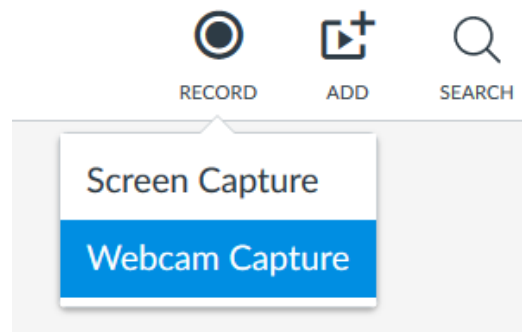


1. Click on the Studio Button



2. Click the Record Button on the top righthand corner:

3. Select **Screen Capture** or **Webcam Capture**



For first time using **Screen Capture**

- a. Download the application by clicking **Download** on the bottom right hand corner.
- b. Click **Save File**
- c. Go to your Downloads folder and open file to Install.
- d. Return to **Studio** and click **Screen Capture**
- e. Click **Open Link** to launch application

Inbox

Canvas offers a messaging feature in which the messages sent and received all live inside the Canvas system. Please note, however, that by default, all users' notifications are set up in Canvas to send copies of any received messages in **Conversations** are sent to said users' respective Citadel Email accounts.

To send a message to a student:

1. In the **Global Navigation** Menu, click on **Inbox**.
2. In the upper right corner, click on the compose a new message button. This will bring up the **Compose Message** popup.
3. In the **Compose Message** popup, choose the **Course** in which your intended recipient (student) is enrolled.

If you're having trouble identifying one course from another in the dropdown menu, let your mouse hover in place, and you'll see a tooltip showing the full name of the course.

4. Click the **Address Book** button.
5. In the menu that pops out, click on **Students**. If you'd like to send a message to all students in the course, click on **All in <<your_course_name_here>>**.
6. Click on the name of the student you'd like to add as a recipient of your message. Tip: if you hold down the Control (Ctrl) key (that's the Command (⌘) key for Mac users), while clicking you'll be able to select multiple users at once.
7. The **Subject** is whatever you'd like to make the title of this message.
8. If you're sending to multiple students, you can optionally check the **Send an individual message to each recipient** to one of the same message to each recipient. This is essentially a BCC function – students will not be aware that anyone else is receiving the same message because it will appear as an individual message.
9. Type the body of your message into the large textbox.
11. If you have a webcam and/or mic on your computer, click on the **Media Comment** button to record and attach an embedded video. Please note that users that receive a copy of messages with media comments won't be able to view the media comments themselves without opening **Conversations** in Canvas.
12. When you're all done and ready to send your message, click on the **Send** button.

Course Migration and Copying

Copying from CitLearn to Canvas

Start by opening a Blackboard course you wish to copy.

Navigate to **Export/Archive Course**

Control Panel > Packages and Utilities > Export/Archive Course

1. On the Export/Archive Course page, select Export Package.
2. On the Export Course page, include only the links to course files or include the links and copies of the course files content.
 - For copy links and include copies of the content, select Calculate Size to be sure that the package size doesn't exceed the displayed allowed package size.

Export Course

SELECT COPY OPTIONS

✱ Source Course ID ocean_101

FILE ATTACHMENTS

Course Files Default Directory Copy only links to course default directory files
 Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory Copy only links to files stored outside of the course default directory
 Copy links and include copies of the files outside of the course default directory

Package Size

SELECT COURSE MATERIALS

Content Areas

- Home Page
- Getting Started
- Week 1: People
- Week 2: History

Adaptive Release Rules for Content

Announcements

Blogs

3. In the **Select Course Materials** section, select the check boxes for each course area and tool to export.
 - If you select Discussion Board, decide whether to include started posts for each thread in each forum (anonymously) or include only forums with no starter posts.
4. Select **Submit**.

Export packages are downloaded as compressed ZIP files and are imported in the same format. Do not unzip an export package or delete files from the package, as the contents won't import correctly.

Once the file has been downloaded to your computer, navigate to your Canvas Sandbox created for your new course and click **Settings**

On the left
you will see a list of
menu options.

