

Organizing Your Canvas Course

The purpose of this article is to provide information on how to effectively use and organize your Canvas course based on student's feedback. Each section will have a brief overview of the tool and includes directions on how to create what is discussed. If you would like to meet with a Canvas @ Yale Support member to discuss your course, please use the [Consultation link](#) to do so.

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Syllabus

For students to be able to search for your course on [Course Search](#) during the Course Selection period, you should upload your syllabus and publish your course. However, there is much more you can do to utilize this tool to be able to ensure the students are aware of the work that will be due throughout your course.

You can use the syllabus tool as an organization tool by creating an interactive syllabus which has links to other components, including readings, videos, modules, and assignments, so the students will only have to go to one page on your course to access all other content. Below is an example on an interactive syllabus which is organized by week.

The screenshot shows a Canvas course page with a sidebar on the left containing navigation links: Yale, Account, Admin, Dashboard, Courses, Calendar, Sign Up BETA, Inbox, and Help. The main content area is titled 'Session 3 9/14/16 Structuring Decision Problems' and 'Session 4 9/21/16 Managing Uncertainty'. Under Session 3, there is a 'Reading:' section with a link to 'Decision Analysis' (labeled A), an 'Assignment:' section with a link to 'Case #1: Killer Ants.' (labeled B), and a 'Class Notes (available after class)' link (labeled C). Under Session 4, there is a 'Required reading:' section with a link to 'Sox et al. Chapter 6.' (labeled D), and an 'Assignment:' section with a link to 'Case #2: Hodgkin's Disease.'

- A. Link to Page with list of readings & websites required for that week
- B. Link to Assignment due.
- C. Link to Page which is set to be available after class date & time
- D. Link to File for reading

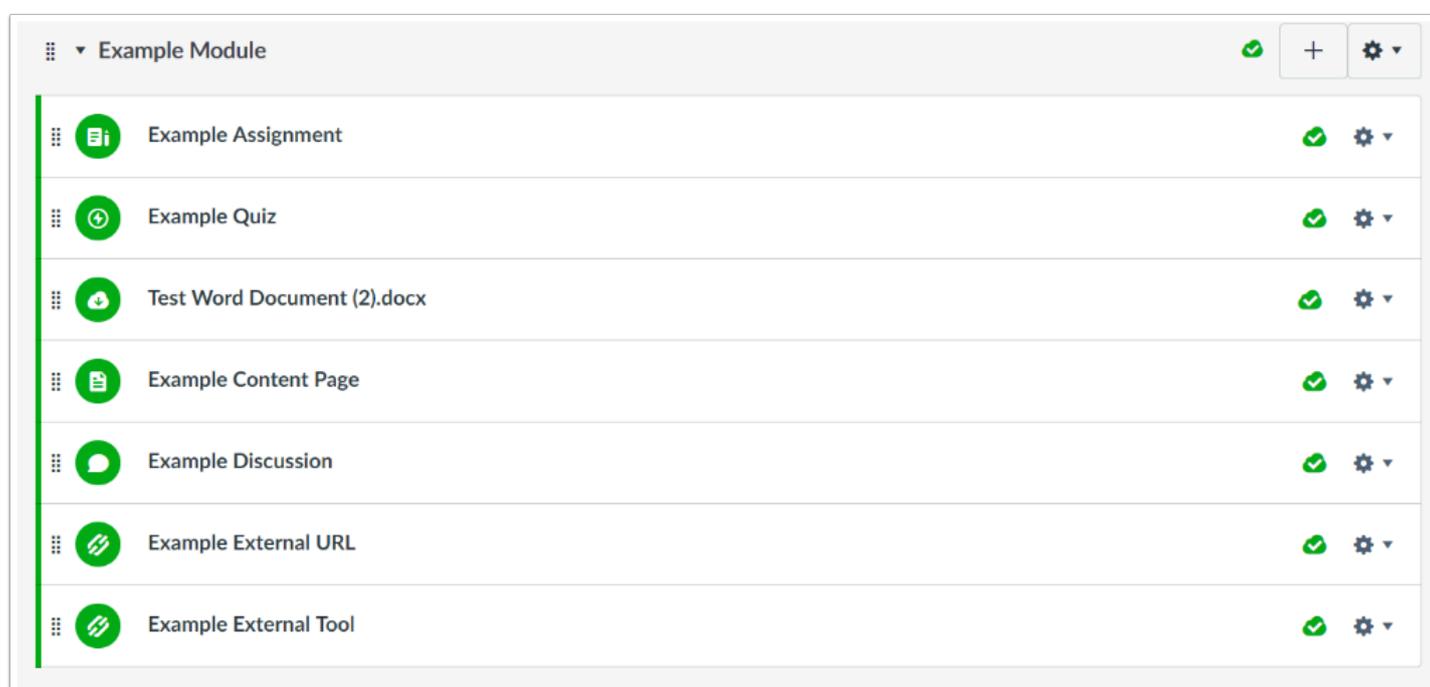
 To learn how to create an interactive syllabus, please see the following help documentation:

- [How to Create Pages](#)
- [How to Add Links to a Page](#)

Modules & Pages

Another way to organize your content is to create modules and pages to guide the student's learning while not in the classroom. Modules are used to organize course content by weeks, units, or by topic. Modules can create a one-directional linear flow of what students should do in a course for that module. Each module can contain files, discussions, assignments, quizzes, and other learning materials, such as URLs and videos.

