CANVAS HOW TO's

How to login Canvas:
Log into Canvas using your Hastings ID:
   http://canvas.uchastings.edu

Under Courses, click on the title of the course.

How to add your Syllabus:
1. Click on Syllabus in the course menu
2. Click on Edit Syllabus description
3. Insert Content into the Syllabus Page by clicking on the Links, Files or Images tab in the menu on the right
4. Click on Update Syllabus

How to add your first class Assignment:
1. Click on Assignments in the course menu
2. Click on + Assignment in the upper right
3. Enter assignment details
4. Click on Save at the bottom

How to add course materials (Files):
1. Click on Files in the course menu
2. Create folders by clicking on +Folder (if needed)
3. Click on Upload to add files

How to move files from prior courses:
1. Click on Account (from the main menu)
2. Click on Files
3. Select the prior course folder and find the file
4. Click on gear icon in the right end of the file name
5. Select Move and select the new course folder

How to add Announcements:
1. Click on Announcements
2. Click on +Announcement button
3. Click Save at the bottom

How to send Email:
1. Click on Inbox from the main menu
2. Click on message icon (square figure with pencil icon)
3. Select Course
4. Complete To, Subject and message sections
5. Click on paperclip icon to attach documents
6. Click on Send at the bottom

How to hide Course menu items:
1. Click on Settings in the course menu
2. Click on the Navigation tab
3. Click on the drop down arrow next to the gear and select Disable to hide the menu item
4. Click Save at the bottom
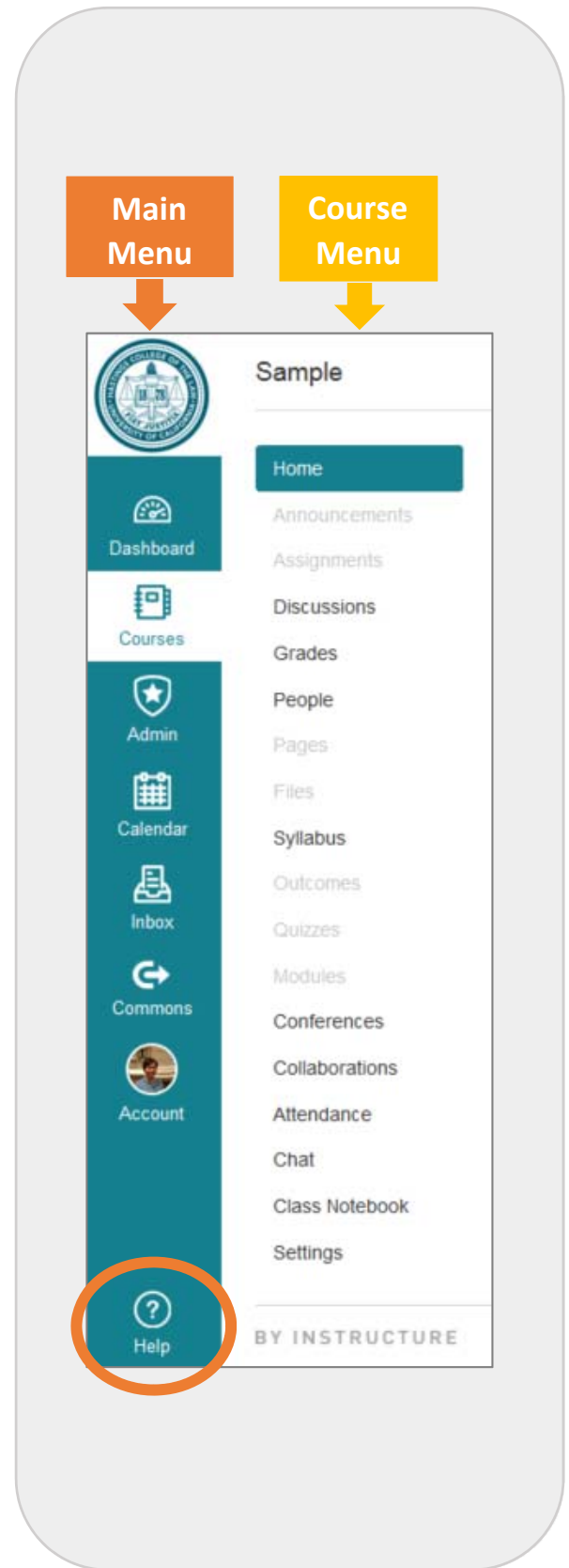
Make sure to click on **Publish** under Course Status in the Home page so students can view the content.