Select **Import Course Content**

- [Share to Commons](#)
- [Student View](#)
- [Course Statistics](#)
- [Course Calendar](#)
- [Conclude this Course](#)
- [Delete this Course](#)
- [Copy this Course](#)
- [Import Course Content](#)
- [Export Course Content](#)
- [Validate Links in Content](#)

In the drop-down menu Select:
Blackboard 6/7/8/9 export .zip file

Click **Browse**
and select the
export file from Blackboard

Select **All content**

Click **Import**

Import Content

Content Type Blackboard 6/7/8/9 export .zip file

Source Browse... No file selected.

Default Question bank Select question bank

Content All content
 Select specific content

Options Overwrite assessment content with matching IDs ?

Adjust events and due dates

Cancel Import

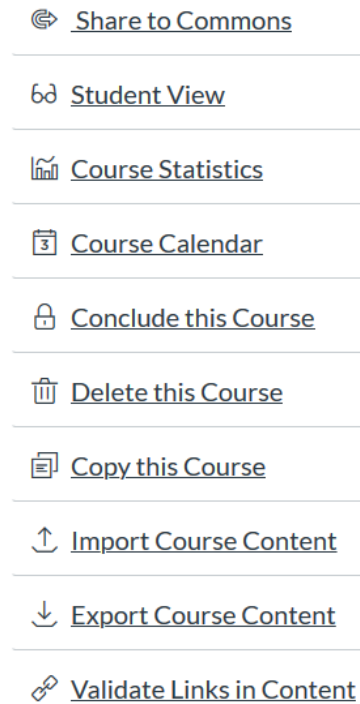
You will see a bar indicating that the process is running. This bar will turn green when the process is completed.

Copy from Canvas to Canvas

1. Navigate to Canvas course you wish to copy into and select **Settings**.

On the left
you will see a list of
menu options.

Select **Import Course Content**



2. In the drop-down menu Select:
Copy a Canvas Course

Select the course you wish to copy.
You can begin typing the course name to help filter.

Import Content

Content Type

Search for a course

Include completed courses

Content All content
 Select specific content

Options Adjust events and due dates

Select **All content**

Click **Import**

Date Change Feature
(see more info below)



You will see bar indicating that the process is running. This bar will turn green when the process is completed.



3. Date Change Feature:




This option allows instructors to easily change due dates between semesters. Only using when copying courses within Canvas. Do not use when copying courses from Blackboard to Canvas.

Options Adjust events and due dates

Date adjustment Shift dates
 Remove dates

Beginning date  **change to** 

Ending date  **change to** 

Move from Sunday  **to** Sunday  

Date adjustments
Shift dates: Adjusts dates using start/end dates of course
Remove dates: Removes all dates from course

Begin/End Dates
Beginning dates for original course
Ending date in original course

Change to
Beginning and Ending dates for new course

Substitutions
This allows for changes in copying to different sections.
For example, a T/TH course can have its dates converted into a M/W/F course.

24/7 Canvas Help Desk

Canvas offers support 24 hours a day, 7 days a week, 365 days a year. Instructors and students can call, chat, or email Canvas.

Accessing Canvas Support

The image shows a vertical sidebar menu on the left with the following items: CITADEL ONLINE logo, Account, Dashboard, Courses, Calendar, Inbox, Commons, Studio, and Help. The main content area is titled 'Help' and lists several support options. Three callout boxes are connected to specific items in the list:

- Chat with Canvas Support (Student)**: Live Chat with Canvas Support! (Callout: **Chat with Canvas Support** - Chat in real time with a Canvas support representative!)
- Chat with Canvas Support (Faculty)**: Live Chat with Canvas Support! (Callout: **Chat with Canvas Support** - Chat in real time with a Canvas support representative!)
- Report a Problem**: If Canvas misbehaves, tell us about it (Callout: **Report a Problem** - If a feature in Canvas is not working properly, you can report it directly to Canvas!)
- Ask the Community**: Get help from a Canvas expert (Callout: **Ask the Community** - Community resources available for reference. Share and gather ideas with other Canvas users!)

Other items in the 'Help' list include: Canvas Support Hotline (855-443-5290), Ask Your Instructor a Question (Questions are submitted to your instructor), Lesesne Gateway (Student Portal), Daniel Library, Student Success Center, and Counseling Center.