You have the option to publish the entire module or each item individually so you can work on modules without worrying about students viewing your work. Once you are ready for students to view the modules, you simply publish the item or module. Below is an example of a module:



The screenshot shows a Canvas interface for a module titled "Example Module". At the top right, there are icons for a checkmark, a plus sign, and a settings gear. Below this is a list of seven items, each with a status icon (checkmark) and a settings gear icon:

- Example Assignment
- Example Quiz
- Test Word Document (2).docx
- Example Content Page
- Example Discussion
- Example External URL
- Example External Tool

 **NOTE:** If you organize your content by using Modules, you may want to hide other tools, such as Files, Quizzes, or Assignments from students since they will be accessing the files and content from the modules. You can do this by [re-organizing your course navigation](#).

For students, when they enter the module, they can then click “**Next**” at the bottom of the page and will be brought to the next item within the module. If there is an item that you have set an availability date for, the students will be able to click on it, but then will be notified that they do not have access to the item until the availability date.

Week One Readings

Online Textbook Reading:

With this week's reading, please read the section (including all links) **The Constitution and Bill of Rights**, beginning with "What Americans Don't Know About the Constitution" within the Digital History Online Textbook. You can go through all the pages easily by clicking the "next" button.

- Mintz, S., & McNeil, S. (2013). [The Constitution and Bill of Rights](http://www.digitalhistory.uh.edu/disp_textbook.cfm?smtID=2&psid=3230) . Digital History. Retrieved (4/10/2014) from http://www.digitalhistory.uh.edu/disp_textbook.cfm?smtID=2&psid=3230

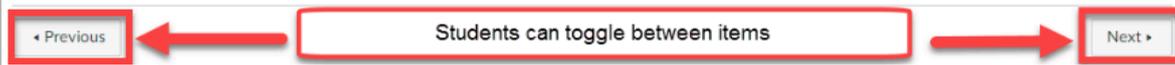
Additional Readings:

- Mintz, S., & McNeil, S. (2013). [Debates Within the Constitutional Convention](http://www.digitalhistory.uh.edu/disp_textbook.cfm?smtID=3&psid=263) . Digital History. Retrieved (4/10/2014) from http://www.digitalhistory.uh.edu/disp_textbook.cfm?smtID=3&psid=263
- Mintz, S., & McNeil, S. (2013). [James Madison on the Constitutional Convention](http://www.digitalhistory.uh.edu/disp_textbook.cfm?smtID=3&psid=193) . Digital History. Retrieved (4/10/2014) from http://www.digitalhistory.uh.edu/disp_textbook.cfm?smtID=3&psid=193
- Library of Congress (2014) [Documents from the Continental Congress and the Constitutional Convention, 1774-1789](#) .

This Library of Congress site contains 274 documents relating to the work of Congress and the drafting and ratification of the Constitution. Please look through the links to gain further knowledge regarding the depth of the discussion.

- [The Federalist Papers](http://www.foundingfathers.info/federalistpapers/) . Retrieved (4/10/2014) from <http://www.foundingfathers.info/federalistpapers/>

An online version of the Federalist Papers, the essays written by Alexander Hamilton, John Jay, and James Madison to rally support for the ratification of the Constitution.



💡 To learn how to create modules and how to add content to the modules, please see the following help documentation:

- [How to Create Modules](#)
- [How to Create Pages](#)
- [How to Add Content to Modules](#)

Files

As an instructor, Files allows you to store files and assignments within Canvas. You can upload one or multiple files, view all details about your files, preview files, publish and unpublish files, set usage rights, and restrict access to files. Although it can be very easy to just import all your files into this area, you will want to utilize the Folders within Files to ensure that the documents are organized in a way that will make it easier for students to identify which files they will need to download and read for that specific week or topic.

The screenshot shows the Canvas Files interface. On the left, there is a sidebar with a search bar and a list of folders. The main area shows a list of folders with columns for Name and Size. On the right, there is a control panel with buttons for '+ Folder' and 'Upload'. Annotations A-F are placed on the interface:

- A: '+ Folder' button
- B: 'Upload' button
- C: '01 Week 1 Readings' folder name
- D: Green checkmark icon
- E: Gray circle icon
- F: Orange cloud with lock icon

- Click "**+Folder**" to add a folder to the Files area
- Click "**Upload**" to upload a file, multiple files, or a zip file
- Files and Folders appear in alphabetical order so you may want to use "01, 02, etc" in front of your folders to ensure they are in the order you would like
- Green check mark means the folder and its content is published and available to students
- Gray circle means that the folder is not published and the folder or content is not available to students
- Orange cloud with lock states that the folder and content has been restricted to be only available with a link or available after a specific date

 **NOTE:** If the folder is restricted with an availability date, the students will see the folder but will be notified that the folder is available on a later date. If it is restricted with access only with the direct link, the students will not see the folder within the Files area.

 To learn how to use the Files area, please see the following help documentation:

- [How do I create folders in my course "Files" area?](#)
- [Using the Content Selector Panel to Add Links to Files.](#)
- [How do I upload a file to a course?](#)
- [How do I create a zip file?](#)

Assignments

Assignments include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.). The Assignments page shows students all the assignments that will be expected of them and how many points each is worth. Assignments can be assigned to everyone in the course or differentiated by section or user.

If you are having the students complete work within class and just want a column within the Grades area to provide the student with their grade, you can also create an assignment and choose “on paper” submission.

The screenshot displays the Canvas Assignments interface. At the top, there is a search bar labeled "Search for Assignment" and two buttons: "+ Group" and "+ Assignment". Below this is a section titled "Test Assignment Group" with a "0% of Total" indicator and a plus sign. The main area contains a list of assignments, each with a three-dot menu icon on the left and a green checkmark on the right. The assignments listed are:

- Test Assignment 1 (Available Multiple Dates | Due Multiple Dates | 100 pts)
- Roll Call Attendance (100 pts)
- Test Assignment (Test 2 Module | 5 pts)
- Week 2 Discussion (Test 2 Module)
- Test One (6 pts)
- This weeks topic...
- No Submissions (Due Nov 22, 2017 at 11:59pm)
- test complete/incomplete
- Happy Corgi Pictures (100 pts)
- Test attachment (100 pts)



To learn how to use Assignments, please see our help documentation:

- [How do I create Assignments?](#)
- [How do I Grade Assignments?](#)
- [Creating Weighted Groups for Assignments](#)
- [How do I create Media Recording Assignments?](#)
- [Duplicating an Assignment](#)
- [Due Dates versus Display Dates](#)

Grades

The Gradebook helps instructors easily view and enter grades for students. Depending on the Grade display type, grades for each assignment can be viewed as points, percentage, complete or incomplete, GPA scale, or letter grade.

Only graded assignments, graded discussions, graded quizzes, and graded surveys that have been published display in the Gradebook. Non-graded assignments are not included. By using the Gradebook functionality, you can have the system complete the weighted totals for you (i.e. Writing Prompts are worth 10%, participation is with 20%, etc.) Once a graded item is created within Canvas under assignments, quizzes, or discussions, a column will be automatically created within the Gradebook. Students will be able to view all of their grades as well, which allows the students to understand how they are doing within the course.

The screenshot shows the Canvas Gradebook interface. At the top, there are tabs for 'Gradebook', 'View', and 'Actions'. Below these are search bars for 'Student Name' and 'Assignment Names'. The main table has columns for 'Student Name', 'Pick-Your-Assig... Out of 15', 'Reflection #1 Out of 5', 'Reflection #2 (Final) Out of 5', 'ANT Map #1 Out of 15 MANUAL', and 'ANT Map #2 Out of 10'. Red callouts are placed as follows: 'C' on the 'Student Name' search bar, 'D' on the 'Actions' tab, 'E' on a blue-highlighted cell in the 'Pick-Your-Assig...' column, 'F' on a red-highlighted cell in the 'Pick-Your-Assig...' column, 'A' on a cell in the 'Reflection #1' column, and 'B' on a cell in the 'ANT Map #1' column.

Student Name	Pick-Your-Assig... Out of 15	Reflection #1 Out of 5	Reflection #2 (Final) Out of 5	ANT Map #1 Out of 15 MANUAL	ANT Map #2 Out of 10
	15	5	-	-	10
	-	3	-	-	10
	-	4	-	15	9
	-	5	-	10	-
	-	5	-	-	-
	-	4	-	-	-
	-	5	-	-	-
	-	2	-	-	-
	-	3	-	-	-
	-	4	-	-	-
	-	5	-	-	-

- A. Column for Assignment
- B. Activities marked as "MANUAL" will not have the grades posted to students until the instructor releases them
- C. Toggle specific views and filters
- D. Select to import or export grades
- E. Blue highlight represents a late submission
- F. Red highlight represents a missing submission

💡 For more information on Grades, please see our help documentation:

- [Gradebook Features](#)
- [How do I Grade Assignments?](#)

- [Anonymous Grading](#)
- [How to Change Grading Schemes](#)
- [Creating Weighted Groups for Assignments](#)

 For more help, please contact canvas@yale.edu.